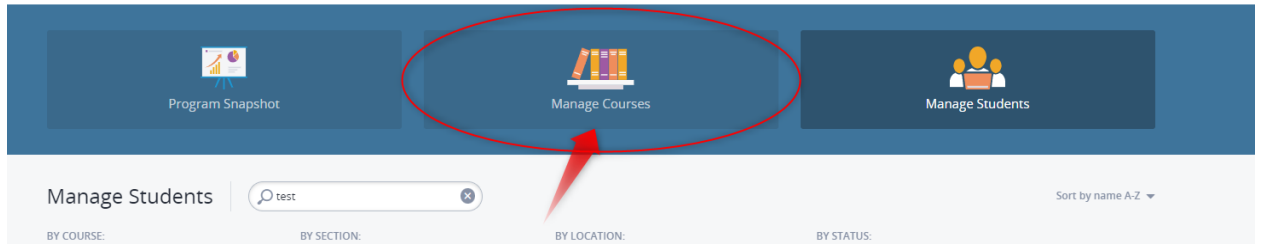
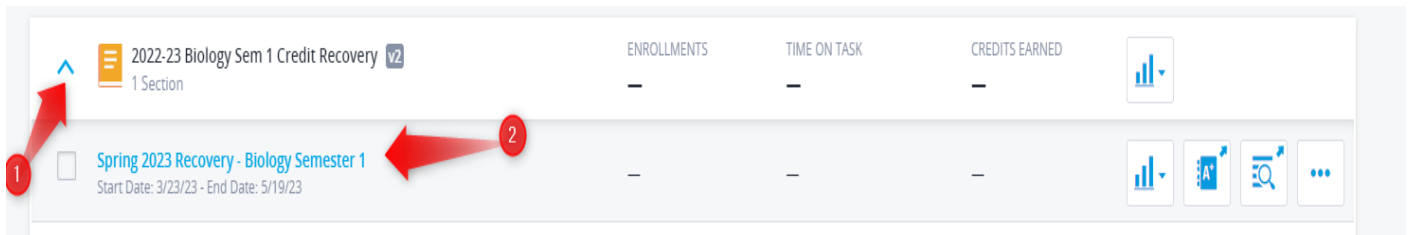


Complete a Student: Edmentum



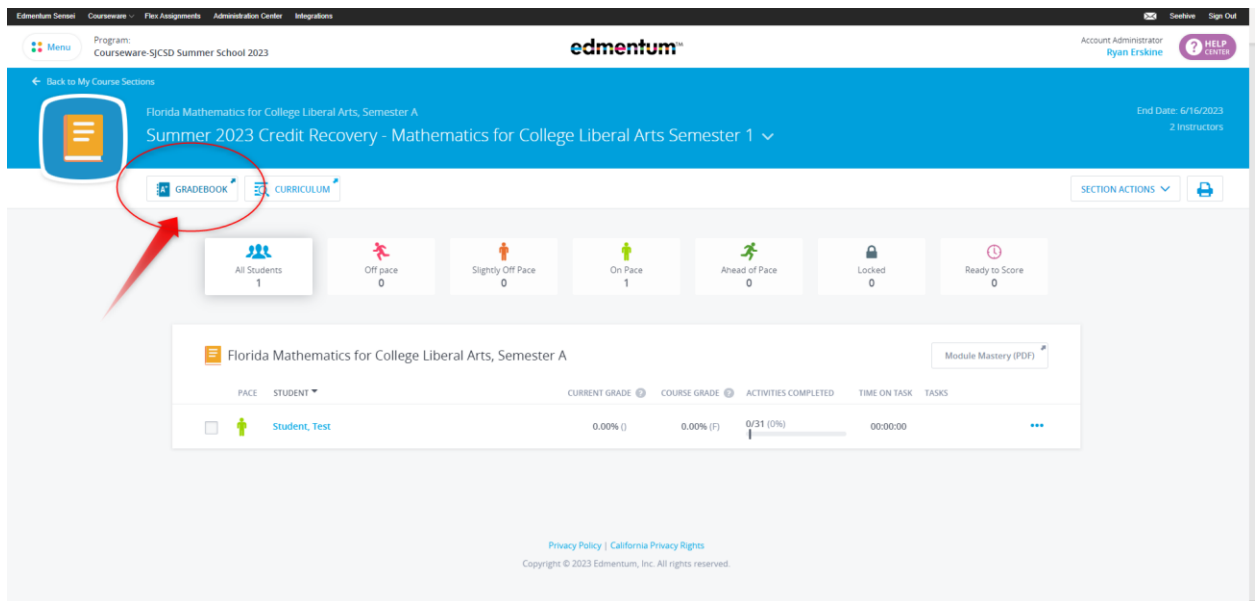
1. Login and click manage Courses.



2. Click on the name of the course

3. Below will open and now click on the name of the course once more.

4. Now click on Gradebook



5. Now select the student and award the credit

The screenshot shows the Edmentum course interface for 'Spring 2023 Recovery - HOPE Semester 1'. A student named 'Student, Test' is selected. The 'Approve Credit' button is highlighted with a red circle and a red arrow pointing to it.

6. After awarding the credit, click on Complete Student

The screenshot shows the Edmentum course interface after the credit has been awarded. The 'Complete Student' button is highlighted with a red circle and a red arrow pointing to it.

7. Click on Complete Student

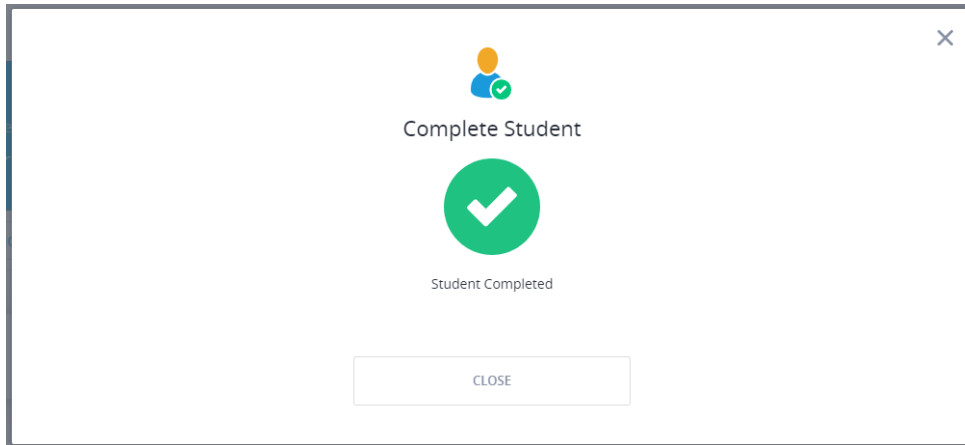
The 'Complete Student' dialog box displays the following information:

STUDENT	GRADE	SIS ID	ACTIVITIES COMPLETED	START DATE	END DATE	APPROVE CREDIT
Student, Test	Grade 6		3/21	3/30/2023	5/19/2023	<input checked="" type="checkbox"/> Approve credit

Note: Once marked complete, the student will not be able to access course activities, will not appear on the instructor's section page, and will not be impacted by any changes made to the course.

The 'COMPLETE STUDENT' button is highlighted with a red circle and a red arrow pointing to it.

8. Now you will get the message that the student has been completed.



9. Administrators or Lab Facilitators, please look at the next steps in the How to for Printing off Final Grade Report