D O Z U K I
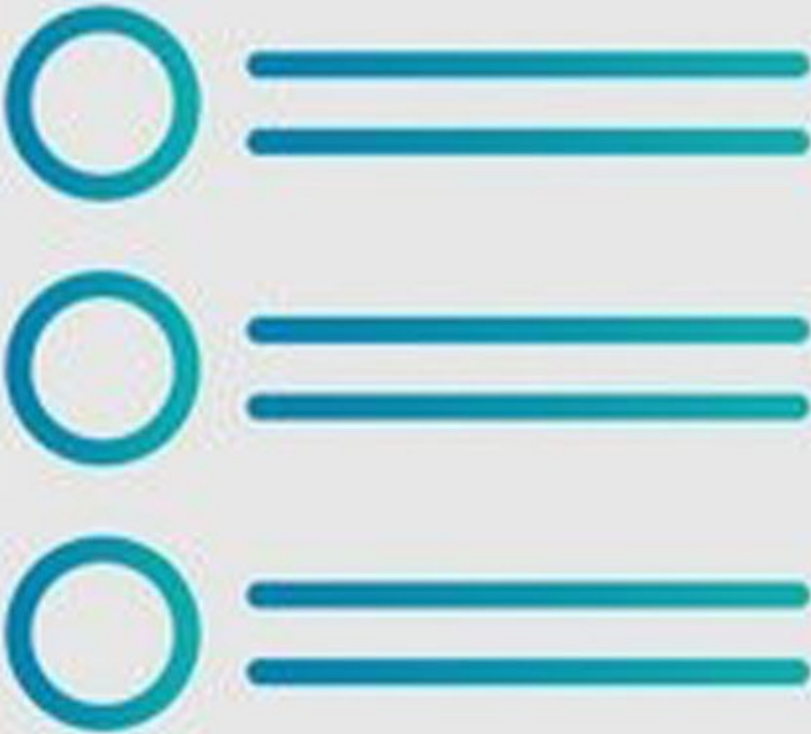
How to Complete or Invalidate Course Stages in Bulk

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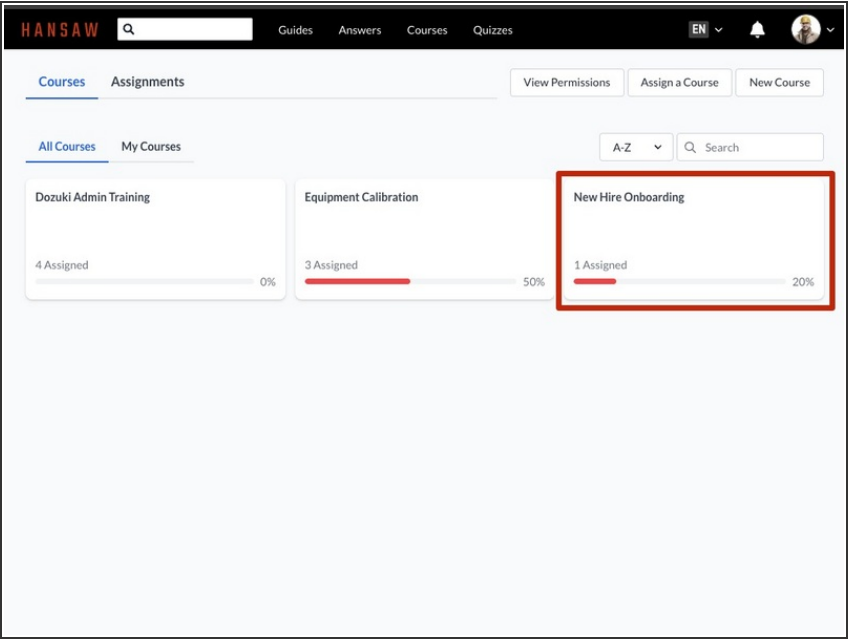
Written By: Dozuki System

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INTRODUCTION

Admins have the ability to manage courses in bulk by validating course completions or invalidating courses. This makes live course training sessions easier to manage, as the trainer can now validate the course completion for all assignees at once.

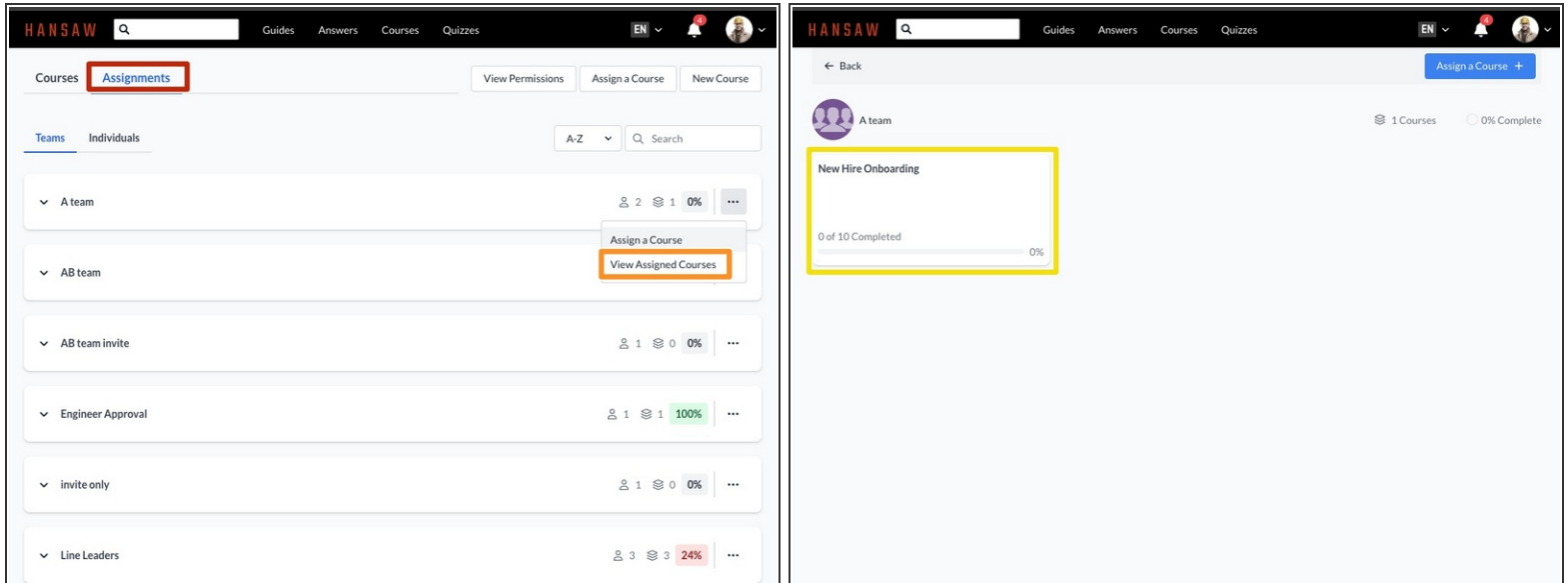## Step 1 — How to Complete or Invalidate Course Stages in Bulk

- On the **Manage Courses** page, click on a course tile to Manage.

Step 2

- Click the **Assignees** tab to bring up a list of teams assigned to the course.

- Click on the three dots icon to bring up a drop-down menu of options for the course.

- Set the course stage completion status for all members of the team, by clicking **Mark Complete** or **Mark Incomplete**.

- Click **Confirm** on the modal to finalize your changes (this does not appear for teams that are comprised of a single user).

Step 3

- You can also manually complete or invalidate courses from the **Assignments** section of the Courses page.

- Click on the **Assignments** tab, then click the three dots icon on any team.

- Click **View Assigned Courses** on the drop-down menu that appears.

- Click on a course tile to edit it.

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Step 4
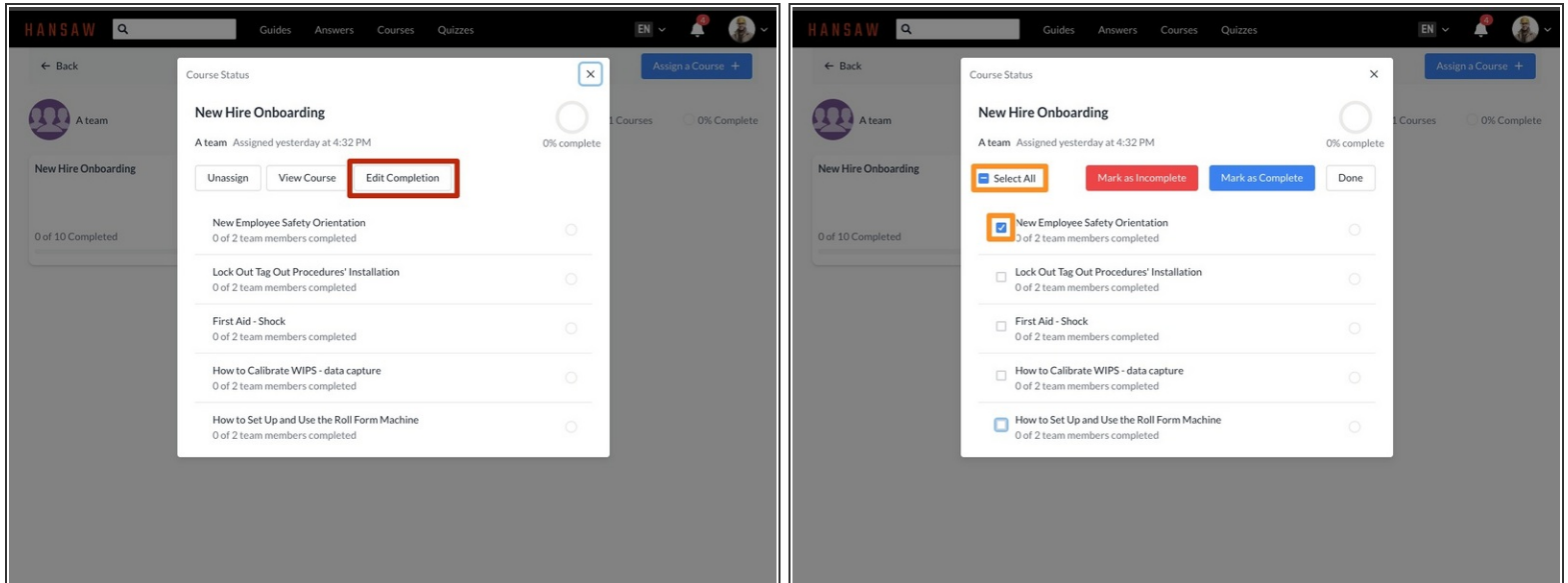
ⓘ A modal appears with information on the team's completion percentage for every stage of the course, along with additional options.

● Click **Edit Completion.**

● Click the checkbox on an individual course stage or **Select All.**

Step 5
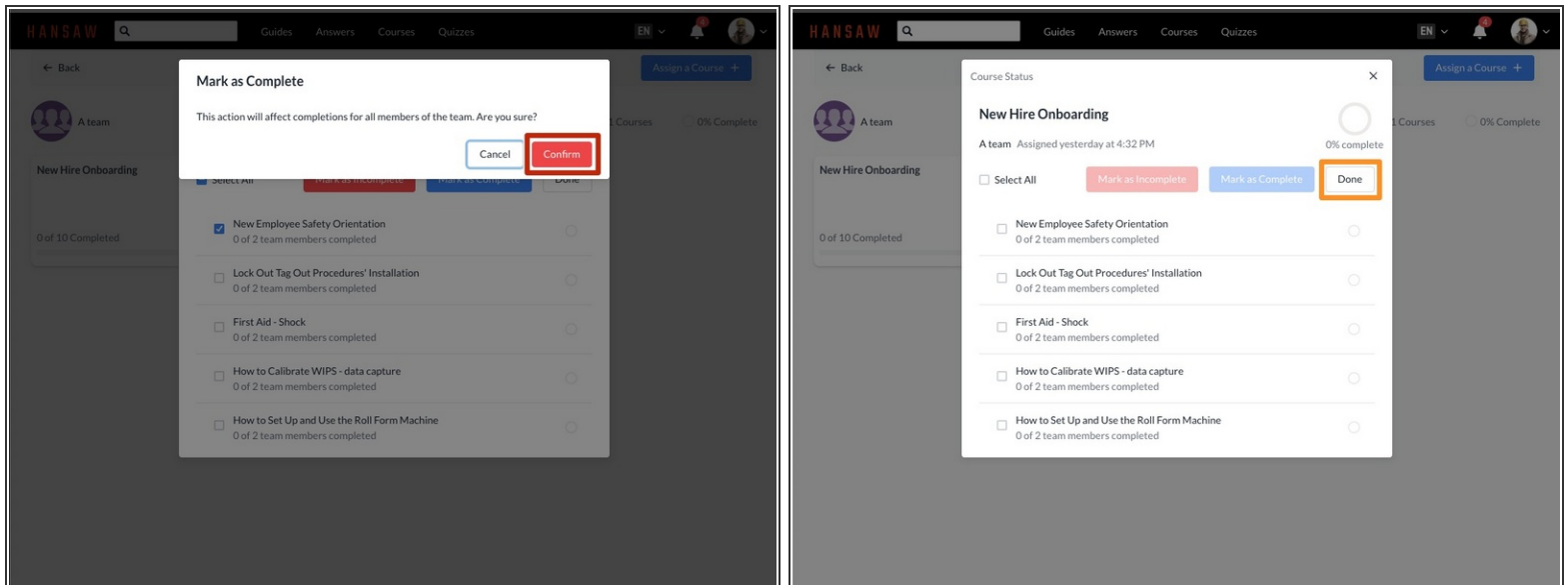
- Mark as **Complete** or **Incomplete,** then **Confirm** on the modal that appears.

- Click **Done** to finalize your changes and return to the previous view of the modal.