

Understanding Course Completion Status

BSC Health & Safety E-Learning Platform



Introduction

Each health & safety e-Learning course is comprised of a number of steps, all of these steps need to be completed by an individual in order to mark the overall course as complete.

Manual Handling Training
This course has two steps:

1. An interactive learning package.
2. A 10 question multiple choice quiz.

You must complete both activities, resulting in two icons on this page, to complete the course.

Objectives

By the end of the course you will be able to:

- o Explain why correct manual handling principles are important
- o Describe how to safely lift and carry loads
- o Describe how to apply the Health and Safety Executive's guidelines for lifting and carrying
- o Describe how to assess the risks from manual handling activities

Step One - Interactive Learning

Click the link below to start the training course.

[Learning - Manual Handling](#)

Step Two - Multiple Choice Quiz

The Quiz will become available when you have completed the "Manual Handling - Interactive Learning" (Step One).

[Quiz - Manual Handling](#)

Figure 1 - A screenshot of the Manual Handling course with the steps and progression icons highlighted

Each step is unlocked as the preceding step is completed. Sometimes your users may not realise this and believe they have completed the course when they still have steps remaining. This document will show you how you can check how far someone has progressed in a course.

Viewing Course Completion Data

Course completion is tracked with the Course Completion Report. This report is accessible via your Administration Block by clicking on **Reports > Course completion**

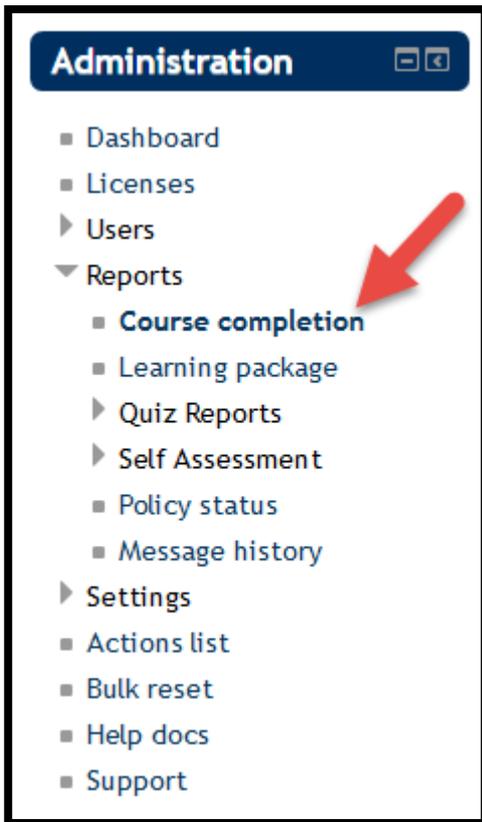


Figure 2 - The course completion report on the administration block

This report can be filtered by a number of factors to narrow down the data you are looking for. You can access more filters by clicking on the **Show more** link. In this example we wish to see the completion data for Mary Shelley and have filtered by her name.

Course completion

▼ Filters

Course: -- ALL --
 Display Screen Equipment
 Fire Safety
 Manual Handling

User [?] mary shelley 
 + Show more...

Submit Export

First name / Surname	Username	Course	Status	Completion date	Reset date
Mary Shelley	employee4	Display Screen Equipment	Complete	15/04/2015	14/04/2017
Mary Shelley	employee4	Manual Handling	In progress 		
Mary Shelley	employee4	Fire Safety	Not yet started		
Mary Shelley	employee4	Display Screen Equipment	Archive	22/08/2014	

Figure 3 - The course completion report filtered by name

We can see that Mary’s completion status on the Manual Handling course is recorded as ‘In progress’. This indicates that she has completed at least one step in the course but not all. We can see exactly what activities Mary has completed on this course by clicking on the ‘In progress’ link in the ‘Status’ column. This will take us to her completion progress details.

Showing user [Mary Shelley](#)
 Status [In progress](#)
 Required All criteria below are required

Criteria group	Criteria	Requirement	Status	Complete	Completion date
Activity completion (all required)	Learning - Manual Handling			Yes	25 July 2016
	Quiz - Manual Handling	Achieving grade		No	-

Figure 4 - Mary’s progress details on the Manual Handling course

The progress details screen lists each activity that is required to be completed and its current status. We can see from this report that Mary has completed the ‘Learning – Manual Handling’ activity but has not yet completed the ‘Quiz – Manual Handling’ activity. We can now contact Mary and advise her that she needs to pass the quiz in order to complete the Manual Handling course.