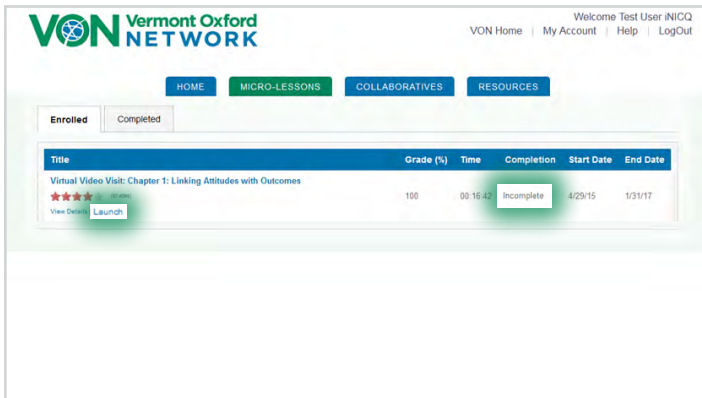
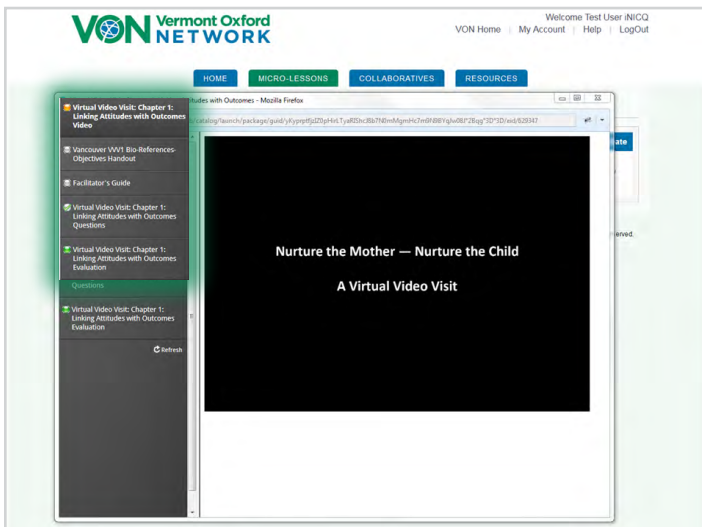


How to Check if a Micro-Lesson is Complete



If you there is a Micro-Lesson listed as “ Incomplete” there may be some items that need to be completed or launched. To review:

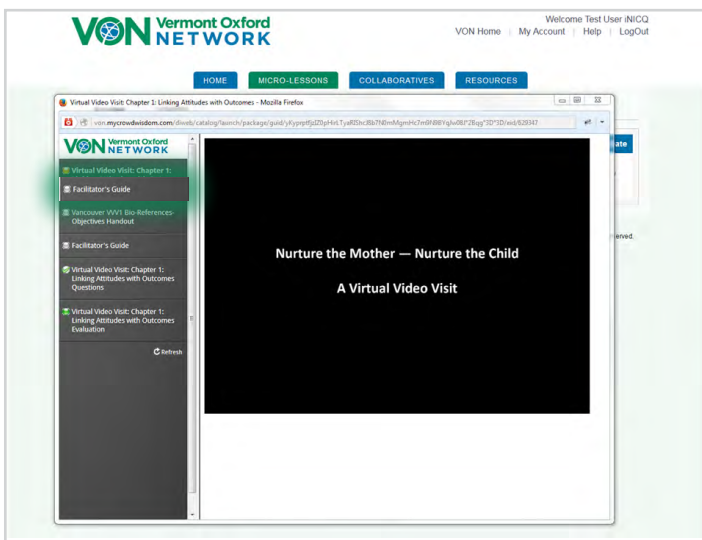
1. Click **Launch**.



Check the menu on the left to see if any items are not completed or in progress. For a Micro-Lesson to be marked as “Completed,” the following items *must* be launched, viewed, and completed:

- Videos
- Facilitators Guides
- Questions
- Evaluations

Handouts are optional and are *not* mandatory to complete the Micro-Lesson.



To determine which items are complete, incomplete, or in-progress, review the following key:

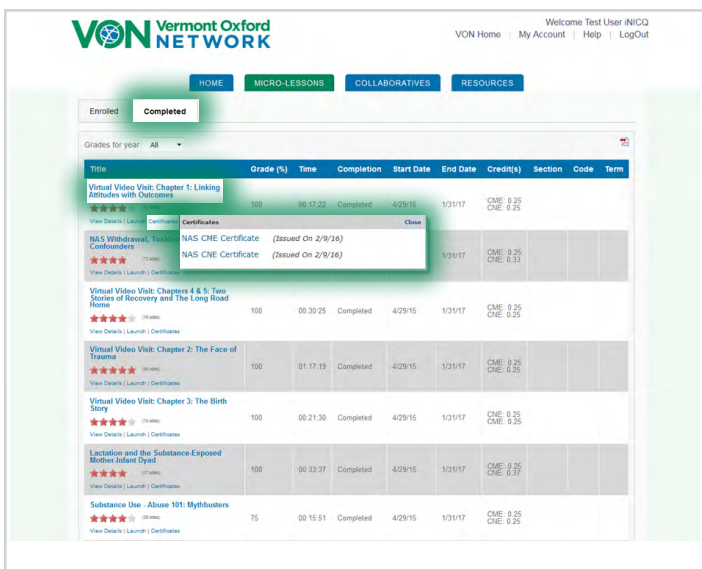
- Gray indicates an incomplete item.
- Orange indicates the item is In-Progress but *not* completed.
- Yellow indicates a completed Video or Facilitator’s Guide.
- Green indicates when the Questions or the Evaluation have been completed.

In this case, the learner needs to launch and view the Facilitator’s Guide.



To complete any items that are Incomplete (Gray) or In-Progress (Orange):

1. Click on the item(s) marked as Incomplete.
2. Wait for the item(s) to load.
3. Once all mandatory items are viewed and completed, close out of the Micro-Lesson.



To verify that the Micro-Lesson has been completed and to print your Certificate:

1. Click the **Completed** tab
2. Locate the Micro-Lesson and hover your mouse over **Certificates** to access the certificates.

If you have followed all the steps on Page 1 and Page 2 and the Micro-Lessons is still showing as "Incomplete," please contact John McGregor at jmcgregor@vtxford.org.