

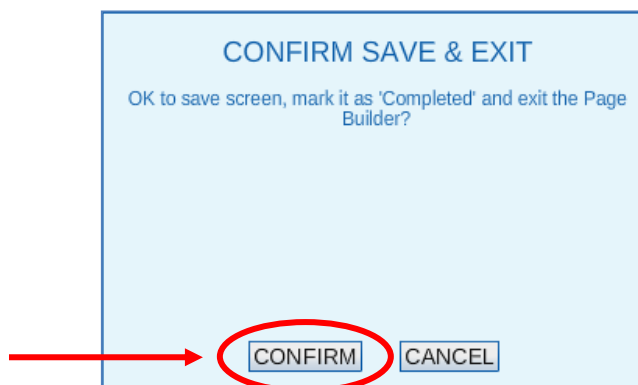
Once you have finished work on an element of your course (a learning page, question page, assessment summary page, glossary, or resources), you will need to mark it as 'complete' so that it will become available for inspection by the Reviewers.

Learning, question and assessment summary pages can be marked as complete in two ways: either from the build screen, or from the course structure.

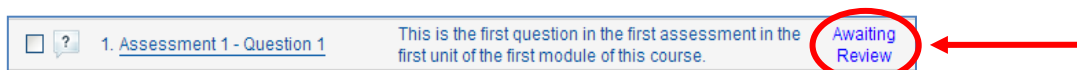
- 1) To mark a page as complete from the build screen, once you have finished your work, click on the **Save Exit and Complete** button available in your toolbar:



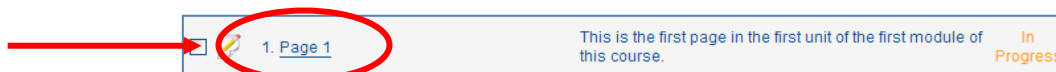
You will see a confirmation box. Select confirm to complete your action:



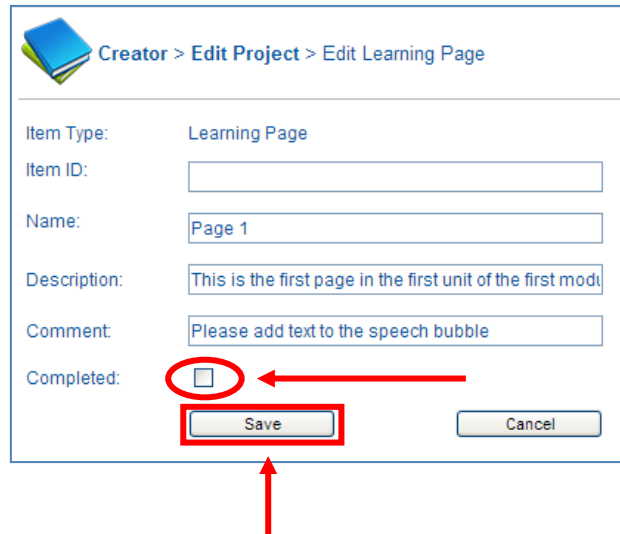
The screen will close and its status in the course structure will change to **Awaiting Review**:



- 2) To mark a page as 'complete' from the course structure, click on the name of the page:



- 3) You will see the screen containing the details of the page. Place a tick in the **Completed** box, then click on the **Save** button:

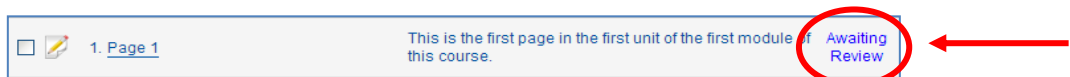


The screenshot shows a form titled "Creator > Edit Project > Edit Learning Page". The form contains the following fields:

- Item Type: Learning Page
- Item ID: [Empty text box]
- Name: Page 1
- Description: This is the first page in the first unit of the first modu
- Comment: Please add text to the speech bubble
- Completed: (This checkbox is circled in red, with a red arrow pointing to it from the right)

At the bottom of the form, there are two buttons: "Save" (circled in red) and "Cancel". A red arrow points upwards from the "Save" button.

You will be taken back to the course structure screen where the status of the screen will now be **Awaiting Review**:



The screenshot shows a course structure screen with a table of items. The first item is "1. Page 1" with a description "This is the first page in the first unit of the first module of this course." The status of this item is "Awaiting Review", which is circled in red. A red arrow points to the "Awaiting Review" status.

Note: Glossary and resources can only be marked as 'Complete' from the course structure.

Assessment Pools, Units and Modules cannot be marked as 'complete'. Their status will remain **In Progress** until reviewers have accepted all the elements of the course. At this time, the status will automatically change to **Complete**.