

Complete a Course

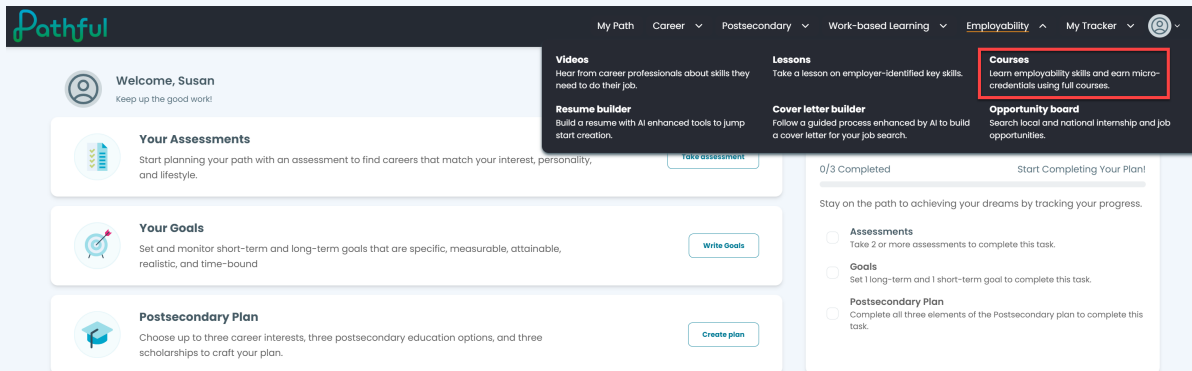
Last Modified on 12/02/2024 11:07 am EST

Courses allow you to learn more about Employability skills. You can receive micro-credentials from Pathful for completing Courses.

You must complete all of the Units within a Course to receive credit for the Course.

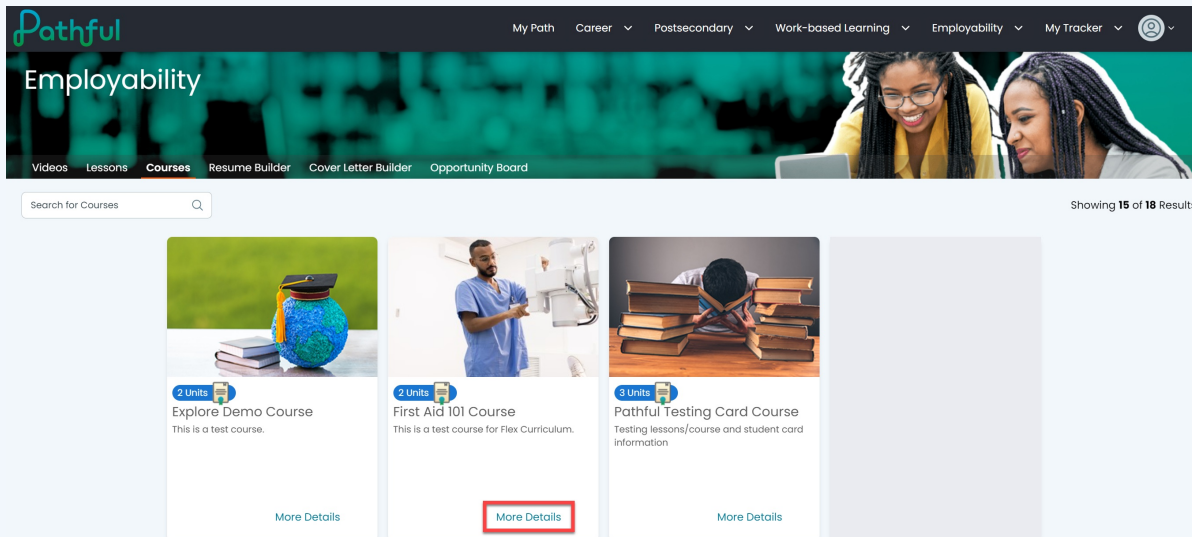
Courses are made up of Units and Units are made up of Lessons.

1. From the **Employability** drop-down menu, select **Courses**.



The screenshot shows the Pathful user dashboard for a user named Susan. The top navigation bar includes 'My Path', 'Career', 'Postsecondary', 'Work-based Learning', 'Employability', and 'My Tracker'. The 'Employability' menu is expanded, and the 'Courses' option is highlighted with a red box. Below the navigation bar, there are several sections: 'Welcome, Susan', 'Your Assessments', 'Your Goals', 'Postsecondary Plan', 'Videos', 'Lessons', 'Resume builder', 'Cover letter builder', and 'Opportunity board'. The 'Courses' option is also highlighted in the 'Lessons' section.

2. Locate the desired course and select **More Details**.




The screenshot shows the Pathful 'Employability' course search results page. The top navigation bar includes 'My Path', 'Career', 'Postsecondary', 'Work-based Learning', 'Employability', and 'My Tracker'. The 'Employability' menu is expanded, and the 'Courses' option is highlighted. Below the navigation bar, there is a search bar and a list of courses. The 'Courses' menu item is highlighted in the top navigation bar. The search results show three courses: 'Explore Demo Course' (2 Units), 'First Aid 101 Course' (2 Units), and 'Pathful Testing Card Course' (3 Units). The 'More Details' button for the 'First Aid 101 Course' is highlighted with a red box.

3. Select **Self-Assign** to begin the Unit. Once you do, this button will change to **Pending**.

Time Management


Learn to manage time at school and home.


3 Units
19 Activities

Unit 1: Time Management at School 
Activities: 8

Lesson 1: At School
Activities: 4

Lesson 2: After School
Activities: 4

Unit 2: Time Management at Home 
Activities: 8


Unit 3: Course Assessment 
Activities: 3

4. Select **Start** to begin a Lesson.

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5. The **Details** button shows you a list of the Lessons within the Unit.