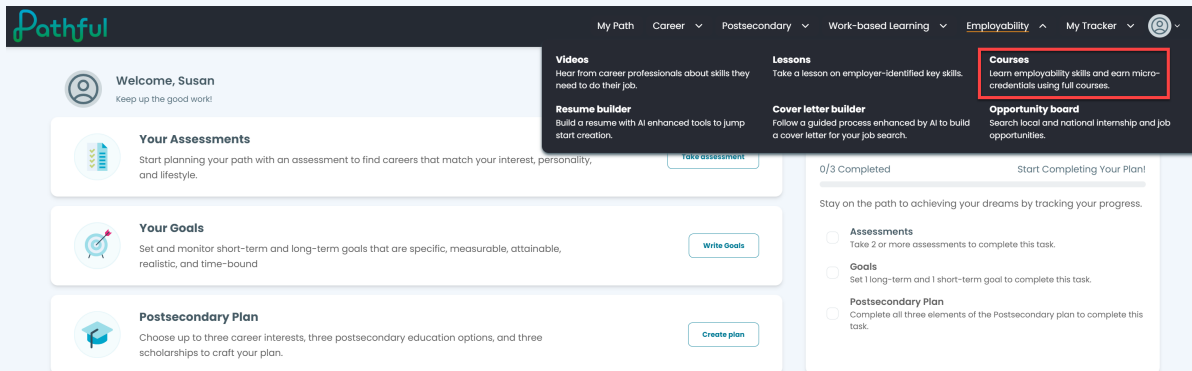# Complete a Course

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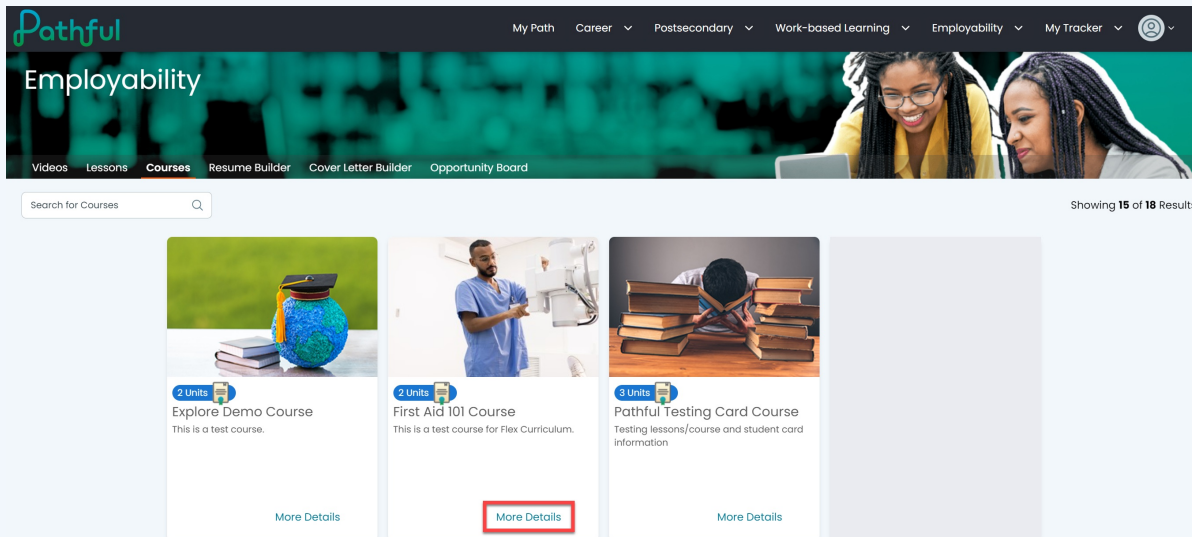
Courses are made up of Units and Units are made up of Lessons.

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

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

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

Details | Pending

Lesson 1: At School
Activities: 4

Start

Lesson 2: After School
Activities: 4

Start

Unit 2: Time Management at Home
Activities: 8

Details | Self-assign

Unit 3: Course Assessment
Activities: 3

Details | Self-assign

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

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Lesson 1: At School
Activities: 4

Start

Lesson 2: After School
Activities: 4

Start

Unit 2: Time Management at Home
Activities: 8

Details | Self-assign

Unit 3: Course Assessment
Activities: 3

Details | Self-assign

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