Modify a Course Status

Common Buttons & Icons

☰	**Course Assignments** icon
✔	**Checkmark** icon
⟳	**Reset Completion** icon

Complete/Reset Course Status

From the PASS interface:

1. Click **PromisePoint user list**.
2. Click the **Status** drop-down arrow.
3. Click **Active**.
4. Type the username in the **User Search** field.
5. Click **Search**.
6. Click the **Course Assignments** icon for the appropriate user.

   Note: The Checkmark icon completes the course while the Reset Completion icon resets the course completion.

7. Click the icon for the course you wish to complete or reset. A window displays.
8. Click **Yes**.

   Note: For more information and assistance on PASS admin tasks, please visit the PromisePoint Helpdesk: thebreakawaygroup.zendesk.com

AtoS