Marking a level as complete

Assessing in Connecting Steps · https://support.bsquared.co.uk/docs/marking-a-level-as-complete/

You may need to mark a level complete before the best fit percentage has been met.

You can do this on the Individual Assessment and the Level Summary screens.

To mark a level as complete on the Individual Assessment screen

1. Navigate to **Individual Assessment**.
2. Select **Group type, Group, Student, Framework, Subject, Profile** and **Level** in the drop down lists in the **Selection** panel.
3. Click the **Complete Level** icon.



The **Set level complete** window opens.

4. Click **Level Complete**.
5. Click the required date.
6. Click **Save**.

Connecting Steps marks the level complete for this student.