Uncomplete a level made in error

Assessing in Connecting Steps · https://support.bsquared.co.uk/docs/uncomplete-a-level-made-in-error/

If a level has been accidentally marked as complete, this is easily rectified.

1. Go to the **Individual Level Summary** screen.
2. Select the Group Type, Group, Student and Framework concerned.
3. In the grid, find and **click** on the **completed date** that highlights the **incorrect** completed level for the profile.
4. Click on the '**Complete**' button (blue circle with white tick in your top right corner).
5. In the popup window that appears, tick the '**Use Best Fit**' option and click save