Instructions for Completing Courses

Note - Only courses launched from the Home Screen / Current Enrollments are tracked. Launching a course from the Student Records page is for review purposes only and the results are not tracked.

In order to have a course be deemed complete you must successfully satisfy all learning components contained within the course. For example, most courses are composed of a module and a test so you must complete both in order to be deemed successful:

**Completing the Module:**

In order to complete the module you must click the button on the last page of the module:

**Completing the Test:**

In order to complete the test you must score 80% or higher. If you exceed three attempts you will be locked out. In order to gain access again you must contact ICBA Education Support using the link at the top of the screen.
Closing a Course

It is important that you properly close a course once you have completed it. If you close the ICBA Online Education Center before the course or simultaneously the course completion data will not be sent to the system for tracking. Be sure to use one of the following two options:

1. The close button in the player:

The following message will be displayed when you can close the browser window:

Thank you.
You may now navigate to the next module or close this window.

2. The return button on the bottom left corner (if available) which takes you back to the student syllabus: