

Online Training

Student Guide to Completing Your LearnDash Course

How to access your course, work through the lessons, complete the required quizzes, pass the final assessment, and finish your training.

This guide is intended to help students complete an online course delivered through LearnDash. The exact appearance of buttons and menus may vary slightly by course or device, but the completion process is the same.

Course Completion Requirements

Requirement	What You Need to Know
Course Guide	A downloadable Course Guide is provided through the registration email you received. Save it for reference before starting the course.
Lesson Quizzes	Watch each course video all the way through before attempting the related quiz. Required lesson or topic quizzes must be completed successfully. Where the course requires a correct answer, you must answer the question correctly before the related course step is considered complete.
Final Quiz	A minimum score of 80% is required on the final quiz to successfully complete the course.

The key distinction

The lesson/topic quizzes may require correct answers to proceed. The final quiz is scored separately and requires at least 80% to pass the course.

Step-by-Step Instructions

1

Find Your Registration Email

Start with the registration or enrolment email sent when you were registered for the course.

- Open the registration email and keep it available until you have successfully accessed the course.
- Use the login or course access information contained in the email, where provided.
- Download the Course Guide from the link or attachment provided in the registration email and save it to your device.
- If you cannot find the email, check your Junk, Spam, Promotions, or Other folders before requesting assistance.

Important: The Course Guide is a downloadable reference document. You still need to complete the online lessons and quizzes within the course.

2

Log In to Your Training Account

Open the training website and sign in using the account associated with your course registration.

- Use the same email address that was used to register or purchase the course.
- Enter your password and select the login or sign-in option.
- If you have forgotten your password, use the password-reset option and follow the instructions sent to your email address.

3

Open Your Course

Once signed in, locate the course you are enrolled in and open the course page.

- Select the course title to view the course content.
- Review the course introduction, instructions, learning objectives, and any materials provided before beginning.
- Use the course content list or navigation controls to enter the first lesson or topic.

4

Complete the Lessons and Topics in Order

Work through the course content carefully. Courses may be configured so that each lesson, topic, or quiz must be completed before the next step becomes available.

- Read the on-screen information and watch each required course video or presentation all the way through before attempting the related quiz.
- Complete each topic within a lesson before moving forward.
- When a Mark Complete button is shown, select it after you have finished the required content.
- Use Next, Continue, or the course navigation controls to move to the next available step.

Important: Do not rely only on viewing a page. If the course requires you to select Mark Complete or pass a quiz, that requirement must be satisfied before your progress is recorded.

5

Complete the Lesson and Topic Quizzes

Quizzes and knowledge checks are included throughout the course to confirm comprehension and reinforce important subject matter before you continue.

- Watch the related course video all the way through before attempting the quiz. Then read each question carefully and select the best answer.
- Submit or check your answer using the quiz controls shown on screen.
- Where a question must be answered correctly, continue reviewing and retrying until the correct answer is submitted.
- The quizzes focus on important subject matter to reinforce your comprehension. If you answer incorrectly, review the lesson content and any feedback provided before trying again.
- Complete the quiz requirements before moving to the next lesson or topic.

Important: Required lesson/topic quiz questions must be answered correctly where the course is configured to require a correct response. Watching the full course video before attempting the quiz will help ensure you have reviewed the material the quiz is designed to reinforce.

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Complete the Final Quiz

After all required lessons, topics, and course quizzes are complete, open the final quiz.

- Answer every required question before submitting the final quiz.
- Review your answers before submission if the course allows you to do so.
- Submit the final quiz and review your score.
- You must achieve a minimum score of 80% to pass the final quiz and complete the course.
- If you do not achieve 80%, review the course material and retake the final quiz when another attempt is available.

Important: The final quiz pass mark is 80%. A score below 80% does not meet the course completion requirement.

7

Confirm Course Completion

After passing the final quiz, return to the course page or completion screen and confirm that the course shows as complete.

- Check that the course progress indicator shows all required steps as completed.
- If a lesson or topic still appears incomplete, reopen that step and confirm that the required content, quiz, or Mark Complete action was finished.
- Do not close the course until the completion status has been recorded.

8

Access Your Certificate

When a certificate is included with the course, it becomes available after you meet the course completion requirements.

- Select the certificate option shown on the completion screen or course page.
- Open the certificate and save a copy for your records.
- Provide the certificate to your employer or training administrator if required.

Helpful Tips for Students

- Watch each course video all the way through before attempting the related quiz. The quizzes focus on important subject matter and are intended to reinforce your comprehension of the course content.
- Use a reliable internet connection and, where possible, complete the course on a desktop or laptop computer.
- Keep your browser open while completing a quiz. Avoid using the browser Back button during a quiz unless the course specifically instructs you to do so.
- Allow videos, pages, and quiz results to finish loading before selecting the next course step.
- Complete the course while signed in to your own training account so your progress and certificate are recorded correctly.
- Keep your registration email, Course Guide, and completed certificate for your records.

If Your Course Does Not Show as Complete

If you have finished the content but the course is not showing as complete, check the following before requesting support:

- Confirm that every lesson and topic shows as completed.
- Check for a Mark Complete button that may still need to be selected.
- Confirm that all required lesson/topic quizzes have been completed successfully.
- Confirm that your final quiz score is 80% or higher.
- Refresh the course page and sign out and back in if the progress display does not update.
- If the issue continues, contact your training administrator and identify the course and the step where you are unable to progress.

Course completion at a glance

Registration email → Download Course Guide → Log in → Complete lessons and topics → Pass required lesson/topic quizzes → Complete final quiz with at least 80% → Confirm course completion → Save certificate.

Student Reminder

Your course progress is tied to your training account. Complete the course under the account used for your registration and make sure the final completion status is recorded before you leave the course.