



How users complete a Course

To gain completion of a [Course](#) in Claromentis, a user has to complete [all modules](#) within it.

Completed content is marked by a green label. The image below shows the label for overall Course completion (Purple box) and each module completion (Red boxes)

A screenshot of the Claromentis user interface for a course titled "Basic Claromentis Training". The page is divided into a left sidebar and a main content area. The sidebar contains course details: "Basic Claromentis Training" (Live), "Two overview modules and a test", "Prerequisite: None", "Syllabus: Suitable for content managers and new intranet administrators", and a "Unenrol from this course" button. Below this, a "Completed" status is shown with a green "Completed" label and the date "13-05-2026 12:30", which is highlighted with a purple box. At the bottom of the sidebar are "Edit properties" and "Delete" buttons, and a "100%" progress bar. The main content area has tabs for "Modules", "Manage modules", and "Audit", along with a "View certificate" button. It lists two modules: "Getting Started 1" and "Getting Started 2". Each module has a "Completed" label highlighted with a red box. The description for "Getting Started 1" states it provides an overview of Claromentis and takes 60 minutes. "Getting Started 2" follows on from the first module, covering People Management, Document Management, and Content Management, also taking 60 minutes.

Both the Course (which is essentially a skeleton for modules to be assigned to) and the modules themselves are created in Claromentis, but the actual module content may not be.

Most Courses will be made up of one or more modules, but you can add as many or as few as necessary.

Considerations

Once you have decided on the Course you wish to make, put together the content that should make up each module.

Generally, modules will be **SCORM content** that users undertake within the Intranet, but this is not always the case, and there are several **asset types** available to support other use cases.

It's possible to use external links or files as modules, too, but the way they are completed in the Intranet is different from SCORM packages.

Collate all the content you want to include, ready to upload as modules using the appropriate **asset type**.

Modules can be created within a **Course** and automatically assigned to it, or created separately and assigned to it later.

Completion tracking based on Asset type

- Automatic

SCORM content: completion is tracked within the package uploaded to the Intranet module. Once the user completes the content within the module, Claromentis updates the module label to 'Completed' too.

Quiz: Completion is tracked within Claromentis as the content has been created in the **Quiz application**. The module label will update to show as 'Completed' for the user once they pass the Quiz.

- Requires a checkbox permission and the user to manually mark as completed

File upload, URL, Embed code, Inner file: There is no internal tracking possible for these asset types due to the nature of their content. So instead, your team need to ensure that users who want to take the module can mark this as complete themselves. This works by giving them the **'Can complete' permission** to each module (to update this permission, edit each module)

When users have this permission, a checkbox appears for them to use to mark the module as 'Completed', as shown below for this 'File upload' asset type used in a module:

The screenshot shows a web interface for a module titled 'Compliance'. The breadcrumb trail is 'Learning > Courses > Onboarding Training > Compliance'. The page has a 'Live' status indicator and navigation options like 'Module information', 'View in full screen', and 'Sample Document 10.pdf'. The main content area displays contact information for Claromentis, a heading '1 LOREM IPSUM', and several paragraphs of placeholder text. At the bottom, there is a green bar with a checkbox labeled 'Mark as completed'. Below this is a table with module metadata.

Info	
Available in	Onboarding Training
Owner	Claromentis Administrator
Date created	13-05-2026 10:25
Last modified	13-05-2026 10:25 by Claromentis Administrator

How this affects user experience

A Course made up of SCORM packages tracks completion as the user works through the content on screen, and they move to the next module until overall Course completion has been achieved.

The video below shows SCORM content created in EasyGenerator and uploaded to Intranet modules:



We recommend always using SCORM content for your Intranet modules where possible, as it is the most modern and intuitive way for users to undertake eLearning and ensure that content has been engaged with to attain completion.

Courses can be purchased from vendors or created manually by your team, but we understand that obtaining SCORM content is not always possible.

Subsequently, other asset types can be used for content that fits.

A Course that has no SCORM content or has mixed asset types means:

1. Your administrators need to ensure users have the '[Can complete](#)' permission for any module that is of the following [asset types](#): File upload, URL, Embed code, Inner file
2. The user needs to be aware of how to mark these asset types as complete themselves using the checkbox as they move through all modules in a Course to ensure the completion label updates

We recommend hosting training sessions with your user base to showcase how to use the checkboxes, or by creating a short [Knowledge Base](#) user guide to share with them.

Admin controls

- Mark a module as complete on behalf of a user

If, for whatever reason, a user who has started a module cannot complete it regardless of the asset type of the content, there is a function for administrators to update the completion status on their behalf.

This setting is described in detail [here](#).

- Reset Course and module completions so users have to retake the content in the future

This is achieved by setting a validity timeframe on the modules and the course itself. Once the timeframe elapses, all 'completed' labels reset to 'enrolled', and users can work through the content again.

More information is in our guide [here](#).