

## ed2go Quick Guide – Instructor-Led Courses

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### Certificate of Completion

#### ✓ Policy and Requirements

When your students successfully complete the final exam they can generate their own Certificate of Completion. Students will be marked “complete” when they successfully complete the final exam with a score of 65% or higher. Assignments and quizzes are optional and do not count toward the final grade.

#### ✓ Customizing the Certificate of Completion

You can customize your Certificate of Completion at the Online Administration Center under the Account tab at section #8 Certificate of Completion Info.

#### ✓ Accessing the Certificate of Completion

##### Course is Open

1. Student Logs in to MyClassroom at your Online Instruction Center
2. Click Enter to access the course
3. Select the Completion Tab
4. Generate a Certificate under Section 2.

##### Course is Closed

1. Student Logs in to MyClassroom at your Online Instruction Center
2. Under the Previous Courses header
3. Click on Certificate.

#### ✓ Retakes

Students do have the option to take the final exam multiple times, but the first attempt will be their final score. If a student is successful in subsequent attempts, it is at your discretion to accept the highest score. Contact [partnerhelpdesk@cengage.com](mailto:partnerhelpdesk@cengage.com) if you would like us to replace the final score on record.