

How to Mark a Batch as Completed?

Marking a batch as completed means that the course or training for that group of learners has officially ended. Once you do this, no new students can join, and no changes can be made to the batch. It helps you keep the records clean and organized. You can also use it to finish tracking attendance and progress for each learner.

This step is important if you want to give certificates or reports after the course. Furthermore, it also moves the batch out of your active list, so it's easier to manage ongoing batches. Overall, marking a batch as completed helps you close the batch properly and get everything ready for the next one.

Through this documentation, we will guide you on how you can mark a batch as completed in the curriculum in your organization's learning platform.

Let's get started 

Prerequisite

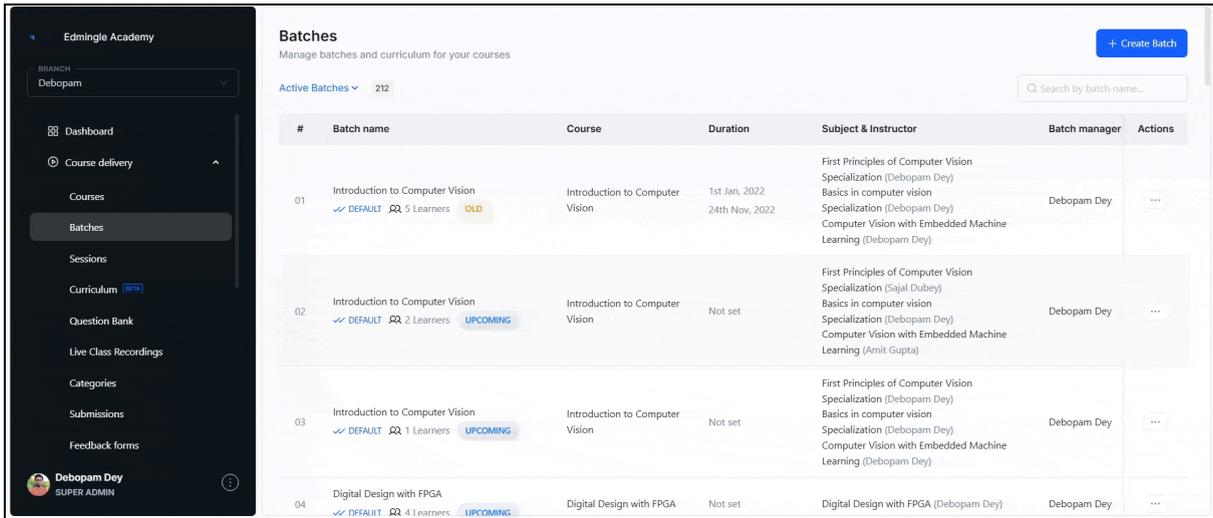
Before proceeding, please read the "[How to Add a Batch to the Course?](#)" document. It provides the necessary steps for setting up your batch structure, which is required before marking a batch as completed.

Mark a Batch as Completed

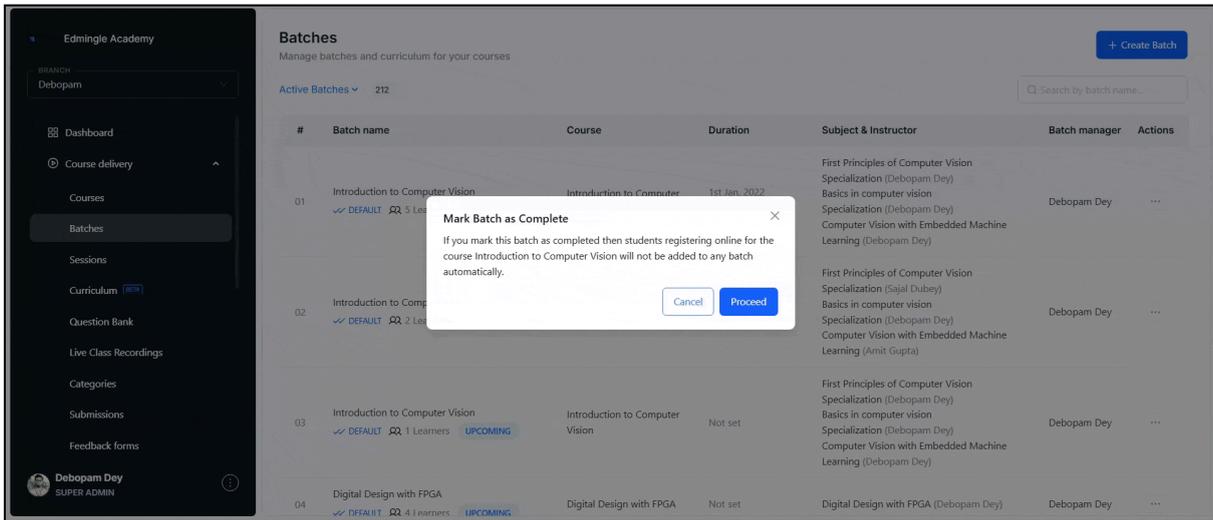
Marking a batch as completed means that all classes, tests, and learning activities for that group are finished. It helps keep records clear and organized, so everyone knows the batch is done. This also makes it easier to give out certificates and helps both students and teachers move on to the next course smoothly.

Carefully follow the instructions below that will guide you on how to efficiently mark a batch as completed in your organization's learning platform.

Step 1: Click on the ellipsis icon next to the batch you want to mark as complete, then click on the "**Mark as Completed**" option.



Step 2: Click on the “**Proceed**” button to batch as completed. Then learners registering online for the course will not automatically be added to any batch.



Step 3: Once you've marked a batch as completed, it is automatically transferred to the “**Completed Batches**” section.

For more information, please refer to the “[How to Add a Batch to the Course?](#)” document.

The batch will now be present in the “**Active Batches**” section as you can see in the image below:

BRANCH
Debopam

- Dashboard
- Course delivery
 - Courses
 - Batches
- Sessions
- Curriculum BETA
- Question Bank
- Live Class Recordings
- Categories
- Submissions
- Feedback forms

Batches

Manage batches and curriculum for your courses + Create Batch

Completed Batches ▼ 03 Search by batch name...

#	Batch name	Course	Duration	Subject & Instructor	Batch manager	Actions
01	Introduction to Computer Vision ✓ DEFAULT 2 Learners	Introduction to Computer Vision	Not set	First Principles of Computer Vision Specialization (Sajal Dubey) Basics in computer vision Specialization (Debopam Dey) Computer Vision with Embedded Machine Learning (Amit Gupta)	Debopam Dey	⋮
02	C Programming 2 Learners	Python for Beginners	Not set	Python Basics 101 (Debopam Dey)	Debopam Dey	⋮
03	Weekend Batch 0 Learners	Digital Marketing	1st Aug, 2024 3rd Aug, 2028	Digital Marketing (Debopam Dey)	Atul	⋮

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If you have any queries, please feel free to reach out to us at support@edmingle.com. We will be happy to help you! :)