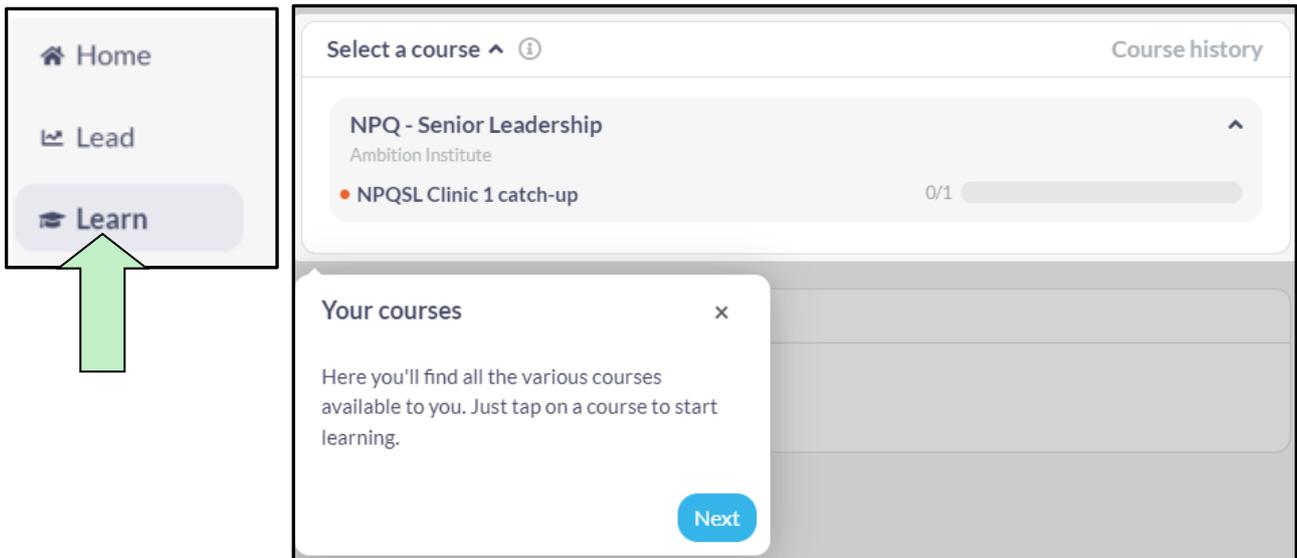


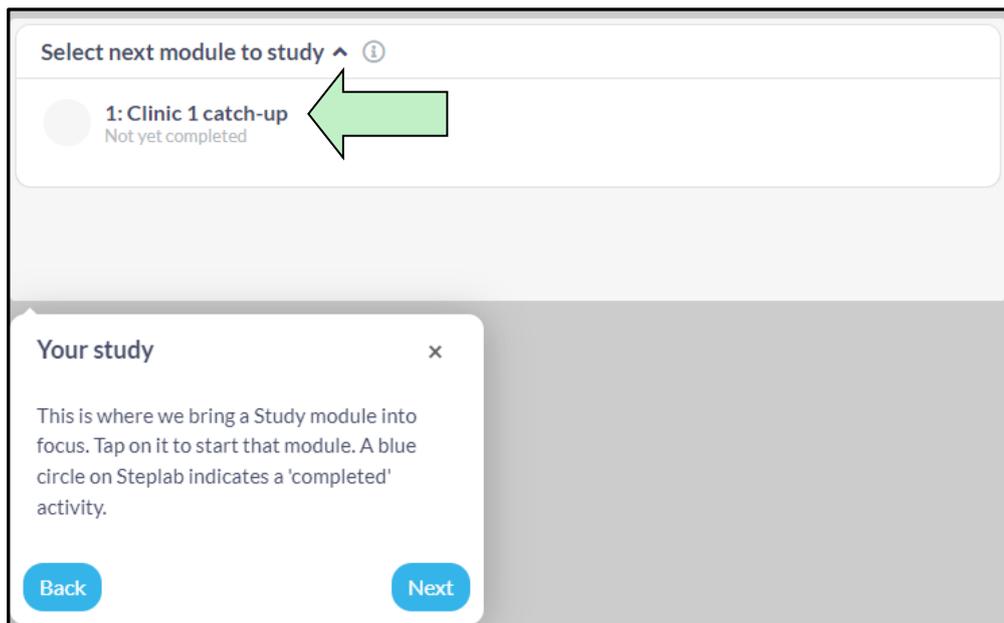
## Catch-Up Module Completion Guide

When completing an event catch-up module, please follow the steps outlined to ensure your progress is accurately reflected in your engagement percentage.

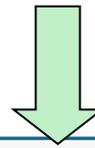
✚ When a catch-up module is added to your Steplab it will show in the Learn section:



✚ Click on the module to start:



✚ A blue circle indicates a section has been completed.



A screenshot of a learning module interface. On the left, there is a 'Read' section with a 'Read again' button and a 'Completed' status. Below it is a 'Watch' section with a video player showing a target graphic and the text 'NPQSL CLINIC 1 CATCH UP VIDEO'. On the right, a progress indicator shows '1: Clinic 1 catch-up' with 'Read' and 'Watch' both marked as 'Completed' with blue circles. A green arrow points to the top blue circle.

✚ When you have worked through the final section of a catch-up module, with all blue circles showing as completed on the right, click on 'Back to Learn'.

A screenshot showing the 'Back to learn' button. At the top, there is a 'Completed' status. Below it, a 'Module completed' status is shown with a blue checkmark. A green arrow points down to an orange button labeled 'Back to learn'.

- ✚ The final stage to marking a module as complete: Click on **'Mark course as complete'** back in the learn section.

Select a course ^ ⓘ Course history

**NPQ - Senior Leadership** ^  
Ambition Institute

- NPQSL Culture 3/3
- NPQSL Clinic 1 catch-up 1/1

Select next module to study ^ ⓘ

✓ **1: Clinic 1 catch-up**  
Completed 6 Sep

**🏆 Mark course as complete**

- ✚ When you mark a course as complete, you will receive this message:

Are you sure you want to mark this course as complete?  
You will no longer be able to change your answers, and  
the course will move from Learn to your portfolio.

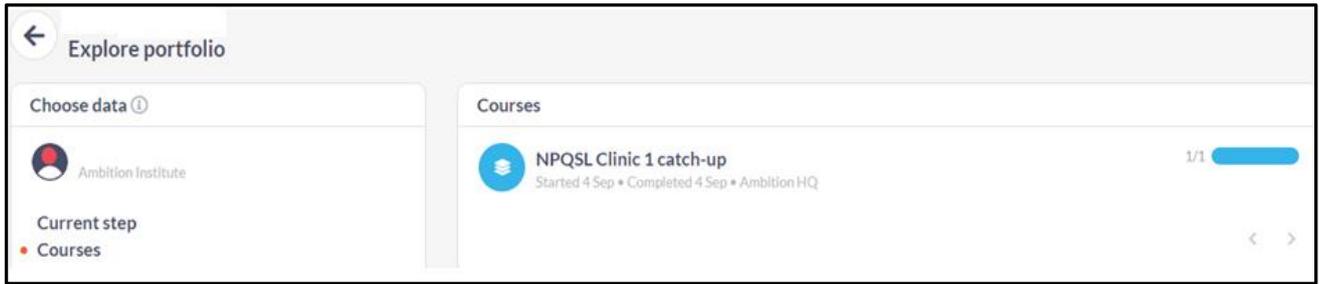
Cancel **OK**

Home Lead **Learn**

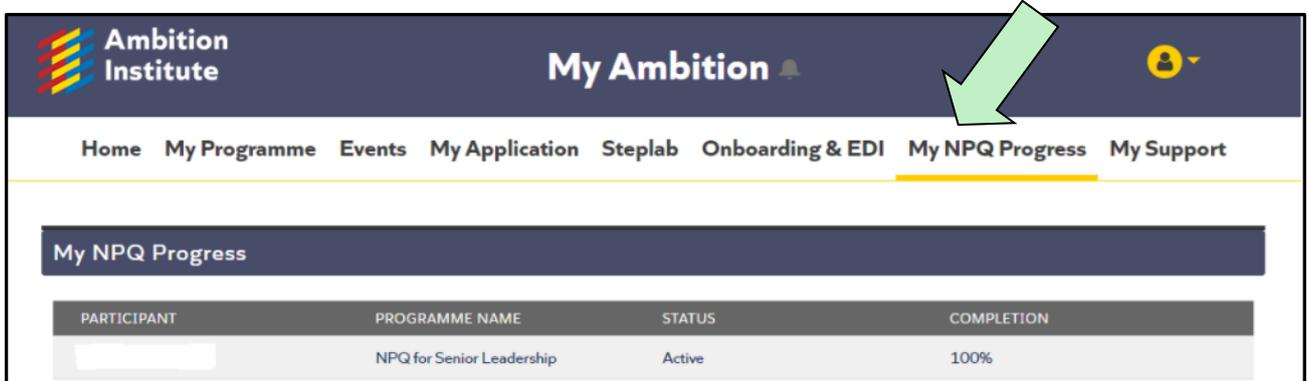
Select a course ^ ⓘ Course history

You have not been set anything to learn. If you think this is a mistake, contact your school lead.

In the meantime - you can browse the **library** to find something to practise. You can see everything you've done in your **portfolio**.



If the **'Mark course as complete'** step is not carried out, the engagement % on your My Ambition platform will not increase towards your 90% or above, overall completion target.



**Please note:** Any content completed on Steplab will take 24hours to sync with your My Ambition platform.