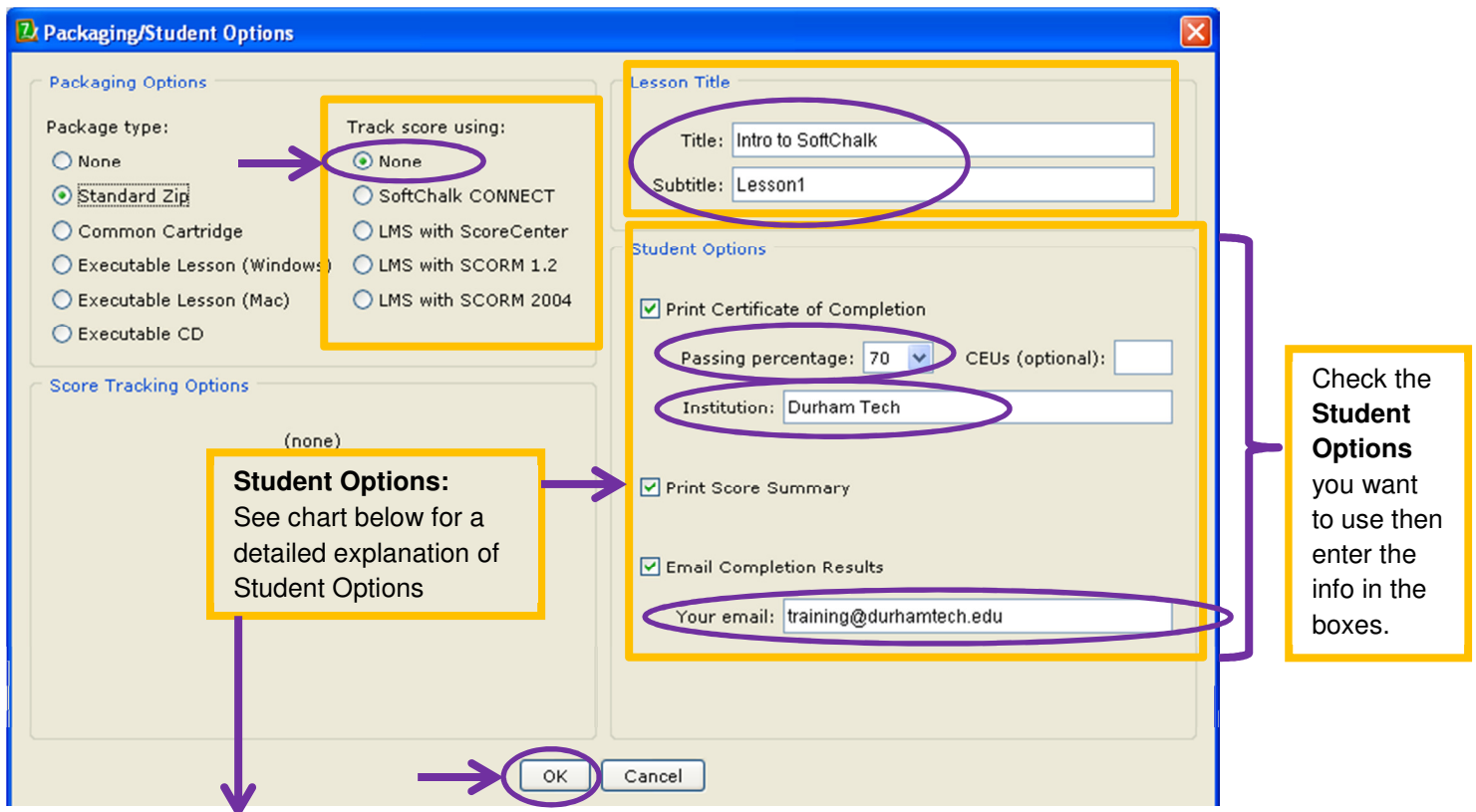# Receiving SoftChalk Lesson Completion Results

Instructors can choose options that allow students to Print Certificates of Completion and/or Print Score Summary reports. Instructors can choose Email Completion Results to receive the student scores via email.

Note: In order to produce completion results, instructors must insert quiz questions or graded activities into lessons.

1. Open SoftChalk. Go to the File menu and choose Package Lesson.

2. Go to Packaging Options > Track score using: and choose None. Click OK.

3. Choose the Student Options (see chart below for a detailed description of Student Options).

Description of Settings under Student Options

Print Certificate of Completion Allows student to print a certificate upon successfully completing a Lesson with a passing grade.	**Certificate of Completion includes:** • **Student's name or identifier** • **Lesson title and subtitle** (enter in Lesson Title area) • **School / Institution Completion date** (enter Institution name) • **CEUs (optional):** (enter in the Print Certification information area) Note: The certificate is available for printing if a student receives a passing score. Set the Passing percentage in the Print Certificate of Completion area.
Print Score Summary Allows student to print a report upon completing a Lesson.	**Print Score Summary includes:** • **Student's name or identifier** • **Completion date** • **Score** (regardless if the student passed) The score includes the total possible points, points attempted, points correct and percentage correct • **Time** spent in the lesson
Email Completion Results Allows instructors to receive an email containing student results.	Email Completion Results includes the **same information** as the Print Score Summary but the **completion time is recorded**. **Note:** Enter your email address to receive the student scores via email.