



## Course Completion Change

Dear MAP Trainers,

Course Completion for students in the MAP Certification course is currently defined as successfully completing the 9 Units and the corresponding quizzes along with the Transcription Assignment.

Beginning March 17, all students must have a passing score recorded in the online course under the Transcription Assignment before they are allowed to complete the course and move on to pre-testing. The Unit 9 quiz **will not** be visible to students **until** they have obtained a passing score on the Transcription Assignment. For this to occur, the MAP Trainer must open the Transcription Assignment in Unit 6 and score the student's attempt using the grading rubric. Students still have the option of completing the transcription activity during the face-to-face (in-person or virtual) sessions or via a computer at the TMU website.

With this change, all students who successfully finish the course will have a Course Completion date recorded in mapmass. MAP Trainers can quickly see all Course Completion dates for their students by utilizing the new Intelliboard Reporting feature on mapmass. Open this feature by selecting "Intelliboard Report" on the upper menu on mapmass and then immediately clicking on "Go to Intelliboard". Here, you will see course statistics for all students, including log in dates, time spent in the course, course progress, and course completion dates. If you're unfamiliar with how Intelliboard works, please view this [one-page help resource](#) and this [video tutorial](#) (must be logged into mapmass to view both of these resources).

Please contact your MAP Coordinator or [CDDER@umassmed.edu](mailto:CDDER@umassmed.edu) with questions.

Thank you,

Center for Developmental Disabilities Evaluation and Research (CDDER)

Please send any technical questions to [CDDER@umassmed.edu](mailto:CDDER@umassmed.edu).

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