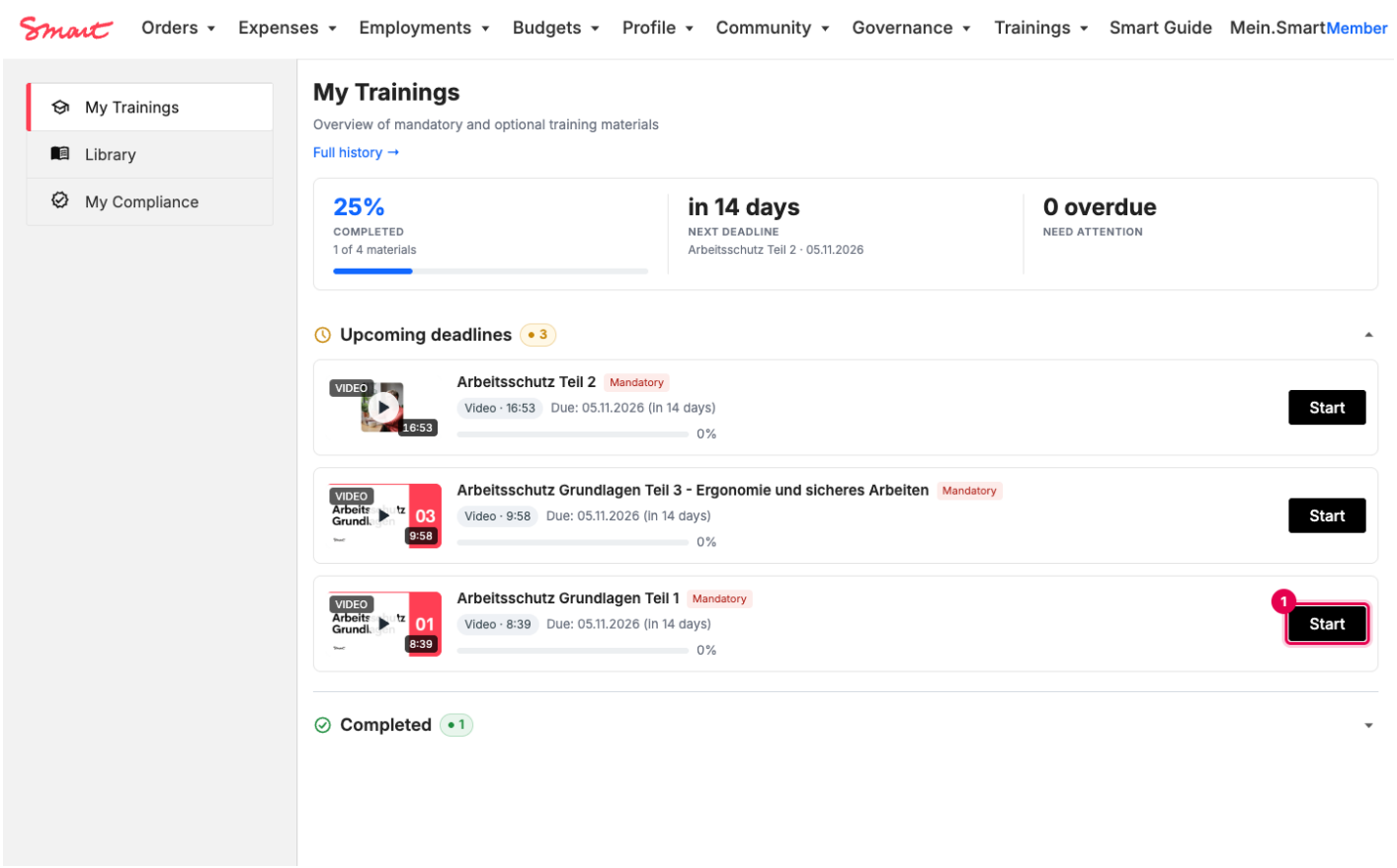
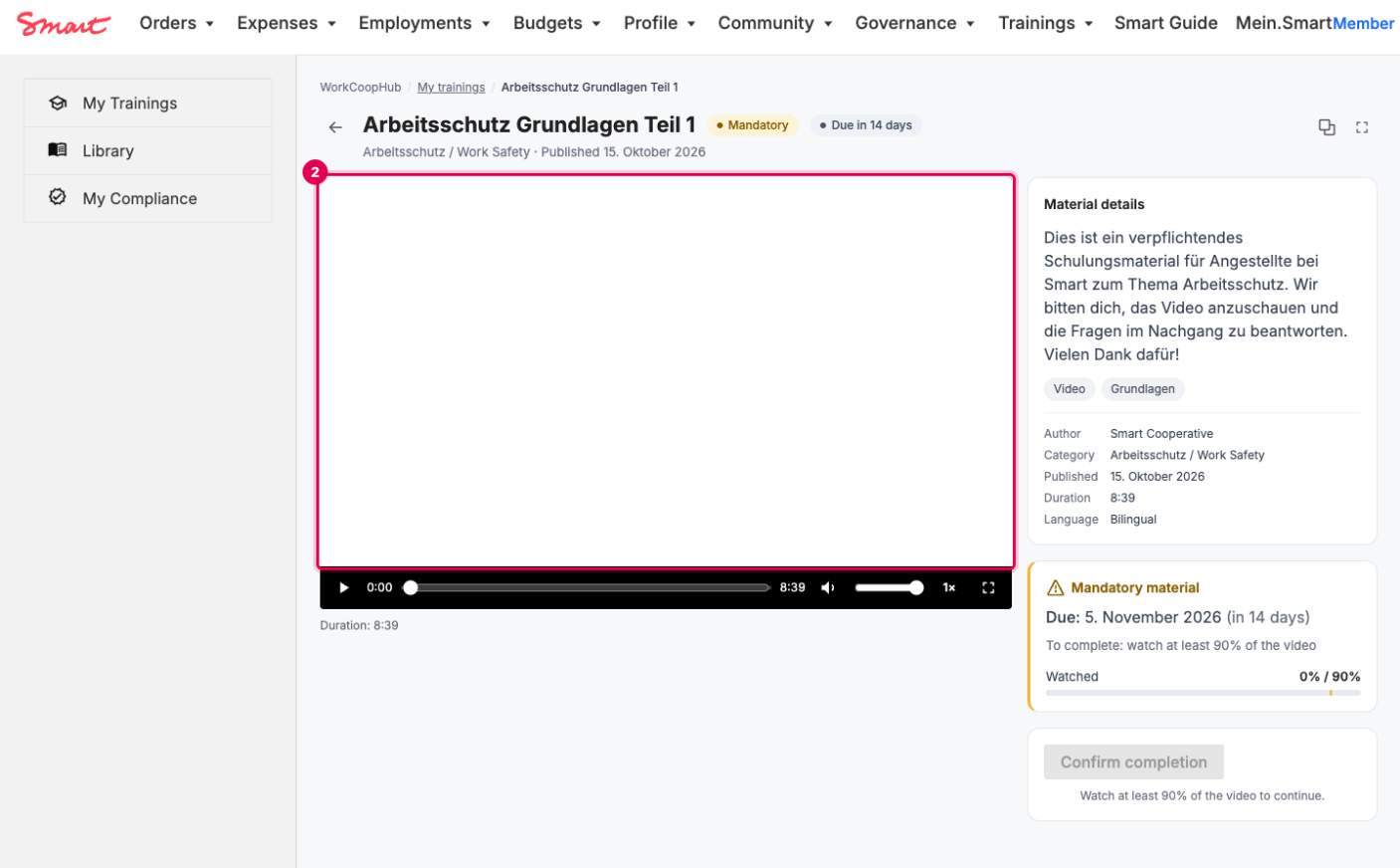
4. Finish a video with a knowledge check

1. Next to the video, click **Start** (or **Continue** if you have already started it).



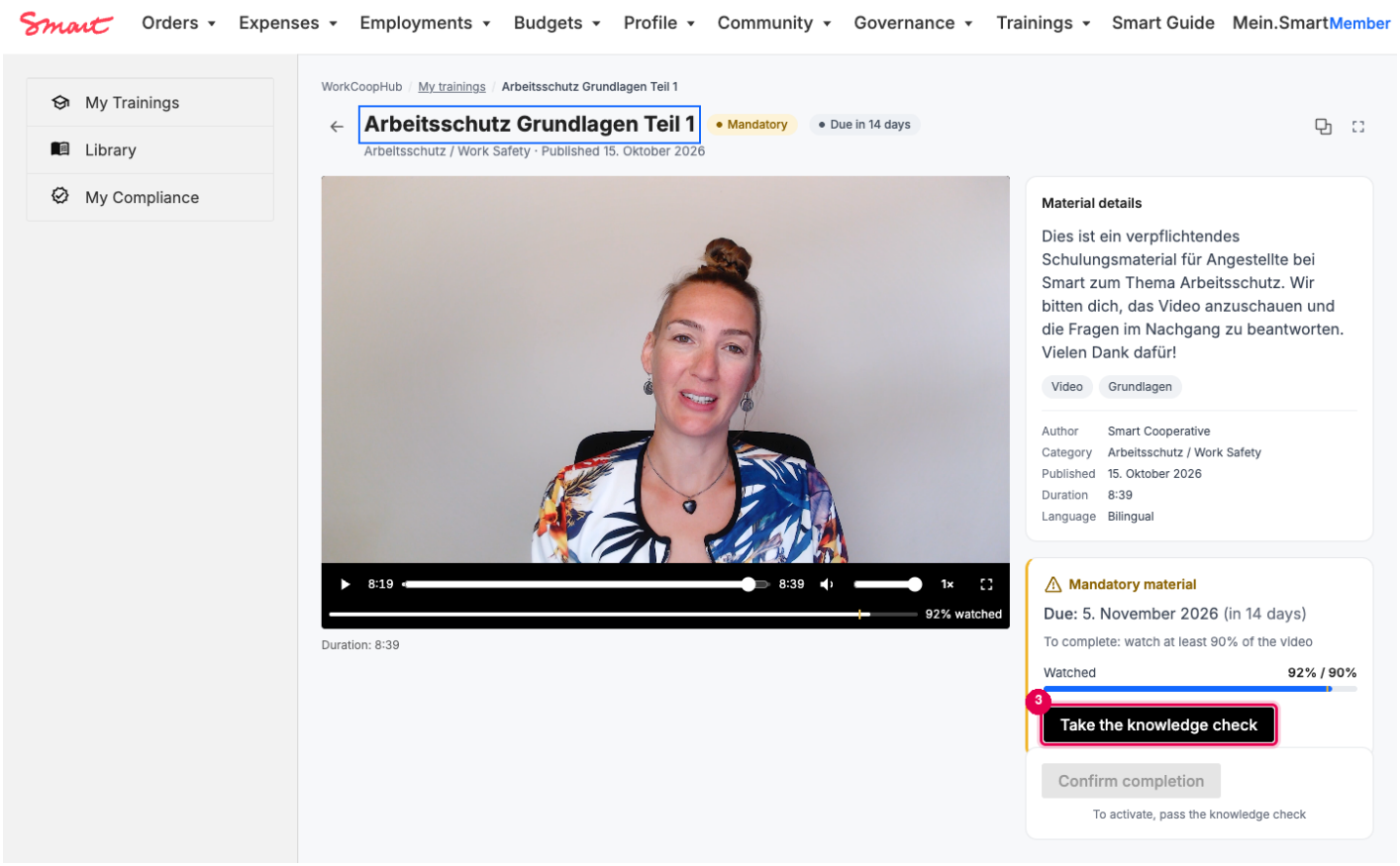
2. Click the **play** button and watch the video.



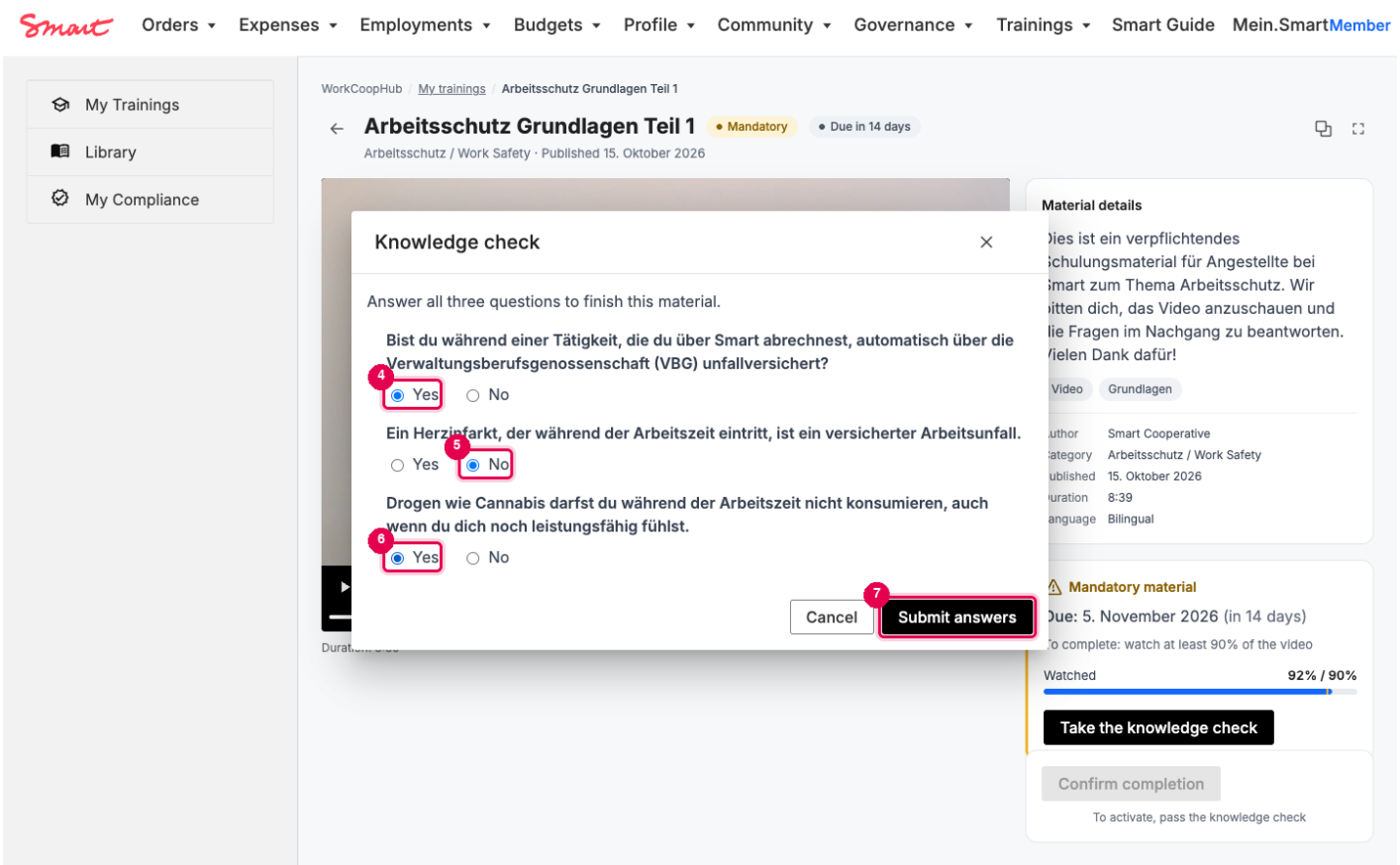
On the right, under **Watched**, you see how much you have watched. You must watch **at least 90%** of the video. Only the parts you really watch count. You can make the video faster with the `1×` button (up to `2×`). You can stop and come back later: the portal remembers where you stopped.

Some videos end with a short **knowledge check**: 3 questions, answer **Yes** or **No**. When you have watched 90%, you see the button **Take the knowledge check**. **Confirm completion** stays grey until you pass the check.

3. Click **Take the knowledge check**.

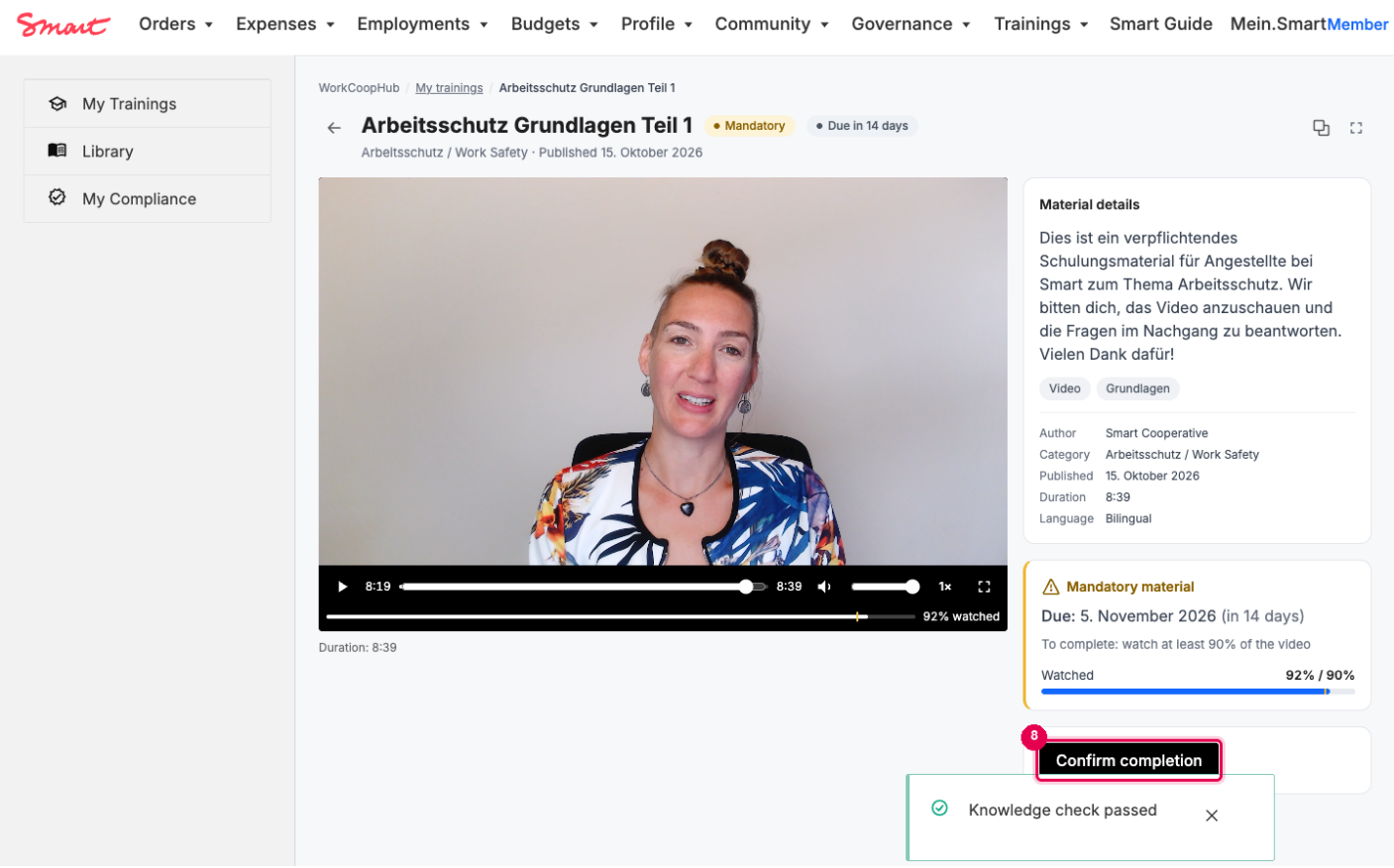


4. to 6. Answer each question with **Yes** or **No**.
5. Click **Submit answers**.



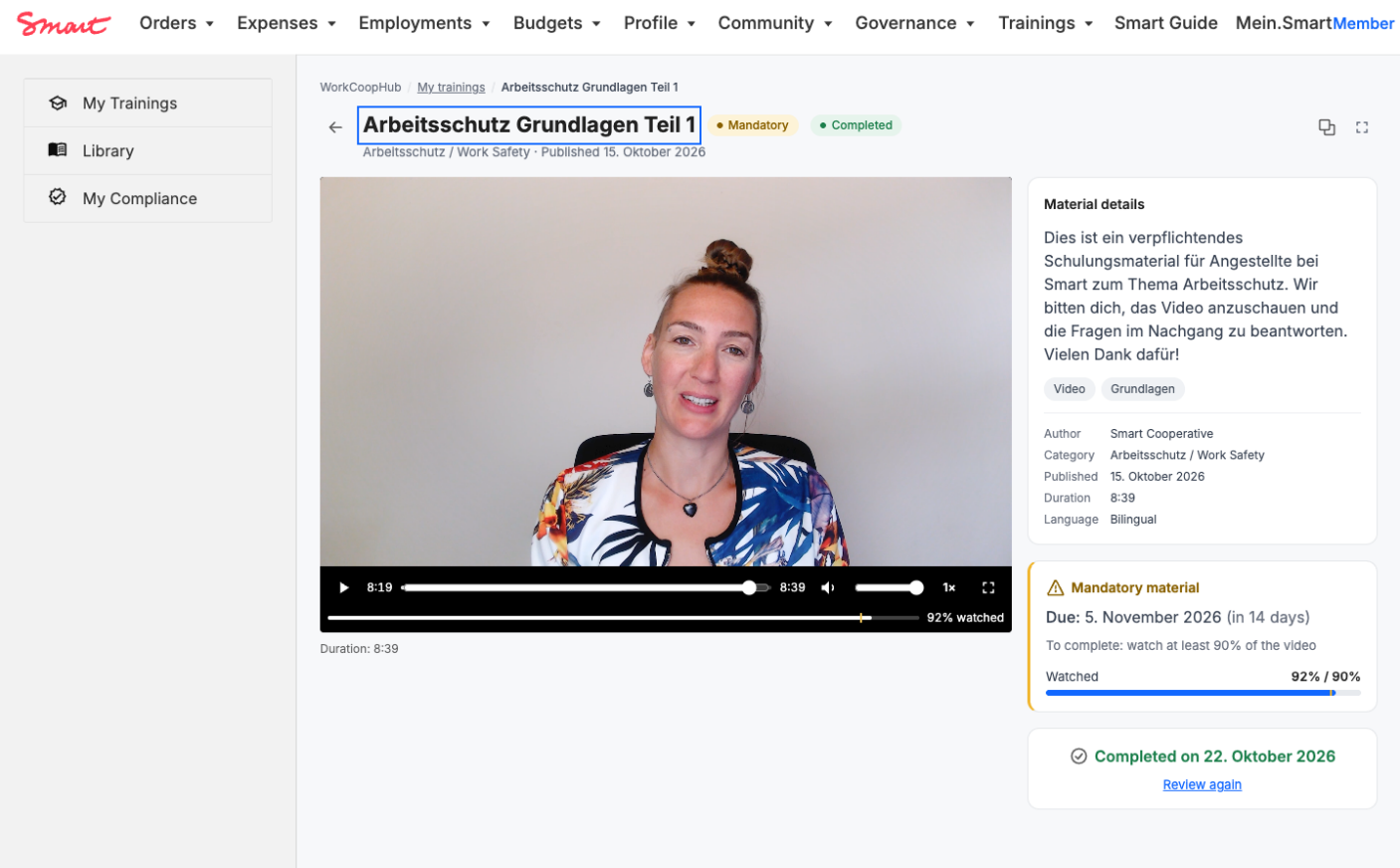
If all answers are right, you see **Knowledge check passed**. If an answer is wrong, you can try again.

8. Click **Confirm completion**.



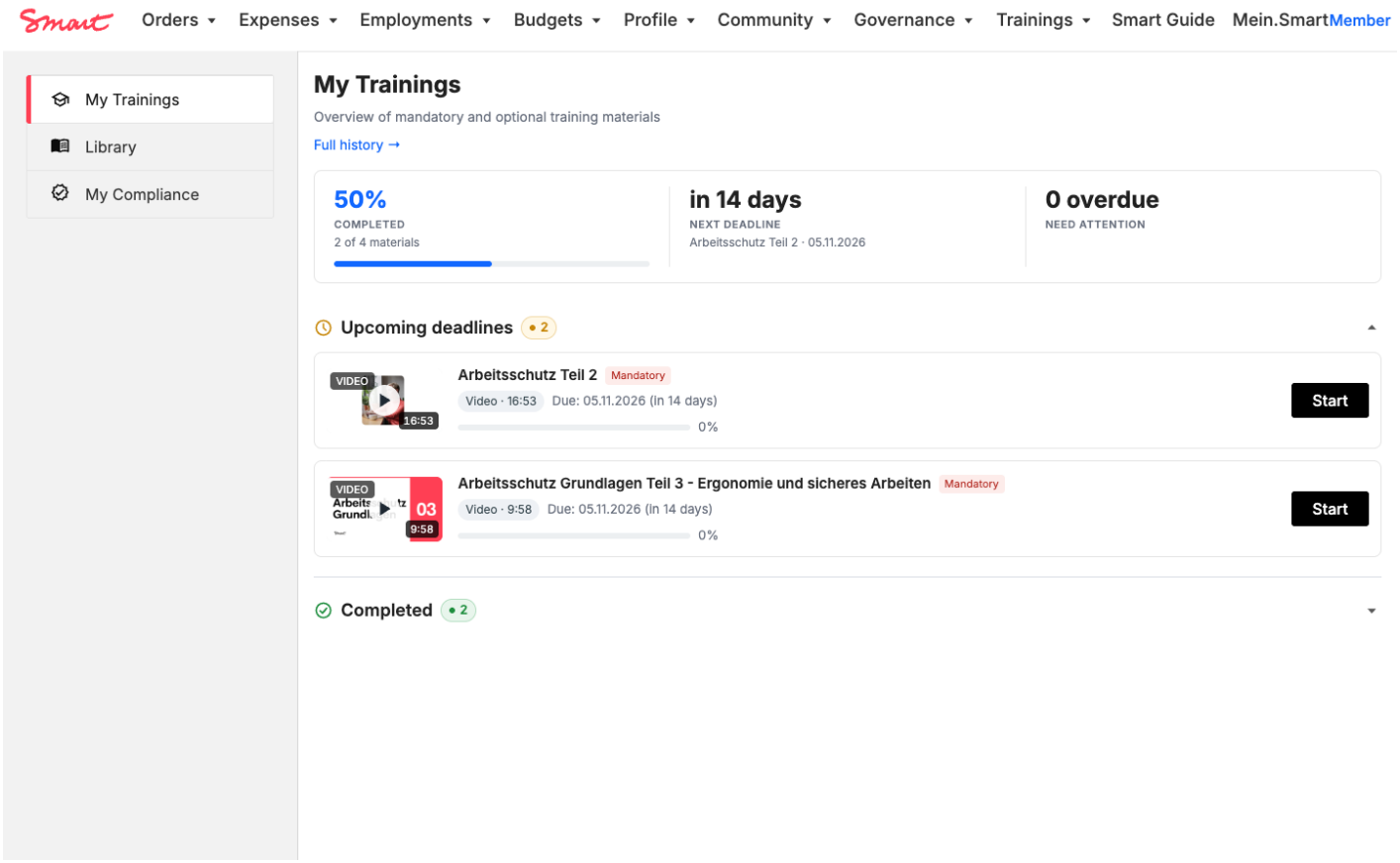
9. A window opens. Click **Complete**. It is the same window as for a document (see "3. Finish a document (PDF)").

Done. On the right you now see **Completed on** and the date.



A video without a knowledge check works the same way: when you have watched 90%, **Confirm completion** becomes active right away.

When you go back to **My Trainings**, the materials you finished are in the **Completed** list, and your progress at the top goes up.



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