How to close out Learner Modules in Headrush

At the end of every Journey Record, Guides will need to go into Headrush and **close out all 4 modules for all learners.** This process includes opening the module, completing a final assessment, adding a guide comment and clicking "complete".

Here is a video to walk you through: [How to Close out Learner Modules](#)

Below are the steps written out.

1. Log into Headrush using your guide username and login
2. Click on "Dashboard" on left hand column
3. Click on "My Students". Select your studio on drop down
4. Click on a learners name
5. There should be 4 active modules that appear (Literacy, Math, Quest, Capture)
6. Click on a module
7. Go to "Assessment" tab
8. Complete/Review Final Assessment. Add in any missing assessments and adjust already assessed learning targets if necessary
9. Add in an "Advisor Reflection" about learners strengths, areas of growth, etc on specific learning areas in every module.
10. Add your name under Official Assessor
11. Add date
12. Click "Finalize Assessment"
13. Repeat steps 6-12 for ALL 4 modules for ALL learners