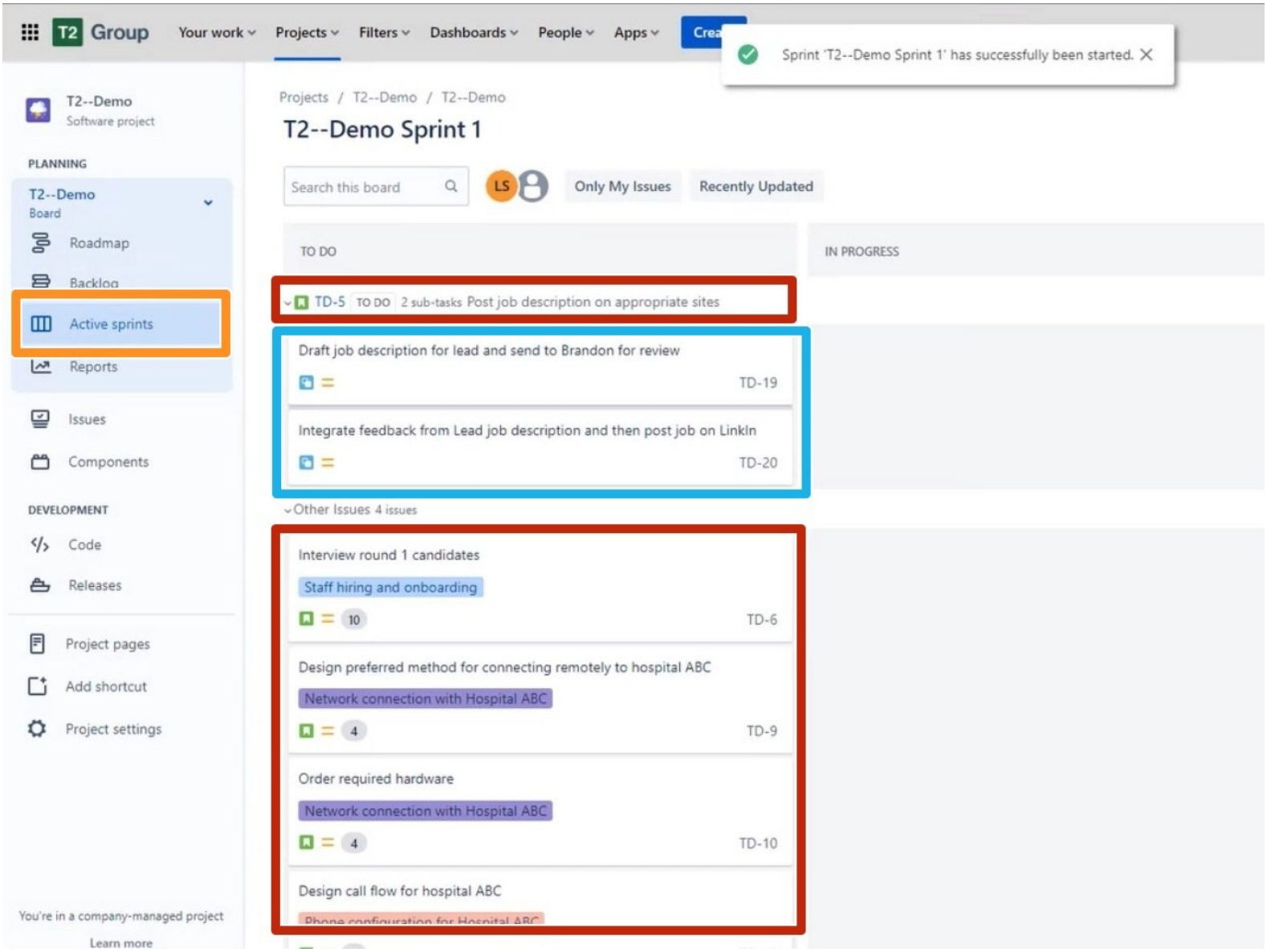
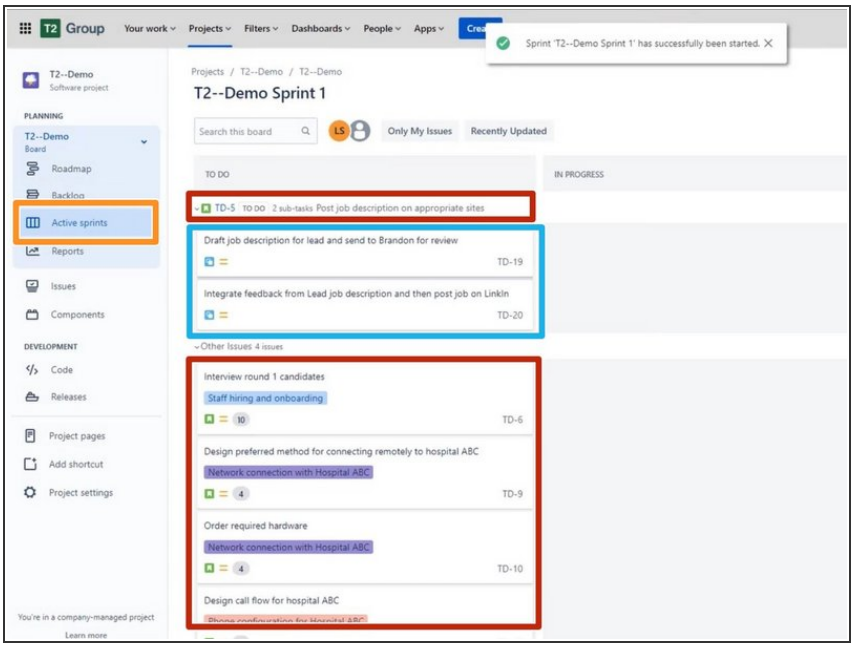
Updating the Progress of a Sprint and Completing a Sprint

Written By: Brendon Welch



Step 1 — Updating the Progress of a Sprint and Completing a Sprint

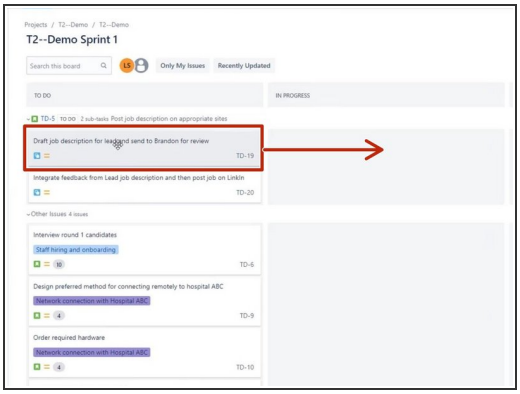


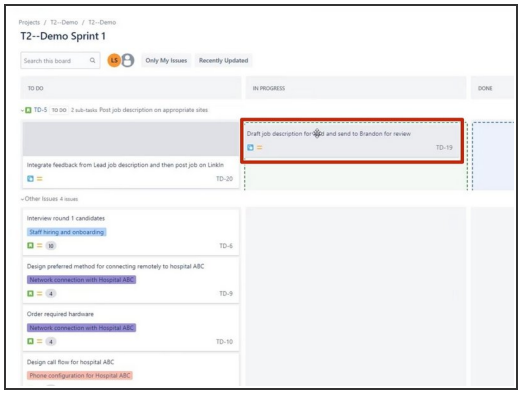
ⓘ *If Subtasks are included in Stories, they will appear below the Story.*

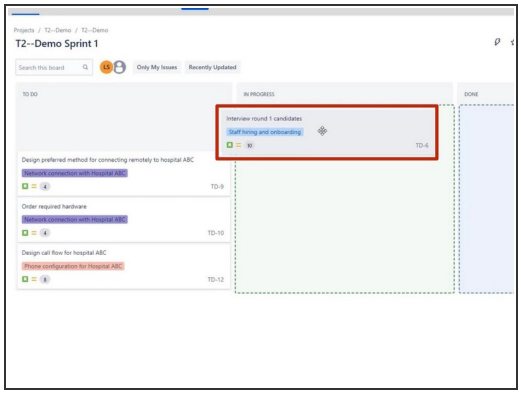
ⓘ *If a Story does not include any Subtasks, it will appear on its own.*

- **Subtasks**
- **Stories**

Step 2







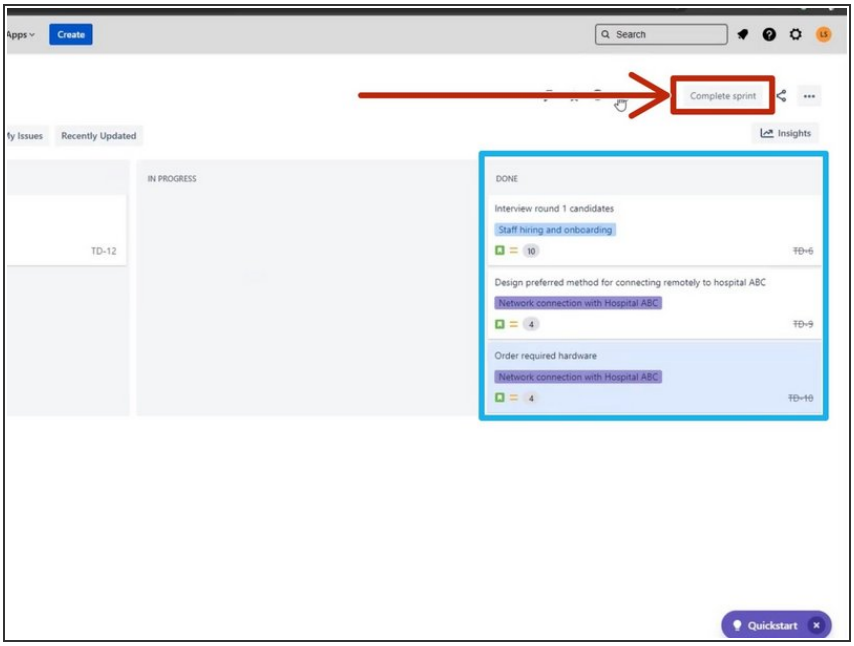
ⓘ *To track your progress, you will need to move items from the To-To list to In Progress.*

To move Stories or Subtasks:

- **Click and Drag Story or Subtask**

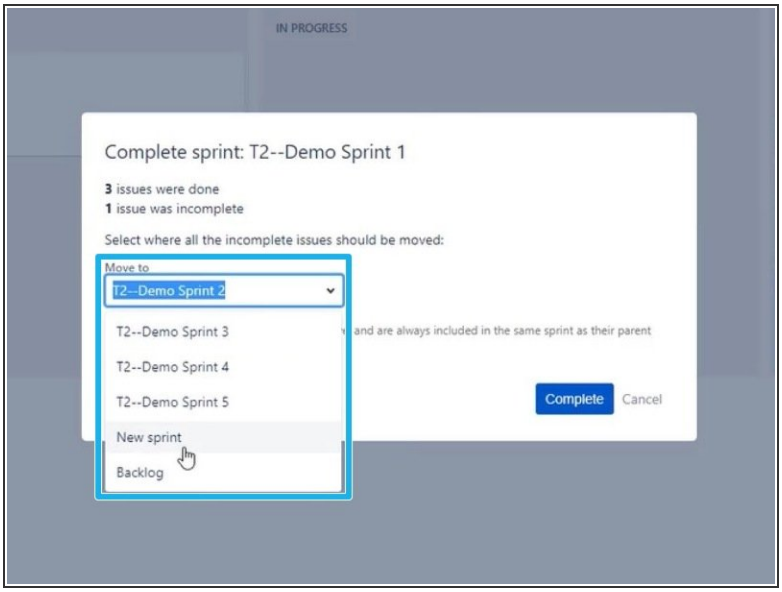
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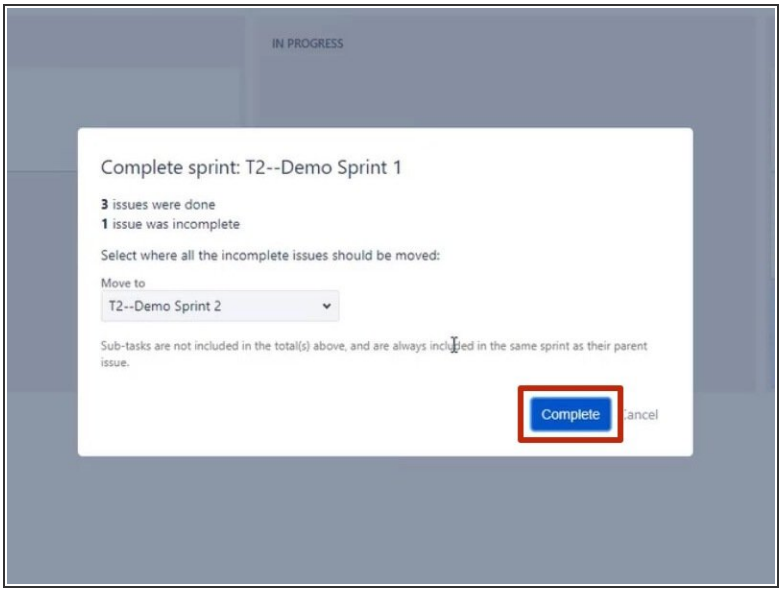
Step 3



- Once you have completed all of the Stories and Subtasks in the Sprint:
- **Move the Stories and Subtasks into Done**
- Click **Complete Sprint**

Step 4



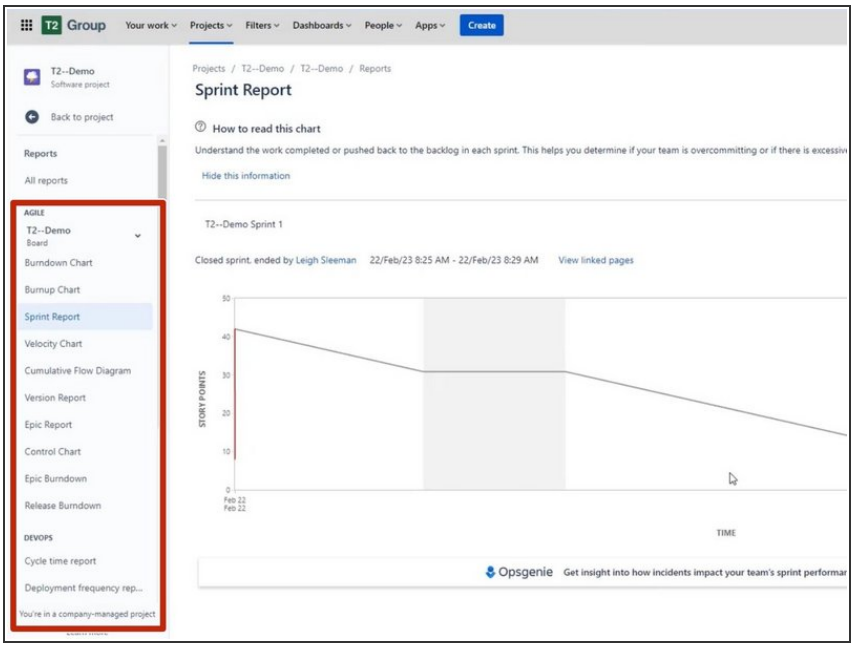


⚠ **If you have Stories or Subtasks that could not be completed in the Sprint, you will be prompted to move them.**

- Determine where to **Move to**
- Click **Complete**

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Step 5



ⓘ *A Sprint Report will appear once you have completed a Sprint.*

- **Available Reports**