

Activity Completion (Learner Tracking)

Overview

Keeping track of progress in a course can be challenging for learners and instructors. *Activity completion* is a helpful way for learners to track their progress in a course. A learner can see a checklist on the course homepage indicating their current progress. Instructors can see a checklist indicating all their learners' current progress and create a point-in-time report.

As each activity is checked off as "complete," the learner moves further towards final completion of the course. In some courses, the *Activity completion* feature is used to restrict access to activities. That means that a learner has to complete an activity in order to move on to the next one.

Learner Checkboxes

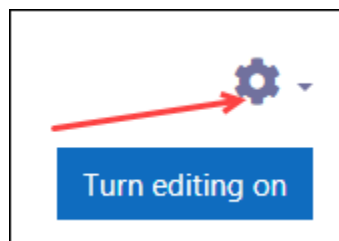
- Green checkboxes mean the activity is complete and the learner has passed the activity.
- Blank checkboxes indicate the activity has not been attempted yet.
- Red checkboxes indicate the activity is complete, but the learner did not achieve a passing grade.



Showing the Activity Report

Instructors can view their learners' activities with the *Activity completion* report feature.

- Click on the **Course administration** gear icon.



- From the menu, click on the **More** link.

3. From the **Course administration** tab, choose the **Activity completion** link (in the **Reports** choices).

Course administration

Course administration Users

Edit settings
 Course completion
 Gradebook setup
 Repositories
 Legacy course files
 Recycle bin

Reports

Logs
 Live logs
 Activity report
 Course participation
 Activity completion



The **Activity completion** report appears.

- The report can be navigated by learner first name or surname.
- Course activities are listed in columns in the order they appear in the course.
- Checked checkboxes indicate learner progress.
- Instructors can download the *Activity completion* report in spreadsheet or Excel compatible formats.

First name	All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
Surname	All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
First name / Surname	Email address																					
Ahmed	ahmedali@fakemail.ca	Ali	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jorge	jorgebenito@fakemail.ca	Benito	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maria	mariaguptez@fakemail.ca	Guptez	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Learner name navigation

List of activities

Completion mark

Download options

Download in spreadsheet format (UTF-8 .csv)
 Download in Excel-compatible format (.csv)