

Completion Progress Block

The **Completion Progress block** is a time-management tool for instructors and learners. It features visual representation of activities to be completed by the learner, and is colour-coded for quick reference. Instructors can use the colour codes and the numerical percentage displayed to identify student progress and at-risk students. If individual bars are rolled over, the name of the activity and the learner's status are displayed.

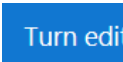
In order to use the **Completion Progress** block, **Completion Tracking** must be active for course **resources** and activities that are to be included in the **Completion Progress** block. As many activities and Resources arrive with **Completion Tracking** on, there may be a need to clean up the completion progress display, by selecting the **Activities included** option and choosing the appropriate activities and resources in the **Selected activities** drop-down. (See step 11 in the **Configuring the Completion Progress Block** section below.

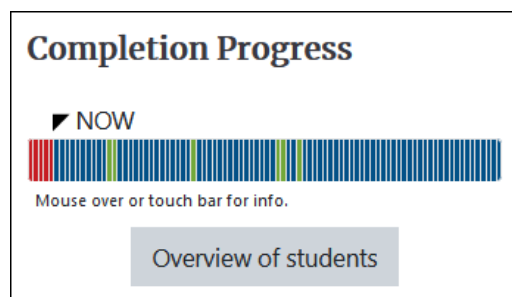
Note: Please be aware that the Completion Progress block does not display both **Passed** and **Completed** for **SCORMs** (December 2021).

Setting up and Using Completion Tracking

See the [Support document on LearnIT2teach](#) or the [Support document on Stage 3](#).

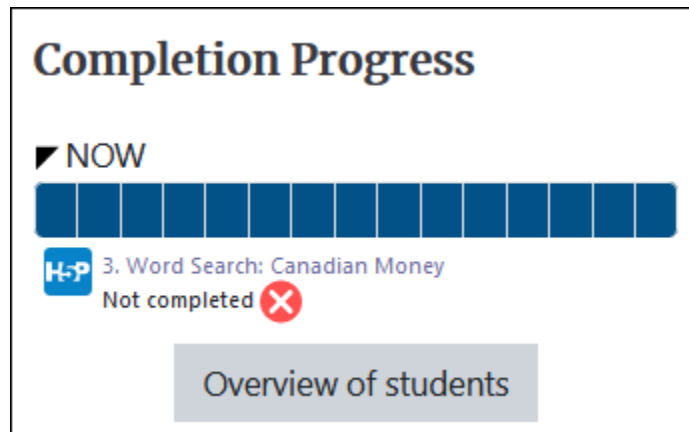
Adding a Completion Progress Block

1. Go to the course main page.
2. Click on the **Turn editing on** button. 
3. In the **Navigation Drawer**, click on the **Add a block** link.
4. In the pop-up, choose the **Completion Progress** option.



Note: The **Completion Progress** block appears. In most cases it will appear with dozens of coloured blocks. To ensure a more useful layout, go to step 11 in the **Configuring the Completion Progress Block** section below to select appropriate activities and resources for your purposes.

Note: A more manageable **Completion Progress** block would appear similar to this.

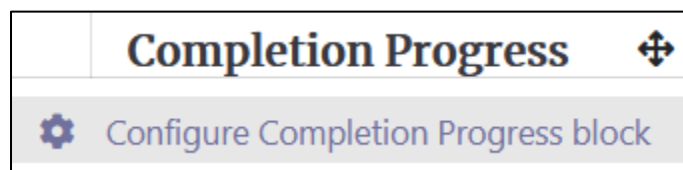


Configuring the Completion Progress Block

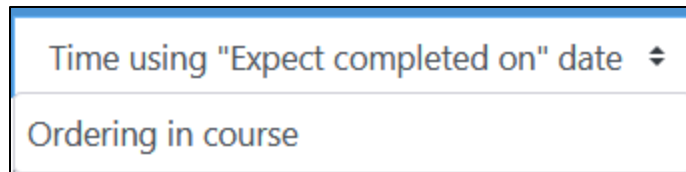
1. Ensure that course editing is **ON**.
2. In the Completion Progress block, click on the **Action menu** icon.



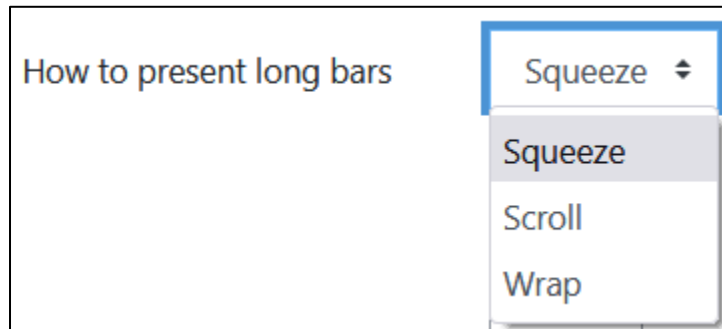
3. Click on the link **Configure Completion Progress block** link.



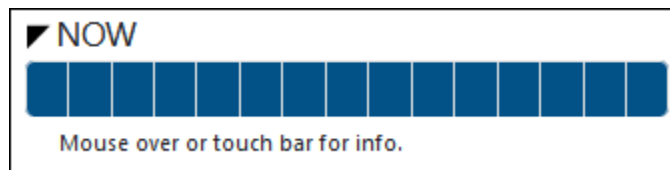
- In the **Block Settings** section, choose either **Time using “Expect completed on” date** or **Ordering in course**.



- Choose an option in the **How to present long bars** drop-down menu.



Squeeze compresses all bar elements into the Completion Progress block’s width.



Scroll allows users to scroll using the **arrow** icon to view additional elements.



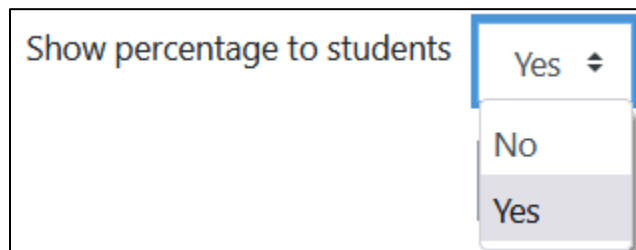
Wrap shows the bar elements on multiple lines. The NOW indicator does not appear.



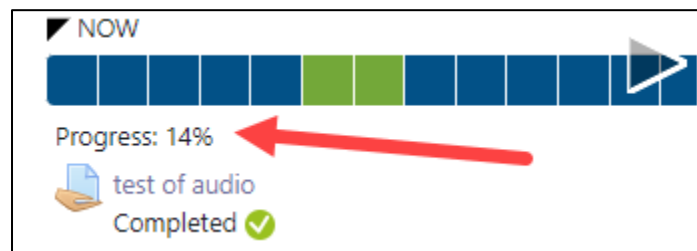
6. Choose either **Yes** or **No**, in the **Use icons in bar** setting. Icons assist with accessibility.



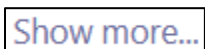
7. Choose **Yes** or **No** in the **Show percentage to student** drop-down menu.



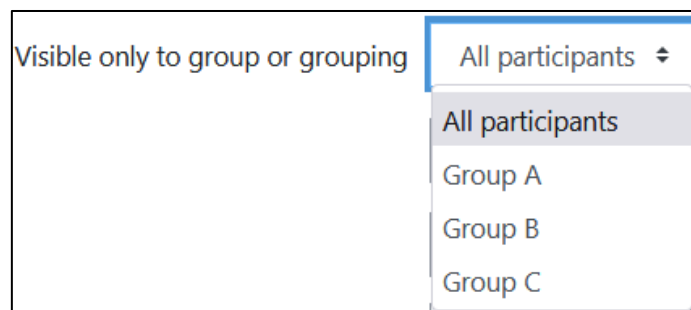
Note: The **percentage** indicates what percent of the course activities and resources in this Completion Progress block are finished.



8. Click on the **Show more...** link.



9. In the **Visible only to group or grouping** drop-down, choose either **All participants**, or a group or grouping name.



Note: Only the group or grouping selected will see the **Completion Progress** block.

10. Type a name for a **Completion Progress** block in the **Alternate title** field if there will be more

Alternate title	Money Activities
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than one **Completion Progress** block on the course.

Note: This will allow the learners to know what the purpose of each **Completion Progress** block is. For example, one may be for activities and another may be to track resources, or a block could be used to track speaking tasks only.

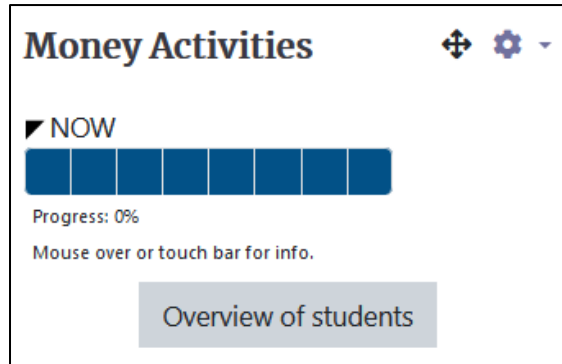
11. In the **Activities included** drop-down, choose either **All activities with completion set** or **Selected activities**.

Activities included	All activities with completion set ▾
	All activities with completion set
	Selected activities

12. If the **Activities included** drop-down is set to **Selected activities**, hold down the [CTRL] key (or Command key on a Mac) and click on the activities that are to be included in this **Completion Progress** block.

Select activities	<ul style="list-style-type: none">Screenreader Demo - Housing In CanadaScreenreader Demo - Housing In Canada (Accessible)Accessibility Checker - Housing In Canada (plain text)Accessibility Checker Demo - Housing In Canada1. Using Canadian Coins2. Using Canadian Bills3. Word Search: Canadian Money4. Spelling Practice5. Calculating with Coins6. Calculating with Bills7. How Much Money Is It?8. Speaking Practice Task: Dollar AmountsWriting: Filling out a Form Part 2
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13. Click on the **Save Changes** button.



Note: The **Completion Progress** bar is easier to view as it is focused.

14. Click on the **Turn Editing off** button.

Viewing student progress

1. Click on the **Overview of students** button in a **Completion Progress** block.

Note: A class list appears.

Course participants' names appear in rows. The last course access appears in the second column. In the column **Completion Progress**, a bar with a square or rectangle representing each activity appears. Normally, these will all appear as blue as the **Completion Progress** block is normally set up at the onset of a term.

Overview of students			
Visible groups	All participants ▾	Role	Student ▾
<input type="checkbox"/> First name / Surname	Last in course	Completion Progress	Progress
<input type="checkbox"/> Ahmed Ali	Friday, 29 October 2021, 3:24 PM		0%
<input type="checkbox"/> Dirk Allen	Never	None of the monitored activities are currently visible.	?
<input type="checkbox"/> Eduardo Garcia	Wednesday, 28 October 2020, 10:13 AM		0%
<input type="checkbox"/> Lee Chan	Never	None of the monitored activities are currently visible.	?
<input type="checkbox"/> Maria Gupte	Never	None of the monitored activities are currently visible.	?

If the message **None of the monitored activities are currently visible** appears, the student's **Profile LINC levels** should be adjusted to match the levels of the activities and resources.

After some activity, progress will appear as different colours in **the Completion Progress bar items** and as a percentage in the **Progress** column.

Overview of students

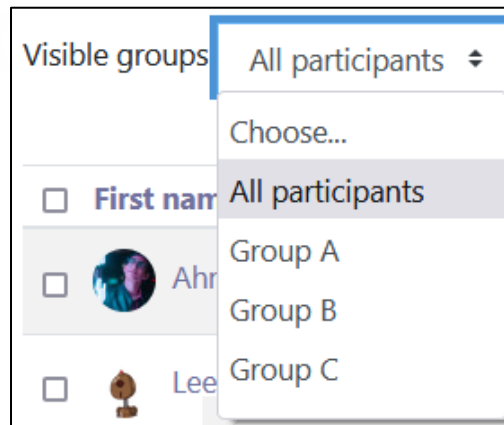
Visible groups Role

<input type="checkbox"/> First name / Surname	Last in course	Completion Progress	Progress
<input type="checkbox"/> Ahmed Ali	Monday, 1 November 2021, 9:13 AM	<div style="display: flex; justify-content: space-between; width: 100%; height: 15px;"> <div style="width: 33%; background-color: #0056b3;"></div> <div style="width: 33%; background-color: #76b82a;"></div> <div style="width: 33%; background-color: #e74c3c;"></div> </div>	33%
<input type="checkbox"/> Dirk Allen	Never	<div style="display: flex; justify-content: space-between; width: 100%; height: 15px;"> <div style="width: 100%; background-color: #0056b3;"></div> </div>	0%
<input type="checkbox"/> Eduardo Garcia	Monday, 1 November 2021, 9:44 AM	<div style="display: flex; justify-content: space-between; width: 100%; height: 15px;"> <div style="width: 90%; background-color: #0056b3;"></div> <div style="width: 10%; background-color: #f1c40f;"></div> </div>	0%
<input type="checkbox"/> Lee Chan	Monday, 1 November 2021, 9:49 AM	<div style="display: flex; justify-content: space-between; width: 100%; height: 15px;"> <div style="width: 33%; background-color: #0056b3;"></div> <div style="width: 33%; background-color: #76b82a;"></div> <div style="width: 33%; background-color: #0056b3;"></div> </div>	33%
<input type="checkbox"/> Maria Gupte	Monday, 1 November 2021, 9:17 AM	<div style="display: flex; justify-content: space-between; width: 100%; height: 15px;"> <div style="width: 33%; background-color: #0056b3;"></div> <div style="width: 33%; background-color: #76b82a;"></div> <div style="width: 33%; background-color: #e74c3c;"></div> </div>	33%
<input type="checkbox"/> Reggie Jackson	Never	<div style="display: flex; justify-content: space-between; width: 100%; height: 15px;"> <div style="width: 100%; background-color: #0056b3;"></div> </div>	0%

- Rolling the mouse over each **coloured rectangle** in the **Completion Progress** column reveals progress
Note: The colour codes are detailed in this table.

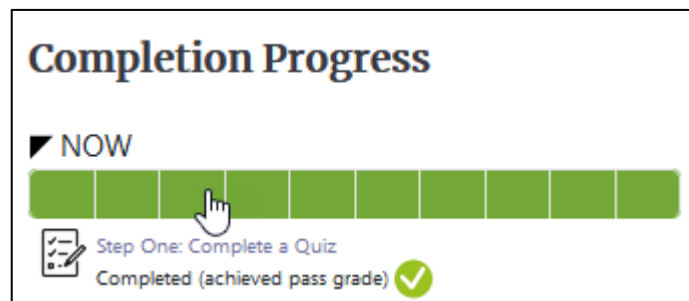
Colour	Description
red	Did not pass
blue	Not completed (not started)
green	Passing grade
yellow	Submitted but not graded

- Instructors can view individuals sorted by **Progress**, **Last appearance in course** or by student **Surname** or **First name** by clicking on the column headings.
- Instructors can also view progress by **Visible groups** in a course by choosing a group from the **Visible groups** drop-down list.



Students Using the Completion Progress Block

1. If the instructor has added the **Completion Progress** block, it will appear on the main course page.
2. If the learners roll their mouse over the bars, they can see their status on different activities.



3. If the learners click on the coloured boxes, they are taken to the activity or resource.

Resources

Activity completion, https://docs.moodle.org/311/en/Activity_completion

Completion progress block, https://moodle.org/plugins/block_completion_progress