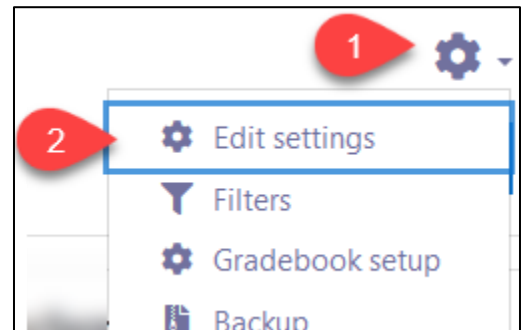# Setting up and Using Completion Tracking

The completion tracking feature adds check boxes next to activities and resources on the main course pages. These check boxes allow a learner to quickly see which activities he/she has and hasn't completed. Instructors can decide if they prefer the check boxes to be selected manually by learners or checked automatically by Moodle after a learner meets the completion requirement for that item, e.g. a score, viewing it, etc. Completion tracking can be used by instructors wishing to use the conditional release of activities.

Turning on Completion tracking in a course

In order to start using **Completion tracking** in a new Avenue course, please follow these steps. If **course completion** has already been set to **Yes**, then ignore this section and go to the **Turning on Course Completion in a course** section.

1. Click on the course **Actions menu** icon.

2. In the **Course settings**, scroll downward to the **Completion tracking** section.

3. Expand the **Completion tracking** section, set the Enable completion tracking to **Yes**.
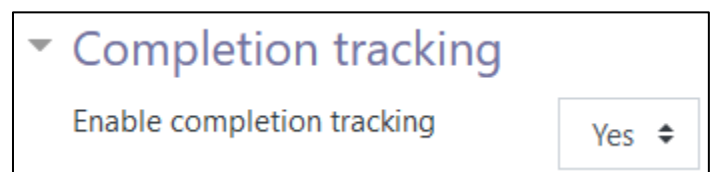
4. Click on the **Save and display** button.

# Turning on & Editing Course Completion

1. Click on the course **Actions menu** icon.

2. In the drop-down menu, click on **Course completion**.
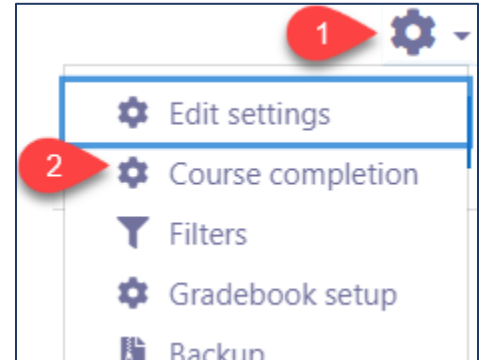
3. In the General section, choose the **Completion requirements**. Teachers can choose the type of requirements to be met in order to consider a course as completed.
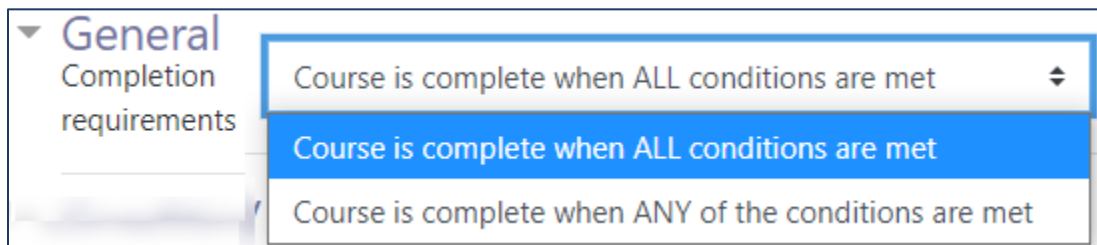
4. In the **Condition: Activity completion** section, select all or any of the resources or activities to which you want the **Activity completion** to be applied.
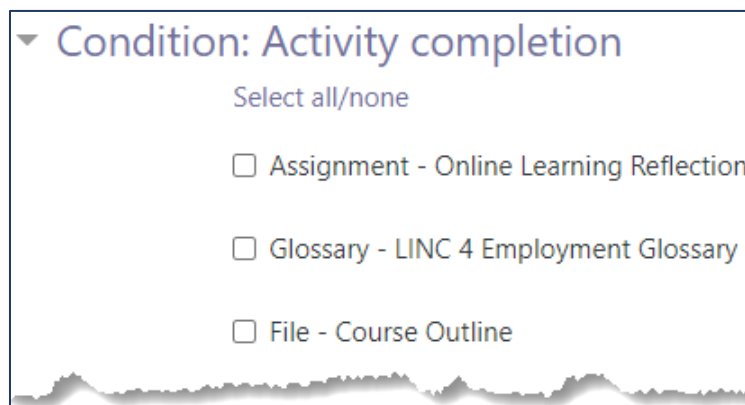
5. Choose the condition requirements based on whether you would like the students to complete all or any of the selected activities.

6. In the **Condition: Completion of other courses** section, choose a course or courses other than your own that students need to complete.

7. If needed **Enable** the course completion date in the **Condition: Date** section and select a date.

8. **Enable** an **Enrolment duration** if needed.

9. You can unenroll students from a course by enabling **Condition: Unenrolment**.

10. If needed, set a grade for a course by enabling the **Condition: Course grade.**

11. You can **Enable** the **Condition: Manual self completion** setting if you want to manually mark the activity as complete.

12. You can allow others such as a **Non-editing teacher**, another **Teacher** or a **Manager** to manually mark an activity as complete by enabling the options in the **Condition: Manual completion by others** section.

13. When all conditions are set, click **Save changes**.

Default activity completion

The **Default activity completion** section allows teachers to choose the type of activities or resources that students can manually mark as complete.

These settings apply to all Moodle activity types, not only to a particular activity or learning object in your course. To edit any of the settings, click **Edit**.

Here you can modify the actions you would like to edit for all activities of a certain type across your course.

- **Completion tracking** allows students to manually use the check box to track the completion of the activity.
- **Require view** is not a condition. This criterion is especially useful for URLs, links to files, links to directions, etc.
- **Require grade:** Any grade will complete the activity. If a specific score is required, enable the **Required minimum score setting**.
- **Require status** is a SCORM-related setting. Teachers can choose from the available options.
- **Expect completed on** is used to set the expected completion date.

Once you finish editing these settings, click **Save changes**.

Bulk edit activity completion

The **Bulk edit activity completion** tab is similar to the previous section in that you can apply bulk settings to several activities at once. The difference is that these settings do not apply to general Moodle modules, but rather to the specific activities you have designed for your own course.

1. Select all or any of the activities that you need to edit and click on the **Edit** button.

The settings appear as follows.

2. Change the settings and click on **Save changes**.

Video Resource

Moodle Activity Completion
https://youtu.be/bjivXXF917U

Resources

Moodle Documents: Course_completion_settings
<https://docs.moodle.org/39/en/Course_completion_settings>

Moodle Documents: Course_completion_FAQ
<https://docs.moodle.org/39/en/Course_completion_FAQ>

Moodle Documents: Activity_completion_settings
<https://docs.moodle.org/39/en/Activity_completion_settings>

Moodle Documents: Activity_completion_FAQ
<https://docs.moodle.org/39/en/Activity_completion_FAQ>

Moodle Documents: Using_Activity_completion
<https://docs.moodle.org/39/en/Using_Activity_completion>