

## 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)

1. Click *Edit settings* in the *Course administration* section of the *Administration* block.
2. Scroll down to the *Completion tracking* section.

#### ▼ Completion tracking

Enable completion tracking ⓘ Yes ▾

3. Select *Yes* in the *Enable completion tracking* setting drop-down menu.
4. Click the *Save changes* button.

### Enabling Completion tracking for individual resources or activities

After enabling *Activity completion* (explained in the *Activity Completion* document), the conditional release can now be applied on all course activities and resources.

1. Click the *Turn editing on* button on the course home page.
2. Select the resource to which the activity completion should be applied, and click the *Update* icon .
3. Scroll down to the bottom of the page to the *Activity completion* section.

There are three options to set how learners should indicate that they have completed an activity:

**Option 1:** Do not indicate activity completion.

**Completion tracking default (disabled)**

#### ▼ Activity completion

Completion tracking ⓘ Do not indicate activity completion ▾



**Option 2:** Learners can manually mark the activity as completed.

**Completion tracking Choice Setting Example**

## Activity completion

**Completion tracking** ⓘ Students can manually mark the activity as completed ▾

**Require view**  Student must view this activity to complete it

**Expect completed on** ⓘ 16 ▾ September ▾ 2016 ▾  Enable

This option allows students to manually use the check box to track the completion of this activity.

**Option 3:** Show activity as complete when conditions are met. (These criteria vary by the type of activity or resource.)

### Completion tracking SCORM Setting Example

**Completion tracking** ⓘ

Show activity as complete when conditions are met ▾

**Require view**  Student must view this activity to complete it

**Require grade** ⓘ  Student must receive a grade to complete this activity

**Require minimum score** ⓘ

0  Disable

**Require status** ⓘ  Passed

Completed

**Expect completed on** ⓘ

16 ▾ September ▾ 2016 ▾  Enable

**Completion tracking:** this setting indicates conditions must be met for the activity to be completed  
**Require view:** - is not a condition. This criterion is especially useful for URLs, links to files, links to directories, etc.  
**Require grade:** - any grade will complete the activity. If a specific score is required, enable the **Required minimum score** setting  
**Require status:** - Passed and Completed is a SCORM-specific setting  
**Expect completed on:** - this is the expected completion date

Select either the second or third option to enable completion tracking, depending on how you prefer learners to indicate that they have completed the activity.

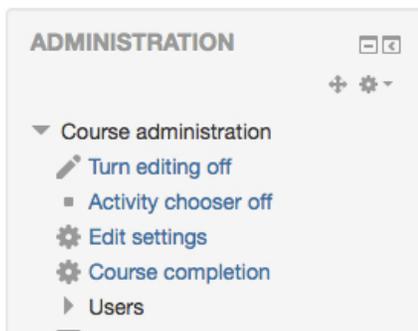
The conditions might be something simple like *Require view* for a document, or a certain grade for an assessed element.

It is also possible to choose an expected completion date for the activity; leave this blank if you do not have a clear date in mind.

- Remember to click either the *Save and display* or the *Save and return to course* button after the settings have been adjusted.

### Enabling a Course completion page

When an instructor enables *Completion tracking* in the *Course settings*, a link to the *Course completion* page is added to the *Course administration* section of the *Administration* block.



The *Course completion* page can be used to show if a course has been completed. It can show the progress a learner is making towards finishing the course according to specific criteria set on this page, based on the completion tracking within a course. This feature may be more applicable to credit or certification-type courses.