

Overview

As activities and resources are added to your Moodle course, you'll notice a "Mark as done" button below each item on the course main page (Figure 1). Your learners can use these buttons to keep track of what they have done and what they still need to do. In addition, this *completion tracking* lets you gauge each learner's progress and engagement in your course.

By default, completion options are set for *manual* mode, which means that learners can check a box whenever they like. However, you can set *conditions* to require an action on the learner's part before the item is marked complete. For example, learners might need to open a resource, submit a quiz attempt, or make a specified number of posts in a forum.

When completion settings for an item require learners to do something rather than allow them to check it off manually, an empty box with a dotted border will be shown on the course page (Figure 2). Hovering over a box will bring up a pop-up label indicating what the learner needs to do to earn a completion checkmark as shown in Figure 3. The box will be checked off automatically when the learner meets the conditions that you set.

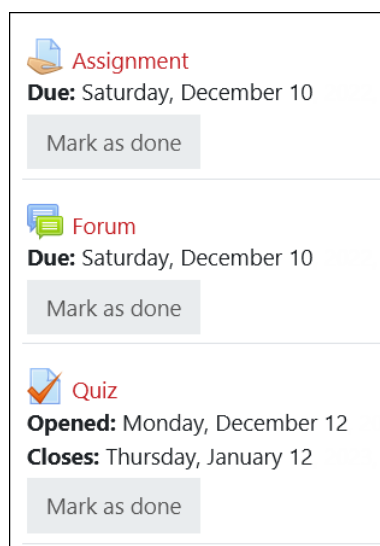


Figure 1: Manual Completion

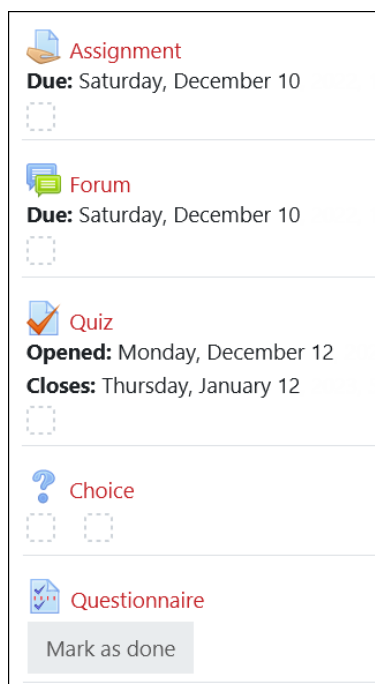


Figure 2: Conditional Checkboxes

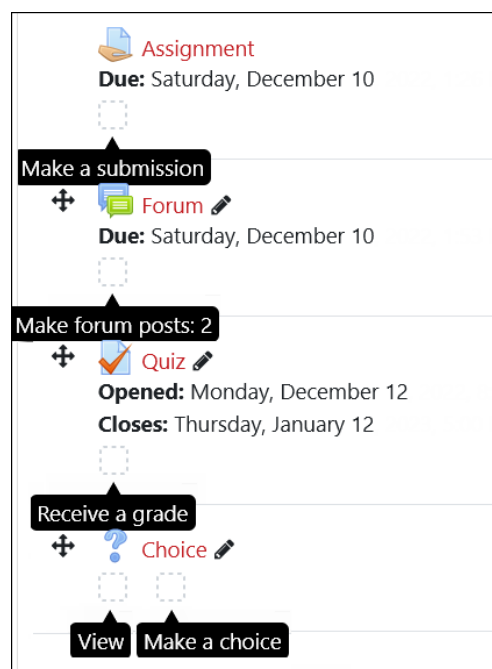


Figure 3: Hovering to Show Requirements

In the student view (Figure 4), an item that can be checked off manually is displayed with a solid gray box. Items that have been completed display a green checkmark.

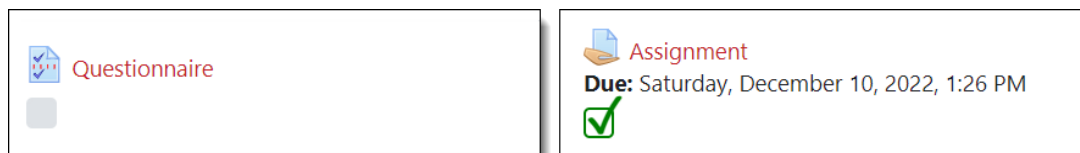


Figure 4: Student View of Manual Checkbox and Completed Activity

While it may sound tedious to manage these settings one at a time, you can easily assign completion settings in bulk to identify your default preferences for different types of items and update existing items with the completion tracking settings you prefer. See [Selecting Default Settings](#) below.

Completion Tracking

Setting Conditions for Activity Completion

When an activity or resource is created, its **Activity completion** mode is set to manual by default: *Students can manually mark the activity as completed*. The options available to you for setting up conditions for completion will vary depending on the type of item added. To set conditions for indicating completion:

1. Create an activity or resource or open an existing item for editing.
2. Scroll down and expand the **Activity completion** area.
3. Select **Show activity as complete when conditions are met** from the **Completion tracking** pull-down menu (Figure 5). This option must be selected to display the options below it, some of which will be preselected for your convenience. The condition shown in Figure 5 requiring students to view the activity is preselected by default for all items.

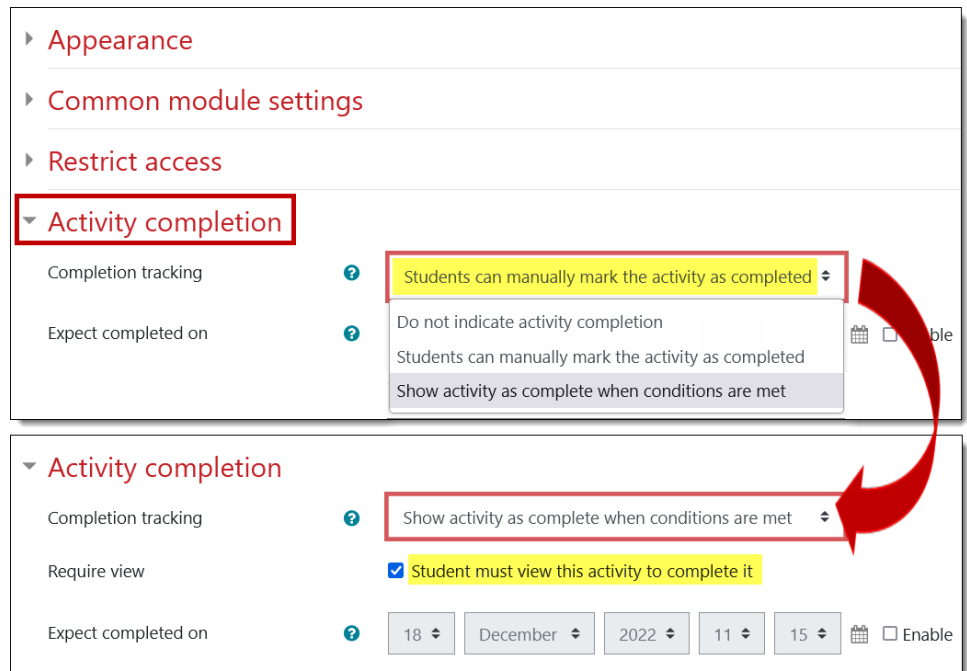


Figure 5: Set "View" as Condition for Activity Completion

- If the item you are creating or editing is a *resource* (like a URL, page, or book), the sole option for conditional completion is opening the resource to view it. You can't require how long students view the resource, but they must at least open it to receive a checkmark in the item's completion checkbox.
 - If the item you are creating or editing is an *activity* (like an assignment, forum, or quiz), in addition to the view requirement, the action a learner must perform for Moodle to mark the activity as complete will vary according to the activity. For example, you can require them to submit an assignment, or post one discussion and two replies in a forum. See [Common Activity Completion Settings](#) on page 4 to learn about the conditional options available for assignments, forums, and quizzes. In each case, you must choose the conditional option **before** you can select which conditions must be met.
 - For activities, you may want to deselect the **View** requirement to avoid having multiple completion boxes displayed with the activity to students (for example, see the "Choice" activity in Figures 2 and 3).
4. You can safely ignore the "Expect completed on" field. This is not shown to students.
 5. **Save** your changes.

Selecting Default Settings

To save time, you can adjust completion tracking settings for all new and existing items by using "bulk" settings. For instance, if you always want to require users to view page resources to show them as completed, you can use a *default completion* setting to that effect—every new page you create will feature that setting. By using the *bulk editing* option, you can update the completion settings for multiple existing items in one fell swoop. See this article to learn [how to use bulk settings for completion tracking](#).

Completion Tracking

Displaying Completion Settings

Any completion setting—manual or conditional—will always be displayed when a learner opens an activity or resource (Figure 6). If you wish, you can choose not to have completion options displayed on the course main page. **Warning:** Many students rely on these reminders, so turning them off could lead to confusion and/or frustration on their part.

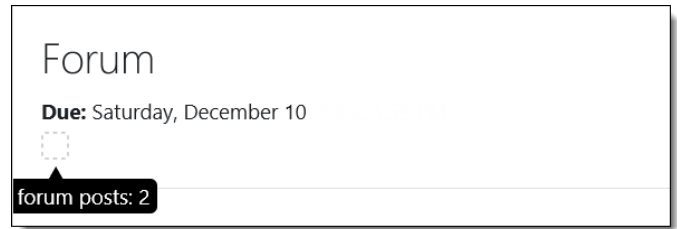


Figure 6: Completion Condition Displayed on Activity Page

To remove the completion icons from the main course page, open the admin gear in the top right corner of your course and scroll down to the **Completion tracking** section (Figure 7). Change the **Show activity completion conditions** option to **No**. (Please do *not* disable completion tracking overall.) Save changes.

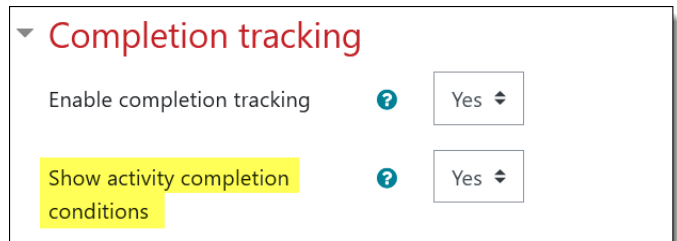


Figure 7: Show Activity Completion Option

Viewing Activity Completion Reports

To see what items your learners have completed, click on the admin gear on your course main page, then click on **More...** at the end of the menu. Open the **Reports** tab and select **Activity completion** (Figure 8).

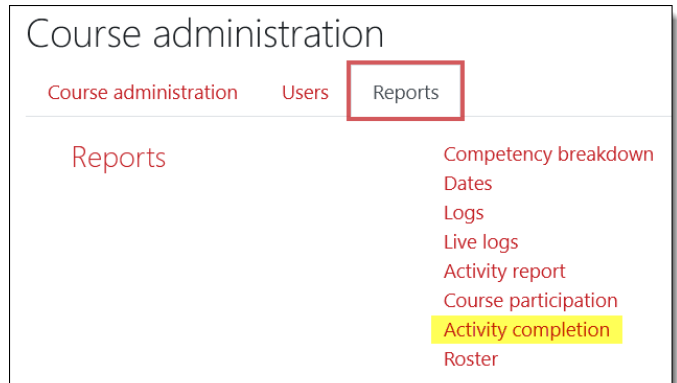


Figure 8: Activity Completion Report Link

As you can see in Figure 9 below, this report provides an instant snapshot of how much learners are engaging with course materials, making it easy to identify those who may need additional encouragement or assistance. Note that you can filter the report by the type of item and you can choose the order in which items appear.

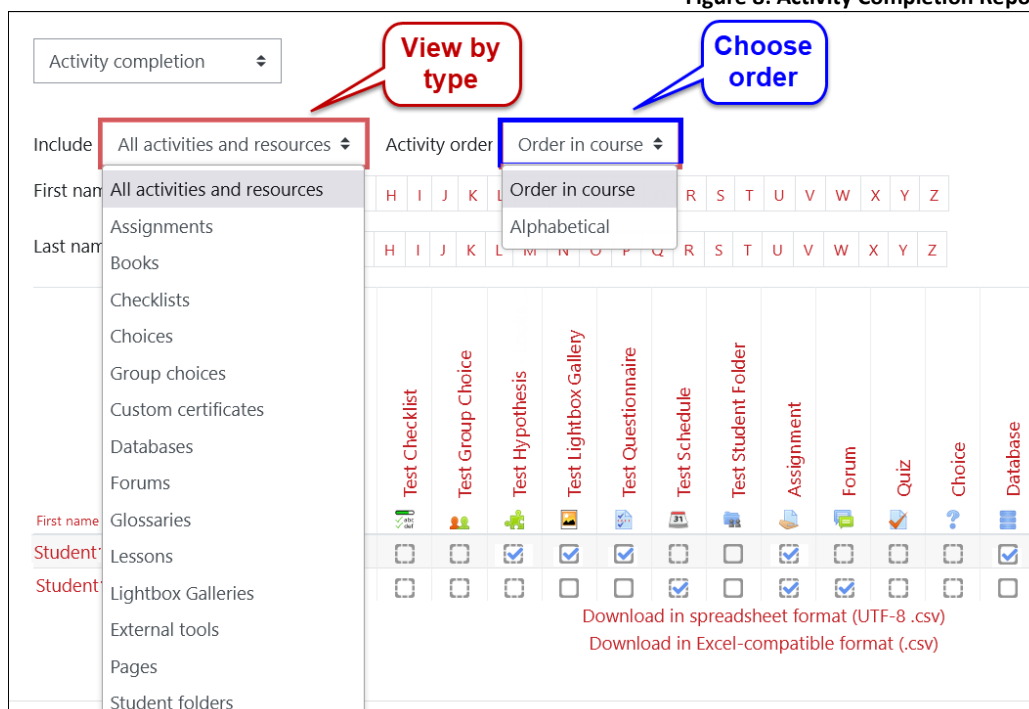
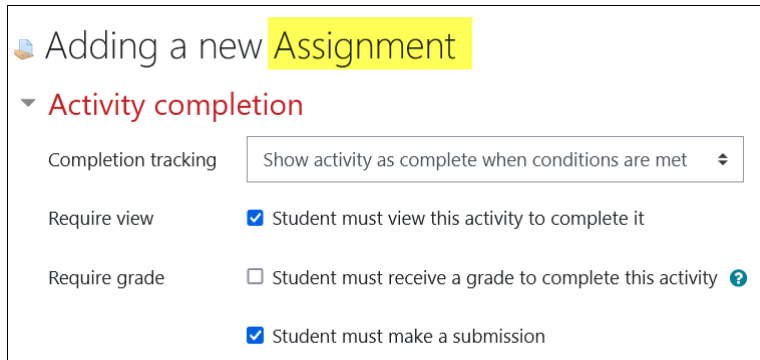


Figure 9: Activity Completion Report

Completion Tracking

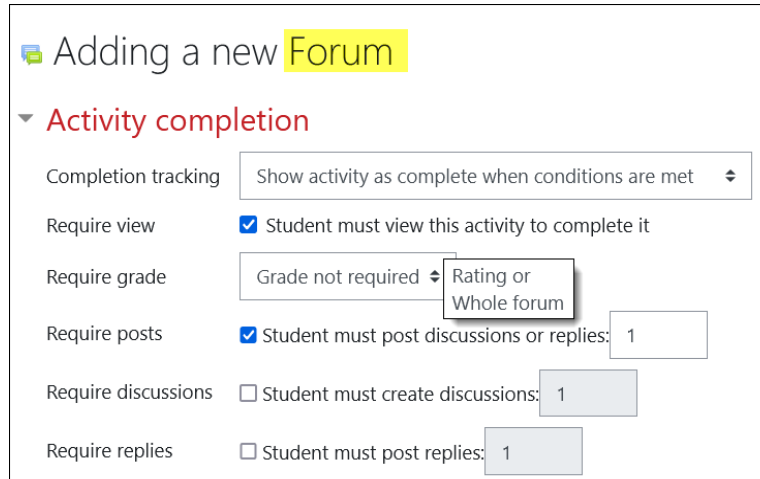
Common Activity Completion Settings

As explained above, the default condition for all items requires viewing (opening) the item. For activities, deselecting the **View** requirement is recommended to eliminate an extra completion box for students, reducing the likelihood that they miss completing the interactive part of the activity. (See the "Choice" activity in Figures 2 and 3 for an example of multiple checkboxes.)



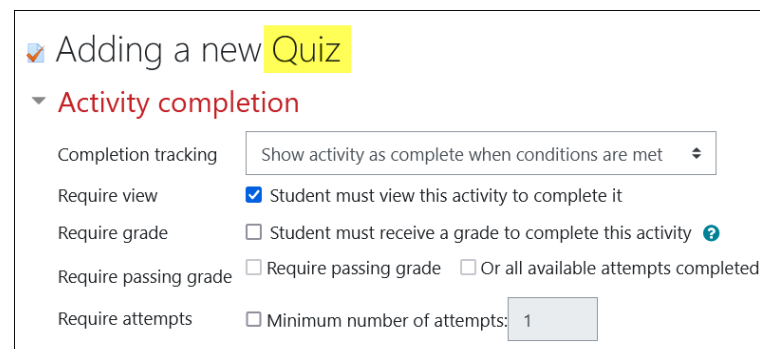
The screenshot shows the 'Adding a new Assignment' interface. Under the 'Activity completion' section, there are four settings: 'Completion tracking' is set to 'Show activity as complete when conditions are met'; 'Require view' is checked with the text 'Student must view this activity to complete it'; 'Require grade' is unchecked with the text 'Student must receive a grade to complete this activity'; and a checked checkbox for 'Student must make a submission'.

Figure 10: Assignment Completion Options



The screenshot shows the 'Adding a new Forum' interface. Under the 'Activity completion' section, there are six settings: 'Completion tracking' is set to 'Show activity as complete when conditions are met'; 'Require view' is checked with the text 'Student must view this activity to complete it'; 'Require grade' is set to 'Grade not required' with a dropdown menu showing 'Rating or Whole forum'; 'Require posts' is checked with the text 'Student must post discussions or replies:' and a value of '1'; 'Require discussions' is unchecked with the text 'Student must create discussions:' and a value of '1'; and 'Require replies' is unchecked with the text 'Student must post replies:' and a value of '1'.

Figure 11: Forum Completion Options



The screenshot shows the 'Adding a new Quiz' interface. Under the 'Activity completion' section, there are five settings: 'Completion tracking' is set to 'Show activity as complete when conditions are met'; 'Require view' is checked with the text 'Student must view this activity to complete it'; 'Require grade' is unchecked with the text 'Student must receive a grade to complete this activity'; 'Require passing grade' is unchecked with the text 'Require passing grade' and 'Or all available attempts completed'; and 'Require attempts' is unchecked with the text 'Minimum number of attempts:' and a value of '1'.

Figure 12: Quiz Completion Options

Assignments

The default completion options for assignments are viewing it and making a submission. You might choose to require receiving a grade, but that puts the onus of completion on you as the grader rather than on the learner to complete the task.

Recommended condition: *Student must make a submission.*

Forums

The default options for forums are viewing it and making at least one contribution (initial discussion thread or reply to a thread). You can require a grade (either a rating or a whole forum grade, depending on how you will grade the forum), but that leaves completion up to you, not your students. You can specify a number of discussion threads or replies, but the simplest means of communicating requirements to students is to simply require a number of posts of either kind.

Recommended condition: *Student must post discussions or replies plus the number required.*

Quizzes

The only default for a quiz is to view it. If all of the questions will be auto-graded, you can require a grade to show completion. If you set a score as a passing grade in the quiz settings, that can be an additional requirement. There are also options related to the number of attempts. If some of the questions will require manual grading, like essay questions, requiring a minimum number of attempts will provide a checkmark to students who submit an attempt.

Recommended condition: *Student must receive a grade to complete this activity (for auto-graded quizzes) or Minimum number of attempts (for quizzes that include questions that must be manually graded).*