

## Overview

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

Homework		Display	Editing
	1.1 Discussion Forum Guidelines	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	1.2 Temperament Challenge	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	1.3 Quiz 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	1.4 Sample Assignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 1: Completion Tracking—Display & Edit Views

By default, completion checkboxes are set for *manual* mode, which means that users can check a box whenever they would like. However, you can set a box to *conditional* mode to require an action on the user's part before the item is marked complete. A box set to conditional mode is automatically checked off when certain conditions are met. For example, the user might need to open a resource, take a quiz, or post a specified number of messages in a forum.

Figure 1 above illustrates four completion tracking boxes (in display and edit modes). In this example, the first three items have been set so that students must interact with them in order to have them marked as complete: the *Forum Guidelines* page must be opened, the *Temperament Challenge* forum requires students to post a response, and *Quiz 1* must be submitted before the box will be checked off. The *Sample Assignment* link can be checked off manually by students. Note that conditional completion checkboxes are displayed with a dashed border, while manual completion boxes have a solid border.

## Setting Conditions for Activity Completion

When an activity or resource is created, its **Activity completion** mode is set to manual by default. 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 2).

Figure 2: Condition for Activity Completion

- If the item you are creating or editing is a resource, check the **Require view** box to make viewing the page a condition of completing the activity.
- If the item you are creating or editing is an activity, choose the action a learner must perform in order for Moodle to mark the activity as completed. For example, you can require them to submit an assignment, or post one discussion and two replies in a forum.

In each case, you must choose the conditional option **before** you can select which conditions must be met.

4. You can safely ignore the "Expect completed on" field. This is not shown to students.
5. **Save** your changes.

# Completion Tracking

## 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 open page resources in order for pages to show 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](#).

## 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...** In the **Reports** section, select **Activity completion** (Figure 3). As you can see in Figure 4 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.

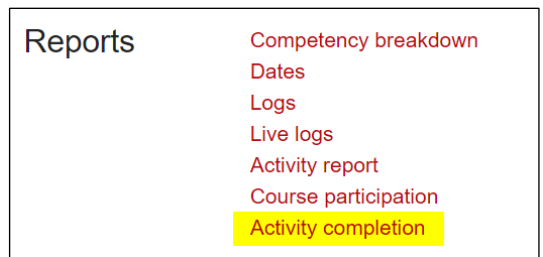


Figure 3: Activity Completion Report Link

First name	All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Last name	All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Intro to PM																											
1.1 Discussion Forum ...																											
1.2 Temperament Challenge																											
1.3 Quiz 1																											
1.4 Sample Assignment																											
1.5 What's Your Temperam...																											
1.6 What's Your Project?																											
Introduction to the ...																											
Weighted Decision Model 2017																											
Lecture: Introduction to ...																											
2.2 Thoughts on an ...																											
2.3 Quiz 2																											
2.4 Eugene Festival Case ...																											
2.5 Proposal Presentation - ...																											
2.6 Peer Partner ...																											
Eugene Festival Case Questions																											
Risk Management																											
3.1 Quiz 3																											
3.2 Proposal Presentation																											
3.3 Essay Quiz 1																											
3.4 Can This Project be ...																											
Boo! Terror in the Everyday!																											
Bought In, Bail Out Case																											
Client Expectations																											
Contingency Planning																											
Office Relocation Case Study																											

Figure 4: Activity Completion Report

**Bonus Tip:** Moodle also provides other reports that allow you to view your learners' engagement in a course. For example, the **Course Activity Log** lets you see what a particular learner has been doing in Moodle or check who has interacted with a particular resource or activity. The **Complete Report** allows you to see all of a user's interaction with all items in the course. It even displays all forum posts and files submitted by the learner. Learn more about [viewing activity logs](#).