

Overview

As you add activities and resources to your Moodle course site, you might notice that a check mark or small box appears to the right of each item on the course home page (Figure 1). Your students can use these check boxes to keep track of what they have done and what tasks they still need to complete. In addition, "completion tracking" enables you to gauge each student's progress and engagement in your course site.



Figure 1: Completion Tracking, Display View

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

Figure 1 above illustrates the student (display) view of two completion tracking boxes. In this example, the Welcome page can be marked as complete if the student clicks on the box next to it (highlighted in gray in the illustration). The Syllabus box (highlighted in green) has been set so that the student must actually open the page in order to have it marked as complete. On your screen, you'll note that a conditional box is slightly smaller and paler than a manual check box.

When editing is turned on in your course, you'll see check marks instead of boxes, as shown in Figure 2. Note that the manual check mark is gray, while the conditional check mark is green.

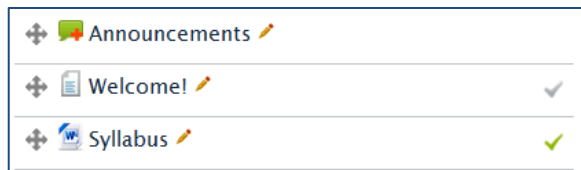


Figure 2: Completion Tracking, Edit View

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 (just above the **Save** buttons).
3. Use the **Completion tracking** drop-down menu and select **Show activity as complete when conditions are met** (Figure 3).

- 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.

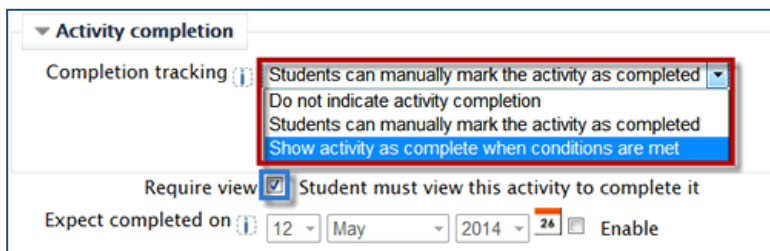


Figure 3: Condition for Activity Completion

- If the item you are creating or editing is an activity, choose the action a student must perform in order for Moodle to mark the activity as completed. For example, you can require students to submit or receive a grade for 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

Viewing Activity Completion Reports

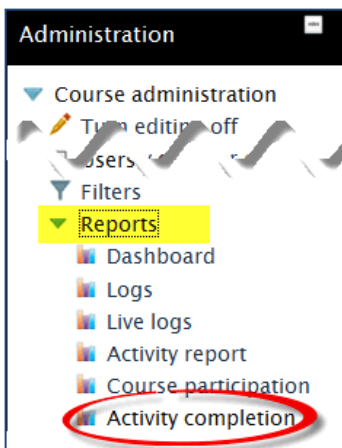


Figure 4: Completion Report

To view completion reports, click on **Reports**, then select **Activity completion** in the **Administration** block (Figure 4, left). As you can see in Figure 5 below, the report provides an instant snapshot of how much students are engaging with course materials, making it easy to identify students who may need additional encouragement or assistance.

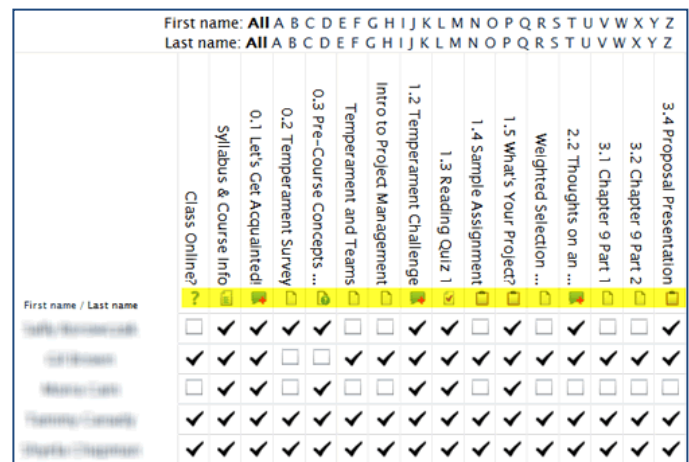
A screenshot of an Activity Completion Report table. The table has a header row for 'First name' and 'Last name' with filters 'All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z'. Below the header, there are several rows of course activities, including 'Class Online?', 'Syllabus & Course Info', '0.1 Let's Get Acquainted', '0.2 Temperament Survey', '0.3 Pre-Course Concepts ...', 'Intro to Project Management', '1.2 Temperament Challenge', '1.3 Reading Quiz 1', '1.4 Sample Assignment', '1.5 What's Your Project?', '2.2 Thoughts on an ...', '3.1 Chapter 9 Part 1', '3.2 Chapter 9 Part 2', and '3.4 Proposal Presentation'. Each activity has a column of checkboxes for student completion. The first row of checkboxes is highlighted in yellow.

Figure 5: Activity Completion Report

Tip: Moodle also provides other reports that allow you to view your students' engagement in a course site. For example, the **Course Activity Log** lets you see what a particular student has been doing in Moodle or check which students have interacted with a particular resource or activity. The **Complete Report** allows you to see all of a student's interaction with all items in the course site. It even displays all forum posts and files submitted by the student. For more information on these reports, see [the related article](#) in the Moodle Knowledgebase.