Overview

As activities and resources are added to your Moodle course, you'll notice a "Mark as done" button or "To do" requirement associated with most items on the course main page (Figure 1 and 2). 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, some completion options are set for *manual* mode, which means that learners can mark an item complete whenever they like. In other cases, *conditions* have been set 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, a description of what they need to do will be shown on the course page (Figure 2). The item will be marked complete automatically when the learner meets the conditions that you set.
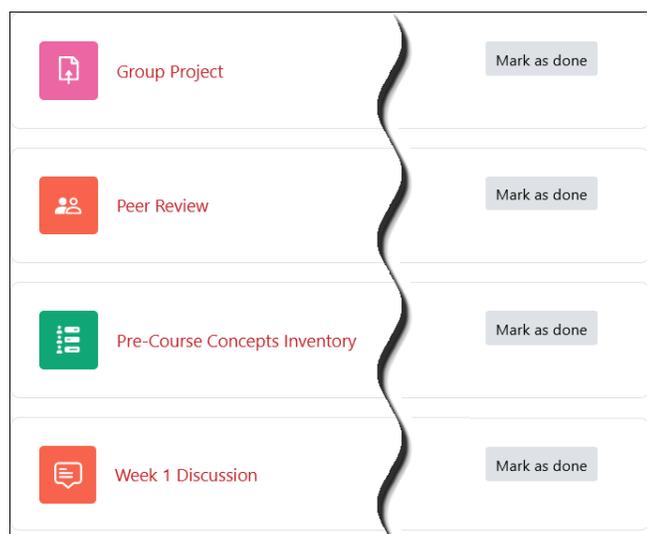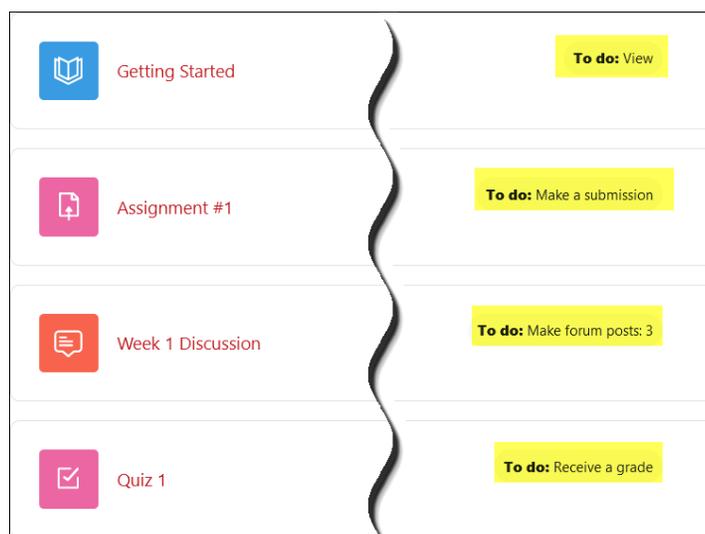

Figure 1: Manual Completion

Figure 2: Conditional Requirements

In the student view, items that have been completed display a green checkmark. In Figure 3, an assignment with conditions set for completion indicates what was done and an item that could be manually checked off displays the word **Done** with a checkmark.

Figure 3: Student View of Completed Activities

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.

Setting Conditions for Activity Completion

By default, new activities and resources have completion settings preset. You may wish to adjust the settings of new items or of items imported from an earlier edition of a course.

The options available to you for setting up conditions for completion will vary depending on the type of item.

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 4). This option must be selected to display the options below it, some of which may be preselected for your convenience. The condition shown in Figure 4 requiring students to view the activity is preselected by default for some items.
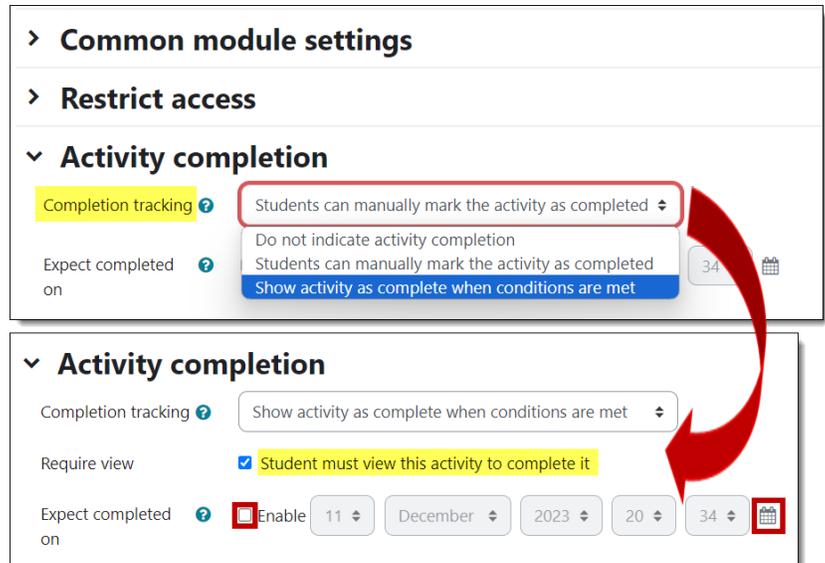

Figure 4: Set "View" as Condition for Activity Completion

- 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 students to view the resource for any length of time, but they must at least open it to receive a completion checkmark.

- If the item you are creating or editing is an *activity* (like an assignment, forum, or quiz), 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 requirements displayed with the activity to students.

4. You can safely ignore the "Expect completed on" field. If you'd like to have a resource viewed by a certain date, indicating a date in this field will create a calendar item for it.

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 learners to make three forum posts to show a forum as completed, you can use a *default completion* setting to that effect—every new forum 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.

Displaying Completion Settings

Any completion setting—manual or conditional—will always be displayed when a learner opens an activity or resource (Figure 5). 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 5: Completion Condition Displayed on Activity Page

To remove the completion icons from the main course page, open the course **Settings** menu at the top of your course and scroll down to the **Completion tracking** section (Figure 6). Change the **Show activity completion conditions** option to **No**. (Please do *not* disable completion tracking overall.) Save changes.
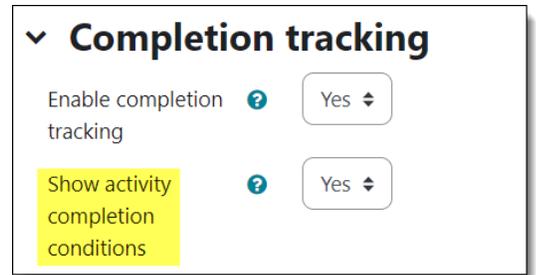
Figure 6: Show Activity Completion Option

Viewing Activity Completion Reports

To see what items your learners have completed, click on the **Reports** link at the top of your course main page, then click on **Activity completion** (Figure 7).

As you can see in Figure 8 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 besides being able to select students by first or last name, you can also filter the report by the type of item and you can choose the order in which items appear.

Figure 7: Activity Completion Report Link

Figure 8: Activity Completion Report

Common Activity Completion Settings

As explained above, the default condition for some items requires viewing (opening) the item. For activities, deselecting the **View** requirement is recommended to eliminate an extra completion requirement for students, reducing the likelihood that they miss completing the interactive part of the activity.

Figure 9: Assignment Completion Options

Figure 10: Forum Completion Options

Figure 11: Quiz Completion Options

Assignments

The default completion option for assignments is 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.

Forums

The default option for forums allows learners to mark them as done. The initial choices for completion are viewing the forum and making at least one post (initial thread or reply to a thread). You can require a grade (either a whole forum grade or a rating), but that leaves completion up to you, not your students. You can add a specific number of discussion threads or replies, but the simplest means of communicating requirements to students is to simply require a total number of posts.

Quizzes

The default condition for quizzes is to receive a grade. If all the questions are auto-graded, a grade is generated on submission. You can set a score as a passing grade in the quiz settings as an additional requirement. There are also options related to the number of attempts. If some of the questions require manual grading, such as essay questions, requiring a minimum number of attempts will provide a completion checkmark to students who submit an attempt.