

WHY DO THIS

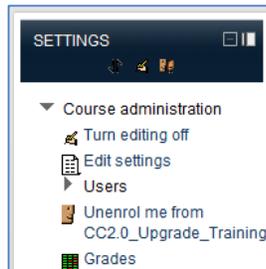
Identifying and tracking completed course activities can help motivate students. When students recognize they have successfully accomplished interim/ short term goals, they gain increased confidence and satisfaction, two key components of motivation. When learners believe they can be successful and see they are making progress towards a long term goal, it incentivizes them to work harder and persist longer.

As an Instructor, you can use the Activity Completion Report to quickly see who has and has not completed tracked activities. This could be useful, for example, in assessing student understanding of an assigned reading, based on successful completion of a quiz.

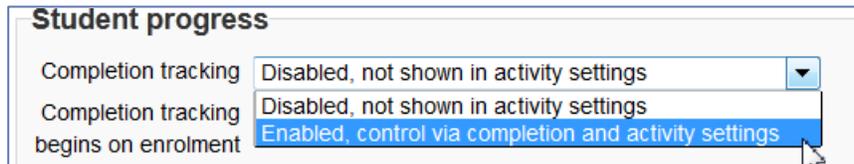
When you use this feature, you will want to clearly explain what is required for an item to be marked complete.

Step 1 – Enable Completion tracking

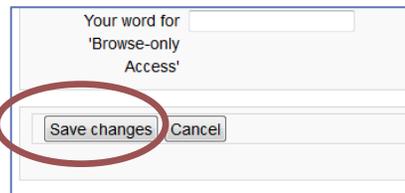
1. In the settings block, click **Edit settings**.



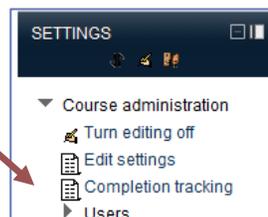
2. Scroll down the Edit Course Settings page to the Student progress section.
3. Use the drop- down menu to Change the completion tracking field to: **Enabled, control via completion and activity settings**.



4. Scroll to the bottom and click **Save changes**.



5. The Setting block now contains a link for Completion tracking. Click on this link.



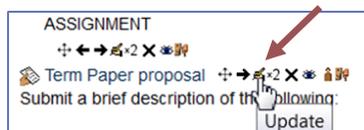
6. To enable students to use the manual self-completion on activities you will not set for automatic tracking:
 - a. Scroll to the Manual self-completion section and click the **Enable** checkbox.
 - b. Scroll to the bottom of the screen and click **Save changes**.



Step 2: Set automatic activity completion tracking

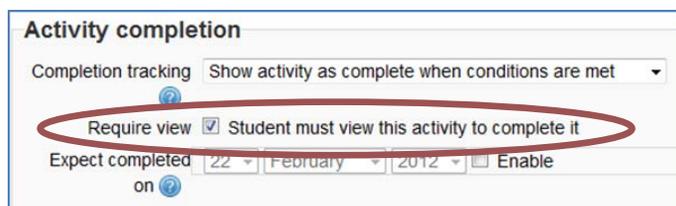
You have the option of not using completion tracking at all, of allowing the student to manually mark the activity as complete, or automatically showing the activity as complete when one or more conditions are met. In this section we'll look at the last option, setting automatic completion tracking. You can set completion tracking either when you initially Add a resource or activity page or from the update page.

1. To access the update page for a resource/activity, click on the edit icon next to the item.

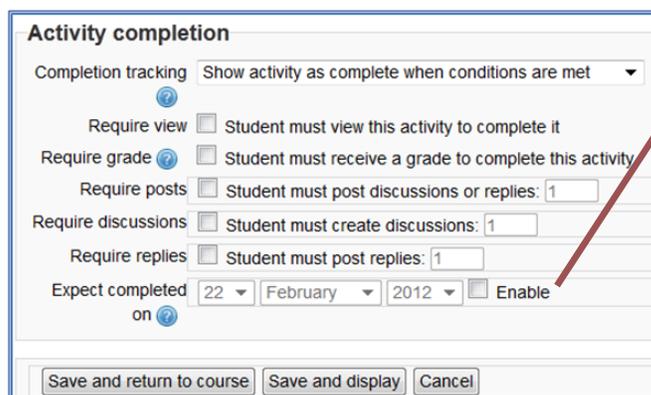


2. Set the conditions.
 - The completion conditions you have available will vary, depending on the activity type.

For example, a text page **resource** has only one option for automatic completion: **Require view**. If you check this box, students have to view the resource in order to complete it. This setting would be used for most resources.



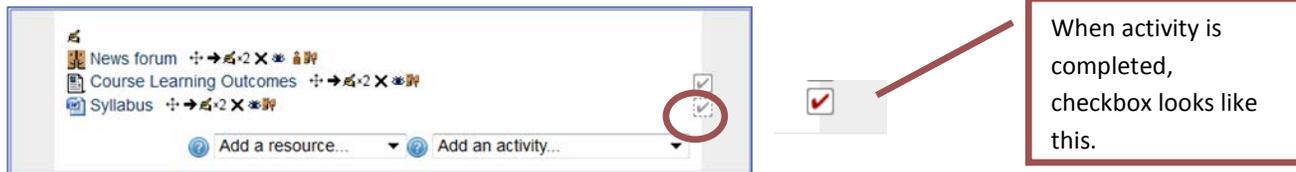
- A **Forum** Assignment has many more options for determining when the activity is marked as complete, including **Require grade** and/or specifying how many posts they have created, or responded to.



Enabling expected completion and assigning a date only affects how completion is displayed in the Activity completion report.

What Does the Student See?

When a resource or activity is set for automatic completion, the student will see a dotted-line box to the right, with a checkmark.



Caution: As soon as even one student completes an activity, the completion options are 'locked' for the activity. This is because "unlocking" the options and changing them can have unexpected results. For that reason, it is best to carefully consider the completion conditions when you first add the resource or activity.

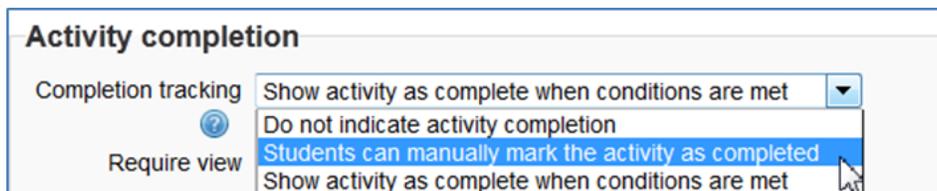
Step 3: Student self-tracking of task/activity completion

You can set completion tracking either when you initially Add a resource or activity page or from the update page.

1. To access the update page for a resource/activity, click on the edit icon next to the item.



2. Scroll down to the activity completion block near the bottom of the page. Use the drop-down in the Completion tracking field to change to the manual marking option.



What Does the Student See?

When a resource or activity is set for automatic completion, the student will see a solid box to the right, with a checkmark.

