

## Completion Tracking

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### About

Activity completion allows the teacher to set completion criteria in a specific activity's settings. A tick appears against the activity when the student meets this criterion. The criterion might be viewing, receiving a certain score or a student marking it as complete.

### Why use Activity completion?

- If this feature is enabled, it is a helpful way for students to be able to track their progress in a course. The student has an easy to see checklist of what they have done so far.
- It can also be linked to Course completion in order to allow both students and teachers to watch progress through a course. As each activity is checked off as "complete", the student moves further towards final completion of the course.
- It can also be linked to Conditional activities in order to allow the teacher to set criteria upon which a student is allowed to progress through a course and access materials.

## Activity completion icons

<input type="checkbox"/>	Manual – not yet marked as complete
<input checked="" type="checkbox"/>	Manual – completed
<input checked="" type="checkbox"/>	Automatic – completed
<input checked="" type="checkbox"/>	Automatic – failed
<input type="checkbox"/>	Automatic – no completed
<input checked="" type="checkbox"/>	Automatic - passed

## Activity settings

Depending on the type of activity, there are different completion requirements. For example, a Page might have the requirement to require view; a Quiz might have the requirement to require grade while a Forum might have the requirement to require posts/discussions/replies.

## Completion tracking

There are three options:

- **Do not indicate activity completion** - this will not show ticks next to the activity
- **Students can manually mark the activity as completed** - students press the tick to change it. (Note: they can do this even without doing the activity!)
- **Show activity as complete when conditions are met** - the selected completion criteria must be met before the tick will change style

▼ **Activity completion**

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**Completion tracking** ?

Show activity as complete when conditions are met ▼

Do not indicate activity completion  
 Students can manually mark the activity as completed  
 Show activity as complete when conditions are met


## Require view

**Require view**  Student must view this activity to complete it

When this option is turned on, students have to view the activity in order to complete it. In most cases, clicking the link is enough to 'view' the activity.

You should usually not turn on the 'view' condition if you have other requirements - this makes extra work for the server and it's unlikely that a student could meet any other conditions without viewing the activity.

### Require grade

**Require grade**   Student must receive a grade to complete this activity

When this option is turned on, students have to get a grade on the activity in order to complete it. For example, a quiz would be marked completed as soon as the user submits it (so long as it doesn't contain any "essay" questions).

It does not matter how well the student did. Getting any grade will mark the activity completed.


It is possible to distinguish between 'pass' and 'fail' grades so that the activity becomes 'completed, passed' or 'completed, not passed' instead of just 'completed'. These results show a different icon and alternative text.

To set this up, you need to specify the pass value for this activity's individual grade:

1. Go to the course gradebook by clicking the **Grades** link on the course administration block.
2. Choose the **Categories and items** tab at the top.
3. Click the **Edit** icon next to the grade item for this activity.
4. Turn on **Show Advanced**.
5. Type a grade value (e.g. 5.0) in the **Grade to pass** box. The grade value will be dependent on the Maximum grade value above it. For example, if your quiz is out of 10 and the pass grade is 80%, the Grade to pass will be 8. If this is for an assignment and you are using the scales, please see the guide on the numerical values of the scales on [http://teacher.cit.edu.au/elearn\\_guides/course\\_administration\\_in\\_elearn](http://teacher.cit.edu.au/elearn_guides/course_administration_in_elearn).





Once you have done this, anybody submitting the quiz will receive either the pass or fail completion icon. If the quiz can be taken multiple times, the completion icon will automatically update whenever the grade does.

### Require submission

**Require grade**   Student must submit to this activity to complete it

This setting appears in assignments and means that an assignment may be considered as completed once the student has submitted - but before the teacher has had time to grade it.

### Expect completed on

**Expect completed on**  20  January  2015   Enable

The date is not shown to students and is only displayed in the Activity completion report.

### Require posts

**Require posts**  Student must post discussions or replies:

This setting is seen in forums. For the forum to be classed as "complete" the student must either start a discussion or reply to a discussion. The number of posts they must make can be specified in the box.

### ***Require discussions***

**Require discussions**  Student must create discussions:

This setting is seen in forums. For the forum to be classed as "complete", the student must start a discussion topic. The number of posts they must make can be specified in the box.

### ***Require replies***

**Require replies**  Student must post replies:

This setting is seen in forums. For the forum to be classed as "complete" the student must reply to a discussion. The number of posts they must make can be specified in the box.

### ***Locked completion options***

#### **Completion options locked**

One or more students (1) has already marked this activity as completed. Changing completion options will erase their completion state and may cause confusion. Thus the options have been locked and should not be unlocked unless absolutely necessary.

Unlock completion options

If at least one person has completed an activity, completion options are 'locked'. This is because changing these options may result in unexpected behaviour. For example, if somebody has ticked an activity as manually completed, and you then set it to automatic completion, the activity will become unticked - very confusing for the student who had already ticked it!

Tip: It is best not to unlock options unless you are sure it won't cause problems - for example, if you know that students don't have access to the course yet, so it will only be staff who have marked the activity completed when testing.

#### ***What happens when you unlock***

Once you unlock options and then click 'Save changes', all completion information for the activity will be deleted and, if possible, regenerated according to the new settings.

If the new completion option is manual, everyone will be set to 'not completed' regardless of any previous setting.

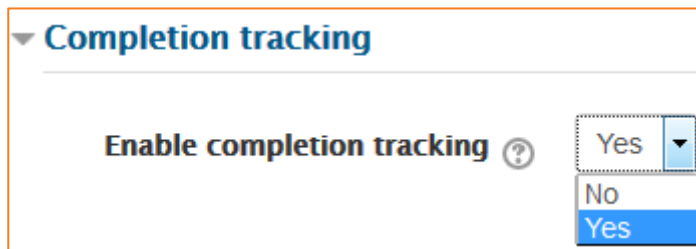
If it is automatic then, depending on the options chosen, the system may or may not be able to construct a correct current value for everyone.

The 'viewed' requirement will not work - even if a student has viewed the activity before, it will not be marked completed until they view it again. Most other options will be recalculated successfully.

If you change completion options while a student is logged in, they may not see the changes for some minutes.

### Required course settings

**Administration > Course administration > Edit settings** and look for the **Completion tracking** section. You must enable this setting to allow for completion tracking in the course.



## Reporting

### Course Completion Status

Once turned on, you can set the completion settings.

Click on **Course completion** in the **Course administration** block.

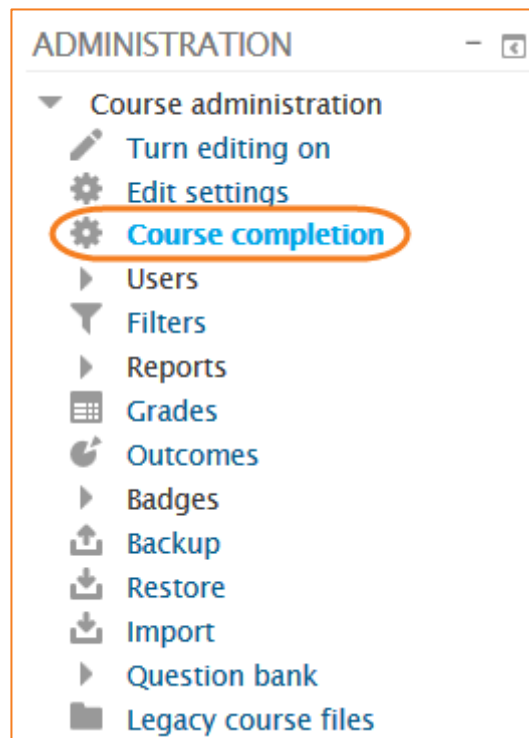
#### General

Choose here how you wish to mark the course complete -whether you want ANY or ALL of the requirements that follow to count towards completion.

#### Condition: Activity Completion

Tick the boxes of the activities you wish to count towards completion of the course. You also can decide whether ALL of the activities must be completed or ANY one of them.

**NOTE: you need to have Activity completion enabled in the individual activities to be able to do this.**



#### Condition: Completion of other courses

This setting allows you to make "the completion of another course" as a condition for completing the course you are currently working in. This does not block the student from your current course; it simply means that the current course will not be marked complete until the first course has been

marked complete. Thus, completion of the current course is dependent upon completion of an earlier course. Just select one or more courses in the "Courses available box".

**NOTE: Once you have selected a course, it's not currently possible to remove it.**

### ***Condition: Date***

If you tick the **Enable** box you can then set a date after which the course will be declared complete.

### ***Condition: Enrolment Duration***

If you tick the **Enable** box you can then choose a number of days after enrolment upon which the course will be marked complete.

### ***Condition: Unenrolment***

Not valid at CIT as student's are not unenrolled from a course unless by WW or WA.

### ***Condition: Course grade***

If you tick the **Enable** box, you can set a passing grade for the course.

### ***Condition: Manual Self-Completion***

If this is enabled then a student can mark the course complete themselves from the Self completion block.

### ***Condition: Manual Completion by others***

Users with selected roles may mark the course as complete if their role is selected here. **ALL** means that each role must mark the course complete before; **ANY** means that it will be classed as complete once one role has marked it complete.

## **Course Completion Status Block**

The course completion status block shows what has been done towards completing the course. The student and teacher will both see this block. The **View course report** link will lead to a more detailed report.

### Student View of Course Completion Status Block

The student can see their progress in the course by looking at the content of the block or clicking on the [More details](#) link to see a report.

The student, if required, can mark an activity as completed on the course's homepage.

**COURSE COMPLETION STATUS** - ☰

**Status:** *In progress*

All criteria below are required:

Required criteria	Status
Activity completion	2 of 10

[More details](#)

		Status			
		<i>In progress</i>			
		Required	All criteria below are required		
Criteria group	Criteria	Requirement	Status	Complete	Completion date
Activity completion (all required)	<a href="#">Subject Guide pn2013</a>	Marking yourself complete	Yes	Yes	31 March 2013
	<a href="#">Online behaviour test</a>		No	-	
	<a href="#">Test your knowledge before you begin</a>	Achieving grade	Yes	Yes	31 March 2013
	<a href="#">Learning Strategy</a>	Marking yourself complete	Yes	Yes	2 April 2013
	<a href="#">Key terms around learning design</a>	Marking yourself complete	Yes	Yes	2 April 2013
	<a href="#">Bloom's Taxonomy</a>	Marking yourself complete	No	-	

### Teacher View of Course Completion Status Block

This block shows the status for each student. It is also the place where the teacher (or others) can mark the course as complete

This report is excellent for auditing purposes as it shows that either the students have engaged by manually ticking a box or that they have completed an activity.

**COURSE COMPLETION STATUS** - ☰

You are currently not being tracked by completion in this course

[View course report](#)

Criteria group		Activities						Course
Aggregation method		All						All
Criteria		Subject Guide pn2013	Online behaviour test	Test your knowledge before ...	Learning Strategy	Key terms around learning ...	Bloom's Taxonomy	Course complete
First name / Surname	Email address							
ANDREW BLANCKENSEE	andrew.blanckensee@nullified-email.cit.act.edu.au	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KATHRYN DRUCE	kathryn.druce@nullified-email.cit.edu.au	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SAMUEL HERSOM	peter.herson@nullified-email.cit.edu.au	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AMY (Ames) HOLLAND	amy.holland@cit.edu.au	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ANNE KILEY	anne.kiley@nullified-email.cit.act.edu.au	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MARGARET ROBSON	margaret.robson@nullified-email.canberra.edu.au	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COLIN SIMPSON	COLIN.SIMPSON@CIT.EDU.AU	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KERRY TRABINGER	kerry.trabinger@cit.edu.au	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROBYN WATSON	RobynJ.Watson@nullified-email.cit.edu.au	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JOSEPHINE WHITFIELD	josephine.whitfield@cit.edu.au	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This can also be exported to excel if needed.

	B	D	E	F	G
1	Name	Subject Guide pn2013	Subject Guide pn2013 - Completion date	Online behaviour test	Online behaviour test - Completion date
2	ANDREW BLANCKENSEE	Not completed		Completed	19/04/13, 12:02
3	KATHRYN DRUCE	Completed	29/04/13, 15:35	Completed	29/04/13, 15:35
4	SAMUEL HERSOM	Not completed		Completed	17/06/13, 13:36
5	AMY (Ames) HOLLAND	Completed	31/03/13, 13:05	Not completed	
6	ANNE KILEY	Not completed		Not completed	
7	MARGARET ROBSON	Not completed		Not completed	
8	COLIN SIMPSON	Not completed		Completed	3/04/13, 15:45
9	KERRY TRABINGER	Not completed		Completed	4/04/13, 16:05
10	ROBYN WATSON	Not completed		Completed	24/04/13, 15:02
11	JOSEPHINE WHITFIELD	Not completed		Completed	3/04/13, 21:21

