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

| Manual – not yet marked as complete |
| Manual – completed |
| Automatic – completed |
| Automatic – failed |
| Automatic – no completed |
| 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

Require view

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.
Completion Tracking

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**

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**

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**

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

**Require posts**

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Completion Tracking

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**

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**

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**

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.

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**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.

**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.
This can also be exported to excel if needed.

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<th>Criteria group</th>
<th>Aggregation method</th>
<th>Activities</th>
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<th>Learning Strategy</th>
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