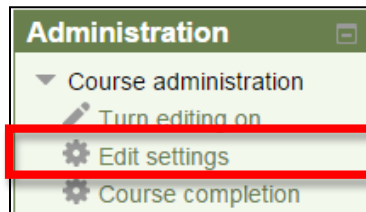


Moodle Survival Guide #6- Completion Tracking

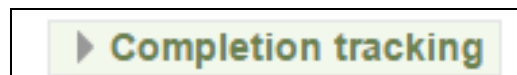
Introduction: This guide will inform the user on how to use completion tracking in Moodle 2.5. Completion Tracking keeps track of a student's progress in the course. The students can check off items as they complete them or teachers can set parameters for what they consider to be completed.

I. Edit Settings

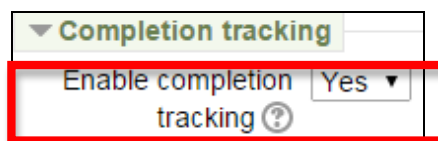
- a. When you are in your course page, look for the **Administration Block**, which is located on the left hand side. Under the **Administration Block**, click **Edit Settings**, which will bring you to the **Edit course settings** page.



- b. Once on the **Edit course settings** page, scroll down to the section labeled **Completion Tracking** and then click the right arrow to open the section.



- c. Once you open the section, next to **Enable completion tracking**, select **Yes**.

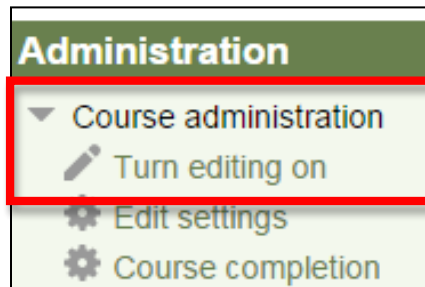


- d. Scroll to the bottom and click **Save changes**.

II. Turn Editing On

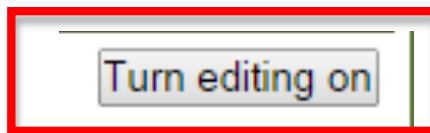
In order to edit your Moodle course page, the first thing you have to do is turn the editing on, which can be done in two ways.

- a. The first way to turn the editing button on is by navigating over to the **Administration Block** on the left hand side of the page, and clicking **Turn editing on**



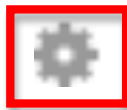
- b. The second method that will turn editing on can be found in the top right hand corner of your screen. Press the **Turn editing on** button to enable it.

Note: If you turn editing on in the Administration Block, it will also adjust the editing setting to “ON” in the top right hand corner and vice versa.



III. Update Settings



- a. Once editing has been turned on, click on the update icon (shaped like a gear), next to the activity or resource you would like to edit. You can also follow these instructions if you're creating a new item on your Moodle page.



- b. Scroll down to **Activity completion** and click the right arrow to open the section.
- c. Next to **Completion Tracking**, there are three options
 - i. **Do not indicate activity completion:** Used when the teacher doesn't feel a need for the student to mark the item complete.
 - ii. **Students can manually mark the activity as completed:** Used to allow students to check off their work as they complete it

NOTE: Students will see a dashed check mark and then once they complete the activity, the students can click the checkbox to complete the assignment on their own

- iii. **Show activity as complete when conditions are met:** used when teachers want to set specific parameters to set for student's assignments and resources.
 - The professor can set parameters, such as **"the student must receive a grade to complete this activity,"** or **"the student must submit this activity to complete"**
- d. There is another option offered here that by simply viewing the item, the student will have completed that assignment. Teachers often use this for articles.
- e. The professor has the option to set a date under **Expect completed on** by clicking the box next to **Enable** and setting the date for the students to complete the assignment by

Expect completed on 	<div>4 ▼</div> <div>December ▼</div> <div>2014 ▼</div> <div> <input type="checkbox"/> Enable</div>
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- f. When you are finished, scroll to the bottom and click **Save and return to course**, which will bring you back to the original page.

Save and return to course