

# Course Management – 3.2 - Tracking Completion of Activities/Resources

## WHY DO THIS

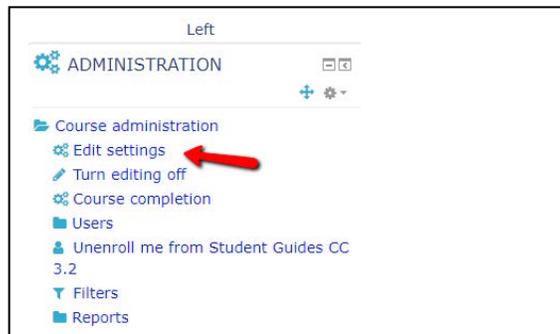
Identifying and tracking completed course activities can help motivate students. When students recognize they have successfully accomplished interim/ short-term goals, they gain increased confidence and satisfaction, two key components of motivation. When learners believe they can be successful and see 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.

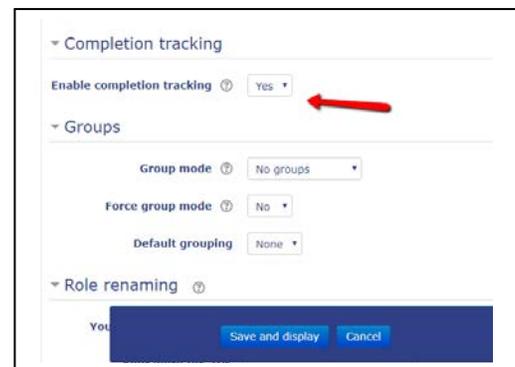
When you use this feature, you will want to clearly explain what is required for an item to be marked complete.

### Step 1 – Enable Completion tracking

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

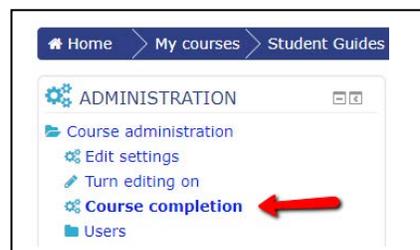


2. Scroll down the Edit Course Settings page to the completion tracking section.
3. Change Enable completion tracking to YES.



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

5. The Admin block now contains a link for Course Completion. 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 Condition: Manual self-completion section and click the **Enable** checkbox.
  - b. Scroll to the bottom of the screen and click **Save changes**.

▼ Condition: Manual self completion

Enable  

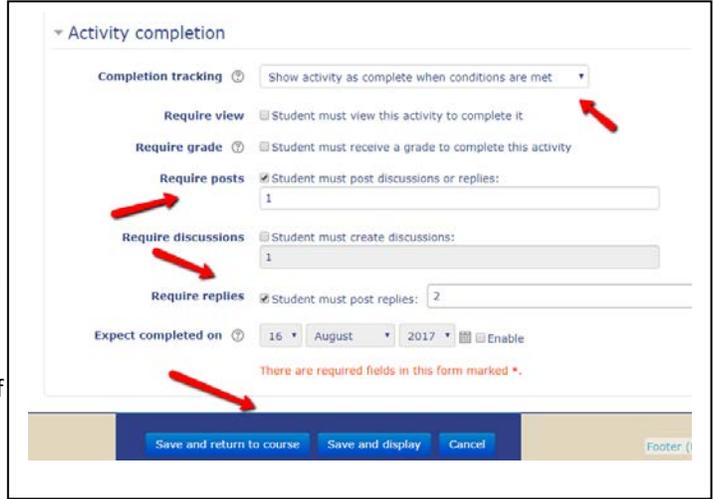
Note: The self completion block should be added to the course if manual self completion is enabled.

## 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.

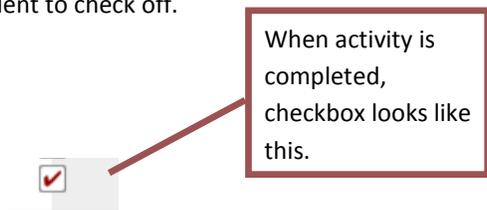
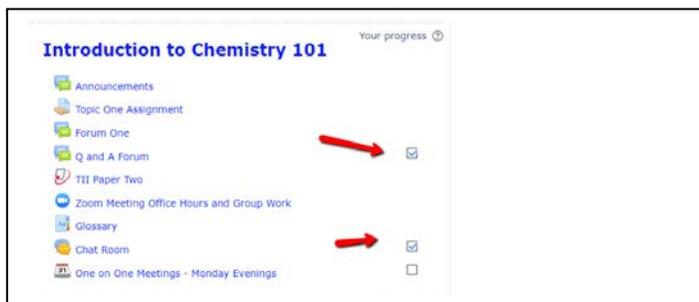
For example, a text page **resource** has only one option for automatic completion: **Require view**. If you check this box, students have to view the resource in order to complete it. This setting would be used for most resources. In this example, a student must create one discussion and 2 replies to complete the activity. This will show up as completed in your completion log under Reports in Admin block.



- 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.

### What Does the Student See?

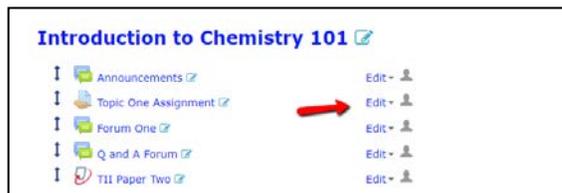
When a resource or activity is set for automatic completion, the student will see a dotted-line box to the right, with a checkmark. When it is set to self-completion, a solid box is available for a student to check off.



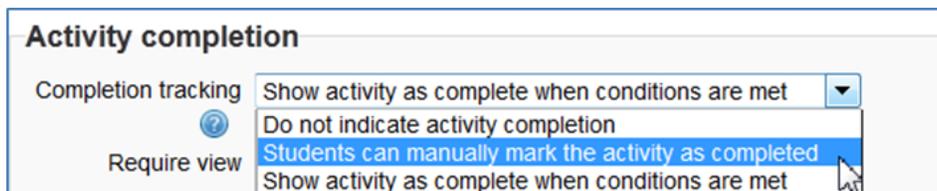
*Caution: As soon as even one student completes an activity, the completion options are 'locked' for the activity. This is because "unlocking" the options and changing them can have unexpected results. For that reason, it is best to carefully consider the completion conditions when you first add the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

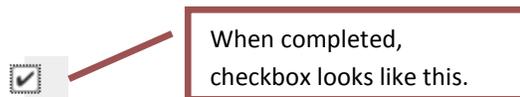


2. Scroll down to the activity completion block near the bottom of the page. Use the drop-down in the Completion tracking field to change to the manual marking option.



### 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.



#### Step 4: Viewing Activity completion reports

1. In the Navigation block, under My courses:
  - a. click the **Reports** link,
  - b. click the **Activity completion** link.



2. The report displays all students, each activity and identifies completion. If you have assigned a date in the Expect completed field when setting up the Activity completion, the date is shown.

Pink column identifies past dates of expected completion.

| First name / Surname | Email address    | Course Learning Outcomes | Syllabus | The Great Water Heist | Quiz-1 | Term Paper proposal | Offline activity/ testing ... | Group Project Planning ... | Really Cool New Features ... | Quiz 1 weeks 1-4 | Quiz 2 |
|----------------------|------------------|--------------------------|----------|-----------------------|--------|---------------------|-------------------------------|----------------------------|------------------------------|------------------|--------|
| CCTR Student 04      | cctr04@csusm.edu |                          |          |                       |        |                     |                               |                            |                              |                  |        |
| CCTR Training 01     | cctr01@csusm.edu |                          |          |                       |        |                     |                               |                            |                              |                  |        |
| CCTR Training 02     | cctr02@csusm.edu |                          |          |                       |        |                     |                               |                            |                              |                  |        |
| CCTR Training 03     | cctr03@csusm.edu |                          |          |                       |        |                     |                               |                            |                              |                  |        |