

Completion Tracking

Enable Activity Completion for students to keep track of their assignments. Course Completion Tracking provides students with overall progress towards completing all requirements for the course (as set up in [Step 3 below](#)).

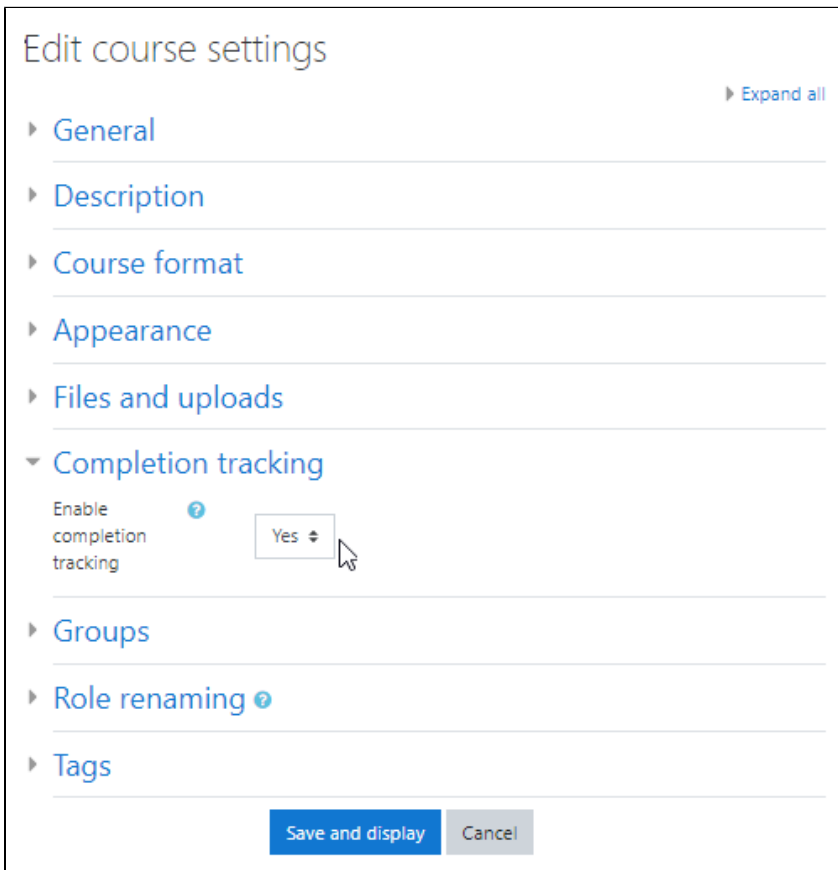
- Completion Tracking for activities and resources can be enabled whether or not any Course Completion Tracking conditions are enabled.
- Course Completion Tracking can be set up without enabling Activity Completion Tracking as long as activities or resources are not specified as conditions for completing the course.
- For the teacher to keep track of students' completion of assignments, completion tracking for the activities/resources must be enabled and the activities/resources selected as a condition for course completion.

Step 1 - Enable Completion Tracking Feature

Completion Tracking needs to be turned on for your course for tracking of either activities or course completion.

To enable completion tracking for your course:

1. Turn editing on and select Settings from the Gear (upper right) pull-down menu.
2. Scroll down to the **Completion tracking** section and click the arrow to open the section.
3. Click the dropdown menu next to **Enable completion tracking** and select **Yes**.



4. Scroll to the bottom of the page and click **Save and Display**.

Step 2 - Define Completion for Activities/Resources in the Course

Once you have enabled Completion Tracking for your course (Step 1), you can go to each activity/resource and choose which ones to include in activity completion.

To enable completion tracking for an individual activity or resource:

1. Click on the activity or resource to open it.
2. Click on the **gear menu** (top right).
3. Click **Edit settings**.

4. Scroll down to the **Activity Completion** section.
5. Click the arrow to open the section.

Updating Assignment in Topic 4 ▶ Expand all

- ▶ General
- ▶ Availability
- ▶ Submission types
- ▶ Feedback types
- ▶ Submission settings
- ▶ Group submission settings
- ▶ Notifications
- ▶ Turnitin plagiarism plugin settings
- ▶ Grade
- ▶ Common module settings
- ▶ Restrict access
- ▼ **Activity completion**

Completion options unlocked When you save changes, completion state for all students will be erased. If you change your mind about this, do not save the form.

Completion tracking ⓘ Show activity as complete when conditions are met

Require view Do not indicate activity completion

Require grade Students can manually mark the activity as completed

Student must receive a grade to complete this activity ⓘ

Student must submit to this activity to complete it

Expect completed on ⓘ 26 ▾ July ▾ 2019 ▾ 12 ▾ 02 ▾ 📅 Enable
- ▶ Tags

Save and return to course
Save and display
Cancel

6. Select either **Students can manually mark the activity as completed**
 - on the student's course page a checkbox is displayed by the activity or resource which the student can click to check or uncheck
- or **Show activity as complete when conditions are met**
 - a checkbox is displayed by the activity or resource on the student's course page and is checked when the condition for completing the activity or resource is met by the student

Your Activities

- First Assignment
- Assignment 2
- Review Website

Select **Do not indicate activity completion** to disable completion tracking for this activity.

7. The following options are enabled when **Show activity as complete when conditions are met** is selected. Click to select (check) a condition that is required.

- **Require view** - Student must view this activity to complete it (the only option for a Resource)
- **Require grade** - Student must receive a grade to complete this activity
- Student must submit this activity to complete it

8. *Optional:* Enable **Expect completed on** to set a date and time for expected completion.

9. Click **Save and return to course** or **Save and display** (activity or resource).

Step 3 - Define Course Completion Requirements

1. Go to the course homepage and click the **gear icon** (top right) to select **Course completion** from the menu.
2. From the General section select whether **Course is complete when ALL of the conditions are met** or **ANY of the conditions are met** referring to the condition sections on this page. *For Course Completion to be tracked at least one condition in the sections below must be specified.*

3. Expand the **Condition: Activity completion** section to select (checkbox) activities or resources that are required for completing the course. Set the **Condition requires: ALL (or ANY) selected activities to be completed.**
4. Specify any other conditions in the sections below.
5. Click **Save changes.**

Step 4 - Add Course Completion Status block

This block is not necessary for tracking completion of activities and resources only.

1. Go to the course homepage and click **Turn editing on** from the **gear icon** (top right).
2. Click the **hamburger icon** (top left) to open the drawer menu.
3. Click **Add a Block** at the bottom of the left column.
4. Select **Course Completion Status** from the Add a Block menu.



If Course Completion Status does not appear in the **Add a block** menu, it has already been added to the course.

5. The block will be added on the right side. Click-and-hold the **Move block icon** in the block header and drag it to a new position.

6. Click **Turn editing off** from the **gear icon** (top right).

- For the teacher, the Course Completion Status block shows the **View course report** link (see [Sample below](#)).
- For the student, the block shows the student's Status and number of required criteria completed for Course Completion.

Sample Completion Report

If any criteria for Course Completion Tracking have been enabled, Teachers can view a report (accessed from the Course Completion Status block, [Step 4](#)) that details the completed criteria for each Student.

Criteria group		Activities								Course
Aggregation method		All								All
Criteria		Journal 1	Journal 2	Journal 3	Journal 4	Journal 5	Exam 1	Exam 2	Final Exam	Course complete
First name / Last name	Email address									
Woodhugh Bugoff	d_user10@somewhere.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grumpy Cat	d_user11@nowhere.net	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phoebe Meebee	d_user2@appstate.edu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cabernet Merlot	d_user5@appstate.edu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trivial Persist	d_user3@appstate.edu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Homer Simpsons	d_user9@appstate.edu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

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