Instructor's Guide to Activity Completion in Moodle

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Overview

Activity Completion option in Moodle allows instructor and students to track their progress through a sequence of Moodle learning materials towards completion of a course. It also allow the instructor to define what constitutes completion of an activity, whether it is a viewing the activity or receiving a grade for the activity or even performing actions specific to this activity (e.g. for a blog, creating a blog post or commenting on a blog).

Enabling Completion Tracking

Before accessing the Activity completion section, completion tracking must be enabled in the course settings. To enable follow the following steps:
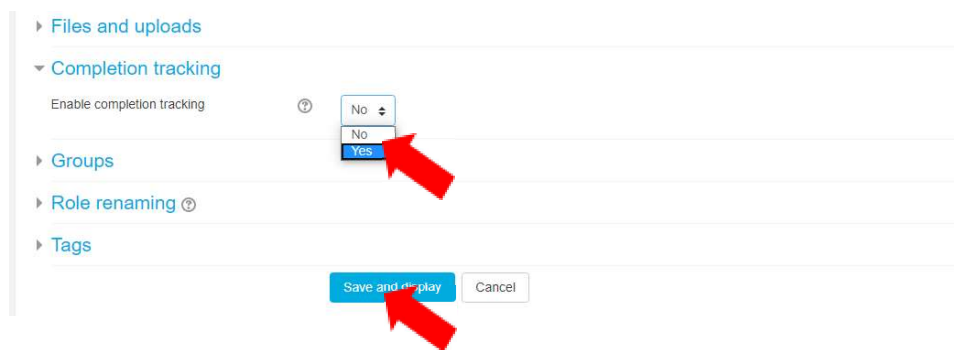
Step 1:

Go to settings of your course page and click "Edit Settings"
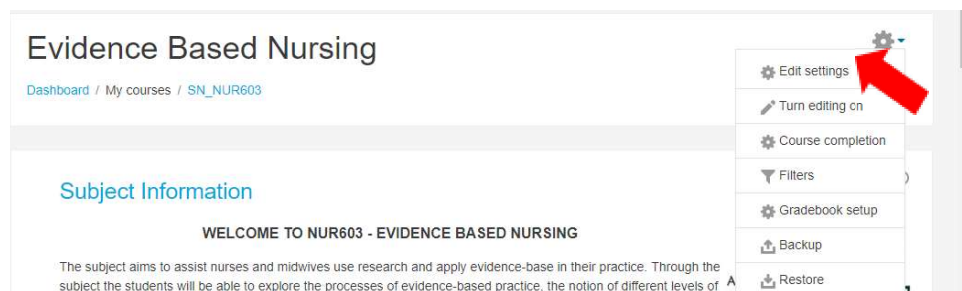
Step 2:

Scroll to "Completion tracking" and select "Yes". Then click "Save and display".

Set up Completion Tracking for Moodle activities

For those activities (forums, quizzes, files, ppt slides) that needs to be monitored for completion by the students, it needs to be set up from the settings of the respective Moodle activity. It can be set during the time of creating an activity or after creating the activity.

Step 1:

If it is to set for already created activity: go to "Edit" and then select "Edit settings"
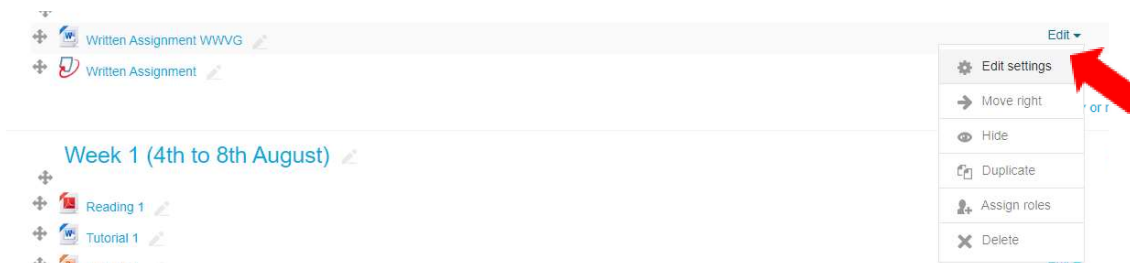
Step 2:

Scroll down and click on "Activity completion".

Step 3:

Select "Show activity as complete when conditions are met".

Step 4:

Set the conditions that the student must meet to consider particular activity as completed. Note that for different activities (forums, quizzes, files, wiki) condition options will differ. Tick the conditions that needs to be set to consider the activity as a completed and click "Save and return to course"

This interface is for a file (PDF, Word, Excel), ppt slide or a video

This interface is for a forum

Once the activity completion is set for an activity you will see a box with a tick at the right-hand side of the activity. This is an indication that the students need to complete that activity. Students also will see the same box.
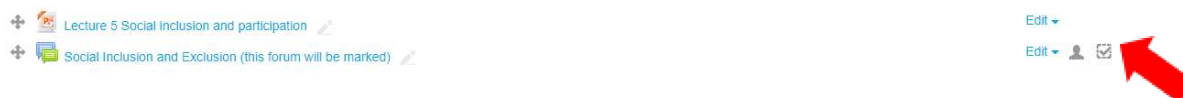
Note: To set the activity completion while creating an activity follow from step 2

How to View the Activity Completion Report?

Follow the following steps to view activity completion report for the students:

Step 1:

Go to settings of your course page and click "More…"

Step 2:

Click "Activity completion" under Reports

Step 3:

It will display the Report. Box with a ✓ represents student has full-filled the requirement set for the task and it is completed by the student

First name / Surname	Email address	[BEGIN HERE] Lesson 1:...	eek 1 Online Forum Discussion	WEEK 1 Reflective Journal	Reading 1.1: What is ...	Reading 1.2: Short History ...	Reading 1.3: Reflecting on ...	
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Step 4:

To download, Click on "Download in Excel-compatible format (.csv)" below the report

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Download in spreadsheet format (UTF-8 .csv)
Download in Excel-compatible format (.csv)