



Instructor's Guide to Activity Completion in Moodle

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Overview

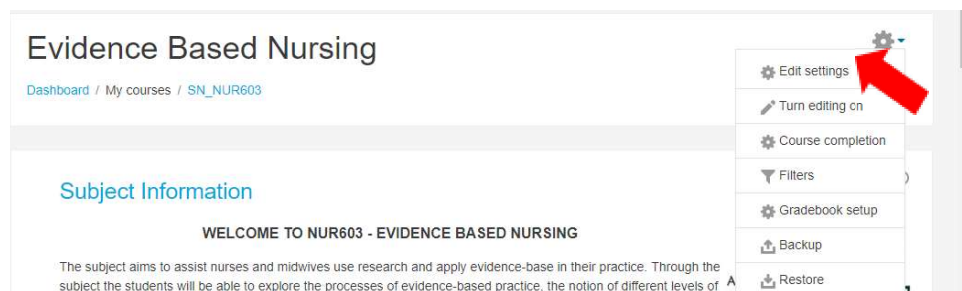
Activity Completion option in Moodle allows instructor and students to track their progress through a sequence of Moodle learning materials towards completion of a course. It also allow the instructor to define what constitutes completion of an activity, whether it is a viewing the activity or receiving 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:

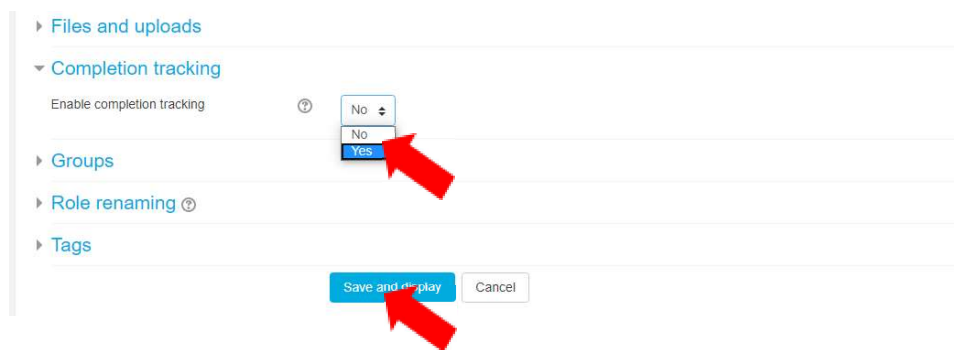
Step 1:

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”.

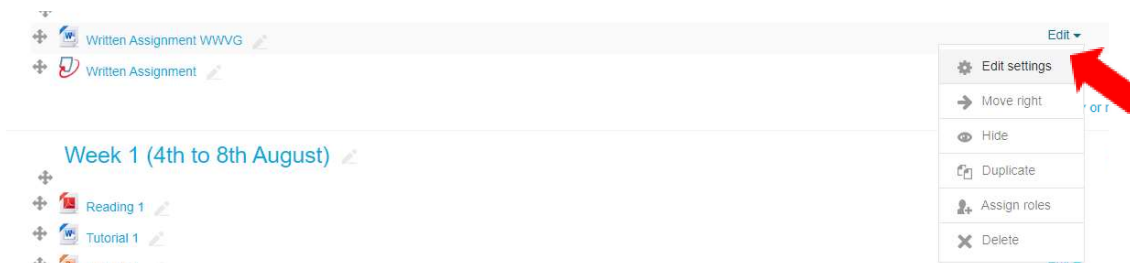


Set up Completion Tracking for Moodle activities

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”.

▼ **Activity completion**

Completion tracking  Do not indicate activity completion


Require view Student must view this activity to complete it

Expect completed on  29 May 2020  Enable



Step 3:

Select “Show activity as complete when conditions are met”.

▼ **Activity completion**

Completion tracking  Do not indicate activity completion

Require view Student must view this activity to complete it


Expect completed on  29 May 2020  Enable

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”

▼ **Activity completion**

Completion tracking  Show activity as complete when conditions are met

Require view Student must view this activity to complete it

Expect completed on  29 May 2020  Enable

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

▼ Activity completion

Completion tracking Show activity as complete when conditions are met

Require view Student must view this activity to complete it

Require grade Student must receive a grade to complete this activity

Require posts Student must post discussions or replies: 1

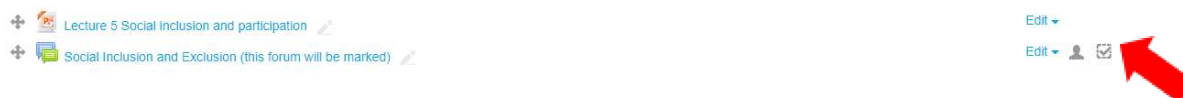
Require discussions Student must create discussions: 1

Require replies Student must post replies: 1

Expect completed on 29 May 2020 Enable

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...”

Evidence Based Nursing

Dashboard / My courses / SN_NUR603

Subject Information

WELCOME TO NUR603 - EVIDENCE BASED NURSING

The subject aims to assist nurses and midwives use research and apply evidence-base in their practice. Through the subject the students will be able to explore the processes of evidence-based practice, the notion of different levels of evidence, the skills required to locate evidence and the critical understanding of evaluating evidence in order to inform decision-making in practice. Students will have opportunity to research beyond the disciplinary context to the wider health sciences, effectively search the research literature, appreciate different levels of evidence, and critically appraise evidence to inform their practice.

Lecturer: Zeena Abdul Qayyoom, zeena.abdulqayyom@mnu.edu.mv, 3346554

More...

Step 2:

Click “Activity completion” under Reports

Reports	Competency breakdown Logs Live logs Activity report Course participation Activity completion Event monitoring reports
Badges	Manage badges Add a new badge
Question bank	Questions Categories Import Export

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: ...	Week 1 Online Forum Discussion	WEEK 1 Reflective Journal	Reading 1.1: What's ...	Reading 1.2: Short History ...	Reading 1.3: Reflecting on ...
Mausooma .	s010125@student.mnu.edu.mv	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shahina Abdul Latheef	s003383@student.mnu.edu.mv	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mariyam Ahmed	s025987@student.mnu.edu.mv	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Rasheeda Ali	rasheeda.ali@mnu.edu.mv	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fathimath Anooosha	s035465@student.mnu.edu.mv	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shazra Habeeb	shaxoo@live.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hafiyya Ibrahim	s032332@student.mnu.edu.mv	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fathimath Inaya	s032331@student.mnu.edu.mv	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aishath Mohamed	s028046@student.mnu.edu.mv	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fathimath Mohamed	fathimath.mohamed@mnu.edu.mv	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Aiminath Nasfa	s023496@student.mnu.edu.mv	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 4:

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

Fathimath Saima Ali Didi	s011799@student.mnu.edu.mv	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mariyam Sajidha	s037237@student.mnu.edu.mv	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aishath Sama	s035198@student.mnu.edu.mv	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aishath Sana Shareef	sana.shareef@mnu.edu.mv	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hawwa Sazleen	s019733@student.mnu.edu.mv	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aminath Shooza	s008496@student.mnu.edu.mv	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aishath Sumayyath Shakir	s026676@student.mnu.edu.mv	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mariyam Suneetha	s005784@student.mnu.edu.mv	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aishath Zeeshan	s024044@student.mnu.edu.mv	<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
Surname: **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

[Download in spreadsheet format \(UTF-8 .csv\)](#)
[Download in Excel-compatible format \(.csv\)](#)