Viewing and changing Activity completions logs in Moodle

Introduction

Scenario:

You want to check the activity completion logs in Moodle to either measure completion, popularity or resources of try to identify at-risk students.

Overview:

Moodle has an Activity completion section which allows you to view which students have competed which activities so you can either monitor student engagement or resource engagement. This can either be viewed online or downloaded to a spreadsheet for offline analysis. It also allows you to change the status of activity completion for students from complete to incomplete or vice versa.

Target situations:

You want to know who and who hasn't completed an activity.
You are trying to identify at risk students.
You want to know how popular particular activities are.
You need to manually change the status of an activity.

Prior knowledge required:

Know that solid completion boxes can be manually checked by students but dashed ones require actual completion.
Depending on the setting, just viewing a resource can mean it may be marked completed.
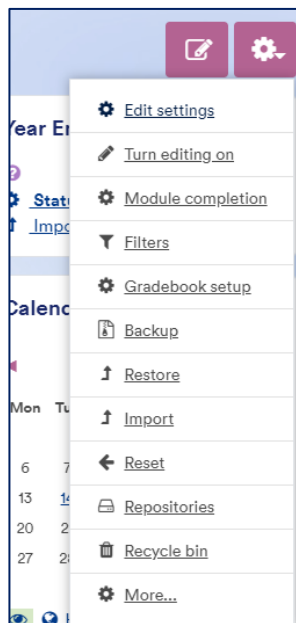
Situations not covered by this resource:

Tracking usage over time.
Using Moodle Logs.
Using activity report
Statistics

Enable completion tracking

Step 1:   Enable completion tracking

`More > Module administration > Activity completion`

Module administration

Module administration	Users

Edit settings
Turn editing on
Module completion
Filters
Gradebook setup
Backup
Restore
Import
Reset
Repositories
Recycle bin

Reports

Logs
Live logs
Activity report
Module participation
Activity completion
Statistics

Boxes show activity completion. Red borders indicate a manual change was made. Click on a box to change the status

First name / Surname	ID number	Email address	Department	Quiz 1	Project allocation	Quiz 2	quiz 3	Forum 1
Training Account11	TRACC11	training11@exmail.nottingham.ac.uk		☐	☐	☑	☐	☐
Training Account12	TRACC12	training12@exmail.nottingham.ac.uk		☑	☐	☑	☑	☐

Step 2:   Download spreadsheet for offline viewing

Either download spreadsheet as a standard Excel .csv spreadsheet or as an Excel compatible format.

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

Additional information

Once a completion box has been changed manually it will stay red even if you revert it to its previous status

There is no bulk change status

In a quiz activity, if either a passing or grade has been awarded its status cannot be changed.