

# Setting up Completion tracking in Moodle to monitor student engagement

## Introduction

### Scenario:

You want to set up your activities so you can monitor which students have completed which activities in Moodle or you want to know which resources are most used.

### Overview:

Moodle has a number of statistical and activity tracking tools which allow you to monitor engagement with the course and uploaded resources. This guide focuses on Activity completion. This allows you to see who has completed which activities. You can set up many activities with different completion criteria.

For this, completion tracking for the module must be enabled.

### 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.

### Prior knowledge required:

Know how edit module settings.  
Know how to edit activity settings.  
Know that completion tracking is not enabled by default.  
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 and mean a it may be marked completed

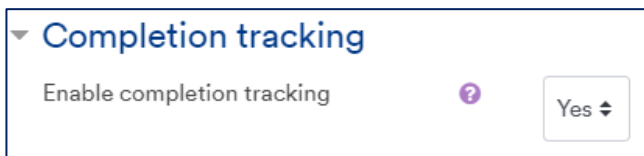
### Situations not covered by this resource:

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

## Enable completion tracking

### Step 1: Enable completion tracking

Edit module setting > Completion tracking > Enable completion tracking



▼ Completion tracking

Enable completion tracking ?

This makes check boxes appear next to certain activities on the module page. There are two kinds of completion tracking boxes. The solid boxes indicates that the students can manually check the activity is complete. The dashed box means the students have to meet completion criteria for the activity to be marked as complete.



? [Project allocation](#)



? [Project allocation](#)

### Step 2: Set the Activity completion settings in the activity you want to monitor

Edit settings > Activity Completion > completion tracking

As you can see in the Completion tracking dropdown, you can allow the students to manually mark an activity as complete without forcing them to do it.

▼ **Activity completion**

Completion tracking ? Students can manually mark the activity as completed ▾

Require view ? Do not indicate activity completion

Require choice ? Students can manually mark the activity as completed

Show activity as complete when conditions are met

Require choice submission to complete this activity?

Different activities have different options. This is a Choice activity.

Require choice  Require choice submission to complete this activity?

A Quiz activity requires settings in two places: Grade to pass and whether they need a passing grade.

Edit settings > Grade > Grade to pass

▼ **Grade**

Grade category ? Uncategorised ▾

Grade to pass ?

Attempts allowed ? Unlimited ▾

Edit settings > Activity Completion > Completion tracking

▼ **Activity completion**

Completion tracking ? Show activity as complete when conditions are met ▾

Require view ?  Student must view this activity to complete it

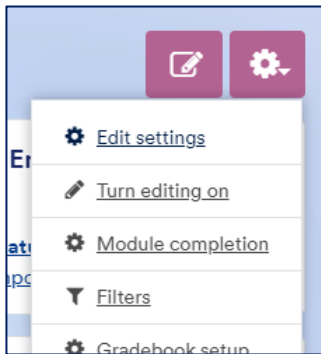
Require grade ?  Student must receive a grade to complete this activity ?

Require passing grade ?  Require passing grade  Or all available attempts completed

## Change the default settings for activity completion.

You can change the default settings for `Activity completion` rather than use the standard Moodle default.

Go to `Module Completion > Default activity completion`



**Default activity completion**

[Module completion](#) [Default activity completion](#) [Bulk edit activity completion](#)

Select the activities you wish to bulk edit.

Check the activity whose defaults you want to edit. Moodle default is manual meaning the students can manually mark an activity as complete

Forums  Manual

Click [Edit](#)



Then change the default to your required behaviour and press [Save Changes](#)

Modify the actions you wish to bulk edit

Completion tracking	<input type="checkbox"/> ?	Students can manually mark the activity as completed
Require view	<input checked="" type="checkbox"/>	Student must view this activity to complete it
Require grade	<input type="checkbox"/>	Student must receive a grade to complete this activity ?
Require posts	<input checked="" type="checkbox"/>	Student must post discussions or replies: 1
Require discussions	<input type="checkbox"/>	Student must create discussions: 1
Require replies	<input type="checkbox"/>	Student must post replies: 1
Expect completed on	<input type="checkbox"/> ?	14 July 2020 13 55 <input type="checkbox"/> Enable

[Save changes](#) [Cancel](#)

The default will be set. This only affects new instances of the resource and doesn't affect any existing ones.