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

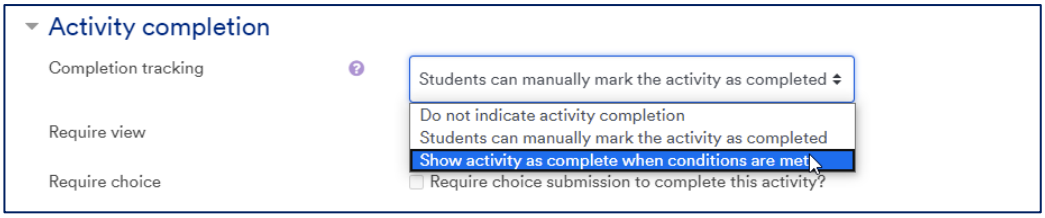
`Edit module setting > Completion tracking > Enable completion tracking`

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.

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

`Edit settings > Activity Completion > completion tracking`

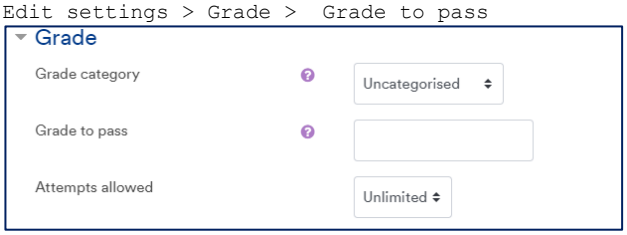
As you can see in the Completion tracking dropdown, you can allow the students to manually mark an activity as complete without forcing them to do it.



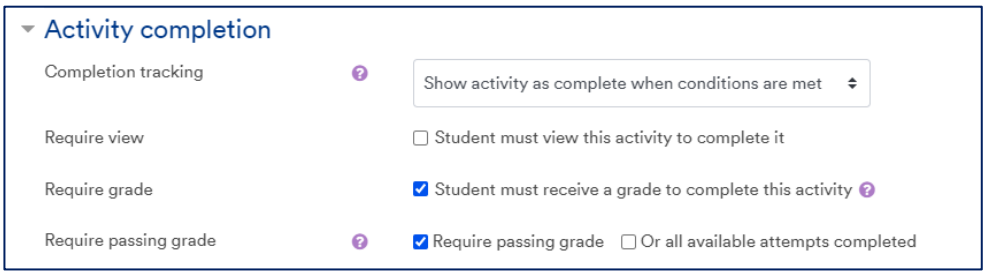
Different activities have different options. This is a Choice activity.

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

`Edit settings > Grade > Grade to pass`



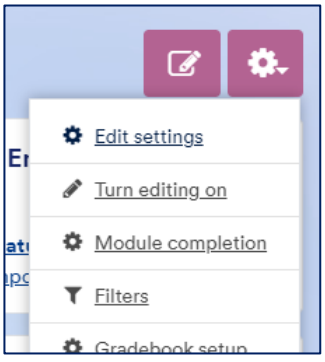
`Edit settings > Activity Completion > Completion tracking`

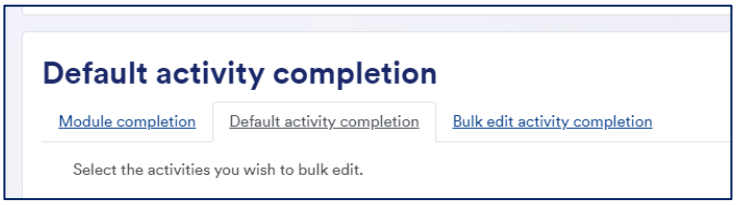


Change the default settings for activity completion.

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

Go to `Module Completion > Default activity completion`

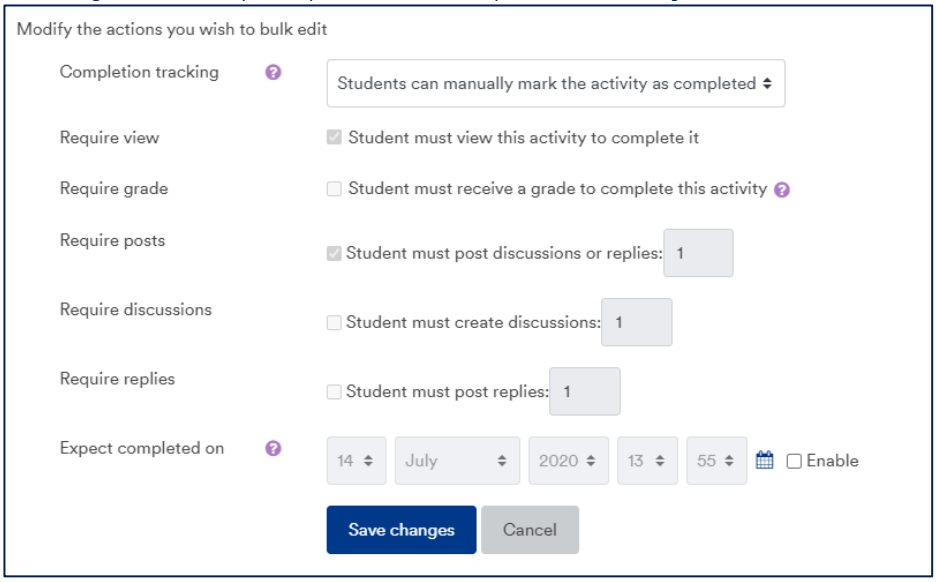




Check the activity whose defaults you want to edit. Moodle default is manual meaning the students can manually mark an activity as complete

Click `Edit`

Then change the default to your required behaviour and press `Save Changes`



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