

# Setting up completion tracking Moodle to monitor student engagement.

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## 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 several 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 manual completion messages can be manually checked by students, but messages that have preset conditions to them require actual completion. Depending on the setting, just viewing a resource and mean it may be marked completed.

### Situations not covered by this resource:

Tracking usage over time

Using Moodle logs

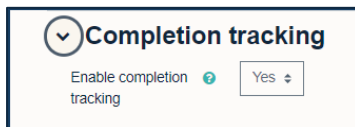
Using activity report

Statistics

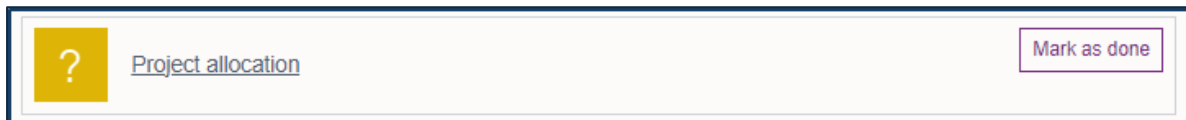
## Enable completion tracking.

### Step 1: Enable completion tracking.

Under the Module title that you want to enable completion click on the **settings** tab and then scroll down to find the **completion tracking** section. To enable completion tracking, click on **yes** within the drop-down menu.

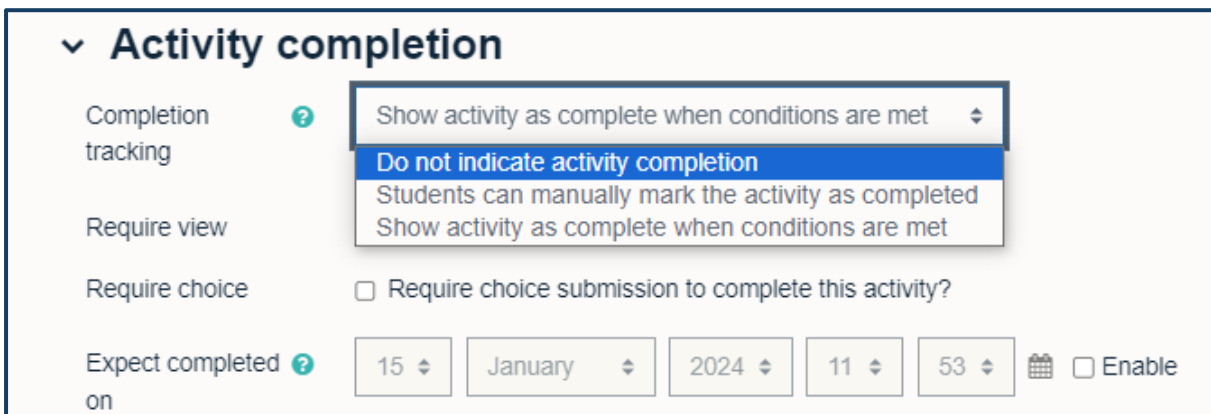


This makes a message appear to the right of the activity it relates to on the module page. There are two kinds of completion tracking messages. **'Mark as done'** indicates that the students can manually check the activity has been completed by clicking on the message. The **'To do: ...'** message means the students must meet completion criteria and the message will finish with that criteria e.g. **View**, the student will need to access the activity and view the activity to complete it. Once they have met the completion criteria the message will change to a **'Done: ...'** message, so that student will know that the activity has been completed.



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

Create the activity you want to monitor. Within the **settings** tab of the activity find the **activity completion** section. Within this section click on the drop-down menu to use **show activity as complete when conditions are met**. Choose the option you would like to use as the condition for the activity being completed.





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

Require view	<input type="checkbox"/>	Student must view this activity to complete it
	<input checked="" type="checkbox"/>	Show as complete when user makes a choice

A 'Quiz' activity can require settings in two places to enable activity completion. For example, if you want a certain grade to be the criteria to show that quiz has been completed. First if you require a grade to pass you will need to set up that grade.

Go to the settings tab within the quiz you would like activity completion on and then within the 'Grade to pass' box typing in the required grade a student will need to pass the quiz.

### Grade

Grade category	<input type="text" value="Uncategorised"/>
Grade to pass	<input type="text" value="0.00"/>
Attempts allowed	<input type="text" value="Unlimited"/>
Grading method	<input type="text" value="Highest grade"/>

Secondly, scroll down the settings page for the quiz till you get to the **activity completion** section. Make sure the drop-down menu is set to **show activity as complete when conditions are met** and then click on the options within the 'require grade', **student must receive a grade to complete this activity** and **student must receive a passing grade to complete this activity**.

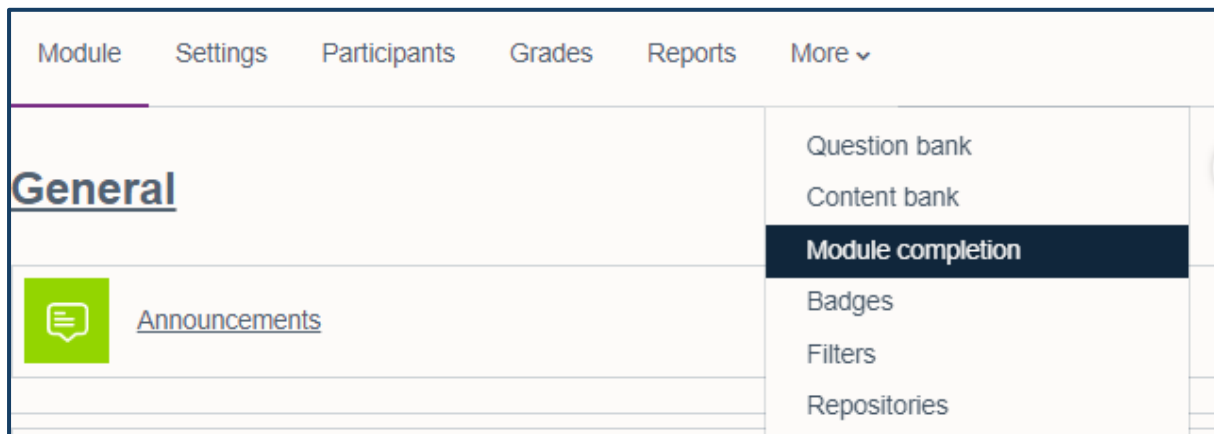
### Activity completion

Completion tracking	<input type="text" value="Show activity as complete when conditions are met"/>
Require view	<input type="checkbox"/> Student must view this activity to complete it
Require grade	<input checked="" type="checkbox"/> Student must receive a grade to complete this activity
	<input checked="" type="checkbox"/> Student must receive a passing grade to complete this activity
	<input type="checkbox"/> Or all available attempts completed
Require attempts	<input type="checkbox"/> Minimum number of attempts: <input type="text" value="1"/>
Expect completed on	<input type="text" value="15"/> <input type="text" value="January"/> <input type="text" value="2024"/> <input type="text" value="14"/> <input type="text" value="22"/> <input type="checkbox"/> Enable on

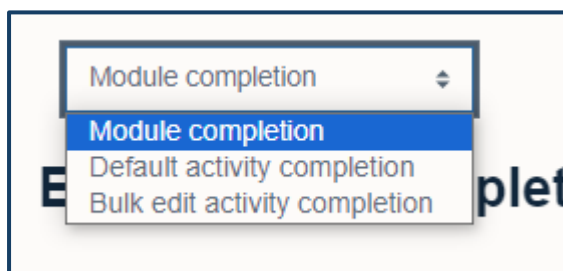
## Change the default settings for activity completion.

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

To change the default settings for activity completion, click on the **'more'** tab under the module title and then click on **'module completion'** within the list that appears.



Within the dropdown menu that appears click on **'default activity completion'**



Look for the activity whose default settings you would like to edit. Moodle default is manual meaning students can manually mark an activity as complete.



Once you have found the activity you would like to change its default settings for, click on the tick box next to it and then click on the **edit** button at the bottom of the page.



Then change the default settings to your required behaviour/conditions and then click **'save changes'**.



▼ **Activity completion**

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

Require view  Student must view this activity to complete it

Require grade ▾ Grade not required ▾

Student must receive a passing grade to complete this activity ⓘ

Require posts  Student must post discussions or replies: 2

Require discussions  Student must create discussions: 1

Require replies  Student must post replies: 1

Expect completed on ⓘ 13 ▾ December ▾ 2023 ▾ 14 ▾ 52 ▾ 📅  Enable

The new default settings for that activity type will be set. This will only affect new instances of the activity and doesn't affect any existing ones.