

Yu-Can Moodle Step-by-Step

How to set Completion Tracking

An editing teacher can enable 'Completion Tracking'. Here's how:

(1) Open your course

- Go to Administration – Course administration
- Edit settings
 - Scroll down to 'Completion tracking'
 - Set 'enable completion tracking' to: **Yes**

Now return to the course main page

(2) You have to set the conditions for each activity or resource one by one.

- **Turn editing on**
- Click on **Edit > Edit settings**
 - ⇒ Scroll down to '**Activity completion**'; select the condition from the drop-down menu, *e.g. 'Show activity as complete when conditions are met'*
 - ⇒ Note: in 'Assignment' activities only (i.e. hand-in activities), you have the option to set that the teacher is messaged when a student submits. Scroll down to 'Notification' and set 'Notify graders about submissions' to: **Yes**

(3) Once you have determined all the conditions for 'Activity completion', a further option is to set the conditions that have to be met in order for the whole course to be considered complete. To do this:

- Open the course
- Go to 'Administration' > 'Course administration'
 - Scroll to 'Course completion' (*note: this option is available now that you have done Step #1 above*)
 - Here you can set any or all of the conditions that you want the students to meet in order for their course to be considered complete.