How to Set Up Course Activity Completion Tracking

This document provides guidance on enabling activity completion tracking in your course and applying completion requirements to course items. You can require students to manually confirm the completion of an activity and/or you can automatically track their online activity completion based on a set of instructor-defined parameters.

1. Your first step will be to enable course completion tracking. On your course menu, click Settings.

2. Scroll down the Settings page and expand the Completion tracking section.

3. Then use the dropdown menu to the right of the Enable completion tracking option to select Yes.

- Activity completion conditions are always displayed on an individual activity’s page. This setting determines whether activity completion conditions are also shown to the right of each activity on the course page where they are located.
4. Last, click the **Save and display** button at the bottom of the page to apply your changes. Completion tracking has now been enabled, allowing you to apply completion requirements to any individual activity and track your students’ progress.

![Save and display button](image)

5. Your next step is to apply completion requirements to individual course activities you wish to track. You have two options for applying activity completion conditions. These options include doing so within each individual items’ settings or using the Course Completion settings page to apply requirements in bulk.

6. The most efficient option is the Course Completion setting page. To get here, click on the **More** option from the course navigation menu and select **Course completion** from the dropdown menu.
7. When the page loads, start by setting your preferred completion tracking defaults to use throughout the course under the **Default activity completion** tab. This saves you time later by prefilling the activity completion settings for any new activity type you create.

8. For example, to set completion tracking defaults for quizzes, scroll down and select the checkbox to the left of **Quizzes**, then continue down the page and click **Edit** to apply default completion tracking parameters for any new quiz.

![Default activity completion settings](image)
9. In addition, you may use **Bulk edit activity completion** from the dropdown in the top left to concurrently select multiple targeted course activities for which to bulk-adjust completion tracking requirements.

![Bulk edit activity completion](image)

10. Use the list of current course activities below to select those for which you wish to apply the same completion requirements and click the **Edit** button (top or bottom of the list).

![Bulk edit activity completion](image)
11. Use the **Completion tracking** dropdown to elect whether students should manually acknowledge completion, or if they are to be considered complete automatically when specific conditions are met.

12. When choosing to require specific conditions, review the options on this page and toggle as needed to apply the desired requirements. Note, tracking options may differ by activity type. When satisfied with your selections, click the **Save changes** button to apply them.
13. You may also set completion requirements for an individual item at any time within its Settings. Navigate to the location of a course item for which you wish to apply activity tracking. Once you are on the page where it is located, turn on the course **Edit mode** using the button at the top of the page.

14. After the page refreshes, scroll to the item as needed, click the **Edit** menu to its right, and select **Edit settings** from the resulting dropdown menu.

15. On the item’s Settings page, scroll down to and expand the **Activity completion** section.
16. After adjusting the activity completion settings as desired, click **Save and return to course** at the bottom of the page.

![Activity completion settings](image)

17. When activity completion tracking is applied, the course section or topic hosting tracked items displays a **Progress** ratio, revealing the student’s progress completing tracked items within the given section. Note, the ratio displayed on sections within your course reflect your individual progress and not that of your students.

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18. Within the topic itself, students will find a new column to the right named **Your progress** and checkboxes below revealing their completion status for the items. A solid checkbox denotes that the item is manually tracked for completion, and a checkered or dotted checkbox indicates the item is automatically tracked for completion.
19. For a detailed report on students’ progress, refer to the course Activity Completion report. This report is accessed from the course navigation menu under Reports.

20. Click Activity completion.
21. The course Activity report opens, displaying a comprehensive report of all course items tracked for completion and each student’s status. The report presents the students’ names and email addresses vertically on the left and displays the course items tracked for completion horizontally across the top. These form a grid of checkboxes noting individual completion statuses.
22. You may filter the report to individual students based on the first letters of their last and/or first names. You can filter for types of activities and activity order.

23. As students complete tracked activities in the course, their respective checkboxes will be populated to reflect the activity’s completion status. Note, when expected dates are applied the date of completion is shown and the checkbox outline is checkered.
24. As an instructor, you may manually override any item’s completion by clicking in the desired checkbox. This can be useful if you want to help students with their course progress by checking off items they have yet to address or if you need to indicate that the student must redo a task. Note, overriding a student’s completion status will not automatically grant them a subsequent attempt on their assignment or quiz. This must be done manually. An overridden status will be reflected by a red outline.
25. You may also download a copy of this report at any time by selecting the file format of your preference at the bottom of the grid.