

Using Activity Completion

Activity completion gives your students visual information about whether they have completed a task, and with certain settings applied, it can tell them what they need to do and when. There are only a few things to apply to have your Moodle class enable activity completion.

Below is what it looks like in a course with Activity Completion activated. The green colored buttons and strips are Done and Gray is 'yet to do'. If you choose a condition where a student has to do something to automatically trip the completion, the green and gray strip will spell out exactly what they need to do. If you use the default 'student can manually mark the activity as completed' then you get the gray **Mark as Done** and when they've manually marked them, the green Done buttons.

The screenshot shows a Moodle course interface with three sections. The first section, 'Kayaking in New Zealand', contains two activities: 'New Zealand Paper - first draft' and 'Kayaking in New Zealand forum #1'. Both have green completion bars. The second section, 'Hiking in Nepal', contains two activities: 'Hiking in Nepal -- routes and dangers' and 'article on hiking in the Himalayas'. The first has a gray completion bar, and the second has a 'Mark as done' button. The third section, 'Baking in Budapest', is partially visible. Annotations with arrows explain the colors: Green = completed, Gray = yet to complete, and Mark as Done = Must be manually marked by student. Other annotations point to specific completion conditions like 'Automatically Completed when conditions of activity are met' and 'Manually marked as done by student'.

Green = completed

Automatically Completed when conditions of activity are met

Manually marked as done by student

Gray = yet to complete

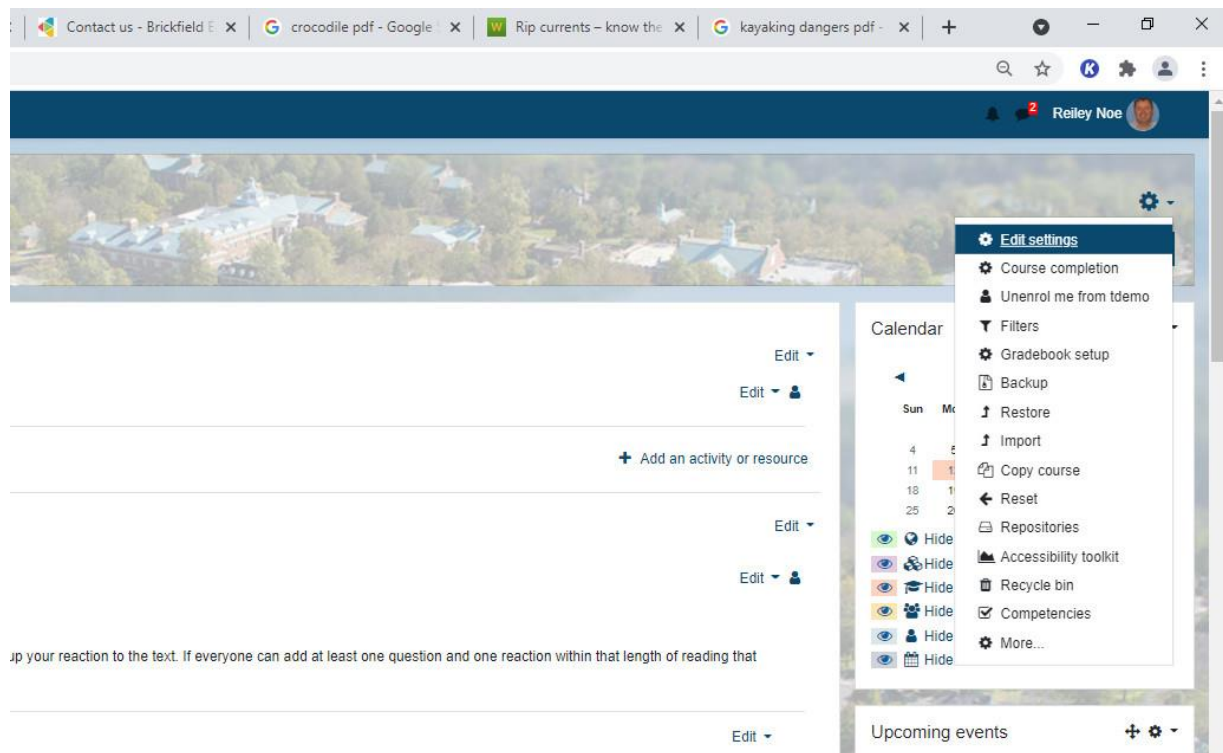
what needs to be done for the activity to be show as completed

Must be manually marked by student

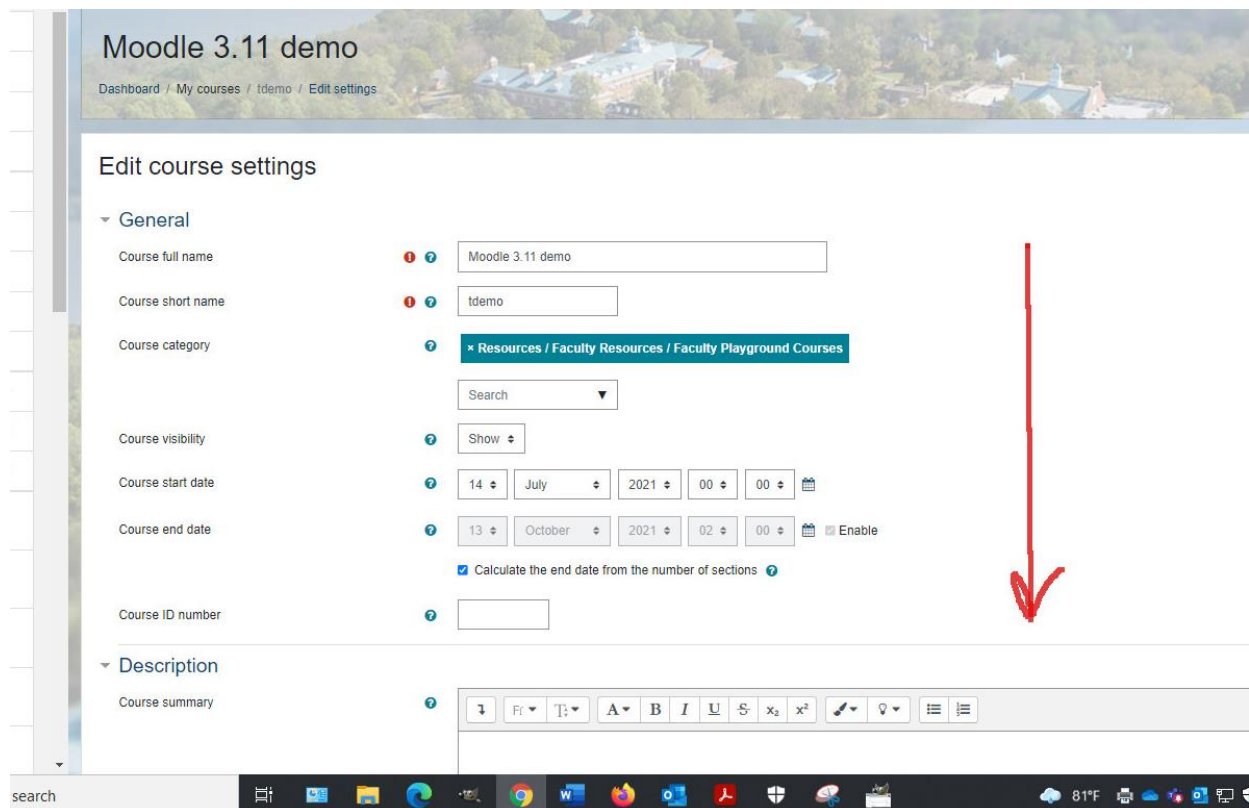
To activate Activity Completion, you need to set it up in two steps – first you set it up for the course, and then for each activity. Let's tackle setting it up for the course first. **Click on the Gear.**

The screenshot shows the top of a Moodle course page. The user's name 'Reiley Noe' is in the top right. Below the header, there is a large image of a building. In the bottom right corner of this image, there is a gear icon circled in red, indicating where to click to access course settings. Below the image, there is a 'Turn editing off' button. At the bottom of the page, there is a calendar widget for July 2021.

You'll see a dropdown menu and the first selection is **Edit Settings**. Click on Edit Settings.



You'll arrive at the place where you can change settings for the entire class. You can **scroll down to Completion Tracking**.



Click on the link for Appearance and Make sure that **Show Activity Dates** is marked as **Yes**. Also look at **Completion Tracking** and **configure both dropdown menus so that each says Yes**. This enables Completion tracking on your course.

The screenshot shows the Moodle course settings page. The 'Appearance' section is expanded, showing options for 'Force language', 'Number of announcements', 'Show gradebook to students', 'Show activity reports', and 'Show activity dates'. The 'Show activity dates' dropdown is circled in red, with a red arrow pointing to it and the text 'Displays due dates on course page !!'. The 'Completion tracking' section is also expanded, showing 'Enable completion tracking' and 'Show activity completion conditions', both of which are set to 'Yes' and circled in red. A red arrow points to these two 'Yes' options with the text 'Make sure both are set to Yes'. At the bottom, there are 'Save and display' and 'Cancel' buttons, and a message stating 'There are required fields in this form marked !'.

So we've set it up for the course. Now we'll need to set it up for those activities or resources where you want the Completion Tracking to be on.

Automatic completion for Forum

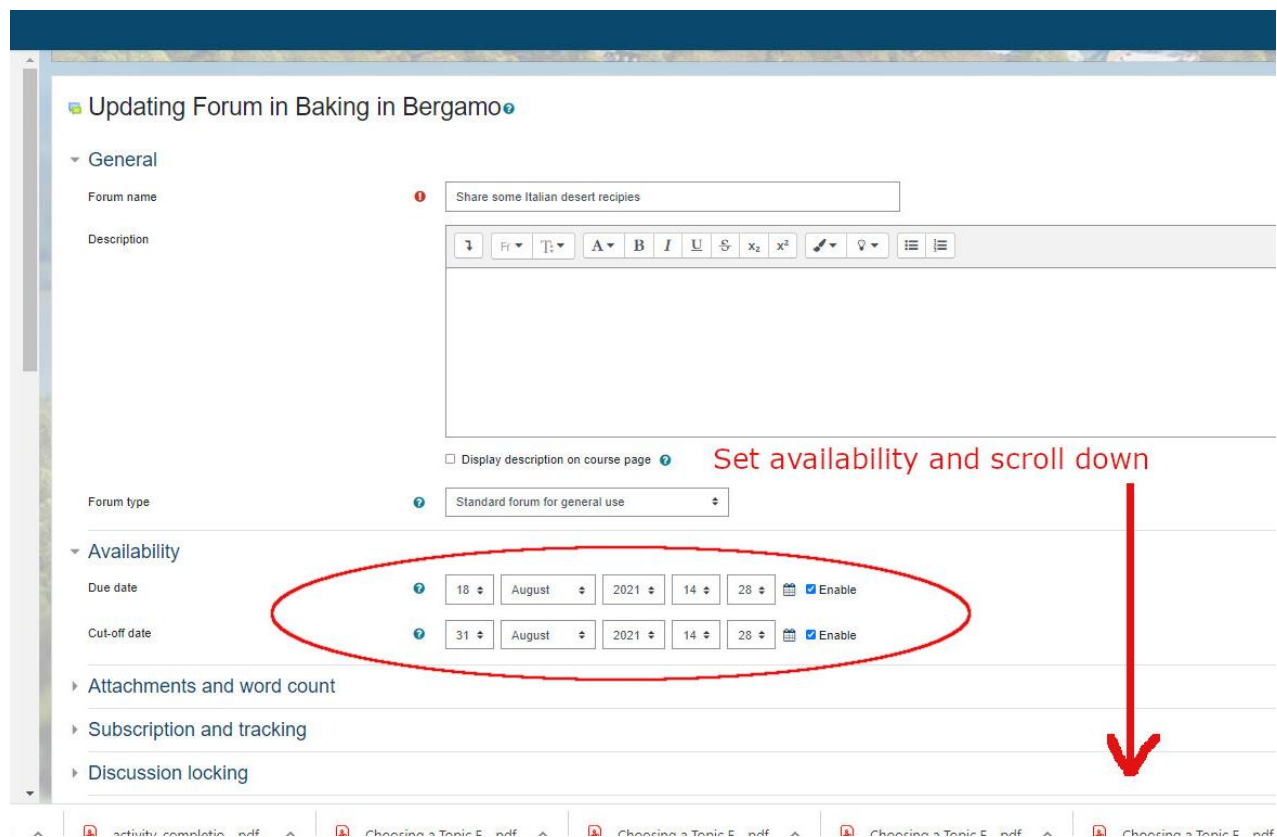
We are going to edit the settings for a Forum so that certain conditions will change it so that it shows in green as done when the student does whatever it asks. Let's start with the Baking in Bergamo area and the Share Some Italian Desert Recipes Forum. We'll click Edit and tweak some settings.

The screenshot shows the Moodle course content page. The 'Baking in Bergamo' section is expanded, showing two activities: 'Share some Italian desert recipes' and 'Donizetti Cake recipe'. The 'Edit' button for the 'Share some Italian desert recipes' activity is circled in red. The 'Skiing in Switzerland' section is also expanded, showing the 'History of Skiing paper' activity. At the top right, there is a link to 'Add an activity or resource'.

Click on Edit across from the Forum and then Edit Settings.

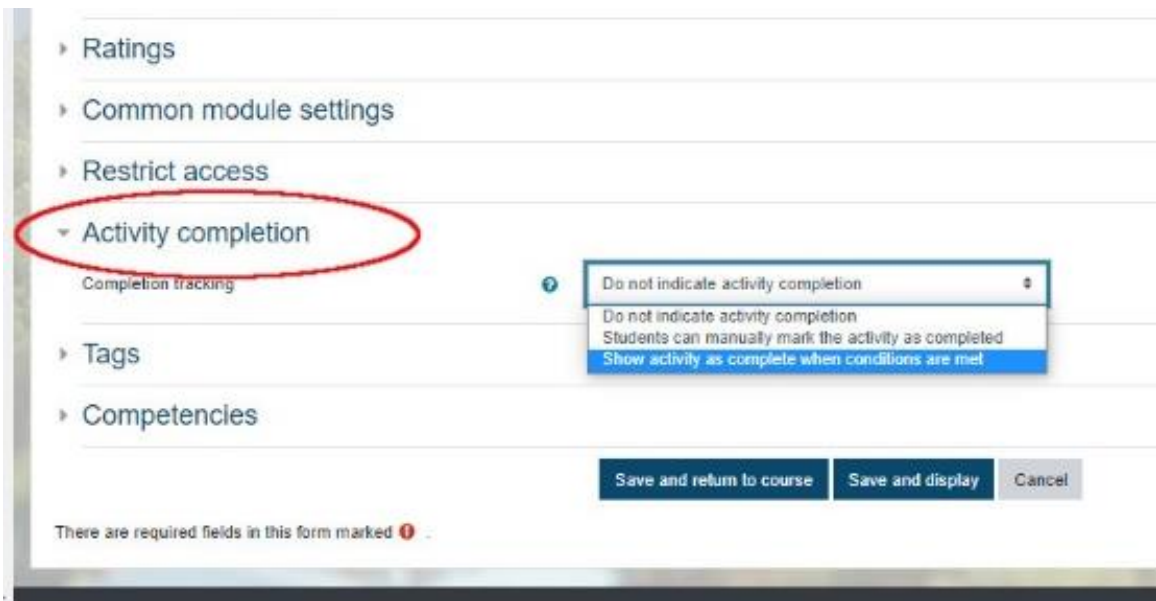


If you add a specific set of dates under Availability, they will be displayed on the course page.



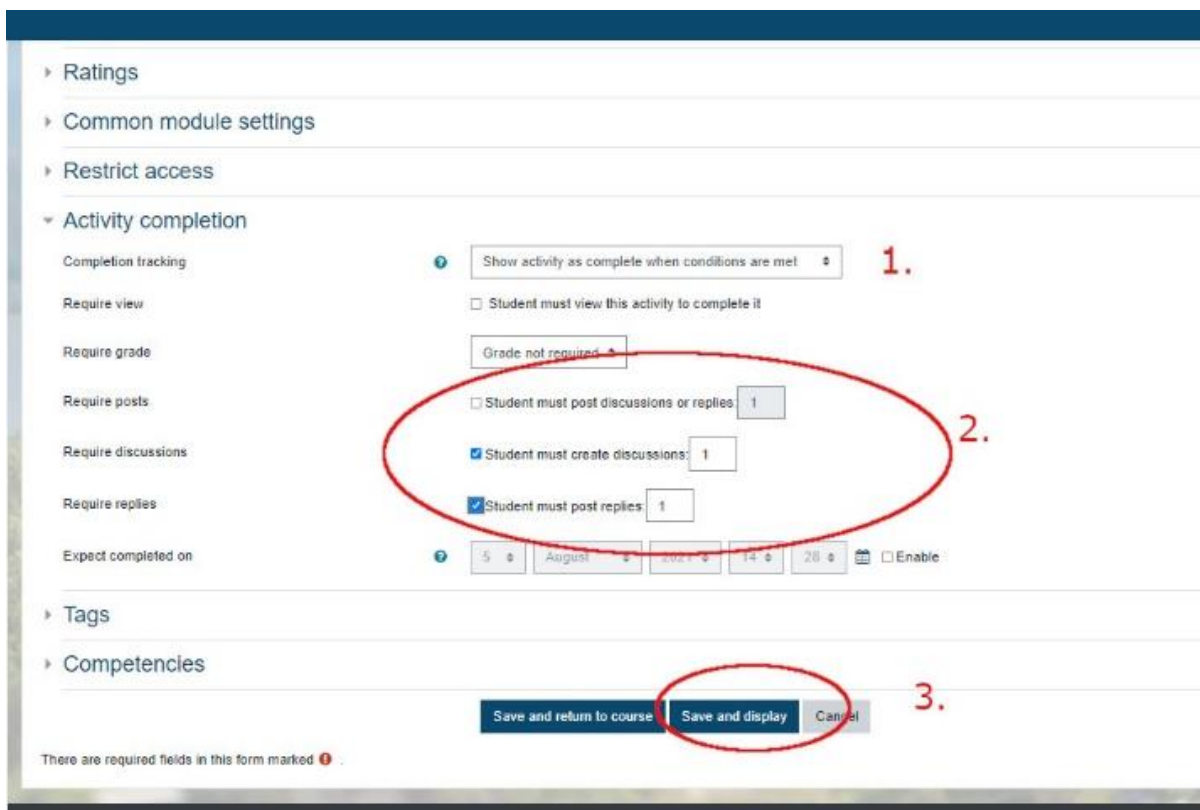
Go to the Activity Completion area. By default it is off, but you can change this to either allow for students to manually check off a box to denote that they are done, or you can set it up such that it automatically trips up

the activity completion depending on your settings. We'll go with that – Show Activity as Complete When Conditions are Met.



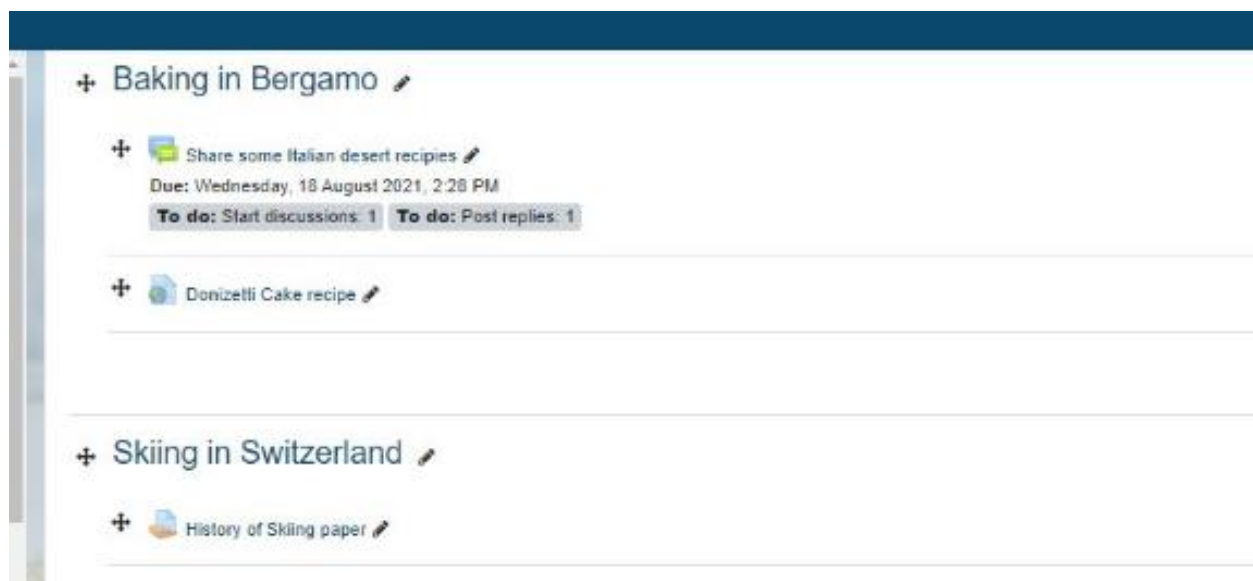
This screenshot shows the 'Activity completion' section of a settings page. The 'Activity completion' menu item is circled in red. A dropdown menu is open, showing three options: 'Do not indicate activity completion', 'Do not indicate activity completion. Students can manually mark the activity as completed', and 'Show activity as complete when conditions are met' (which is highlighted in blue). Below the dropdown are buttons for 'Save and return to course', 'Save and display', and 'Cancel'. A message at the bottom states: 'There are required fields in this form marked ⓘ'.

There are some conditions specific to the forum activity that display. We are going to have it automatically mark the activity as complete when a student posts a discussion and replies to a discussion. We'll click Save.



This screenshot shows the 'Activity completion' settings page with several red annotations. A red circle labeled '1.' highlights the dropdown menu set to 'Show activity as complete when conditions are met'. Another red circle labeled '2.' highlights the conditions section, which includes: 'Require posts' (checkbox), 'Require discussions' (checkbox checked, value 1), and 'Require replies' (checkbox checked, value 1). A third red circle labeled '3.' highlights the 'Save and display' button. The 'Expect completed on' section shows a date range from 5 August to 28 August. A message at the bottom states: 'There are required fields in this form marked ⓘ'.

It shows the due dates and in gray, we see that to have the activity be marked as complete – and change the gray ribbon to green – you'll need to start a discussion and also post a reply to another student.



Setting up Manual Completion – the ‘Mark as Done’ button

For something like a document or a URL, you can only set up the activity completion to show as complete either if they manually mark it, or if you configure it so that if they view the link - merely touch the link – then it will show as complete and change color.

We're going to set the video about the Donizetti cake to be one that they manually click on to show that it is complete.

Click Edit and Edit settings as before.



You'll edit the settings for the URL link to the video on Donizetti cake. We'll change the Activity Completion settings so that they can manually change the button. Note that for URL (and for document, file and other resources) you have no 'due date' so there will be no due date shown on the course page.

External URL: <https://www.lacucinaitaliana.com/italian-food/italian-dishes/donizetti-cake-fr> Choose a link...

Description: [Rich text editor]

☐ Display description on course page

Appearance

URL variables

Common module settings

Restrict access

Activity completion

Completion tracking: Students can manually mark the activity as completed

Expect completed on: 5 August 2021 14:34 [Enable]

Tags

Competencies

Save and return to course Save and display Cancel

There are required fields in this form marked with a red exclamation mark.

And you'll see the results below. Note the gray Mark as Done button.

Automatic Completion for an Assignment

Now we'll look at how you set automatic conditions for an assignment. Again, click on the Edit across from the Assignment – History of Skiing Paper – and go to Edit Settings.

+ Baking in Bergamo Edit

+ Share some Italian desert recipes Edit

Due: Wednesday, 18 August 2021, 2:28 PM

To do: Start discussions: 1 To do: Post replies: 1

+ Donizetti Cake recipe Edit

Mark as done

+ Add an activity or resource

+ Skiing in Switzerland Edit

+ History of Skiing paper Edit

Edit settings

Move right

Hide

To display the due dates, you have to enable them in the Availability area of the Settings, like what we've done below.

General

Assignment name: History of Skiing paper

Description: [Rich text editor]

Additional files: [File upload area]

Availability

Setting	Start Date	End Date	Time	Enable
Allow submissions from	5 August 2021	14 36	<input checked="" type="checkbox"/>	
Due date	5 September 2021	23 59	<input checked="" type="checkbox"/>	
Cut-off date	10 September 2021	23 59	<input checked="" type="checkbox"/>	
Remind me to grade by	5 August 2021	14 36	<input type="checkbox"/>	

Go to activity completion. Notice that the conditions are different for assignment – we will go with having the completion automatically turn to green when a student submits the paper, rather than when they view the link or once they are graded. Then we'll save what we've changed.

Grade

Common module settings

Restrict access

Activity completion

Completion tracking: ☒ Show activity as complete when conditions are met (1)

Require view: ☐ Student must view this activity to complete it (2)

Require grade: ☐ Student must receive a grade to complete this activity (2)

Expect completed on: 5 August 2021 14 36 ☐ Enable (3)

Tags

Competencies

Save and return to course Save and display Cancel

And here is what it looks like for the History of Skiing Paper.

The screenshot shows a Moodle course page with a dark blue header. Below the header, there are two main sections. The first section is titled '+ Baking in Bergamo' with an edit icon. It contains a sub-section '+ Share some Italian desert recipies' with a due date of 'Wednesday, 18 August 2021, 2:28 PM' and two 'To do' items: 'Start discussions: 1' and 'Post replies: 1'. Below this is another sub-section '+ Donizetti Cake recipe' with a 'Mark as done' button. The second section is titled '+ Skiing in Switzerland' with an edit icon. It contains a sub-section '+ History of Skiing paper' with an 'Opened' date of 'Thursday, 5 August 2021, 2:36 PM', a 'Due' date of 'Sunday, 5 September 2021, 11:59 PM', and a 'To do' item: 'Make a submission'. The page has a sidebar on the left and a right-hand navigation area with 'Add an activity or resource' buttons.

Reminders on Submission Screens

Students don't only get the due date reminder on the course page – they get it on the submission screen.

Here is what the forum submission screen looks like.

The screenshot shows a Moodle forum submission screen. At the top, there is a banner image of a building with the text 'Moodle 3.11 demo'. Below the banner is a breadcrumb trail: 'Dashboard / Courses / Resources / Faculty Resources / Demo courses / demo / Baking in Bergamo / Share some Italian desert recipies'. The main heading is 'Share some Italian desert recipies', which is circled in red. Below the heading is the due date 'Due: Wednesday, 18 August 2021, 2:28 PM' and two 'To do' items: 'Start discussions: 1' and 'Post replies: 1'. There is a blue button labeled 'Add a new discussion topic'. Below this is a section titled 'Discussion' with a 'Started by' column. The first discussion is 'Hide the gun and take the cannoli' by 'Reiley No' on '5 Aug 20'. At the bottom, there is a search bar with the text 'article on hiking in the Himalayas' and a 'Jump to...' dropdown menu.

Here is what it looks like on the Assignment – the History of Skiing paper.

Dashboard / Courses / Resources / Faculty Resources / Demo courses / tdemo / Skiing in Switzerland / History of Skiing paper

History of Skiing paper

Opened: Thursday, 5 August 2021, 2:36 PM
Due: Sunday, 5 September 2021, 11:59 PM

To do: Make a submission

Submission status

Attempt number	This is attempt 1 (1 attempts allowed).
Submission status	No attempt
Grading status	Not graded
Time remaining	31 days 8 hours
Last modified	-

Submission comments [▶ Comments \(0\)](#)

[Add submission](#)

You have not made a submission yet.

And immediately after a submission, the Done ribbon turns from gray to green.

Dashboard / Courses / Resources / Faculty Resources / Demo courses / tdemo / Skiing in Switzerland / History of Skiing paper

History of Skiing paper

Opened: Thursday, 5 August 2021, 2:36 PM
Due: Sunday, 5 September 2021, 11:59 PM

Done: Make a submission

Submission status

Attempt number	This is attempt 1 (1 attempts allowed).
Submission status	Submitted for grading
Grading status	Not graded
Time remaining	31 days 8 hours
Last modified	Thursday, 5 August 2021, 3:49 PM

File submissions

bundesliga.jpg +	5 August 2021, 3:49 PM
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[Export to portfolio](#)

Submission comments [▶ Comments \(0\)](#)

[Edit submission](#) [Remove submission](#)

You can still make changes to your submission.

More information

[Activity Completion \(Moodle 3.11\)](#) from Moodle Docs

[Setting up Activity Completion](#) from University of New South Wales