

Moodle: Tracking Progress

Completion tracking and conditional activities

Moodle offers several tools to assist a teacher in guiding student progression and tracking attainment.

Completion tracking enables the teacher to set completion criteria in a specific activity's settings. A tick appears against the activity when the student meets the criteria, which might be viewing a resource or obtaining a particular mark for an assignment or quiz.

Activity completion can be configured so that students are able to manually mark resources and activities as completed.

Conditional activities enable teachers to restrict the availability of any activity according to certain conditions such as dates, marks obtained, or activity completion. When a conditional activity is enabled by the teacher, a "Restrict access" setting appears in the settings of activities or resources.

Both of these features can be used to guide student progression through a module. These features can help the teacher to engage students, monitor progress and identify potential areas of concern.

Enabling completion tracking

To use activity completion tracking, you must first enable it on your module.

1. In the module, choose the **context menu** (cog icon) and **edit settings**.
2. On the page that follows, scroll down to the Completion tracking section, click the heading to show options and choose **Yes**.
3. Choose **Save and display** at the bottom of the page. You will be returned to the module.

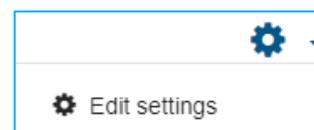


Figure 1 - Enabling completion tracking on a module

Applying completion tracking to resources and activities

Once completion tracking is enabled on the module, any new resources or activities added to the module will have completion tracking switched on. Any resources or activities already on the module can have completion tracking enabled individually.

Completion tracking criteria for resources is based purely on whether that resource has been viewed (clicked on), whereas activities (such as quizzes) can also include grade-based criteria and further actions on the part of the student.

Setting completion tracking on resources

1. With editing turned on, choose an item from the **add a resource** dropdown menu.
2. Scroll down to the **activity completion** section
3. There are three options available (1 – see **Figure 2** overleaf):
 - a. **Do not indicate activity completion** disable completion tracking for this resource.
 - b. **Students can manually mark the activity as completed** adds a checkbox for students to use.
 - c. **Show activity as complete when conditions are met** marks the activity as complete automatically when criteria are met. For resources, completion can only be marked by 'viewing' that resource, so for resources you must also check the 'require view' option (2).

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Activity completion

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

Require view ? Student must view this activity to complete it

Expect completed on ? 16 ▾ October ▾ 2018 ▾ 10 ▾ 24 ▾ Enable

Figure 2 - Activity completion options on resources (such as files to view)

The **'expect completed on'** option (3) specifies the date when the activity is expected to be completed. The date is not shown to students and is only displayed in the activity completion report [see the [Monitoring completion tracking](#) section of this guide].

After entering the required options, click **save and return to module** at the bottom of the page.

Setting completion tracking on activities

To add completion tracking to new activities, follow steps 1 to 3 above, this time adding an activity (e.g. a quiz) rather than a resource. A grade-based criterion is included within the options for grade-bearing activities such as quizzes, assignments and wikis. Additionally, activities that request specific actions on the part of the student (such as choice activities, discussion forums and questionnaires) offer additional criteria by which to track completion.

Activity completion

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

Require view Student must view this activity to complete it

Require grade Student must receive a grade to complete this activity ?

Require passing grade ? Require passing grade Or all available attempts completed

Expect completed on ? 16 ▾ October ▾ 2018 ▾ 10 ▾ 29 ▾ Enable

Figure 3 - Setting completion tracking on activities

In the example above (**Figure 3**), the activity is considered complete when a student receives a grade. Pass and fail icons may be displayed if a pass grade for the activity has been set [for setting pass grades, see the [Setting pass and fail grades for activities](#) section of this guide].

After entering the required criteria, click **save and return to module** at the bottom of the page.

Note: Completion tracking can be added to *existing* resources and activities by choosing Edit >> Edit Settings next to the relevant resource or activity.

Any resources with completion tracking enabled will now display a checkbox to their right (see **Figure 4**).

	Slides from Lecture 1	<input checked="" type="checkbox"/>
	Notes for Week 1	<input type="checkbox"/>
	Week 1 quiz	<input type="checkbox"/>

Figure 4 - Resources/activities with completion tracking enabled display with check boxes

A checkbox with a solid boundary shows that manual completion tracking is enabled, whereas a dotted boundary shows that criterion-based completion tracking is enabled. Check boxes are ticked to show completion.

Monitoring completion tracking

Once completion tracking is enabled on a module, student progress can be monitored by the teacher at any time.

To access the activity completion report, in your module choose the context menu (cog icon), then **more** and, on the page that follows, **Activity completion** from the reports section.

The activity completion report (**Figure 5**) offers a breakdown of completion tracking per student and per activity. Where an estimated completion date is added in a resource or activity's settings, that date will appear next to the activity or resource in the report. Clicking on any activity or resource name in the report will navigate to that activity within the Moodle module. At the bottom of the activity completion report, there are options for downloading the report as a spreadsheet.

First name / Surname	Email address	Slides for WK 1	WK 1 notes	Quiz for Week 1	Slides for WK 2	WK 2 notes	Quiz for Week 2
Charles Banks	charlesbanks10@example.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kathleen Bradley	kathleebradley17@example.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Robert Burns	robertburns24@example.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Robert Crawford	robertcrawfor28@example.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 5 - The activity completion report

Conditional activities

The conditional activities feature can be used to restrict the availability of any activity according to certain conditions, such as dates, marks obtained, or activity completion. For instance, you could only allow access to a quiz once a student has viewed a required reading or obtained a pass mark in a previous quiz.

To enable conditional activities (**Figures 6 and 7**):

1. With editing turned on, go to either the “add a resource or add an activity” dropdown menu and make the desired choice (i.e. quiz).
2. On the page that follows, configure the resource or activity in the usual way.
3. Scroll down to the restrict access section and click add restriction (1).
4. In the pop-up window that follows, click Activity completion (2).

A set of activity completion parameters will then be displayed within the restrict access section.

Restrict access

Access restrictions

None

1

[Add restriction...](#)

Add restriction...

2

Activity completion Require students to complete (or not complete) another activity.

Date Prevent access until (or from) a specified date and time.

Grade Require students to achieve a specified grade.

Figure 6 - Enabling conditional activities

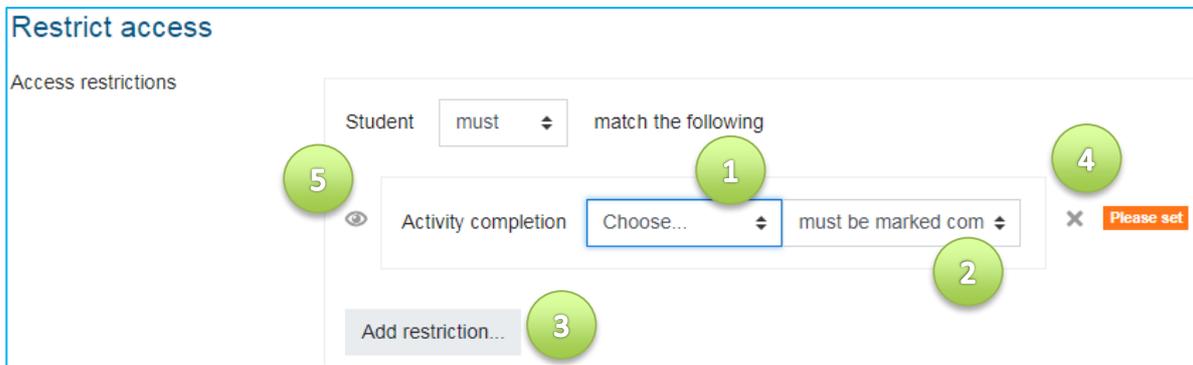


Figure 7 - Restricting access to conditional activities

The resource/activity dropdown menu lists all of the resources and activities in your module that can be used as a source of the access restriction (1). This is followed by the criterion dropdown menu (2), which contains four options:

- Must be marked complete.
- Must not be marked complete.
- Must be complete with pass grade.*
- Must be complete with fail grade.*

*Pass and fail grades are discussed in the [Setting pass and fail grades for activities](#) section of this guide.

To add further access restrictions (i.e. by date or time), click **Add restriction** (3) – note that you do not need to click this button unless you want to set extra restrictions beyond the activity completion already set. To remove an access restriction at any time, click on the 'X' icon (4). To hide this resource or activity from view totally until the criteria are met, click the eye icon (5).

Once the relevant criteria have been set, you can click **Save and display** at the bottom of the page.

The resources and activities in your Moodle module will now indicate that an access restriction is in-place. The conditional criteria will be listed beneath the activity or resource.

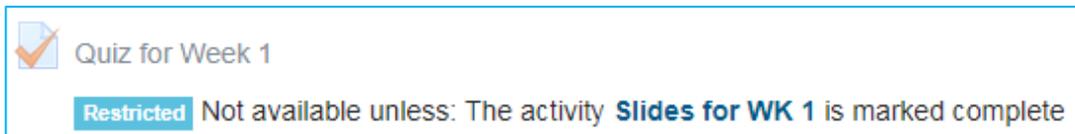


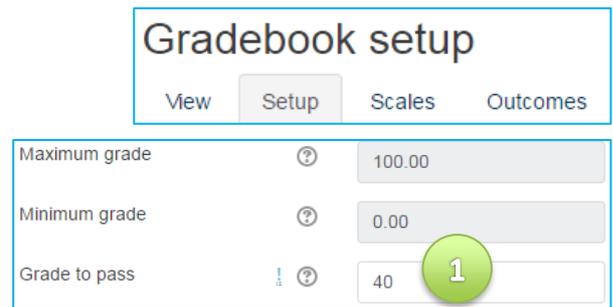
Figure 8 --- How restricted activities and resources display on the main Moodle page

Note: Conditional criteria can be added to existing resources and activities by clicking edit settings next to the relevant resource or activity.

Setting pass and fail grades for activities

You may wish to specify a particular pass grade as a conditional criterion for an activity. To set a pass grade for an activity:

1. In your module, choose Grades in the left-hand hamburger menu.
2. On the page that follows, click on the Setup tab.
3. Next to the relevant activity in the table choose Edit >> Edit settings.
4. On the page that follows, choose **Show more**.
5. Enter a figure into the Grade to pass field (1). This setting determines the minimum grade required to pass. The value is used in activity completion, and in the gradebook, where pass grades are highlighted in green and fail grades in red.
6. Click **save changes** at the bottom of the page.



Gradebook setup			
View	Setup	Scales	Outcomes
Maximum grade	?	100.00	
Minimum grade	?	0.00	
Grade to pass	! ?	40	1

Figure 9 - Setting pass and fail grades for activities

Note: Pass grades must be set for each activity individually.

Help and support

For general help using Moodle, contact your Faculty Learning Technologist (FLT). If you are having problems accessing Moodle, contact the Helpdesk on 01227 82 4888, or email helpdesk@kent.ac.uk. Other training guides are available [on the E-Learning website](#).