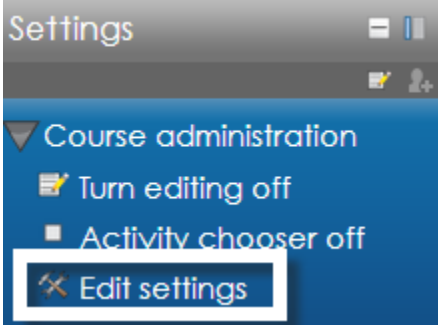
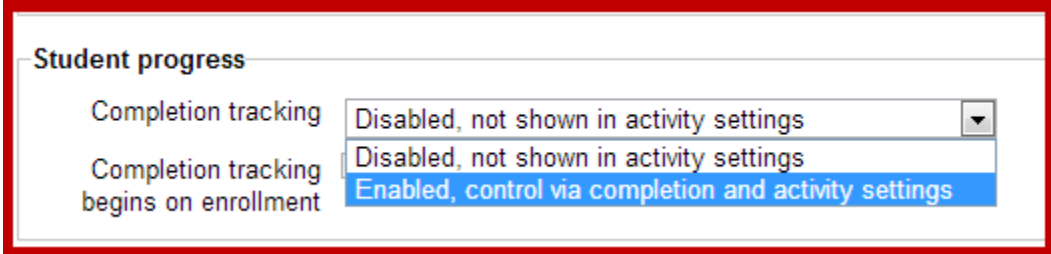
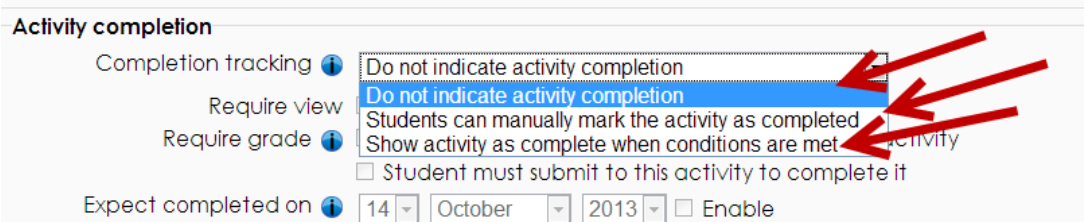
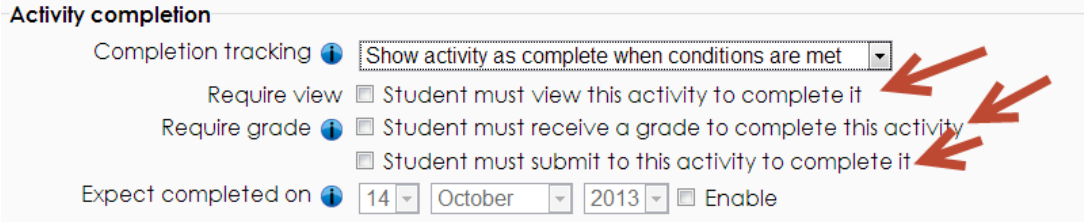
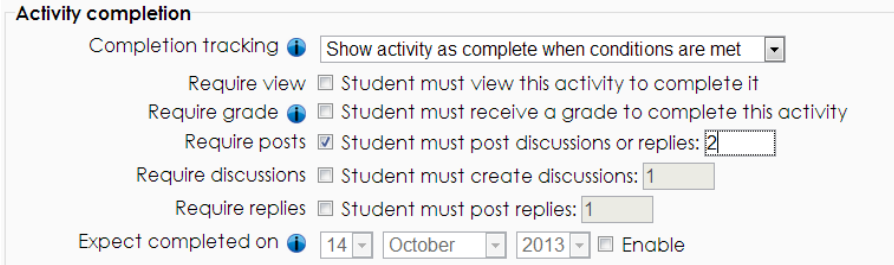
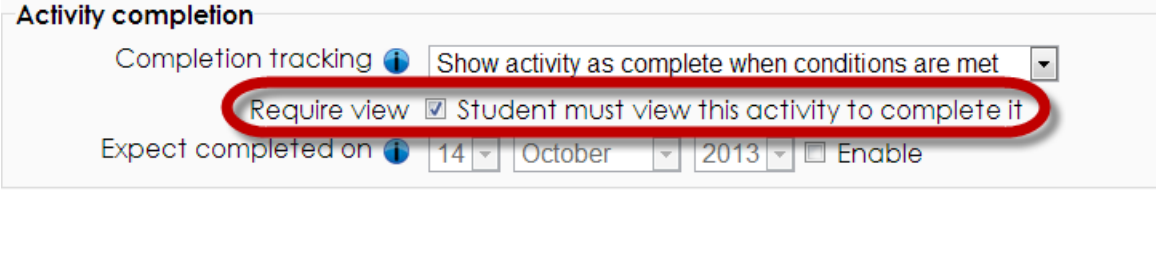
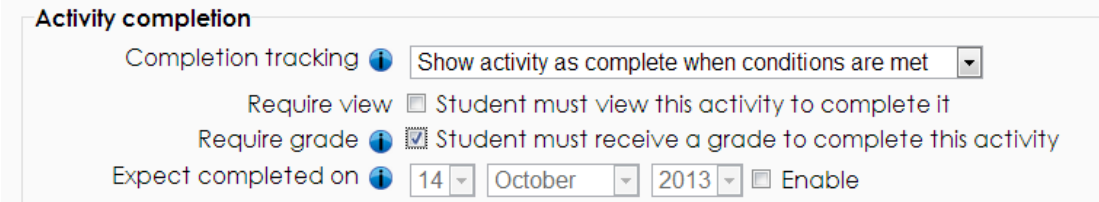


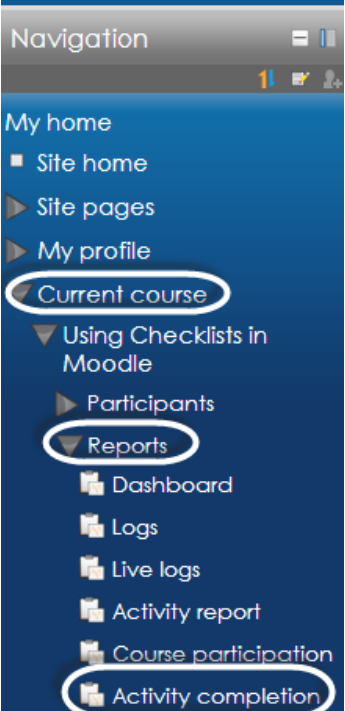
## Using Completion Tracking to create Checklists in Moodle

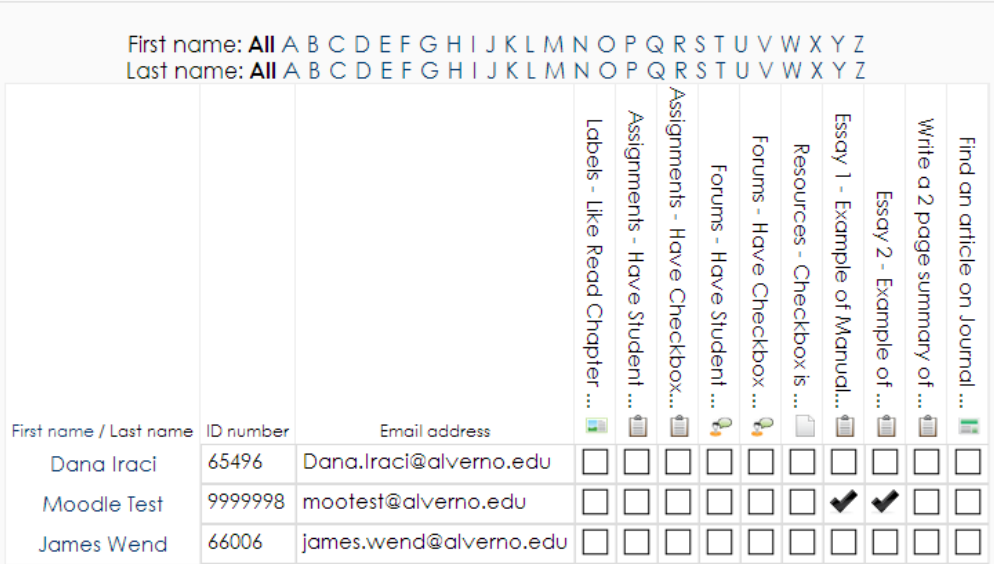
Completion tracking is a new feature in Moodle. It enables instructors to add a checkbox to a Moodle activity. Depending on the settings, completion tracking can be a way for students to self-report activity completion or a way for instructors to set conditions (e.g. Student must view activity; Student must receive grade, etc.) so that Moodle can automatically determine if the activity has been completed successfully. An Activity Completion Report can be generated that give instructors a view of student are progress.

Task	Screen Shot
<p>1. To enable Completion Tracking, select Edit Settings from the Settings block.</p> <p>*Note: some instructors construct the framework of their Moodle class prior to turning on Completion Tracking so that they do not have to disable it on activities for which completion tracking is not appropriate.</p>	 A screenshot of the Moodle 'Settings' block. The 'Course administration' section is expanded, showing 'Turn editing off', 'Activity chooser off', and 'Edit settings'. The 'Edit settings' button is highlighted with a white box.
<p>2. In the Student Progress section, select Enable, control via completion and activity settings.</p> <p>3. Scroll to the bottom of the Edit Settings page and select Save Changes.</p>	 A screenshot of the 'Student progress' settings section. Two dropdown menus are visible. The first is 'Completion tracking' set to 'Disabled, not shown in activity settings'. The second is 'Completion tracking begins on enrollment' set to 'Enabled, control via completion and activity settings'. The entire section is highlighted with a red border.

Task	Screen Shot
<p>4. After enabling completion tracking, Moodle activities and resources will have additional controls called <b>Activity Completion</b>.</p> <p>5. Choose from the list of Completion Tracking options.</p> <ol style="list-style-type: none"><li>“Do not indicate activity Completion” results in no check box for that activity.</li><li>“Students can manually mark the activity as completed” results in students self-selecting the checkbox.</li><li>“Show activity as completed when conditions are met” indicates that students must interact with Moodle in order for the box to be checked.</li></ol>	 <p><b>Activity completion</b></p> <p>Completion tracking ⓘ Do not indicate activity completion</p> <p>Require view <input type="checkbox"/> Do not indicate activity completion</p> <p>Require grade ⓘ Show activity as complete when conditions are met</p> <p><input type="checkbox"/> Student must submit to this activity to complete it</p> <p>Expect completed on ⓘ 14   October   2013   <input type="checkbox"/> Enable</p>
<p>“Show Activity as Complete when conditions are Met” has different options depending on the activity. Here are some examples.</p> <p>6. <b>Assignment</b> - The screenshot at right shows the Completion Tracking options for a Moodle Assignment. Instructors can choose between Require View, Require Grade or Require Submission. When the condition or conditions are met, the box is automatically checked.</p>	 <p><b>Activity completion</b></p> <p>Completion tracking ⓘ Show activity as complete when conditions are met</p> <p>Require view <input type="checkbox"/> Student must view this activity to complete it</p> <p>Require grade ⓘ <input type="checkbox"/> Student must receive a grade to complete this activity</p> <p><input type="checkbox"/> Student must submit to this activity to complete it</p> <p>Expect completed on ⓘ 14   October   2013   <input type="checkbox"/> Enable</p>

Task	Screen Shot
<p>7. <b>Advanced Forum</b> – Completion Tracking for an Advanced Forum has different options. In the screen shot at right, the instructor is requiring students to post or reply to the forum 2 times.</p>	 <p><b>Activity completion</b></p> <p>Completion tracking ⓘ Show activity as complete when conditions are met ▾</p> <p>Require view <input type="checkbox"/> Student must view this activity to complete it</p> <p>Require grade ⓘ <input type="checkbox"/> Student must receive a grade to complete this activity</p> <p>Require posts <input checked="" type="checkbox"/> Student must post discussions or replies: 2</p> <p>Require discussions <input type="checkbox"/> Student must create discussions: 1</p> <p>Require replies <input type="checkbox"/> Student must post replies: 1</p> <p>Expect completed on ⓘ 14 ▾ October ▾ 2013 ▾ <input type="checkbox"/> Enable</p>
<p>8. <b>File</b> – Completion Tracking for a file that the instructor uploads to Moodle has fewer choices. In the screen shot at right, the instructor has checked the Require View box. Students must view the file for the checkmark to be checked.</p>	 <p><b>Activity completion</b></p> <p>Completion tracking ⓘ Show activity as complete when conditions are met ▾</p> <p>Require view <input checked="" type="checkbox"/> Student must view this activity to complete it</p> <p>Expect completed on ⓘ 14 ▾ October ▾ 2013 ▾ <input type="checkbox"/> Enable</p>
<p>9. <b>Quizzes</b> – Activity Completion for a Quiz is shown at right. Conditions are Require View and Require Grade.</p>	 <p><b>Activity completion</b></p> <p>Completion tracking ⓘ Show activity as complete when conditions are met ▾</p> <p>Require view <input checked="" type="checkbox"/> Student must view this activity to complete it</p> <p>Require grade ⓘ <input checked="" type="checkbox"/> Student must receive a grade to complete this activity</p> <p>Expect completed on ⓘ 14 ▾ October ▾ 2013 ▾ <input type="checkbox"/> Enable</p>

Task	Screen Shot
<p><b>10.</b> When Activity Completion is enabled, a very useful report can be created to see how students are progressing. From the Navigation Block, select Current Course, Reports, Activity Completion</p>	 A screenshot of the Moodle Navigation Block. The block is titled "Navigation" and contains a list of menu items. The items are: "My home", "Site home", "Site pages", "My profile", "Current course", "Using Checklists in Moodle", "Participants", "Reports", "Dashboard", "Logs", "Live logs", "Activity report", "Course participation", and "Activity completion". The items "Current course", "Reports", and "Activity completion" are circled in white.

Task	Screen Shot																																																				
<p>11. This is an example of a Completion report.            The Moodle Activities form the columns with one row created for each student.            Instructors can see at a glance who has completed assignments.</p>	 <p>The screenshot shows a Moodle Completion Report interface. At the top, there are search filters for 'First name' and 'Last name', both set to 'All' with an alphabet (A-Z) dropdown. Below this is a table with the following columns: 'First name / Last name', 'ID number', 'Email address', and ten Moodle activity columns. The activities are: 'Labels - Like Read Chapter ...', 'Assignments - Have Student ...', 'Assignments - Have Student ...', 'Forums - Have Student ...', 'Forums - Have Student ...', 'Resources - Checkboxes ...', 'Essay 1 - Example of Manual...', 'Essay 2 - Example of ...', 'Write a 2 page summary of ...', and 'Find an article on Journal ...'. Each activity column contains a series of checkboxes. The 'Moodle Test' row shows two checked boxes in the 'Resources' and 'Essay 2' columns. The 'James Wend' row shows a checked box in the 'Resources' column.</p> <table border="1"> <thead> <tr> <th>First name / Last name</th> <th>ID number</th> <th>Email address</th> <th>Labels - Like Read Chapter ...</th> <th>Assignments - Have Student ...</th> <th>Assignments - Have Student ...</th> <th>Forums - Have Student ...</th> <th>Forums - Have Student ...</th> <th>Resources - Checkboxes ...</th> <th>Essay 1 - Example of Manual...</th> <th>Essay 2 - Example of ...</th> <th>Write a 2 page summary of ...</th> <th>Find an article on Journal ...</th> </tr> </thead> <tbody> <tr> <td>Dana Iraci</td> <td>65496</td> <td>Dana.Iraci@alverno.edu</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Moodle Test</td> <td>9999998</td> <td>mootest@alverno.edu</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>James Wend</td> <td>66006</td> <td>james.wend@alverno.edu</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	First name / Last name	ID number	Email address	Labels - Like Read Chapter ...	Assignments - Have Student ...	Assignments - Have Student ...	Forums - Have Student ...	Forums - Have Student ...	Resources - Checkboxes ...	Essay 1 - Example of Manual...	Essay 2 - Example of ...	Write a 2 page summary of ...	Find an article on Journal ...	Dana Iraci	65496	Dana.Iraci@alverno.edu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Moodle Test	9999998	mootest@alverno.edu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	James Wend	66006	james.wend@alverno.edu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First name / Last name	ID number	Email address	Labels - Like Read Chapter ...	Assignments - Have Student ...	Assignments - Have Student ...	Forums - Have Student ...	Forums - Have Student ...	Resources - Checkboxes ...	Essay 1 - Example of Manual...	Essay 2 - Example of ...	Write a 2 page summary of ...	Find an article on Journal ...																																									
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