

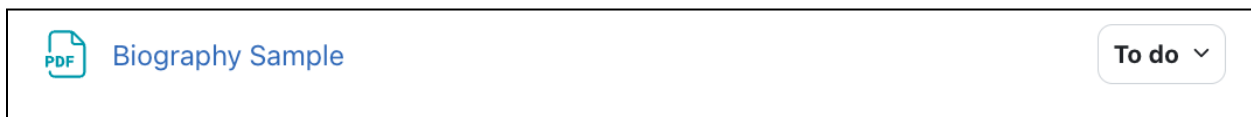
Activity Completion in Moodle

This help document will provide students with guidance on how to successfully complete various Moodle activities with the Moodle activity completion setting enabled.

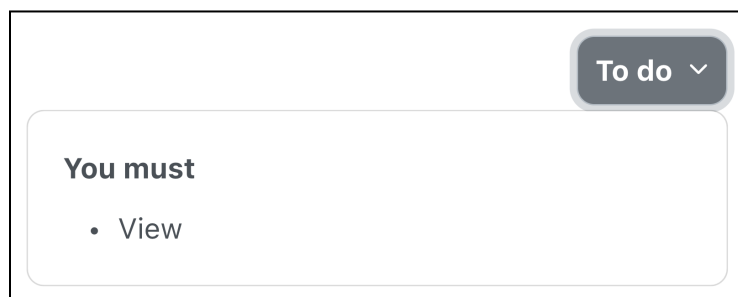
What is Moodle Activity Completion?

When Moodle activity completion settings are enabled, completion is tracked for an activity, either manually or automatically, based on specific requirements. Depending on the type of activity, there can be different completion requirements. For example, a Page might require viewing, a Quiz might require receiving a grade, and a Forum might require a certain number of posts/discussions/replies. Activity completion settings can help students keep track of which activities they have and have not completed in their Moodle courses.

A “To Do” box will appear next to the activity name when the settings are enabled:



When clicked on, it will display the criteria that need to be met to show as Done.



A check in a green box next to the activity name on the main Moodle course page will appear when the student has successfully completed the activity.



Activity Completion Tracking Options

Your instructor will determine the activity completion setting for your Moodle assignments and activities from the following options:

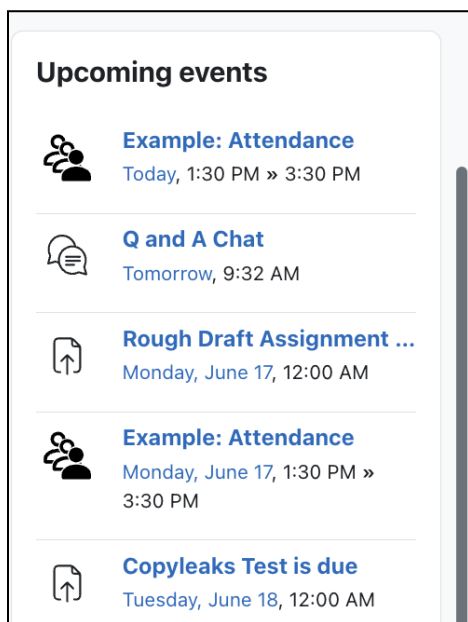
- **Do not indicate activity completion:** This will not show checkboxes next to the activity (the default)
- **Students can manually mark the activity as completed:** Students click the checkbox to add a check.
- **Show activity as complete when requirements are met:** The selected completion requirements must be met before the check will appear in the checkbox.

Types of Completion Requirements

Depending on the type of activity, there can be different completion requirements:

- **Require View:** Students must view the activity by clicking the activity link in order to complete it.
- **Require Grade:** Students must get a grade on the activity in order to complete it. It does not matter how well the student did. Getting any grade will mark the activity completed.
- **Quiz Completion Settings**
 - **Require a Grade:** A quiz would be marked completed as soon as the student submits it, so long as it doesn't contain any "essay" questions, which require manual grading from the instructor.
 - **Require a Passing Grade:** Students must obtain the set passing grade on the activity in order to complete it.
 - **Require Attempts:** Students must complete one or more attempts on the activity to complete it.
- **Lesson Completion Settings**
 - **Require End Reached:** Students must reach the end of the lesson page to complete the activity.
 - **Require Time Spent:** Students must do the activity for a set number of minutes to complete it.
- **Require Assignment Submission:** Students must submit to the assignment to complete it. They do not need to receive a grade for the activity to be considered complete.
- **Forum Completion**
 - **Require Posts:** Students must either start a discussion or reply to a discussion a set number of times decided by the instructor.
 - **Require Discussions:** Students must start a discussion topic a set number of times decided by the instructor.

- **Require Replies:** Students must reply to the discussion a set number of times decided by the instructor.
- **Expect Completed On:** When a date is entered for completion of an activity (such as a Forum) or a resource (such as a Page), the expected completion date will be displayed in the Moodle Upcoming Events block. The Upcoming Events block is displayed on the Moodle Dashboard and provides an overview of deadlines (see example screenshot below).



NOTE: If the completion requirements for an activity or resource are unclear, contact your instructor.