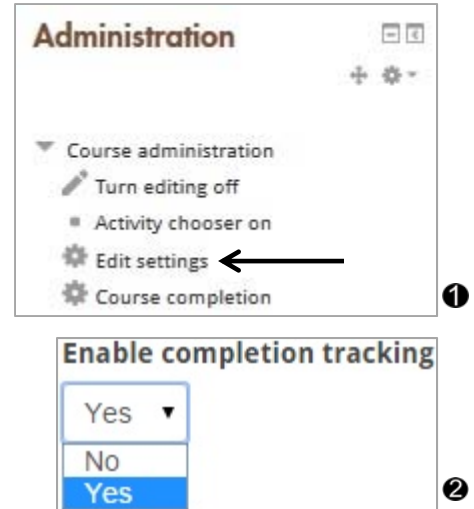


# Course Completion

To utilize the Moodle activity completion and badge options, the Course Completion settings must be set to allow access to these other tools first. Follow the steps below to set up your course to allow for completion tracking.


## Turning on Completion Tracking

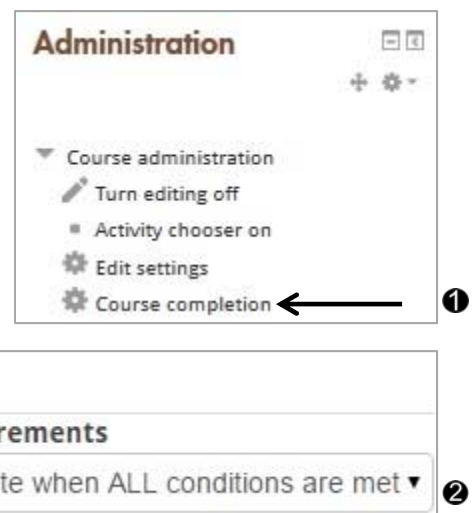
- 1) In the **Administration** block, click on *Edit settings* ①
- 2) Scroll down to the Completion Tracking Settings
- 3) In the *Enable Completion Tracking* dropdown select *Yes* ②
- 4) Scroll to the bottom and click 



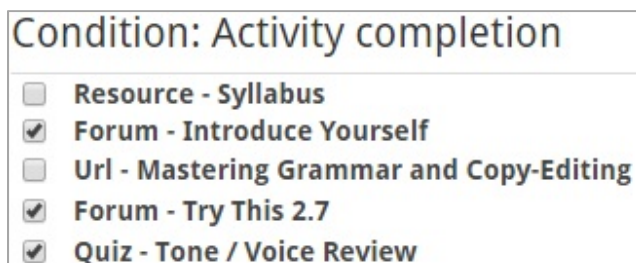
The screenshot shows the 'Administration' block in Moodle. Under 'Course administration', there are three items: 'Turn editing off', 'Activity chooser on', and 'Edit settings' (indicated by a black arrow and a circled 1). Below this is the 'Enable completion tracking' dropdown menu, which is currently set to 'Yes' (indicated by a circled 2).

## Course Completion Settings

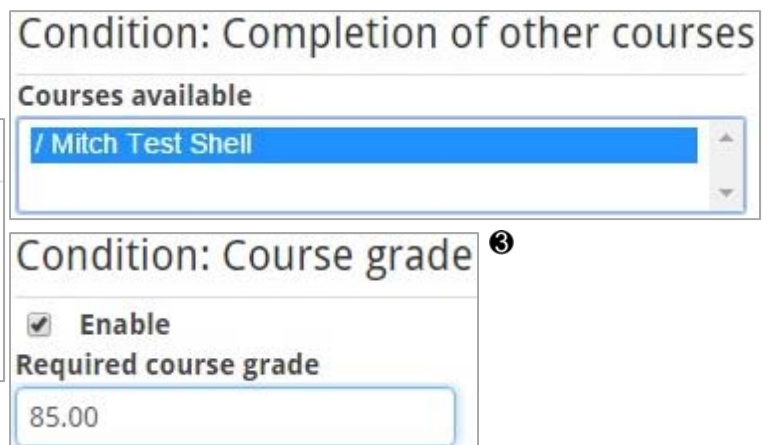
- 1) In the **Administration** block, click on *Course completion* ①
- 2) For **General: Completion requirements**, set the dropdown to *Course is complete when ALL conditions are met* ②
- 3) Now set your various conditions needed to complete the course (i.e. specific activities, completion of other courses, minimum course grade, etc.) ③
- 4) Click 



The screenshot shows the 'Administration' block in Moodle. Under 'Course administration', there are four items: 'Turn editing off', 'Activity chooser on', 'Edit settings', and 'Course completion' (indicated by a black arrow and a circled 1). Below this is the 'General' section, specifically 'Completion requirements', which is set to 'Course is complete when ALL conditions are met' (indicated by a circled 2).



The screenshot shows the 'Condition: Activity completion' settings. There are four checkboxes: 'Resource - Syllabus' (unchecked), 'Forum - Introduce Yourself' (checked), 'Url - Mastering Grammar and Copy-Editing' (unchecked), and 'Forum - Try This 2.7' (checked). Below these is a checked checkbox for 'Quiz - Tone / Voice Review'.



The screenshot shows two condition settings. The first is 'Condition: Completion of other courses', where the 'Courses available' dropdown is set to '/ Mitch Test Shell'. The second is 'Condition: Course grade', where the 'Enable' checkbox is checked and the 'Required course grade' is set to 85.00 (indicated by a circled 3).

## Activity Completion

Moodle can allow for *Activity Completion* of both Resources and Activities. The *Activity Completion* options are located at the bottom of the setup process for each item, and contain the options for the three separate levels:

- Do not indicate activity completion
- Students can manually mark the activity as completed
- Show activity as complete when conditions are met

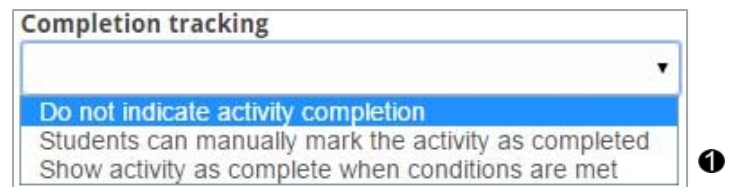
### **Do Not Indicate Completion**

If you do not want to have an item set to have any completion status or scenario, follow the steps below:

- 1) While creating any resource of activity, scroll down to the Activity Completion section

- 2) Under the completion tracking dropdown, select *Do not indicate activity completion* ①

- 3) Click **SAVE AND RETURN TO COURSE**



### **Manual Activity Completion**

Students can be allowed to manually check themselves off on the course page as having completed an activity or resource. To make an item set to be manually completed follow the steps below:

- 1) While creating any resource or activity, scroll down to the **Activity Completion** section

- 2) Under the **Completion tracking** dropdown, select *Students can manually mark the activity as completed* ①

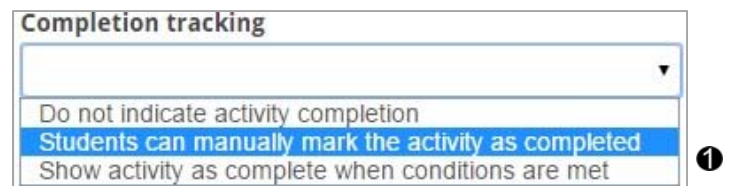
- 3) If the item is a resource, you can check the box to make viewing the item required before they can mark the item as completed

- 4) If the item is an activity, you can check the boxes to make viewing the item and/or receiving a grade required before they can mark the item as completed ②

- 5) Check the **Enable** box if you want to establish a date when the item must be considered completed by \*\*

- 6) Click **SAVE AND RETURN TO COURSE**

- 7) A solid line checkbox will appear on the course page and denotes an item that is manually marked for completion ③

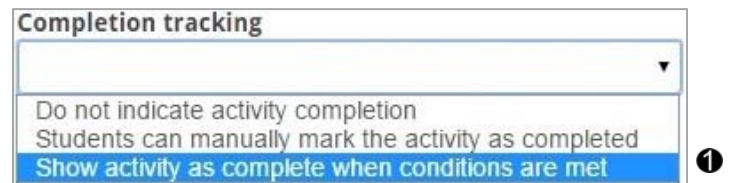
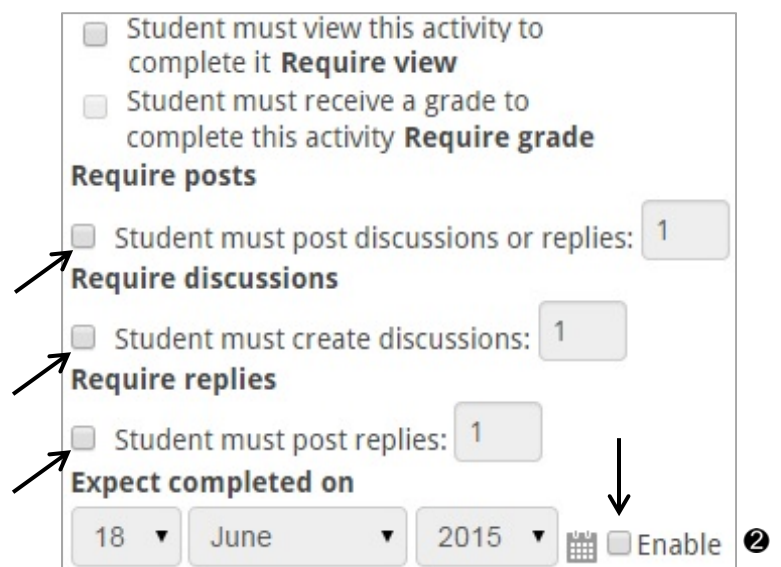


\*\* This is not the same as the due date, which is concerned with the date an assignment must be handed in for grading. The **Expect completed on** date concerns the time when an item can no longer be marked or considered completed by the system. \*\*

## Conditional Activity Completion

Teachers can set up an item to be marked as completed by setting up pre-determined criteria that Moodle will track and then automatically check off as completed when the user has met the completion requirements. To make an item with conditional activity completion, follow the steps below:

- 1) While creating any resource or activity, scroll down to the **Activity Completion** section
- 2) Under the **Completion tracking** dropdown, select *show activity as complete when conditions are met* ❶
- 3) If the item is a resource, you can check the box to make viewing the item required before the system will mark the item as completed
- 4) If the item is an activity, you can check the boxes to make viewing the item and/or receiving a grade required before the system will mark the item as completed
  - a. If the activity is a **Discussion Forum**, you can also set up other conditional activity completion requirements like number of posts, discussions, and replies in a given forum by enabling the checkbox for that condition and specifying a number in the box provided ❷
- 5) Check the **Enable** box if you want to establish a date when the item must be considered completed by \*\*
- 6) Click **SAVE AND RETURN TO COURSE**
- 7) A dotted line checkbox will appear on the course page and denotes an item that is conditionally marked for completion ❸


\*\* This is not the same as the due date, which is concerned with the date an assignment must be handed in for grading. The **Expect completed on** date concerns the time when an item can no longer be marked or considered completed by the system. \*\*

## Badges

Badges are a good way of celebrating achievement and showing progress. They may be awarded either manually or automatically based on criteria that you would establish while creating the badge item. Students will be able to view their badges on their profile page.

**Note:** Completion Tracking must be turned on in the settings for Badges to properly function. Please see the above tutorial on Course Completion settings to ensure the Completion Tracking option is set to “Yes.”

### Adding a New Badge

- 1) In the **Administration** block click on *Badges* and select *Add a new badge* ❶
- 2) Provide a *Name* and a *Description* for the badge in the required fields
- 3) Select an Image saved on your computer to serve as the badge icon ❷
- 4) Type your name into the *Name* field under **Issuer details** ❸
- 5) Click **CREATE BADGE**

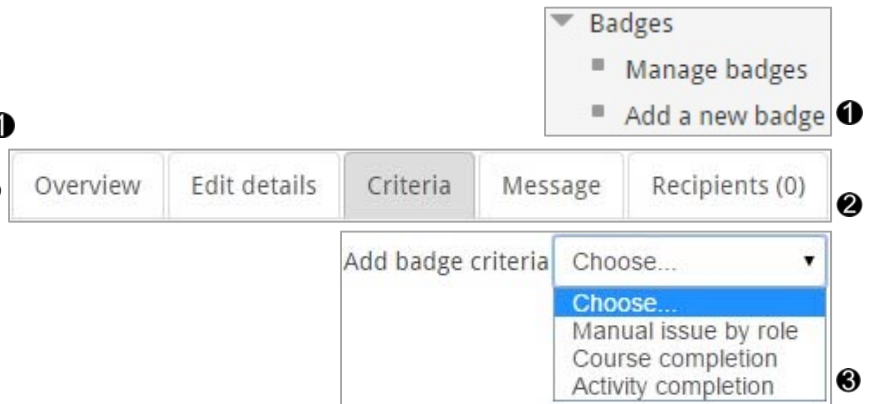
### Managing Badges

- 1) In the **Administration** block, click on *Badges* and select *Manage badges* ❶
- 2) You will be brought to a page displaying all the badges you have created
  - a. From this page you can see the badge name, availability status to students, if there is criteria to automatically receive the badge, recipients, and the action buttons ❷
- 3) Click on the badge title—you will be brought to an *Overview* of the badge, which explains the general information and settings of that particular badge ❸
- 4) In the top ribbon you can navigate to the different badge options like Edit details, setting the Criteria, writing a custom Message when a user receives the badge, and who has currently received the badge so far ❹

Name	Badge status	Criteria	Recipients	Actions
Nice to Meet You Badge	Not available to users	Criteria for this badge have not been set up yet.	0	

## Adding Badge Criteria

- 1) In the **Administration** block, click on *Badges* and select *Manage badges* ①
- 2) Click on the badge name you want to add criteria to
- 3) On the top ribbon, click **Criteria** ②
- 4) Select one of the three Criteria methods ③

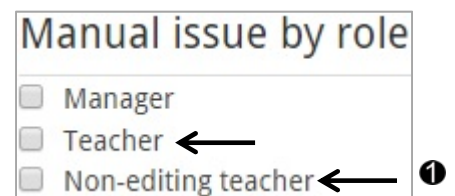


The screenshot shows the 'Badges' menu with 'Manage badges' and 'Add a new badge' options. Below, the 'Criteria' tab is selected in a ribbon. The 'Add badge criteria' dropdown menu is open, showing options: 'Choose...', 'Manual issue by role', 'Course completion', and 'Activity completion'. Arrows ①, ②, and ③ point to the 'Manage badges' option, the 'Criteria' tab, and the dropdown menu respectively.

<p><i>Manual issue by role</i> – Allows a badge to be awarded manually by users who have a particular role within the site or course (i.e. Teachers, Non-Editing Teachers, etc.)</p>	<p><i>Course completion</i> – Allows a badge to be awarded to users who have completed the course. This criteria can have additional parameters such as minimum grade and date of course completion</p>
<p><i>Activity completion</i> – Allows a badge to be awarded to users who have accomplished the Conditional Activity Completion parameters set by a particular activity (to see how to set up conditional activity completion parameters, see the tutorial above)</p>	

### Manual Issue by Role

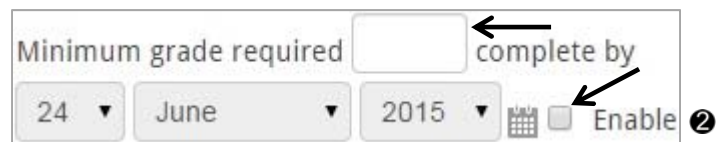
- 1) Select which role(s) will have the ability to manually issue the badge ①
- 2) Click **SAVE**



The screenshot shows the 'Manual issue by role' form with three checkboxes: 'Manager', 'Teacher', and 'Non-editing teacher'. Arrows point to the 'Teacher' and 'Non-editing teacher' checkboxes, and a circled 1 is next to the form.

### Course Completion

- 1) Put a Minimum grade into the box
- 2) Optional: Click the **Enable** button to establish a date when the minimum grade to complete the course needs to be reached by ②
- 3) Click **SAVE**



The screenshot shows the 'Course completion' form with fields for 'Minimum grade required' (set to 24), 'complete by' (set to June 2015), and an 'Enable' checkbox. Arrows point to the date fields and the 'Enable' checkbox, and a circled 2 is next to the form.

### Activity Completion

- 1) Check the item that you want the badge associated with
- 2) Optional: Click the **Enable** button to establish a date when the activity completion parameters need to be completed by the student to receive the badge ②
- 3) Click **SAVE**



The screenshot shows the 'Activity completion' form with two activity items: 'Forum - Introduce Yourself' (checked) and 'Forum - Try This 2.3' (unchecked). Each item has a 'complete by' field (set to 24 June 2015) and an 'Enable' checkbox. Arrows point to the 'Forum - Introduce Yourself' checkbox and the 'Enable' checkbox of the second item, and a circled 2 is next to the form.

Once the criteria has been selected, click **ENABLE ACCESS** above the top ribbon to make the Badge available to receive in the course.