Using Activity Completion in the VLE

TUTOR GUIDE
v3.0
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A. Introduction

The Activity Completion settings allow tutors and students to track progress through the content of a VLE area. Each item (resource or activity) can be set to track completion based on established criteria. Although this is referred to as Activity Completion, it can also be applied to the VLE area resources. If enabled, the Activity Completion setting can be found at the bottom of the page that is used to create or update a resource or activity.

From a pedagogic perspective, activity completion tracking allows the tutor to restrict access of activities and resources until other ones have been completed successfully or viewed. This is referred to as creating a Conditional Activity. Every type of activity and resource in the VLE can be tracked and/or locked as a conditional activity.

More information about Conditional Activities is available in a separate user guide.

B. Turning on Completion Tracking

To use Activity Completion, you must have completion tracking turned on in your VLE area settings:

1. Click Edit settings link under Course Administration in the Administration block.

   ![Edit settings link](image)

2. Expand the Completion tracking section and select the Yes option from the Enable completion tracking drop-down menu.

   ![Completion tracking](image)

3. Click the Save and display button.
C. Applying Activity Completion Criteria to a Resource / Activity

Every VLE area resource or activity can have completion tracking criteria set, used to establish whether an activity has been completed or not. The settings available vary based on the chosen resource/activity. To set up completion tracking:

1. Click the Turn editing on button (top right corner of the VLE area).
2. Click the Edit icon adjacent to the VLE area resource or activity on which you would like to set activity completion criteria. From the drop-down menu click Edit Settings.
3. In the resource/activity settings page, expand the Activity completion section.

Note that the settings within the Activity completion section vary depending on the type of activity or resource.

4. From Completion tracking drop-down list choose one of the options available:
   a. Do not indicate activity completion will not report the resource/activity on the activity completion report.
   b. Students can manually mark the activity as completed provides a tick box that students click to indicate they have completed the resource/activity. In this scenario, the student uses activity completion to track his/her progress in the VLE area more for personal use.
   c. Show activity as complete when conditions are met works in conjunction with the options Require view and Require Grade. If this option is selected, apply any of following settings:
      i. Setting the tracking condition to Require view means that students only need to access the resource/activity by clicking on it for it to be marked as complete. For example, if the activity is an Assignment, simply viewing the details is sufficient regardless of any of the assignment requirements being met.
      ii. Setting the tracking condition to Require grade means that the activity will only be marked completed after it has received a grade.

5. The Expect completed on setting specifies the date when the resource/activity is expected to be completed.

Note:
- This date will not be displayed to students. It is only displayed in the activation completion report.

6. Click Save and return to course to complete the changes.
D. Activity Completion in a VLE Area

When a student or tutor accesses a VLE area, activities that have activity completion enabled will have an icon on the right that displays the type of completion setting the activity/resource has (manual or conditional completion).

Students can click the tick box to indicate that they have completed a manually completed resource/activity. A tick box for an activity with conditional completion will automatically be ticked when all criteria have been satisfied.

<table>
<thead>
<tr>
<th>Setting applied to resource/activity</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Students can manually mark the activity as completed”</td>
<td>Not yet marked as completed</td>
</tr>
<tr>
<td>“Show activity as complete when conditions are met”</td>
<td>Not yet completed</td>
</tr>
</tbody>
</table>
E. Locked completion options

In case you need to edit the settings of a resource/activity which:

- has already been set with completion tracking, and
- at least one person has completed the resource/activity,

then completion options are 'locked'.

This is because changing these options may result in unexpected behaviour. For example, if a student has ticked an activity as manually completed, and you then set it to automatic completion, the activity will become unticked - very confusing for the student who had already ticked it.

It is best not to unlock options unless you are sure it will not cause problems - for example, if you know that students do not yet have access to the VLE area.

F. Unlocking completion options

Once you unlock completion options and click Save changes button, all completion information for the activity will be deleted and, if possible, regenerated according to the new settings.

- If the new completion option is manual, everyone will be set to 'not completed' regardless of any previous setting.
- If it is a conditional completion, depending on the options chosen, the VLE may or may not be able to construct a correct current value for every student:
  - The 'viewed' requirement will result in the negative - even if a student has viewed the activity before, it will not be marked completed until s/he views it again.
  - Most other options, such as 'grades', will be recalculated successfully.

If you change completion options while a student is logged in, they may not see the changes for some minutes.
G. Viewing the Activity Completion Report

You can use the Activity completion report to see if all of the criteria set for resources/activities were met by students. This report is available in the Administration block:

Course administration > Reports > Activity completion

The Activity completion report displays a table containing all the resources and activities that are set with activity completion (manual or conditional).

The report, displayed in a table format, can be useful if you want to check how students are progressing through the study material. Placing the mouse cursor over each tick displays further details, including the date when the resource/activity was set as complete.

The table can be downloaded as a CSV file.
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