Using Activity Completion in the VLE

TUTOR GUIDE
v3.1
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A. Introduction

Activity completion allows tutors to set completion criteria to resources and activities. A check appears against the resource or activity when the student meets this criterion. The criterion might be viewing, submitting an assignment, participating in forum discussion, as well as the student manually marking the activity as complete. Tutors can view the Activity Completion Report at any time to check the progress and engagement of students.

This feature helps students track their progress in a VLE area, and can be mostly beneficial for fully online or blended learning study-units. From a pedagogic perspective, Activity completion can also be linked to Restrict access to allow the tutor to set criteria upon which a student is allowed to progress through the study-unit and access study materials. 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. Applying activity completion criteria to a resource / activity

Every VLE area resource or activity can have completion tracking criteria set 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 / activity for 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.

![Activity completion](image)

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

4. From the **Completion tracking** drop-down menu choose one of the options available:
   a. **Do not indicate activity completion** - will not include 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.
   c. **Show activity as complete when conditions are met** - works in conjunction with the settings **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 simply 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 whether the student submits or not.
      ii. Setting the tracking condition to **Require grade** means that the activity will only be marked as complete once grades have been assigned.

5. The **Expect completed on** setting specifies the date when the resource / activity is expected to be completed. Note that this date will not be displayed to students. It is only displayed in the activation completion report.

6. Click the **Save and return to course** button.
C. Activity completion in a VLE area

When a student or tutor accesses a VLE area, activities that have activity completion enabled will have a box 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></td>
<td>✓ Marked as completed</td>
</tr>
<tr>
<td>“Show activity as complete when conditions are met”</td>
<td>□ Not yet completed</td>
</tr>
<tr>
<td></td>
<td>✓ Completed</td>
</tr>
</tbody>
</table>
D. Locked completion options

If you try to edit the activity completion settings of a resource / activity which:

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

you will note that the completion options are 'locked'.

In such cases, changing these options may result in unexpected behaviour. For instance, if a student has manually marked an activity as complete, and subsequently you update the criteria to automatic completion, the activity will again be marked as incomplete for the student.

It is best not to unlock the completion options unless you are sure that this will not cause any problems.

E. Unlocking completion options

Once you unlock completion options and click the 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’s status will be updated to not completed, regardless of any previous setting.

- If it is a conditional completion, the VLE may or may not be able to construct a correct current value for every student, depending on the criteria assigned:
  - The viewed requirement will result in the negative, even if a student has viewed the activity before the change. The activity will be marked as completed once the student 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.
F. Changing activity completion settings in bulk

Default activity completion

It is also possible to select one or more VLE activities or resources and change their default completion criteria to a setting of your choice. For example, if you always want your Assignment activities to be completed when students submit, you can specify this as default, as instructed below.

Note:
- The altered settings only apply to items added after the change, not to existing items available in the VLE area.

To manage default activity completion settings:

1. Access the required VLE area.
2. Click the gear icon in the upper right-hand corner and select Course completion. The Edit course completion settings page is displayed.
3. Access the Default activity completion.
4. Tick the activity / resource you would like to update and click the Edit button. For instance, in the example shown overleaf, the tutor is updating the default criteria for Assignment activities.
5. Set the default criteria you would like to apply for the particular activity / resource.

6. Click the Save changes button.

In the example above, the default criteria will be applied to all newly added Assignment activities in the respective VLE area.
Bulk edit activity completion

This feature allows you to change the completion requirements of one or several existing activities in one step. For example, if you have four Quizzes with manual activity completion, you can bulk edit them so that all four activities require a grade to be marked complete.

To manage bulk edit activity completion:

1. Access the required VLE area.
2. Click the gear icon in the upper-right hand corner and select Course completion. The Edit course completion settings page is displayed.
3. Tick the activities / resources you’d like to update the activity completion criteria for, and click the Edit button.
4. Update the completion criteria.
5. Click the Save changes button
G. Viewing the activity completion report

You can use the Activity completion report to check whether the criteria set for resources / activities is being met by students. To access the report:

1. Click the gear icon in the upper right-hand corner and select More.

2. Click the Activity completion link available within the Reports section.

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

The report, displayed in a table format, is an efficient means 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 marked as complete.

The table can be downloaded as a CSV file.
Mark activities as complete on behalf of students

Tutors can mark activities/resources as complete or incomplete on behalf of students. In this case, the checkbox will have a red border to indicate that the tutor marked this completion. Students can see this difference as well.

Please take some time to view the resources below

Study-unit Syllabus

This page contains a detailed study-unit syllabus, similar to that available on the UM Course Finder/eSiMS.