
Using Completion conditions in the VLE

TUTOR GUIDE

v4.1

User Services
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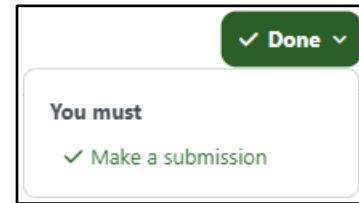
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A. Introduction

Completion conditions allow tutors to set completion criteria to resources and activities. A **Done** icon 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.



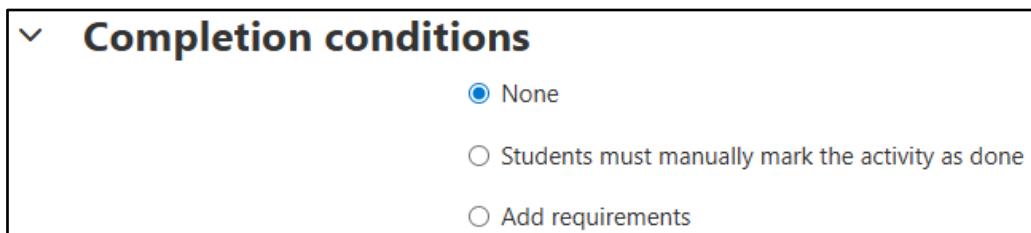
This feature helps students track their progress in a VLE area, and can be mostly beneficial for fully online or blended learning study-units. From a pedagogical perspective, *Completion conditions* can also be linked to *Restrict access* to allow the tutor to set criteria upon which a student is allowed 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 completion conditions 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 **Start editing** toggle button (top right corner of the VLE area).
2. Click the **Edit** (3-dot)  icon adjacent to the resource / activity for which you would like to set completion conditions, and choose **Edit settings**.
3. In the *Edit settings* page, expand the **Completion conditions** section.

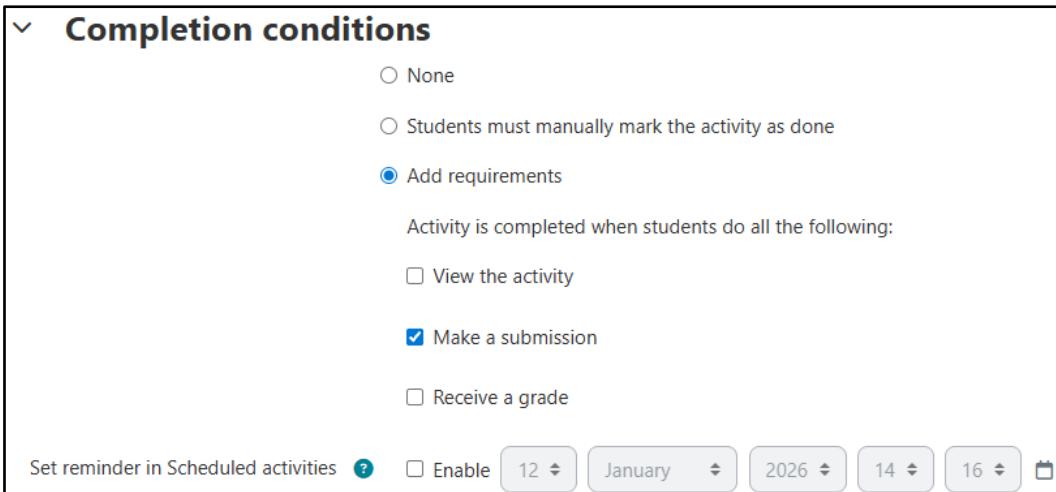


Completion conditions

- None
- Students must manually mark the activity as done
- Add requirements

Initially, the following three options are displayed:

- **None** – will not include the resource / activity on the *Activity completion* report.
- **Students must manually mark the activity as done** – a **Mark as done** button is displayed adjacent to the resource / activity, which students can click to indicate they have completed the respective task. In this scenario, the student uses completion conditions to track their progress in the VLE area.
- **Add requirements** – use this option to define completion conditions for all students. Choose the criteria you want students to meet.



Completion conditions

- None
- Students must manually mark the activity as done
- Add requirements

Activity is completed when students do all the following:

- View the activity
- Make a submission
- Receive a grade

Set reminder in Scheduled activities  Enable 

In the example above, the screenshot shows the conditions available for an Assignment activity.

Note:

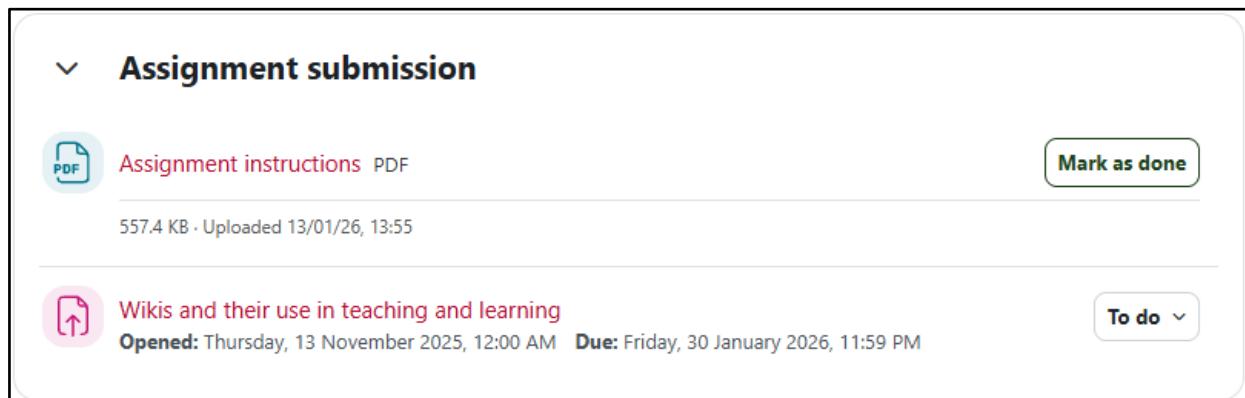
- The requirements within the *Completion condition* section vary depending on the type of activity or resource.

4. Optionally, you may set a reminder for students. This will be displayed in the *Scheduled activities* block on the VLE Dashboard.
5. Click the **Save and return to course** button.

C. Completion conditions in a VLE area

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

Information regarding what the students are required to do to complete a task is displayed on the VLE area homepage. If the task is completed, the activity completion status is updated accordingly.



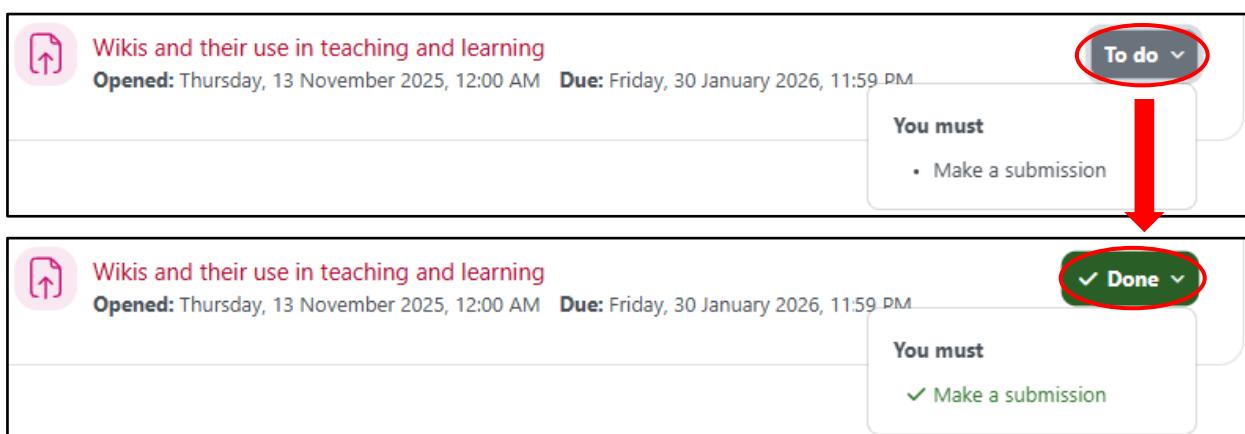
The screenshot shows a VLE area with the following elements:

- Assignment submission:** A box containing a PDF icon, the text "Assignment instructions PDF", and a "Mark as done" button.
- 557.4 KB · Uploaded 13/01/26, 13:55**
- Wikis and their use in teaching and learning:** A box containing a file icon, the text "Wikis and their use in teaching and learning", and a "To do" button.
- Opened: Thursday, 13 November 2025, 12:00 AM Due: Friday, 30 January 2026, 11:59 PM**

For manual completion, students can click the **Mark as done** button to indicate that they have completed a task. The button will change to **Done** once clicked.



Instructions for an activity with conditional completion will differ according to the criteria selected such as view, submit, etc. and its status will automatically be updated when all criteria have been satisfied.



The screenshot shows two states of a task with conditional completion:

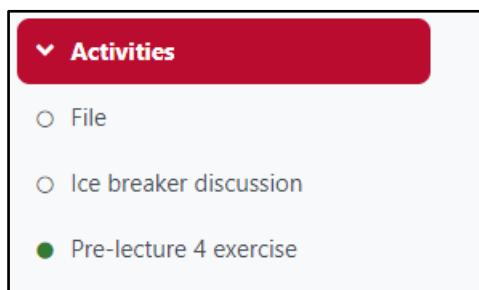
- Initial state:** The "To do" button is highlighted with a red circle and a red arrow points to the "You must" section, which lists "Make a submission".
- Completed state:** The "Done" button is highlighted with a red circle.

Both states include the following details:

- Wikis and their use in teaching and learning**
- Opened: Thursday, 13 November 2025, 12:00 AM Due: Friday, 30 January 2026, 11:59 PM**
- You must** (list: Make a submission)

Setting applied to resource / activity		Status
Students can manually mark the activity as completed	Mark as done	Not yet marked as completed
	✓ Done	Marked as completed
Show activity as complete when conditions are met	To do	Not yet completed
	✓ Done	Completed

Additionally, students can easily see what tasks they still need to complete by accessing the *course index* drawer on the left of the screen. A green-filled circle ● indicates that the activity is complete, while an unfilled circle ○ indicates that the activity is yet to be carried out.



D. Locked completion options

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

- 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'.

Completion conditions

Completion options locked

This activity is marked as done for one or more students. If you unlock the settings to make a change then save the form, completion data will be deleted then recalculated where possible. Manual completion can't be recalculated, so in this case the student will need to mark it as done again.

Unlock completion settings

None
 Students must manually mark the activity as done
 Add requirements

Activity is completed when students do all the following:

View the activity
 Make a submission
 Receive a grade
 Passing grade

Set reminder in Enable 13 January 2026 14 58

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 settings** 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 *submissions*, 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 completion condition settings in bulk

Default completion conditions

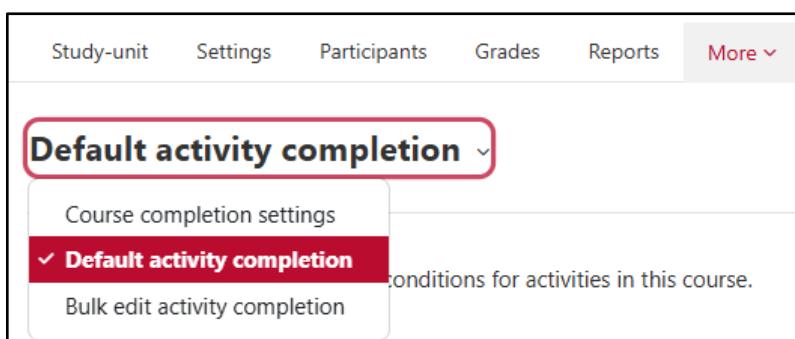
It is possible to select one or more VLE activities or resources, and change their default completion criteria to a setting of your choice. For example, if you always want your *Assignment* activities to be completed when students submit, you can specify this as default, as instructed below.

Note:

- The updated settings apply only to newly added activities in your VLE area, existing activities will remain unchanged.

To manage default completion condition settings:

1. Access the required VLE area.
2. From the tabular navigation menu, click **More** and select **Course completion**. The *Course completion settings* page is displayed.
3. From the drop-down heading in the left corner, choose **Default activity completion**.



4. Expand the respective section of the activity / resource you would like to update, and choose the desired default criteria for the particular activity / resource.

5. Click the **Save changes** button available within the activity / resource section.

The default criteria will be applied to all newly added activities /resources 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 several forums with completion conditions, you can bulk edit them so that all forum activities require a post and a reply to be marked complete.

To manage bulk edit activity completion:

1. Access the required VLE area.
2. From the tabular navigation menu, click **More** and select **Course completion**. The *Course completion settings* page is displayed.
3. From the drop-down heading in the left corner, choose **Bulk edit activity completion**.
4. Tick the activities / resources for which you'd like to update the completion conditions, and click the **Edit** button (available at the top, as well as, the bottom of the page).

Select the activities you wish to bulk edit.

Edit 

Activities / resources Completion tracking 

Forum discussions

 Week 1: Introductions & Ice-breaker None

 Week 2: Human gene editing & its moral implications None

 Week 3: Social media's influence on student well-being and academic focus None

5. Apply the desired completion criteria.

6. Click the **Save changes** button.

The applied conditions are displayed for each activity selected in step 4.

Forum discussions

<input type="checkbox"/>  Week 1: Introductions & Ice-breaker	<input checked="" type="checkbox"/> With conditions Student must create at least 1 discussion(s) Student must post at least 1 reply/replies
<input type="checkbox"/>  Week 2: Human gene editing & its moral implications	<input checked="" type="checkbox"/> With conditions Student must create at least 1 discussion(s) Student must post at least 1 reply/replies
<input type="checkbox"/>  Week 3: Social media's influence on student well-being and academic focus	<input checked="" type="checkbox"/> With conditions Student must create at least 1 discussion(s) Student must post at least 1 reply/replies

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. From the tabular navigation menu, click **Reports**.
2. Click the **Activity completion** link.

The screenshot shows a navigation menu with tabs: Study-unit, Settings, Participants, Grades, Reports (which is highlighted in red), and More. Below the menu, the word 'Reports' is displayed in a large, bold, black font. Underneath 'Reports', there is a list of links: Logs, Live logs, Activity report, Course participation, and Activity completion. The 'Activity completion' link is circled in red.

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 checkbox displays further details, including the date when the resource / activity was marked as complete.

The table can be downloaded as a CSV file.

The screenshot shows a table titled 'Activity completion'. At the top, there are filters: 'Include' (set to 'All activities and resources'), 'Activity order' (set to 'Order in course'), 'Section' (set to 'Do not filter by section'), and 'First name' and 'Last name' dropdowns with letters A-Z. The table has columns for 'First name / Last name', 'ID number', 'Email address', and several activity status checkboxes. The activities listed are 'Assignment instructions', 'Wikis and their use in...', 'Week 1: Introductions & ...', 'Week 2: Human gene editing ...', and 'Week 3: Social media's ...'. Each activity has a row of checkboxes for each student. For example, 'Assignment instructions' has checked boxes for 'Dummy Student' and 'Dummy Student 2', while others are empty. The 'Email address' column shows student IDs like 'dstu0001@um.edu.mt'.

Mark activities as complete on behalf of students

Within the *Activity completion* report, 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 the activity as in/complete. Students can see this difference as well when hovering over the activity completion status on the VLE area homepage.

The screenshot shows a tooltip for a 'To do' item. The tooltip has a 'To do' button at the top, followed by the text 'You must' and a list: '• Make a submission'. At the bottom of the tooltip, there is a button with the text 'To do: Make a submission (set by Dummy Tutor)' which is circled in red.

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