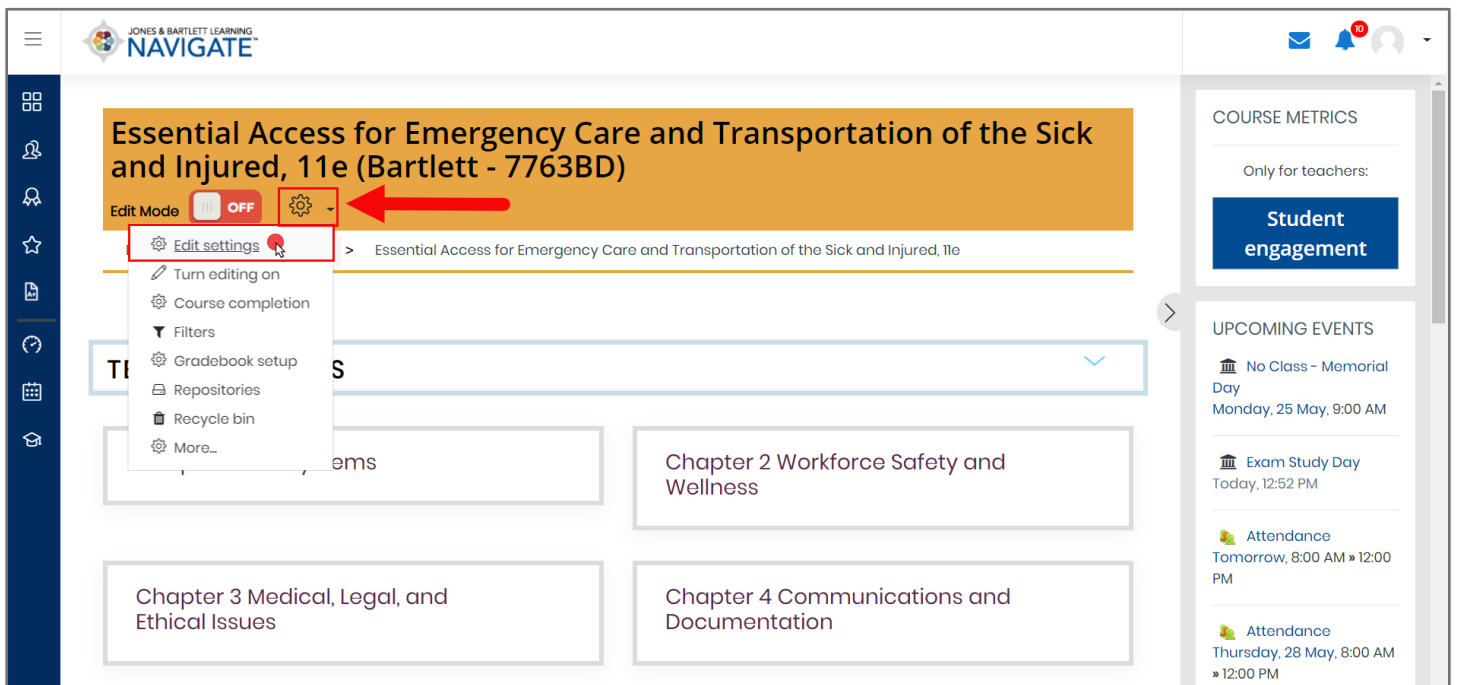


How to Set Up Course Activity Completion Tracking

This document provides guidance on enabling activity completion tracking in your course and applying completion requirements to course items. You can require students to manually confirm the completion of an activity and/or you can automatically track their online activity completion based on a set of instructor-defined parameters.

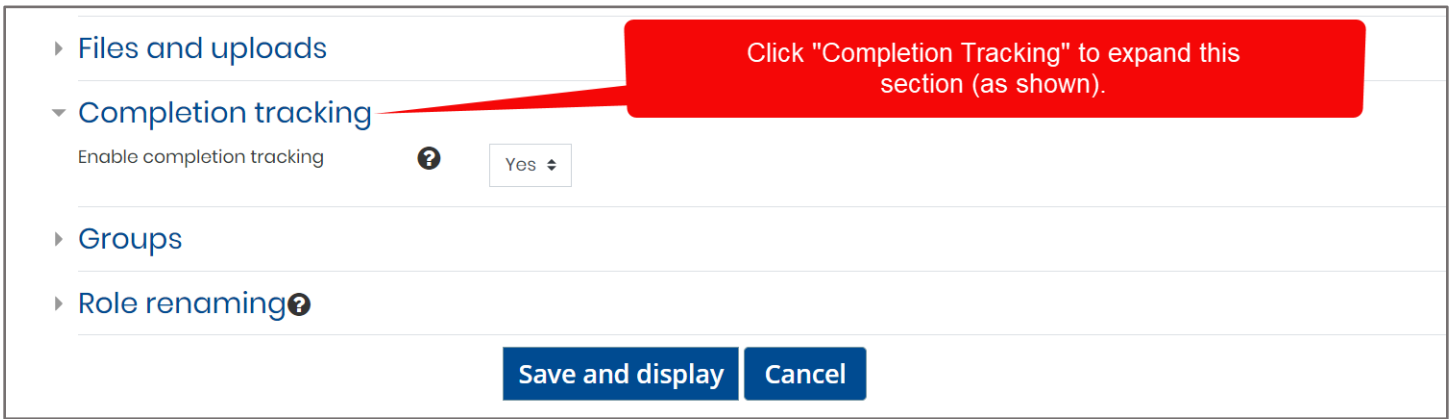
1. Your first step will be to enable course completion tracking. On your course homepage, click the **Actions** menu button at the top and select **Edit settings** from the dropdown list.



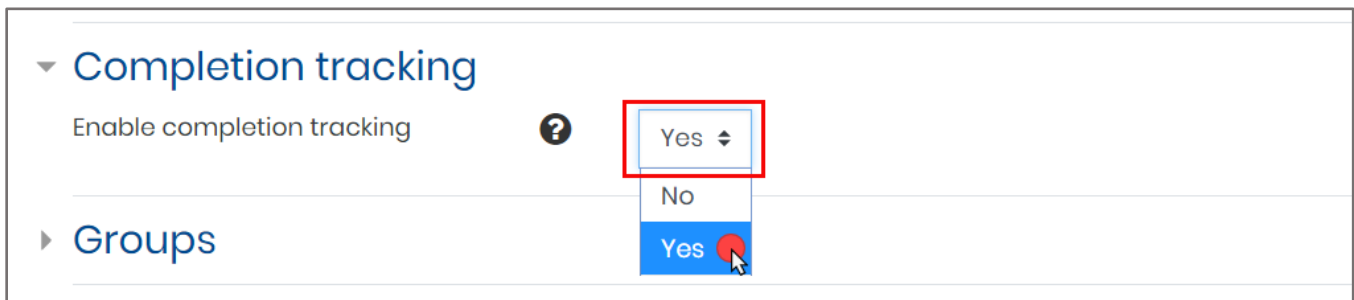
The screenshot shows the course homepage in the NAVIGATE system. The course title is "Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)". The "Edit Mode" is currently "OFF". A red arrow points to the gear icon next to "Edit Mode", which has opened a dropdown menu. The menu options are: "Edit settings", "Turn editing on", "Course completion", "Filters", "Gradebook setup", "Repositories", "Recycle bin", and "More...". The right sidebar shows "COURSE METRICS" with a "Student engagement" button, and "UPCOMING EVENTS" including "No Class - Memorial Day", "Exam Study Day", and two "Attendance" events.

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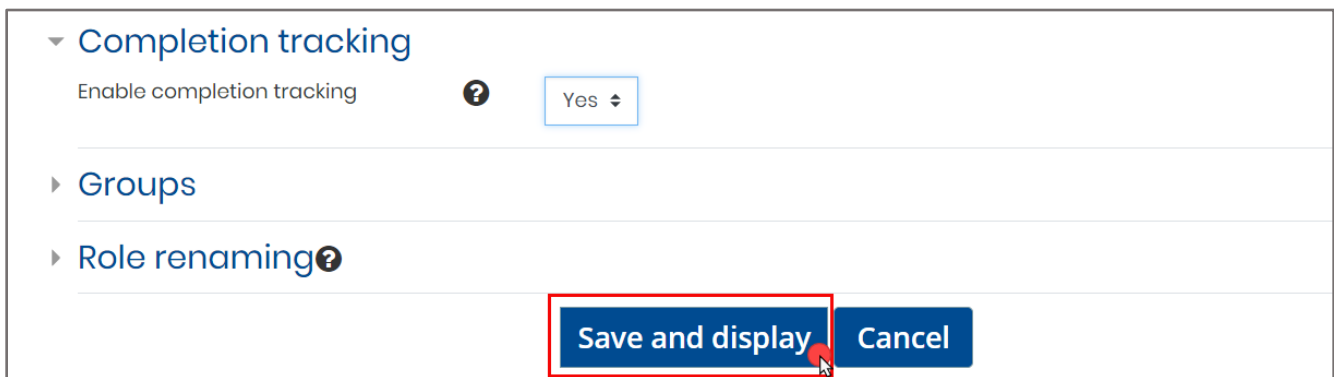
2. Scroll down the Settings page that opens and expand the **Completion tracking** section.



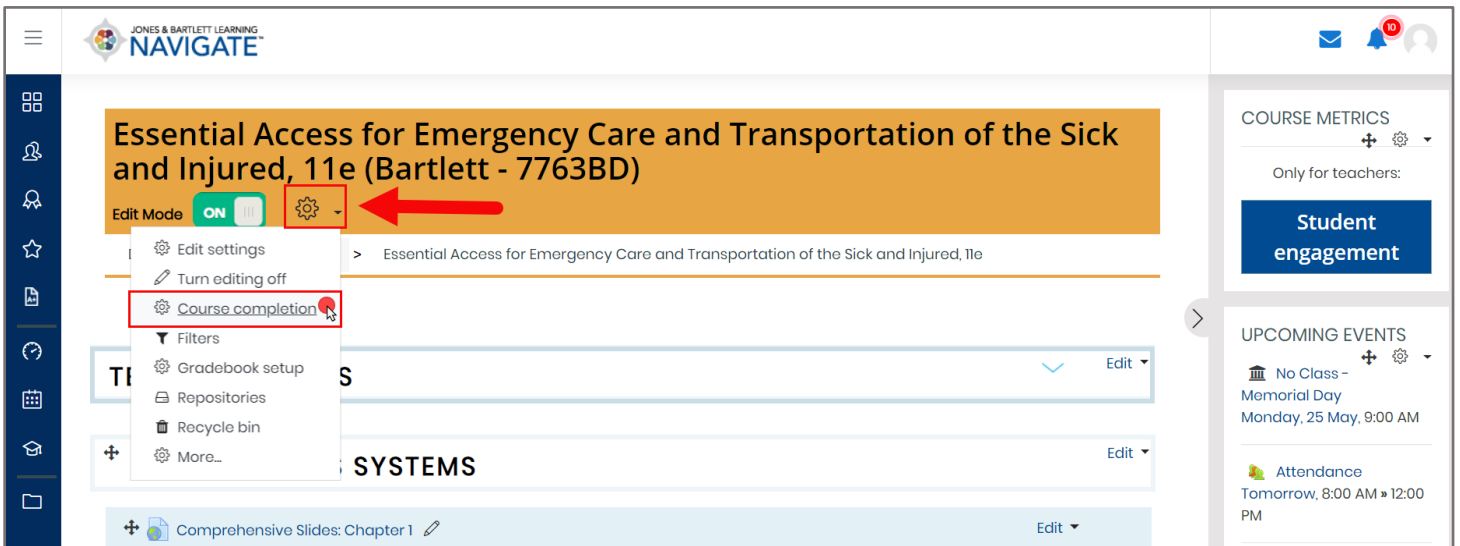
3. Then use the dropdown menu to the right of the **Enable completion tracking** option to select **Yes**.



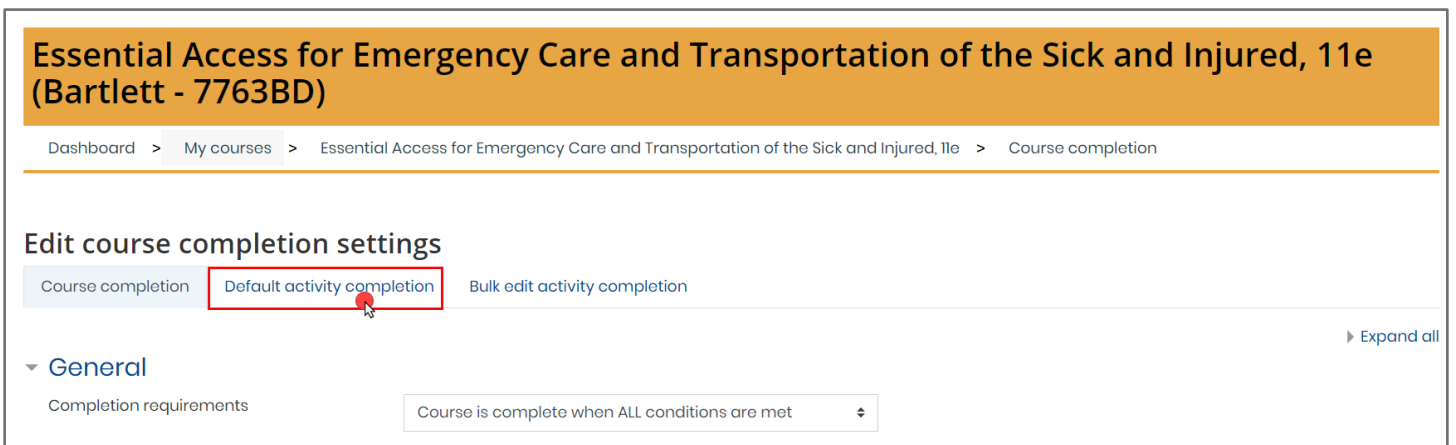
4. Last, click the **Save and display** button at the bottom of the page to apply your changes. Completion tracking has now been enabled, allowing you to apply completion requirements to any individual activity and track your students' progress.



- Your next step will be to determine which course activities you would like to track for completion and to specify the requirements that students must meet to complete the tracked items. You have two options for applying activity completion conditions to course items. Your options include doing so within each individual items' settings or using the Course Completion settings page.
- Your most efficient option is the Course Completion page. To get here, click on the **Actions menu** at the top of your course page and select **Course completion** from the dropdown menu.



- When the page loads, start by setting your preferred completion tracking defaults to use throughout the course under the **Default activity completion** tab. This will help save you time later by prefilling the activity completion settings for any new activity type you create.



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8. For example, to set completion tracking defaults for my quizzes, I can scroll down and select the checkbox to the left of **Quizzes**, then continue down the page and click the **Edit** button to set my default completion tracking parameters for any new quiz I create.

<input checked="" type="checkbox"/>	Quizzes	<input checked="" type="checkbox"/> Manual
<input type="checkbox"/>	Files	<input checked="" type="checkbox"/> Manual
<input type="checkbox"/>	SCORM packages	<input checked="" type="checkbox"/> Manual
<input type="checkbox"/>	Surveys	<input checked="" type="checkbox"/> Manual
<input type="checkbox"/>	URLs	<input checked="" type="checkbox"/> Manual
<input type="checkbox"/>	Workshops	<input checked="" type="checkbox"/> Manual


Edit

9. The **Completion tracking** dropdown menu is used to determine how you want the item to be tracked for completion. Please note, completion tracking options will vary by resource or activity type.


Default activity completion


Course completion **Default activity completion** Bulk edit activity completion



Modify the actions you wish to bulk edit

Completion tracking  Students can manually mark the activity as completed ▾

Require view Student must view this activity to complete it


Require grade Student must receive a grade to complete this activity 

Require passing grade  Require passing grade Or all available attempts completed

Expect completed on  20 ▾ May ▾ 2020 ▾ 14 ▾ 39 ▾  Enable


Save changes **Cancel**

10. When using the **Students can manually mark the activity as completed** approach, responsibility is always placed on the student to indicate they have viewed or completed the item by manually checking a box to its right on the course page.

Completion tracking 


Students can manually mark the activity as completed ▾


Do not indicate activity completion



Students can manually mark the activity as completed 

Show activity as complete when conditions are met

Require view

Require grade Student must receive a grade to complete this activity 

Require passing grade  Require passing grade Or all available attempts completed

Expect completed on  20 ▾ May ▾ 2020 ▾ 14 ▾ 39 ▾  Enable

Save changes **Cancel**

11. Your second option for Completion tracking is to **Show activity as complete when conditions are met**. This approach allows you to specify the conditions that must be satisfied for the student to be considered as having completed the activity.

Modify the actions you wish to bulk edit

Completion tracking	?	Show activity as complete when conditions are met
Require view		Do not indicate activity completion
Require grade		Students can manually mark the activity as completed
Require passing grade	?	<input type="checkbox"/> Require passing grade <input type="checkbox"/> Or all available attempts completed
Expect completed on	?	20 May 2020 14 39 <input type="checkbox"/> Enable

Save changes **Cancel**

12. If the course item is ungradable, such as a PDF, PowerPoint file, or external URL, your option for tracking completion is limited to **Require view**. As indicated, this means your students will be tracked as completing the item immediately upon opening it.

Default activity completion

Course completion | **Default activity completion** | Bulk edit activity completion

Modify the actions you wish to bulk edit

Completion tracking	?	Students can manually mark the activity as completed
Require view		<input checked="" type="checkbox"/> Student must view this activity to complete it
Expect completed on	?	20 May 2020 14 53 <input type="checkbox"/> Enable

Save changes **Cancel**












The changes will affect the following 1 activities or resources:

- URLs

This is how this page appears for ungradable items (like URLs, PowerPoints, etc.)

13. If the course item is gradable, you may require that students must receive a grade to reflect that they have completed the assignment. To do so, click the checkbox to the right of the **Require grade** option to ensure **Students must receive a grade to complete this activity**.












Modify the actions you wish to bulk edit

Completion tracking		Show activity as complete when conditions are met 
Require view	<input checked="" type="checkbox"/>	Student must view this activity to complete it
Require grade	<input checked="" type="checkbox"/>	Student must receive a grade to complete this activity 
Require passing grade		<input type="checkbox"/> Require passing grade <input type="checkbox"/> Or all available attempts completed
Expect completed on		20  May  2020  14  56   <input type="checkbox"/> Enable

Save changes **Cancel**

14. In addition, you may use the **Require passing grade** checkboxes to mandate that the student must achieve a passing grade, set within the **Grade** section of the activity's settings page, or that they exhaust all available attempts allowed.

Modify the actions you wish to bulk edit

Completion tracking		Show activity as complete when conditions are met 
Require view	<input checked="" type="checkbox"/>	Student must view this activity to complete it
Require grade	<input checked="" type="checkbox"/>	Student must receive a grade to complete this activity 
Require passing grade		<input checked="" type="checkbox"/> Require passing grade <input type="checkbox"/> Or all available attempts completed
Expect completed on		20  May  2020  14  56   <input type="checkbox"/> Enable

Save changes **Cancel**

15. If you wish to require that students complete an activity by a certain date and time, click the **Enable** checkbox next to the **Expect completed on** field and select your desired timing. The expected completion date functions as a soft deadline, as the due date will appear on the students' calendar but will not prevent them from completing the assignment after or prior to the expected completion date.

Default activity completion

Course completion | **Default activity completion** | Bulk edit activity completion

Modify the actions you wish to bulk edit

Completion tracking	?	Students can manually mark the activity as completed ▾					
Require view		<input checked="" type="checkbox"/> Student must view this activity to complete it					
Require grade		<input checked="" type="checkbox"/> Student must receive a grade to complete this activity ?					
Require passing grade	?	<input type="checkbox"/> Require passing grade <input type="checkbox"/> Or all available attempts completed					
Expect completed on	?	22 ▾	May ▾	2020 ▾	17 ▾	00 ▾	<input checked="" type="checkbox"/> Enable

Adjust the date as needed if enabled.

Save changes **Cancel**

16. When satisfied with your adjustments to the activity's completion tracking defaults, click the **Save changes** button to apply your preferences and continue setting other items' default completion settings as needed.

Modify the actions you wish to bulk edit

Completion tracking	?	Show activity as complete when conditions are met ▾					
Require view		<input checked="" type="checkbox"/> Student must view this activity to complete it					
Require grade		<input checked="" type="checkbox"/> Student must receive a grade to complete this activity ?					
Require passing grade	?	<input type="checkbox"/> Require passing grade <input type="checkbox"/> Or all available attempts completed					
Expect completed on	?	20 ▾	May ▾	2020 ▾	14 ▾	56 ▾	<input checked="" type="checkbox"/> Enable

Save changes **Cancel**

17. You may also access and use the **Bulk edit activity completion** tab on this page to concurrently select one or more targeted course activities for which to bulk-adjust completion tracking requirements.

Bulk edit activity completion

Course completion Default activity completion **Bulk edit activity completion**

Select the activities you wish to bulk edit.

Edit

<input type="checkbox"/> Activities / resources	Completion tracking ?
<input type="checkbox"/> Teaching Tools	
<input type="checkbox"/> News forum	None
<input type="checkbox"/> Manage eBook Groups	None
<input type="checkbox"/> Plan IG	None

18. For example, I only want to ensure every student has taken their first two quiz assignments by September 1st. I will be applying hard deadlines to all subsequent quizzes, but I'd like to give my students a little more flexibility at the start provided they complete the quizzes before my September 1st deadline.

Attendance None

Chapter 1 Quiz None

Jones and Bartlett Home None

Contact Phone Numbers None

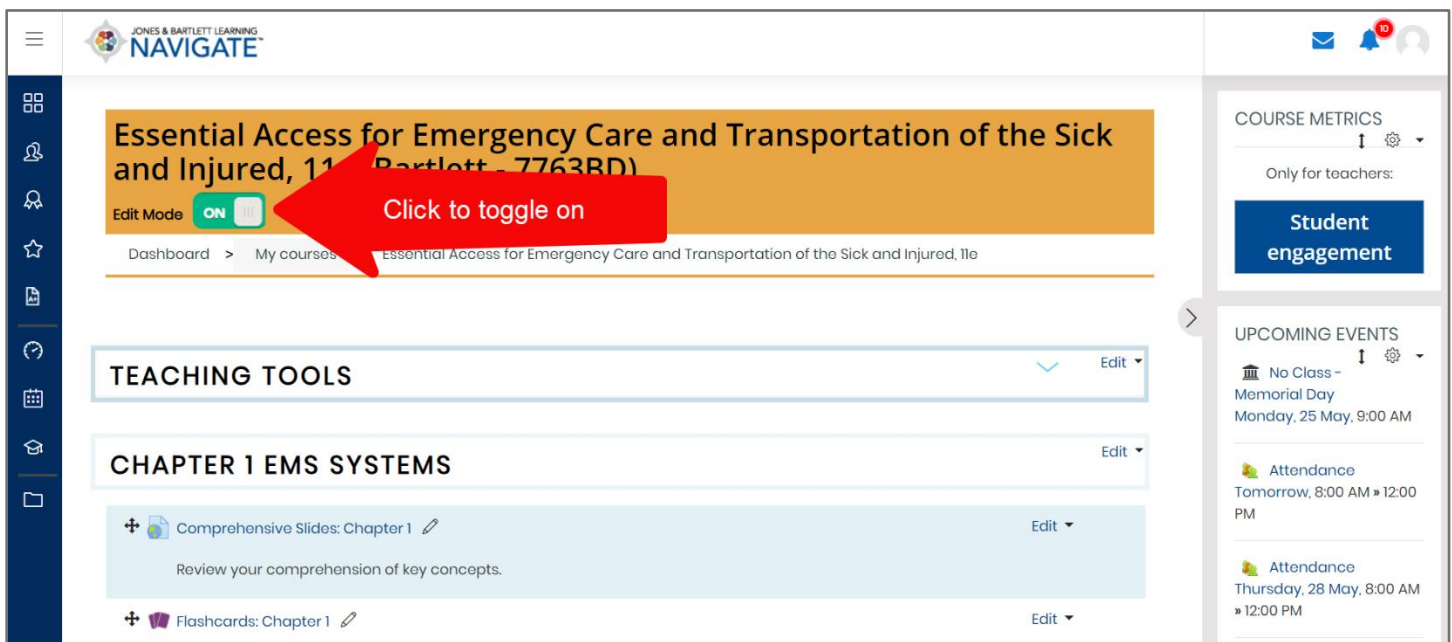
Chapter 2 Workforce Safety and Wellness

Audio Book: Chapter 2 None

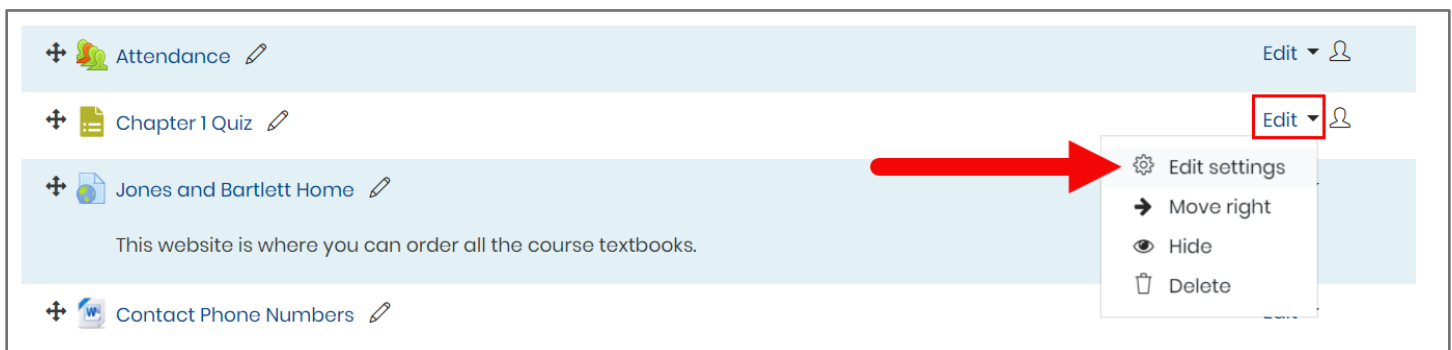
Check the boxes next to individual activities you want to bulk adjust, then scroll down and hit "Edit" to adjust their completion tracking settings.

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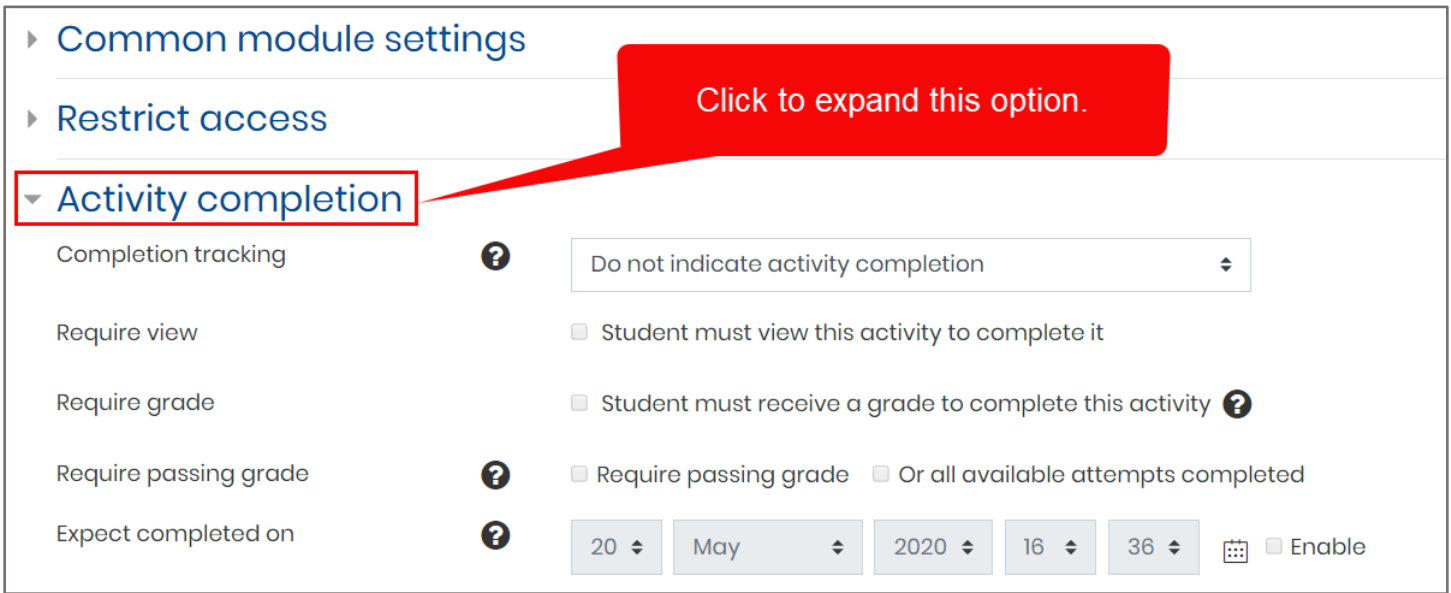
19. You may also set completion requirements for an individual item at any time within its Settings. Navigate to the location of a course item for which you wish to apply activity tracking to. Once you are on the page where it is located, turn on the course **Edit mode** using the button at the top of the page.



20. After the page refreshes, scroll to the item as needed, click the **Edit** menu to its right, and select **Edit settings** from the resulting dropdown menu.



21. On the item's Settings page, scroll down to and expand the **Activity completion** section.



▶ Common module settings

▶ Restrict access

▼ **Activity completion**

Completion tracking ? Do not indicate activity completion ▾

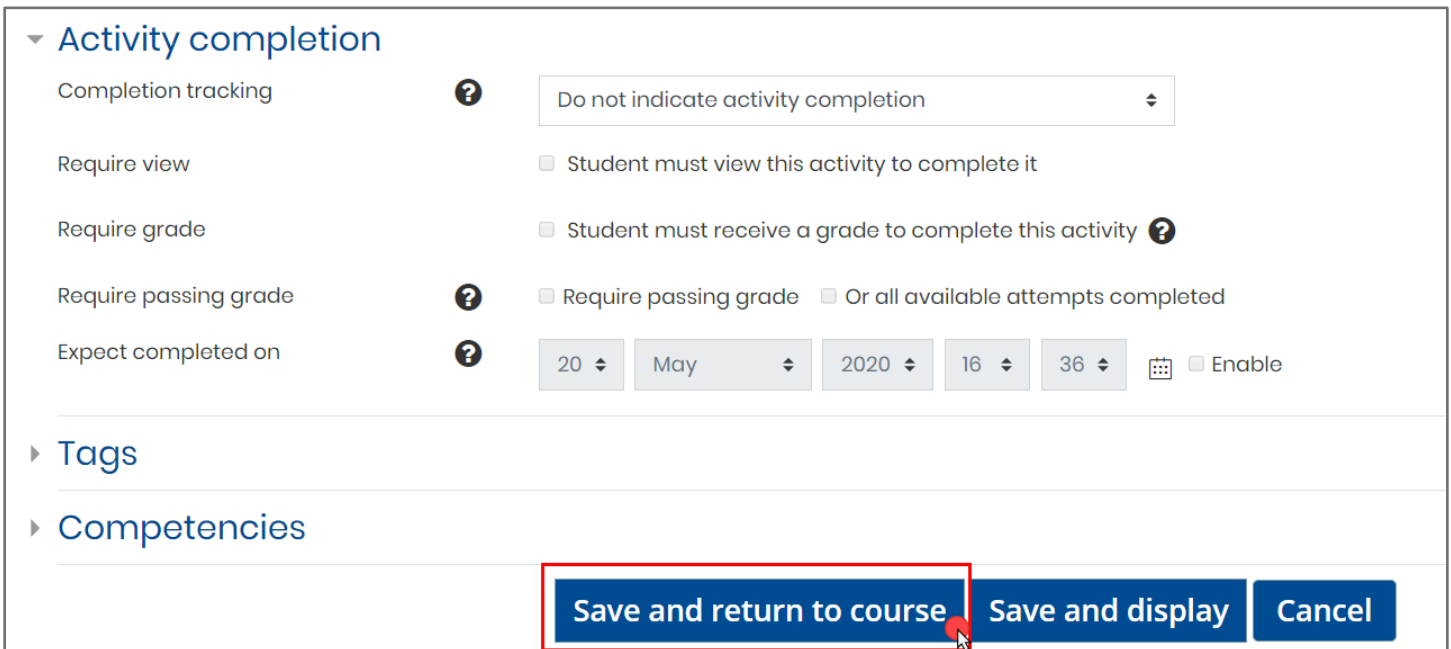
Require view Student must view this activity to complete it

Require grade Student must receive a grade to complete this activity ?

Require passing grade ? Require passing grade Or all available attempts completed

Expect completed on ? 20 ▾ May ▾ 2020 ▾ 16 ▾ 36 ▾ Enable

22. After adjusting the activity completion settings as needed, click **Save and return to course** at the bottom of the page.



▼ **Activity completion**

Completion tracking ? Do not indicate activity completion ▾

Require view Student must view this activity to complete it

Require grade Student must receive a grade to complete this activity ?

Require passing grade ? Require passing grade Or all available attempts completed

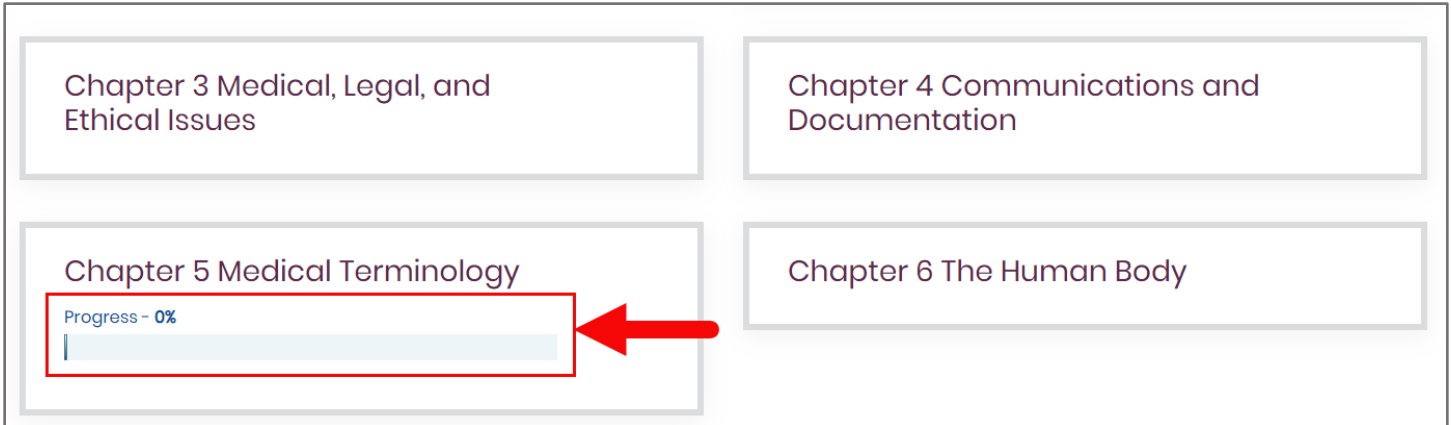
Expect completed on ? 20 ▾ May ▾ 2020 ▾ 16 ▾ 36 ▾ Enable

▶ Tags

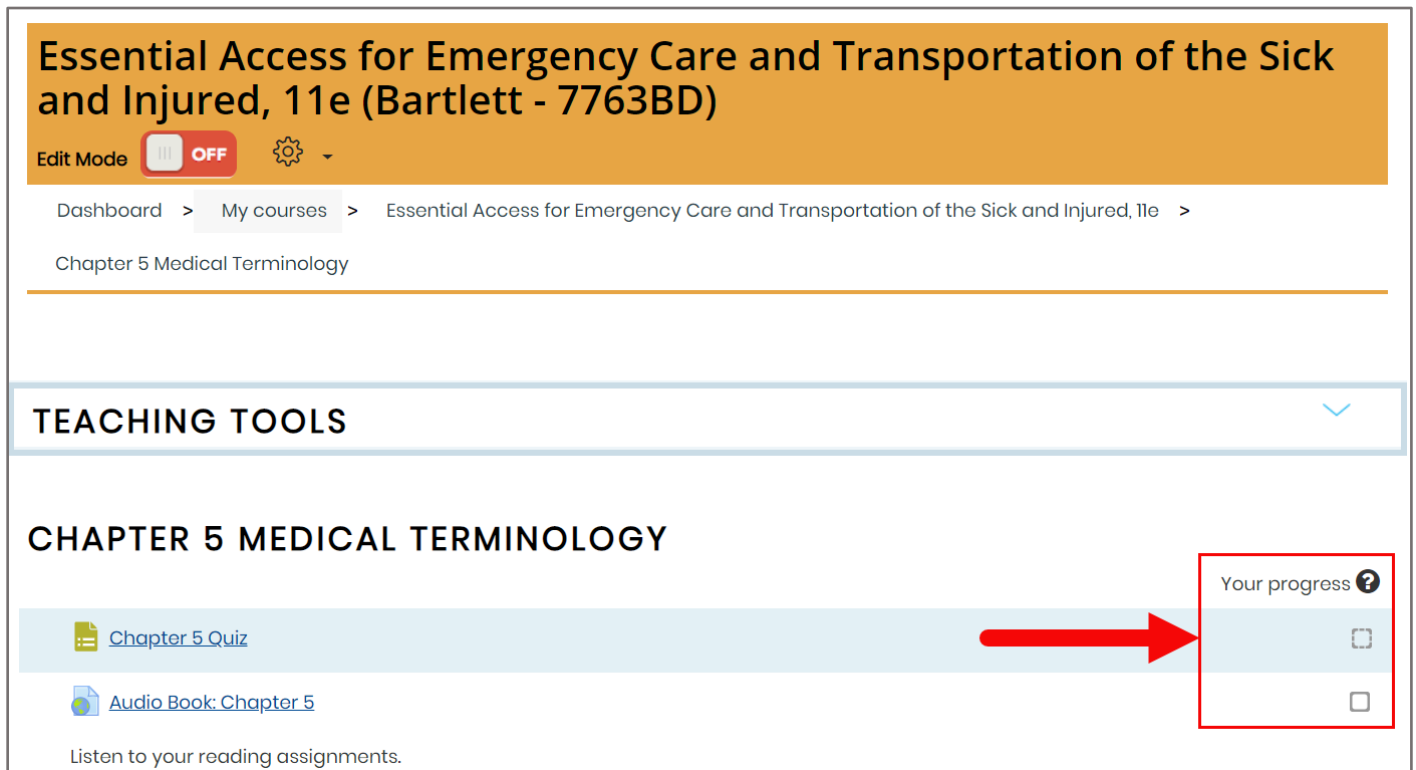
▶ Competencies

Save and return to course Save and display Cancel

23. When activity completion tracking has been applied, the course section or topic hosting the item being tracked will display a completion meter, revealing the student's progress in completing items being tracked within the given section. Please note, the meter displayed on the sections within your course will reflect your individual progress and not that of your students.

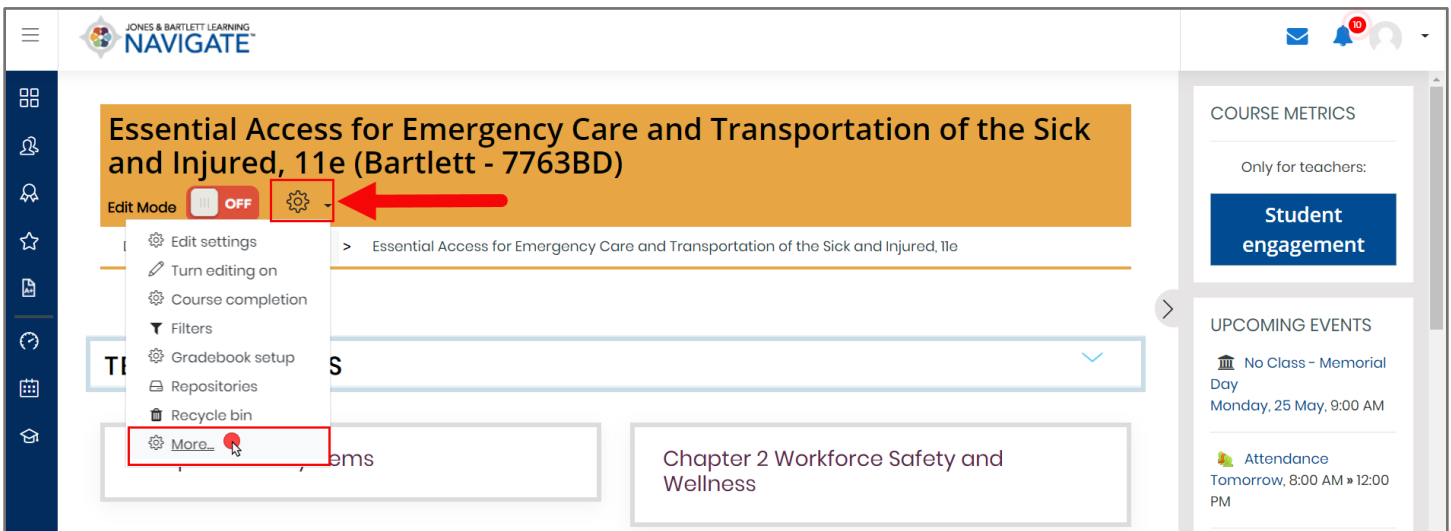


24. Within the topic itself, students will find a new column to the right named **Your progress** and checkboxes below revealing their completion status for the items. A solid checkbox denotes that the item is manually tracked for completion, and a checked or dotted checkbox indicates the item is automatically tracked for completion.

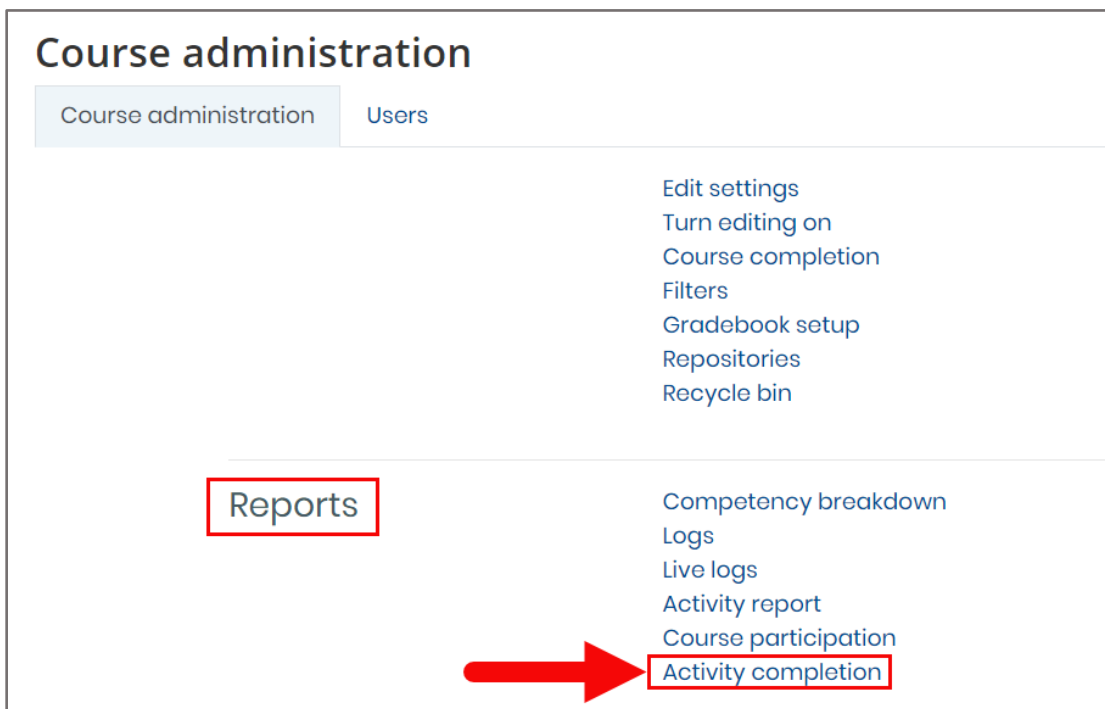


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25. For a detailed report on students' progress, you may refer to the course **Activity Completion** report. This report is accessed from the course homepage, where you can click the **Actions** menu and then select the **More...** option.



26. Under the **Course administration** tab that opens, find the **Report** section and click the last option of **Activity completion**.



27. The course Activity report will open, presenting a comprehensive report of all course items that are tracked for completion and each student's status against the respective requirements. The report presents the students' names and email addresses vertically on the left and displays the course item names that are being tracked for completion horizontally across the top. Together, these form a grid which you can use to track whether an activity has been completed by the individual student.

First name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First name / Surname	Email address	Chapter 5 Quiz	Audio Book: Chapter 5
Lisa Adams	ladams@ascendlearning.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Michelle Doe	mdoe@ascendlearning.com	<input type="checkbox"/>	<input type="checkbox"/>
John Smith	jsmith@ascendlearning.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>
David Williams	dwilliams@ascendlearning.com	<input type="checkbox"/>	<input type="checkbox"/>

Download in spreadsheet format (UTF-8 .csv)
Download in Excel-compatible format (.csv)

28. You may filter the report to individual students based on the first letters of their last and/or first names.

First name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First name / Surname	Email address	Chapter 5 Quiz	Audio Book: Chapter 5
Lisa Adams	ladams@ascendlearning.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Michelle Doe	mdoe@ascendlearning.com	<input type="checkbox"/>	<input type="checkbox"/>
John Smith	jsmith@ascendlearning.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>
David Williams	dwilliams@ascendlearning.com	<input type="checkbox"/>	<input type="checkbox"/>

Download in spreadsheet format (UTF-8 .csv)
Download in Excel-compatible format (.csv)

29. As students complete tracked activities in the course, their respective checkboxes will be populated to reflect the activity's completion status.

First name	All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
Surname	All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
First name / Surname	Email address																											Chapter 5 Quiz	Audio Book: Chapter 5
Lisa Adams	ladams@ascendlearning.com																											<input checked="" type="checkbox"/>	<input type="checkbox"/>
Michelle Doe	mdoe@ascendlearning.com																											<input checked="" type="checkbox"/>	<input type="checkbox"/>
John Smith	jsmith@ascendlearning.com																											<input checked="" type="checkbox"/>	<input type="checkbox"/>
David Williams	dwilliams@ascendlearning.com																											<input type="checkbox"/>	<input type="checkbox"/>

Download in spreadsheet format (UTF-8 .csv)
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30. As an instructor, you may manually override any item's completion status for a student by clicking in the desired checkbox. This can be useful if you want to help students with their course progress by checking off items they have yet to address or if you need to indicate that the student must redo a task they had previously completed. Please note, overriding a student's completion status will not automatically grant them a subsequent attempt on their assignment or quiz. This must be done manually.

First name / Surname	Email address	Chapter 5 Quiz	Audio Book: Chapter 5
Lisa Adams	ladams@ascendlearning.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Michelle Doe	mdoe@ascendlearning.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>
John Smith	jsmith@ascendlearning.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>
David Williams	dwilliams@ascendlearning.com	<input type="checkbox"/>	<input type="checkbox"/>

Click to manually change the status of a course item.

31. Any overridden item will display with a red box indicating it has been manually updated.

First name / Surname	Email address	Chapter 5 Quiz	Audio Book: Chapter 5
Lisa Adams	ladams@ascendlearning.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Michelle Doe	mdoe@ascendlearning.com	<input type="checkbox"/>	<input type="checkbox"/>
John Smith	jsmith@ascendlearning.com	<input type="checkbox"/>	<input type="checkbox"/>
David Williams	dwilliams@ascendlearning.com	<input type="checkbox"/>	<input type="checkbox"/>

32. You may also download this report at any time by selecting the file format of your preference.

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First name / Surname	Email address	Chapter 5 Quiz	Audio Book: Chapter 5
Lisa Adams	ladams@ascendlearning.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Michelle Doe	mdoe@ascendlearning.com	<input type="checkbox"/>	<input type="checkbox"/>
John Smith	jsmith@ascendlearning.com	<input type="checkbox"/>	<input type="checkbox"/>
David Williams	dwilliams@ascendlearning.com	<input type="checkbox"/>	<input type="checkbox"/>

[Download in spreadsheet format \(UTF-8 .csv\)](#)
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