



MOODLE TIP FOR THE WEEK

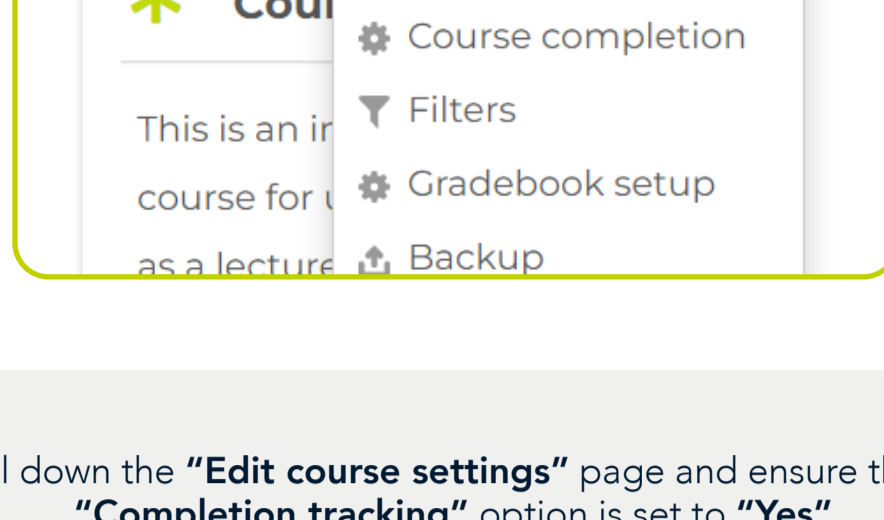
ACTIVITY COMPLETION – FEEDBACK ACTIVITY

Activity completion is a useful way to ensure participants engage with content on your Moodle page.

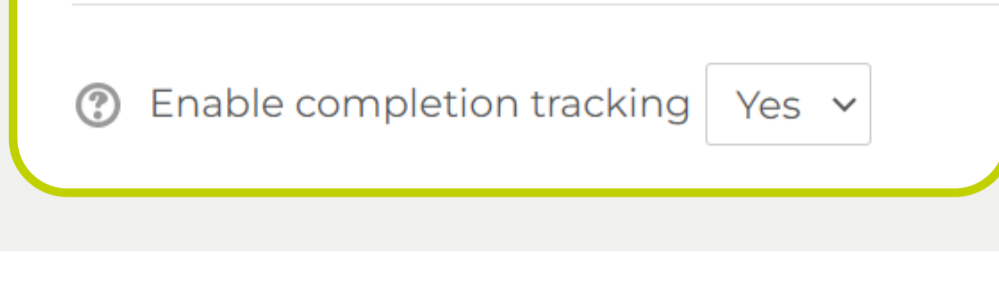
1

Activity completion criterion can be set to viewing, receiving a certain grade or a participant clicking a tick box to indicate completion.

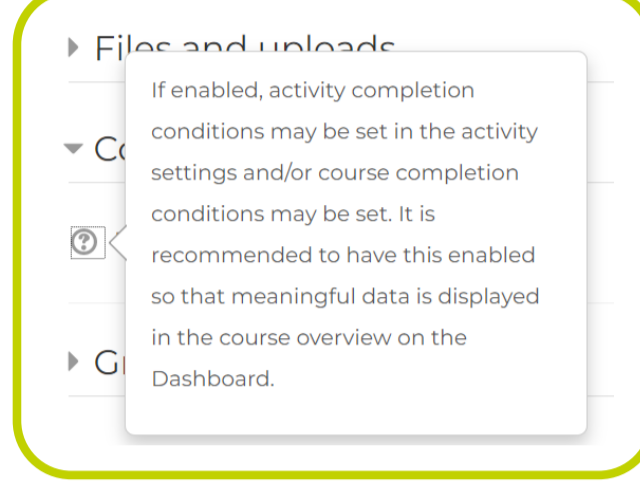
To activate completion tracking by selecting **“Edit settings”** from the Moodle site landing page.



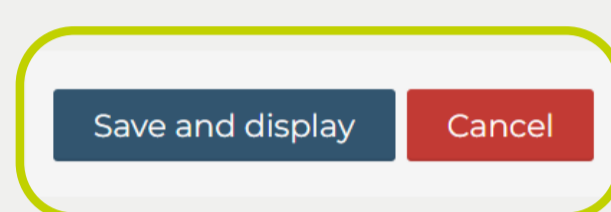
Scroll down the **“Edit course settings”** page and ensure that the **“Completion tracking”** option is set to **“Yes”**.



Clicking on the question mark icon next to the **“Enable completion tracking”** will give you some context on the importance of the completion tracking.



Scroll to the bottom of the page and click **“Save and display”** to save your changes.

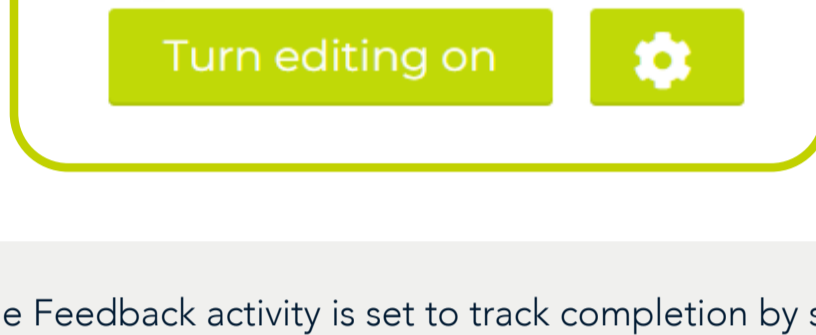


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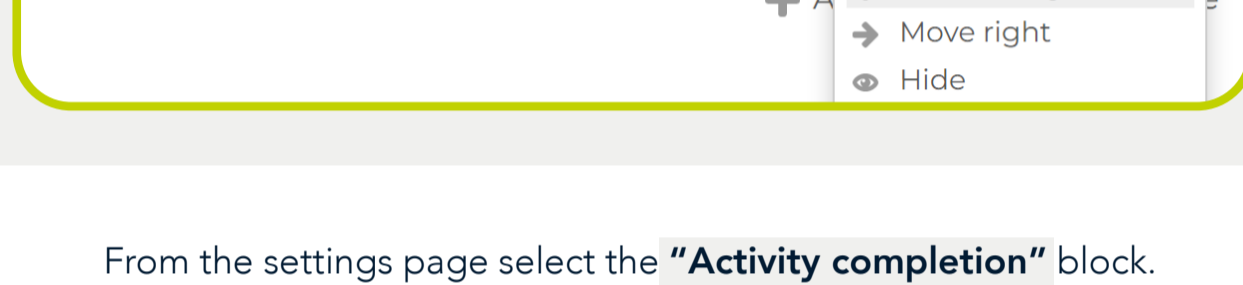
Once completion tracking is enabled the facilitator can **set activities or resources** to ensure that a certain level of engagement is achieved.

For this scenario the Facilitator would like the participants to complete a Feedback activity in order to move on to the next section in the Moodle course.

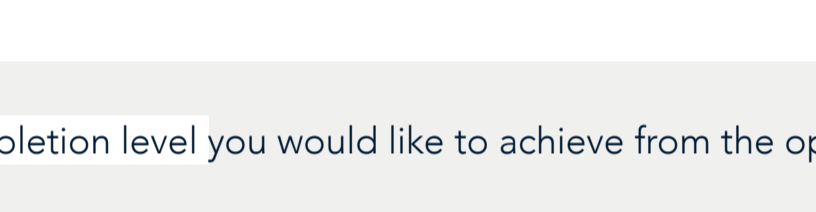
In order to do this, begin by **turning editing on**.



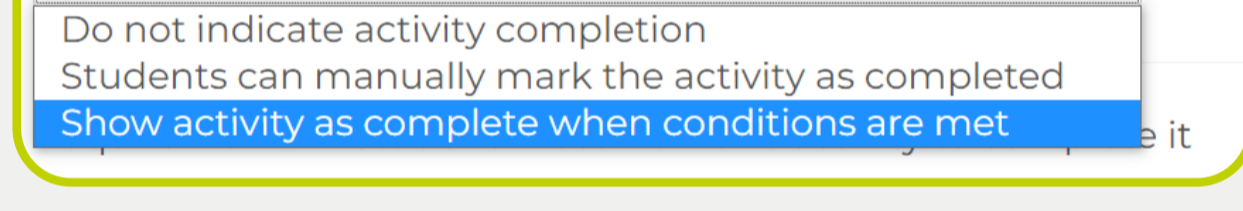
Ensure that the Feedback activity is set to track completion by selecting **“Edit settings”** from the Edit drop down list on the Feedback activity.



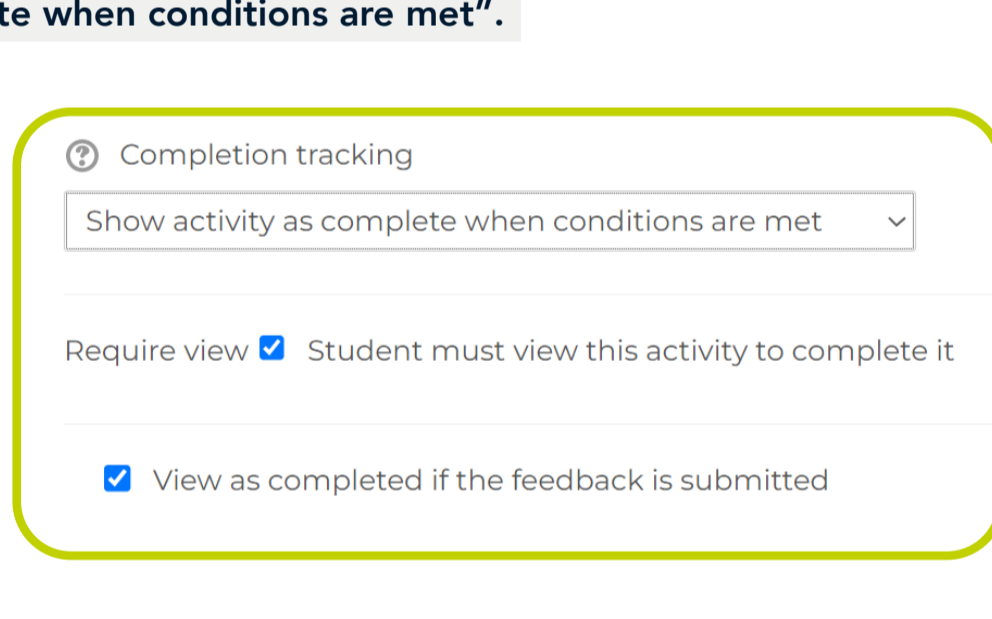
From the settings page select the **“Activity completion”** block.



Select the completion level you would like to achieve from the options provided.

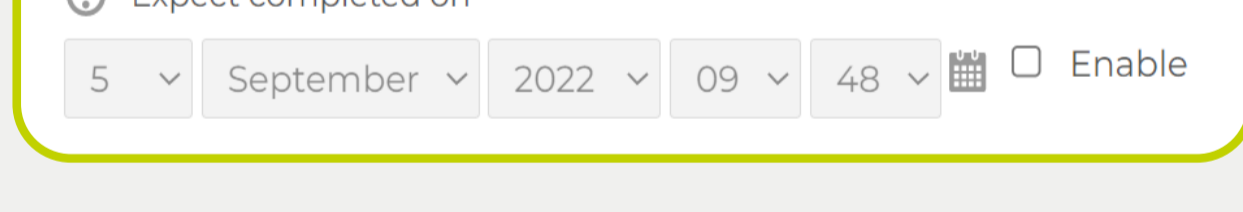


Because we would like the participants to complete the Feedback activity before they progress to the next section, the last option **“Show activity as complete when conditions are met”**.



Selecting both options to ensure that the participants must submit their responses on the feedback activity to complete the activity.

A **completion date** can also be enabled if needed.

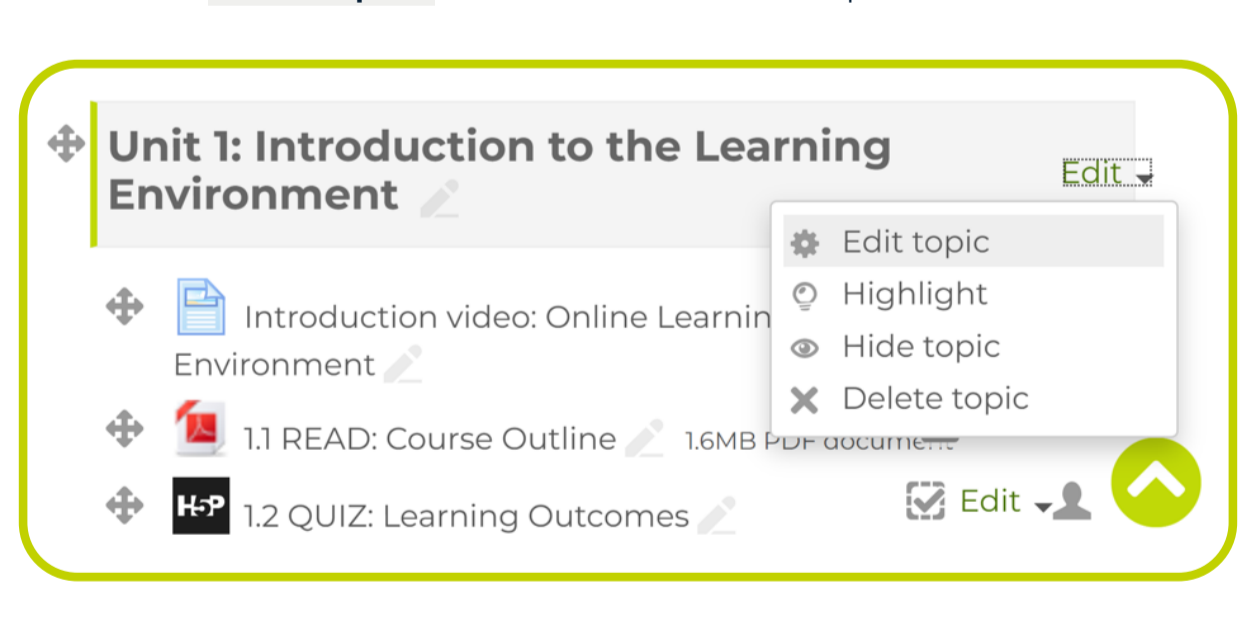


Once the options have been made click **save and return** to save the changes.

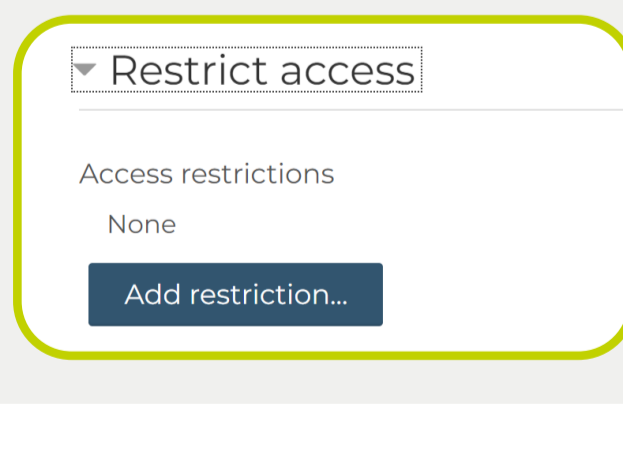


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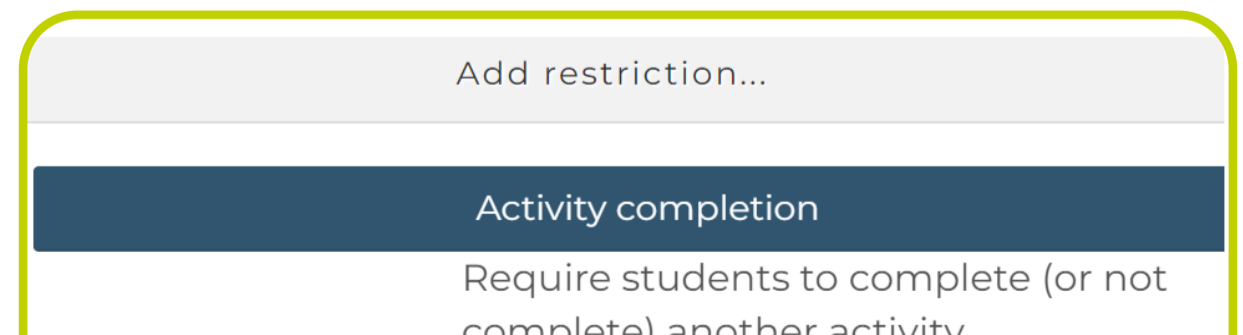
Once the completion tracking settings have been set, we can link the activity completion to the topic. Once editing is turned on select the **“Edit topic”** section from the Edit drop down list.



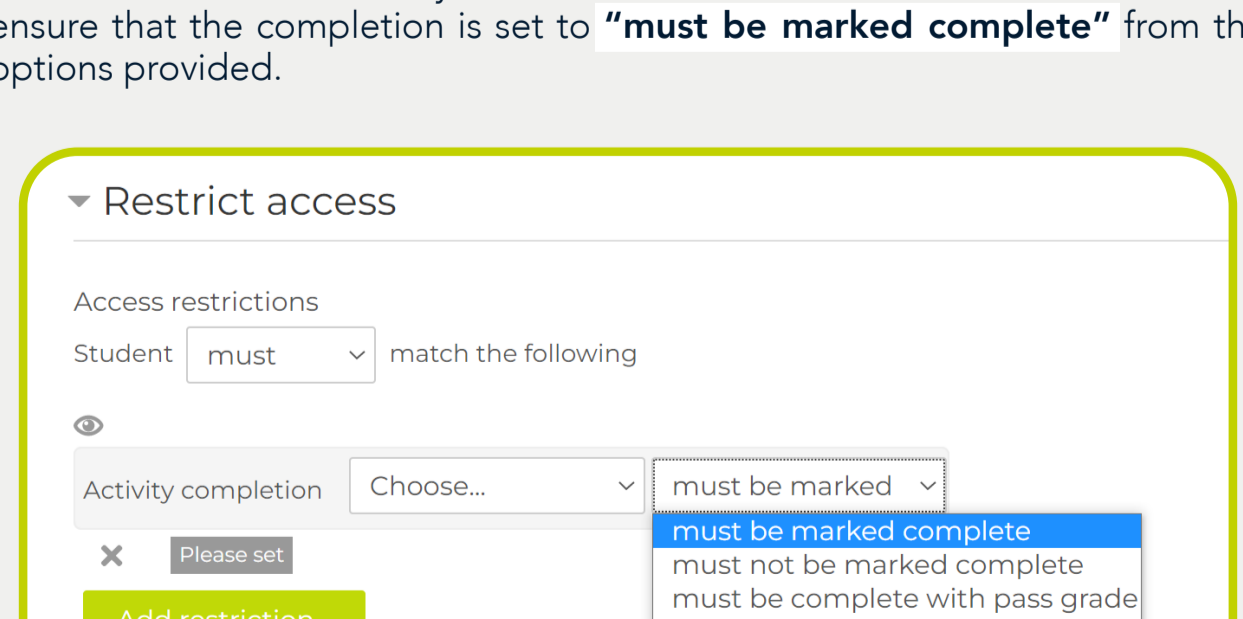
From the edit topic settings select the **“Add restriction”** option under **“Restrict access”**



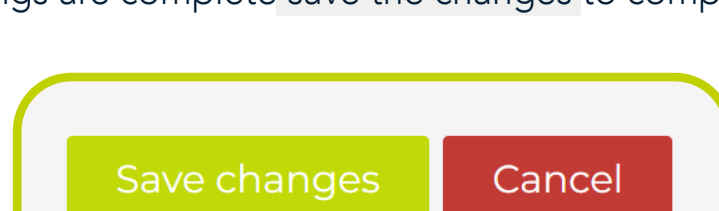
From the options provided select the **Activity completion** option.



Select the Feedback Activity from the list of activities that have been listed and ensure that the completion is set to **“must be marked complete”** from the options provided.



Once the settings are complete save the changes to complete the process.



The topic will now be unavailable for students until the Feedback activity is complete.

