
Using Activity Completion in the VLE

TUTOR GUIDE

v4.0

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Last updated: 3 January 2024



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A. Introduction

Activity completion allows 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.

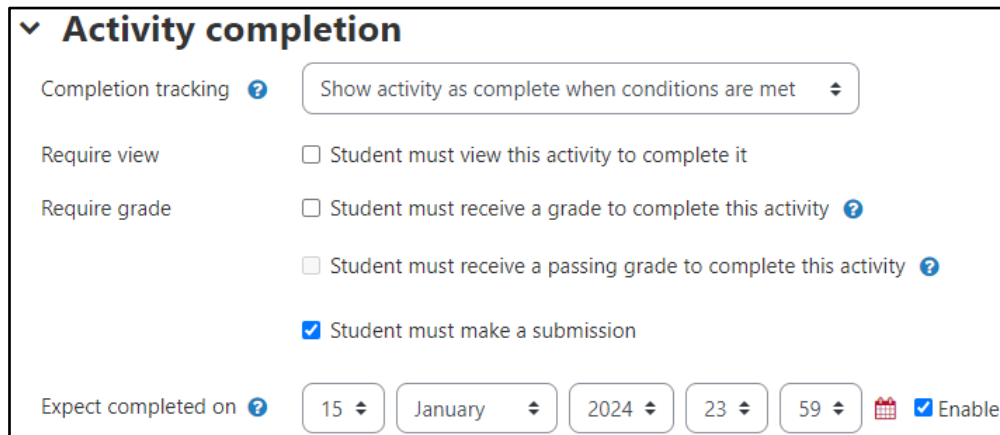
This feature helps students track their progress in a VLE area, and can be mostly beneficial for fully online or blended learning study-units. From a pedagogic perspective, *Activity completion* can also be linked to *Restrict access* to allow the tutor to set criteria upon which a student is allowed 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 **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 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 in the example below, the screenshot shows the criteria of an *Assignment* activity.




Activity completion







Completion tracking  Show activity as complete when conditions are met 

Require view Student must view this activity to complete it

Require grade Student must receive a grade to complete this activity 

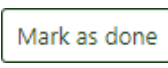
Student must receive a passing grade to complete this activity 

Student must make a submission

Expect completed on  15  January  2024  23  59  Enable

4. From the **Completion tracking** drop-down menu choose one of the options available:

Note:

- The settings within the *Activity completion* section vary depending on the type of activity or resource.
 - 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 **Mark as done** button that students can click to indicate they have completed the resource / activity. In this scenario, the student uses activity completion to track their progress in the VLE area. 
 - c. **Show activity as complete when conditions are met** - works in conjunction with the settings *Require view*, *Require grade* and *Require post / submit*. 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.
 - iii. Setting the tracking condition to **Require submit** means that the activity will only be marked as complete once the students make a submission.


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).

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.

Assignment


Assignment instructions
29.8 KB PDF document Modified 20/11/23, 14:17

Mark as done


Wikis and their use in teaching and learning


To do: Make a submission

Opened: Monday, 6 November 2023, 12:00 AM
Due: Monday, 15 January 2024, 11:59 PM

Students can click the **Mark as done** button to indicate that they have completed a resource / activity. 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.


Wikis and their use in teaching and learning

To do: Make a submission

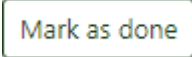
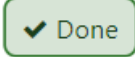
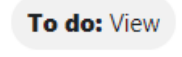
Opened: Monday, 6 November 2023, 12:00 AM
Due: Monday, 15 January 2024, 11:59 PM





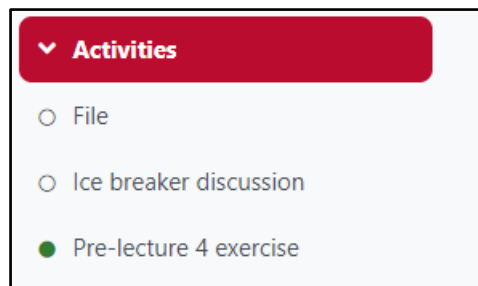

Wikis and their use in teaching and learning

✓ Done: Make a submission

Opened: Monday, 6 November 2023, 12:00 AM
Due: Monday, 15 January 2024, 11:59 PM

Setting applied to resource / activity		Status
Students can manually mark the activity as completed		Not yet marked as completed
		Marked as completed
Show activity as complete when conditions are met		Not yet completed
		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 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'.

▼ Activity completion

Completion options locked This activity has already been marked as completed for 2 participant(s). Changing completion options will erase their completion state and may cause confusion. Thus the options have been locked and should not be unlocked unless absolutely necessary.

[Unlock completion settings](#)

Completion tracking ? Show activity as complete when conditions are met

Require view Student must view this activity to complete it

Expect completed on ?

Enable

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 *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 activity completion settings in bulk

Default activity completion

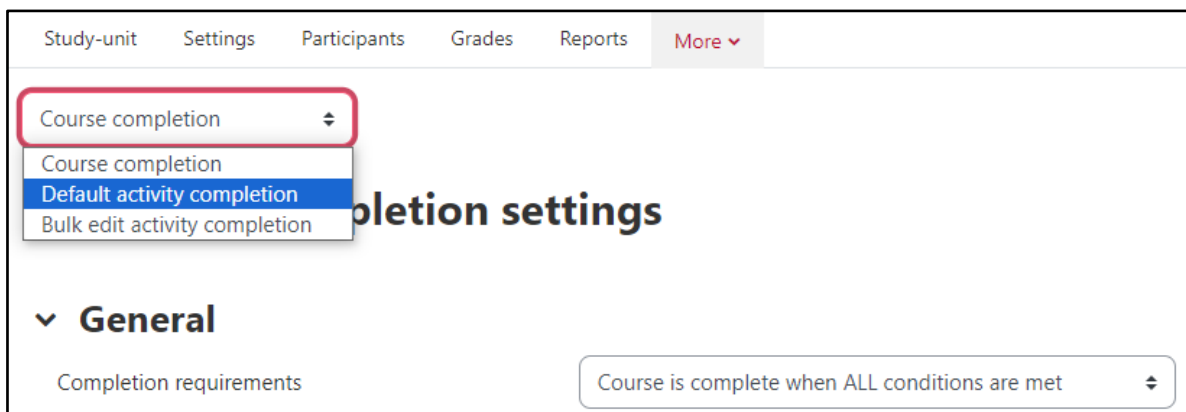
It is also possible to select one or more VLE activities or resources and change their default completion criteria to a setting of your choice. For example, if you always want your *Assignment* activities to be completed when students submit, you can specify this as default, as instructed below.

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. From the tabular navigation menu, click **More** and select **Course completion**. The *Edit course completion settings* page is displayed.
3. From the drop-down menu in the left corner, choose **Default activity completion**.



4. Tick the activity / resource you would like to update and click the **Edit** button. For instance, in the example shown below, 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.

Default activity completion

Modify the actions you wish to bulk edit

Completion tracking ⓘ

Require view Student must view this activity to complete it

Require passing grade Require grade *Student must receive a grade to complete this activity* Require passing grade *Student must receive a passing grade to complete this activity*

Student must make a submission

Expect completed on ⓘ Enable

The changes will affect the following **1** activities or resources:

Assignments

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

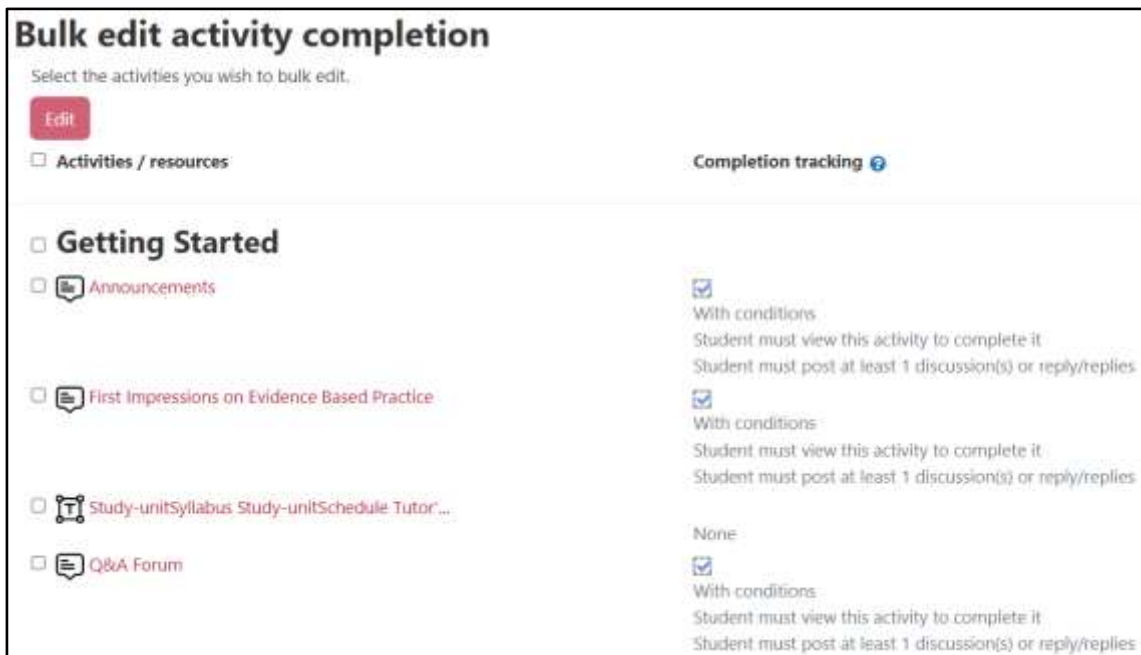
In the example above, the default criteria will be applied to all newly added *Assignment* activities in the respective VLE area.

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 several forums with conditional 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. From the tabular navigation menu, click **More** and select **Course completion**. The *Edit course completion settings* page is displayed.
3. From the drop-down menu in the left corner, choose **Bulk edit activity completion**.
4. Tick the activities / resources you'd like to update the activity completion criteria for, and click the **Edit** button.

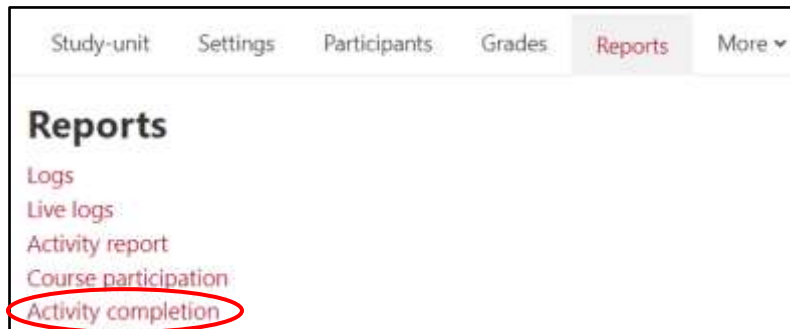


5. Update the completion criteria.
6. Click the **Save changes** button

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



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

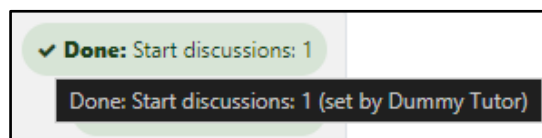
The report, displayed in a table format, is an efficient means to check how students are progressing through the study material. Placing the mouse cursor over each checkbox displays further details, including the date when the resource / activity was marked as complete.

The table can be downloaded as a CSV file.

First name / Last name	ID number	Email address	Announcements	First Impressions on ...	Q&A Forum	Temperature check	The end of the last ice ...	The Keeling Curve	End of academic year feedback
Dummy Student	909-dstu0001	dstu0001@um.edu.mt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dummy Student 10	0000010S	dstu0001+10@um.edu.mt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dummy Student 2	0000002S	dstu0001+2@um.edu.mt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dummy Student 3	0000003S	dstu0001+3@um.edu.mt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dummy Student 4	0000004S	dstu0001+4@um.edu.mt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dummy Student 5	0000005S	dstu0001+5@um.edu.mt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dummy Student 6	0000006S	dstu0001+6@um.edu.mt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dummy Student 7	0000007S	dstu0001+7@um.edu.mt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dummy Student 8	0000008S	dstu0001+8@um.edu.mt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dummy Student 9	0000009S	dstu0001+9@um.edu.mt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 this completion. Students can see this difference as well when hovering over the activity completion status on the VLE area homepage.



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