Activity Completion

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Activity completion is a new tool in LATTE. Each activity, such as opening a file, making a forum post, or completing a quiz, has a completion option that can be enabled. The icon is an empty box, and once the activity is completed, a check mark will appear. Instructors can use this tool to create a specific checklist for each course. Activity completion allows students to have a sense of if they are completing activities on time and in-line with course expectations.

Completion tracking

There are three options:

- Do not indicate activity completion - this will not show checks (ticks) next to the activity
- Students can manually mark the activity as completed - students press the check (tick) to change it. (Note: they can do this even without doing the activity!)
- Show activity as complete when conditions are met - the selected completion criteria must be met before the check (tick) will change style

Require passing grade

If a 'Grade to pass' is set for the quiz then it will be marked complete once the student obtains this grade.

All available attempts completed

If a certain number of attempts are allowed, the quiz may be marked complete once the student has done them all (even if, for example, they did not achieve the passing grade.)

Assignment completion settings

Require view

When this option is turned on, students have to view the activity in order to complete it.

- In most cases, clicking the link is enough to 'view' the activity.
- You should usually not turn on the 'view' condition if you have other requirements - this makes extra work for the server and it's unlikely that a student could meet any other conditions without viewing the activity.

Require grade for a Quiz

When this option is turned on, students have to get a grade on the activity in order to complete it. For example, a quiz would be marked completed as soon as the user submits it (so long as it doesn't contain any "essay" questions).

It does not matter how well the student did. Getting any grade will mark the activity completed.

Setting a grade to pass for a quiz

It is possible to distinguish between 'pass' and 'fail' grades so that a quiz becomes 'completed, passed' or 'completed, not passed' instead of just 'completed'. These results show a different icon and alternative text in Course administration >Reports >Activity completion.

To set this up, you need to specify the pass value for the quiz activity's individual grade:

1. Go to the Quiz settings and in the Grade section, locate the ‘Grade to pass’ field.
2. Enter a grade value (e.g. 5.0)
3. Click the 'Save changes' button

'Completed, passed' shows a green tick and 'Completed, not passed' shows a red cross.

Once you have done this, anybody submitting the quiz will receive either the pass or fail completion icon. If the quiz can be taken multiple times, the completion icon will automatically update whenever the grade does.

There is one limitation: this only works if grades are immediately visible to students. The grade must be neither permanently hidden, nor hidden until a certain date. If a grade is hidden then only the standard 'completed' state will be displayed - even once the hidden date has passed.
Require grade (all other activities)
Student must receive a grade to complete this activity
If enabled, the activity is considered complete when a student receives a grade. This works the same way as the Quiz require grade setting does.

Student must submit to this activity to complete it
This setting means that an assignment may be considered as completed once the student has submitted it but before the teacher has had time to grade it.

Forum completion settings

Require posts
This setting is seen in forums. For the forum to be classed as “complete” the student must either start a discussion or reply to a discussion. The number of posts they must make can be specified in the box.

Require discussions
This setting is seen in forums. For the forum to be classed as “complete”, the student must start a discussion topic. The number of posts they must make can be specified in the box.

Require replies
This setting is seen in forums. For the forum to be classed as “complete” the student must reply to a discussion. The number of posts they must make can be specified in the box.

Expect completed on
The date is not shown to students and is only displayed in the Activity completion report.

Enable Completion Tracking
Before you can create the checklist, you need to enable Completion Tracking in your course settings.

1. Navigate to the Administration block in your course and select “edit settings.”

2. Scroll down the page, to the “Completion Tracking” category. Open up the menu, and click “yes” from the drop down to enable completion tracking.

3. Save and refresh your LATTE course page.

Enable Tracking for Activities
1. In any activity created in LATTE, there is a list of option settings. It is the creation page of a new activity, or accessible under “edit” -> “edit settings” on existing activities.

2. Scroll down to the “Activity completion” section and click the down arrow to reveal the options.

   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

   Require posts ☑ Student must post discussions or replies: 2

   Require discussions ☐ Student must create discussions: 1

   Require replies ☑ Student must post replies: 1

   Expect completed on ☑ 28 September 2018

3. You can select to have students manually mark the activity as complete, or automatically complete based on certain factors.

4. Depending on the assignment, there are different options. Select the options that make sense for your course and the particular assignment.

   i. If you choose “expect completion on date”, it will show students who completed the activity late on the Activity Completion report.

5. Save your options.

   A box with a dotted line means activities are automatically marked as complete when conditions are met. A box with a solid line means the student can manually mark the activity as complete.

Watch a Lynda.com video on how to enable and use Activity Completion tracking in your course.

Related articles

- Accessible PDFs
- Upload feedback files for assignments
- Use Activity Completion to Restrict Access
• Create and Use Groups in a Course
• Gradebook: Quick Start Guide