How to enable conditional activities

Moodle Help & Support

How to enable conditional activities

Completion Tracking allows teachers to specify conditions that define when an activity is considered to be complete e.g. when a certain number of posts have been made, or a grade has been reached or a choice has been made .

You set, for each activity or resource, what constitutes "completion".

For a resource, this will be "view" - although it only really checks whether the student has opened the resource, it can't know if they've actually looked at it!
See below for a list of what can constitute completion for activities.

Note: Completion tracking must be turned on BEFORE the conditional resources or activities are added.

How to turn on completion tracking

1. Navigate to your module
2. Find the drop-down menu cog and select **Edit settings**
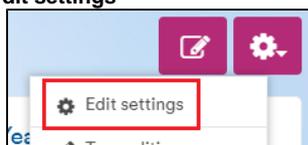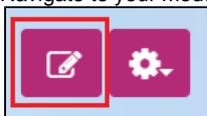

3. Scroll down to the section entitled **Completion tracking**
4. From the **Enable completion tracking** drop-down menu select "Yes"
5. Click on the **Save and display** button
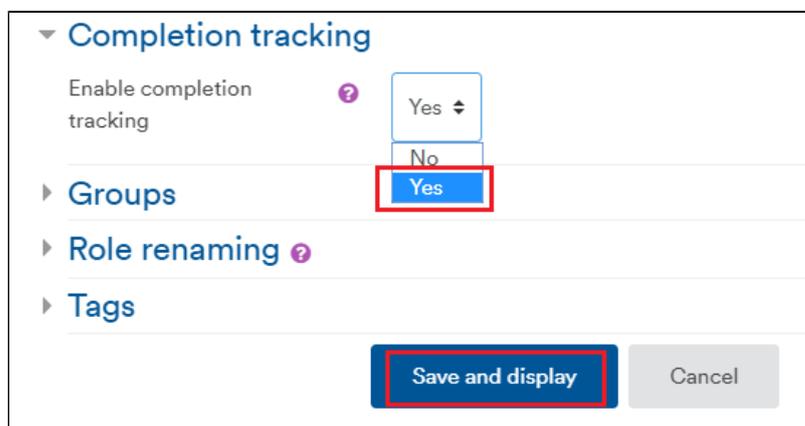
To set up an activity conditional on completion of a previous one:

- Set up the FIRST resource or activity
- Navigate to your module and click on the Turn editing on

button (top right)
- Click on the **+ Add an activity or resource** hyperlink as usual
- Add the resource or activity you want, e.g., Select a **File** resource and upload a Powerpoint, named *Preliminary Material*
- Complete the settings
- Under the heading **Activity completion**
- From the **Completion tracking** drop-down menu choose "Show activity as complete when conditions are met"
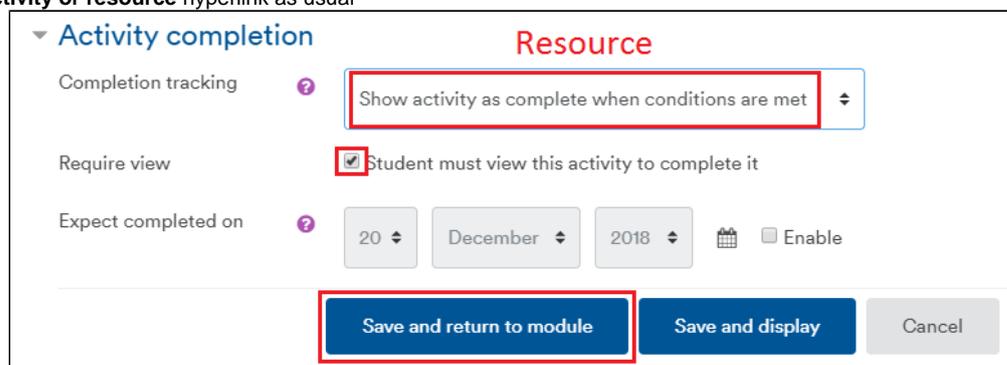
For a resource:

- click **Student must view this activity to complete it** as the condition (this is the only possible option)

For an activity:

- Set the conditions for completion, e.g., check **Require grade:** "Student must receive a grade to complete this activity"

OR
(For a forum) **Require replies**: "Student must post replies: [enter number e.g., 2]"
or must create one or more discussions (first post in a discussion) or a combination of the two
For example:

- Click on the **Save and return to module** button

Completion Requirement Options for Activities (or resources)

Activity	Possible criteria
Assignment:	Require view, require grade, must submit
Turnitin Assignment	Require view, require grade
Chat	Require view
Choice	require view, require choice selection (any of the choices)
Database	require view, require grade, require # count of entries (new in 3.4)

Feedback	require view, require submission of feedback form
Forum	require view, require grade, require # posts (discussions or replies), # create (first post in) discussion topic, or # replies to other posts
Glossary	require view, require grade, must create # of entries
Lesson	require view, require grade
Quiz	require view, require grade
SCORM Package	require view, require grade
Wiki	require view
Workshop	require view, require grade

Set up the conditional resource or activity

- Click on the **+ Add activity or resource** hyperlink as usual to add the second resource or activity
- Under the **Restrict access** section heading, click on the **Add restriction...** button
- An **Add restriction...** pop-up window will open. Click on the **Activity completion** button.

- From the **Activity completion** drop-down menu select the previous activity that will become a part of the 'condition' (e.g., *Preliminar y Material)*

- From the additional drop-down menu select "must be marked complete"

Now the student must complete the first activity (e.g., read/open the Powerpoint *Preliminary Material*) before the second one is viewable.

Note: *Access can also be restricted conditional upon achieving (or not achieving) a grade in an assignment or other graded activity*

You can also allow students to tick items themselves to say they're completed (but that relies on their honesty - compare it with their tracking report!). Where the resource is a label, the only way to indicate completion is for the student to manually tick it.

To allow student manual completion

When setting up the activity or resource:

- In the **Activity completion** section
- Choose from **Completion tracking** drop-down menu "Students can manually mark this activity as completed"

NOTE: Where you have a lot of material for students to work through, students often like to be able to tick boxes themselves to track their progress through the module.

Results of Activity Completion

If activities or resources are set to "Show activity as completed when conditions are met," then a check-mark icon will appear on the student's Moodle page when the conditions are fulfilled. The check-mark icon will be on the right of the link for that resource or activity.

If you have manual completion setting, i.e. "Students can manually mark resources and activities as complete," then students will see a square icon to the right of the links to that resource or activity. Clicking the square will place a check-mark icon, marking it as complete.
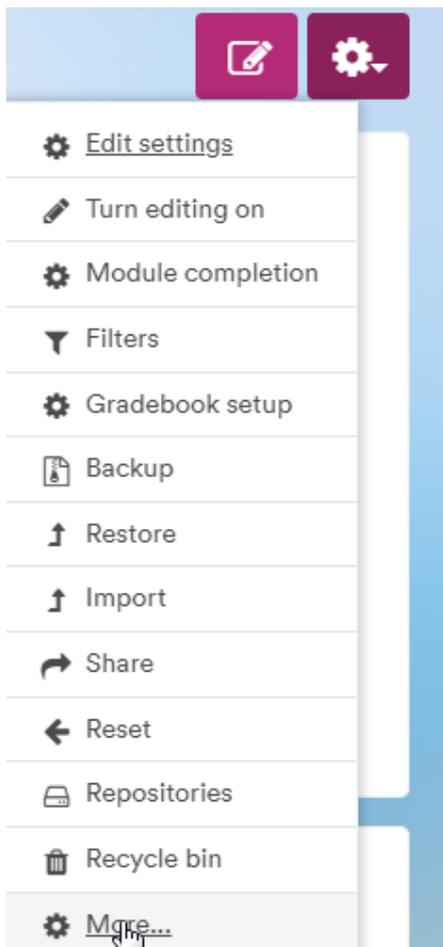

Activity Completion Reports

You can view a report table with a list of your students and their completion results.

To view the Completion Reports page:

- On your module front page click the Cogwheel icon   and More

- Under Reports click on **Activity completion**

This will show a table of your students and their progress.

You can:

- search the table by the first letter of **First name** and/or **Surname**

- export the results to a spreadsheet by clicking on the Download hyperlinks underneath the table.

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

Changing Activity Completion Settings

These settings can be changed later (with editing turned on) by clicking Edit for a resource or activity and returning to the **Edit Settings** page .

However if one or more students have already completed a resource of activity, you will see a warning:

▼ Activity completion

Completion options locked   This activity has already been marked as completed for 16 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 options

You can unlock the setting by clicking on the **Unlock completion options** button, but student progress information up to that point will be lost for that activity or resource.

Copying activities with completion tracking set

If an activity in which completion tracking is set is copied into another module (e.g., copying one form last year into this year's module), then that module must have completion tracking turned on.

Tracking cannot be added retrospectively.

Typical use example

To ask students to complete a Plagiarism test or statement (using a Choice)

before they are able to see the assignment and make a submission.

Similar tutorials

The following other resources are also relevant to this topic:

- How to use completion tracking to monitor student progress
- Magic with Moodle 18 - Monitoring students & completion tracking