

Completion Tracking

Course Completion

The criteria that must be met for an **activity or course to be regarded as completed** can be set in the course completion settings.

To activate this feature:

1. The course completion tracking must be enabled.
2. Activity completion requirements must be set.
3. Course completion requirements must be set.

Course Completion Tracking

Location: [Course administration](#) / [Edit settings](#) / [Completion tracking](#)

When creating a new course, it is best to always enable completion tracking

If enabled, activity completion conditions may be set in the activity settings and/or course completion conditions may be set. It is recommended to have this enabled so that meaningful data is displayed in the course overview on the Dashboard.

Activity Completion Settings

Activity completion will be displayed on the course page and will serve as an indication of activities completed, passed, not yet completed or not yet passed.

Study Material

Study the content provided in the following lessons, in preparation for the test that follows.

 1. LESSON: General Information	☒
 2. VIDEO LESSON: Product Overview (3:51 min)	☒
 3. VIDEO LESSON: All Risk Cover (5:55 min)	☐
 4. VIDEO LESSON: Motor Cover_Extent of Cover (12:17 min)	☐
 5. VIDEO LESSON: Motor Cover_Specific Conditions, Limitations & Extensions (8:21 min)	☐
 6. LESSON: Value Added Products	☒

Activity completion settings can include:

1. **None:** Do not indicate activity completion
2. **Manual:** Students can manually mark the activity as completed
3. **With condition(s):** Show activity as complete when conditions are met

A box with a solid border is shown where the option can **manually complete** the activity. A student can click to tick the box when they think they have completed the activity. (Clicking it again removes the tick.)

A box with a dotted border is shown **when conditions are set for completion**. A tick will appear automatically when an activity has been completed according to conditions set by the teacher.

Activity completion settings can be set in three ways:

1. **Default activity completion:** this will set the activity completion requirements for an activity type, any new activity created will have the default requirements for completion.
2. **Manual override:** activity settings can be changed from the default setting individually upon creation.
3. **Bulk edit activity completion:** when the default settings of existing activities need to be changed, the bulk edit option can be used.

Default activity completion

On this page, the activity will be displayed on the left with the current default completion requirement on the right:

Default activity completion

Course completion

Default activity completion

Bulk edit activity completion

Select the activities you wish to bulk edit.

Edit

☐ Activities / resources

Completion tracking ?

☐ Assignments

☒ Manual

☐ Books

☒ Manual

☐ Chats

☒ Manual

To change the default requirement simply tick the box of the activity to the left, and click to Edit.

Edit

☐ Activities / resources

Completion tracking ?

☐ Assignments

☒ Manual

☐ Books

☒ Manual

☒ Chats

☒ Manual

Different completion settings are available for different activities, depending on the activity type.

View the options available and select the most appropriate option and click to save changes.

Default activity completion

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

Modify the actions you wish to bulk edit

Completion tracking ⓘ Show activity as complete when conditions are met ▼

Require view ☒ Student must view this activity to complete it

Expect completed on ⓘ

15 ▼ May ▼ 2019 ▼ 13 ▼ 14 ▼  ☐ Enable

Save changes Cancel

The new activity completion requirements will now appear on the default activity completion page.

☐ Activities / resources	Completion tracking ⓘ
☐  Assignments	☒ Manual
☐  Books	☒ Manual
☐  Chats	☒ With conditions Student must view this activity to complete it

Once set, this will become the default setting and any new activity created will by default have this completion requirement.

Manual override

Where you want to change the completion setting for a single activity:

1. Click to edit the activity on the course page.
2. Click "Edit settings"
3. Scroll down to "Activity completion"
4. Choose the appropriate settings and "save and return to course"

Announcements

Edit

Edit

+ Add an active resource

Announcements

Edit

Edit

+ Add a resource

Edit settings

Move right

Hide

Edit

Duplicate

Assign roles

Delete

Edit

Topic 1

Topic 2

▼ 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 posts

☐ Student must post discussions or replies: 1

Require discussions

☐ Student must create discussions: 1

Require replies

☐ Student must post replies: 1

Expect completed on ?

15 ▼

May ▼

2019 ▼

13 ▼

18 ▼



☐ Enable

Bulk edit activity completion

It is best to set completion requirements before enrolling any students, but where completion settings need to be changed the bulk edit activity completion option can be used.

Location: Course administration / Course completion /Bulk edit activity completion

This page will only show the activities currently available in the course including the set completion requirements.

To change the requirements select the activity by ticking the box to the left, click to edit and make the appropriate changes.

It is important to note that any changes made here will override any progress made by students to date. If for example, a requirement is set to "manual completion" - if changed to a "conditional completion" any manual completions indicated by students will be lost and the student will need to adhere to the new requirement set.

Course Completion Settings

Course completion settings will activate additional features such as the awarding of course completion badges.

Course completion settings can be set only when a course can be completed, i.e. all activities to complete a course must be created and activity completions set.

Location: Course administration / Course completion / Course completion

To set course completion requirements:

1. Complete the course design.
2. Adjust completion settings as per your preference.

General:

Under General select whether ALL or selected activities must be completed.

Activity completion:

Where **selected activities must be completed** (Course is completed when ANY conditions are met), select the activities that must be completed for course completion.

Completion of other courses:

Where a course forms part of a course series, completion of the course can be set to be dependent on the completion of other courses.

1. Select the other courses that must be completed as part of the series, by simply clicking on the correct course in the window displayed. (Multiple selections is possible)
2. You can choose whether all selected courses must be completed or only some of the courses.

▼ Condition: Completion of other courses

Courses available

AZANDI / Professional Development / Customer Care in a Call Center Environment
AXSURE / Product Specific Training / Soteria Policy
AXSURE / Product Specific Training / Personal Protector Plus Policy
AXSURE / Product Specific Training / Taxi Ride Share
VALUEBUDDY / Overview of ValueBuddy
VALUEBUDDY / ValueBuddy Accident Assist

Note: Course completion conditions must be set for a course to appear in the above list.

Condition requires

ALL selected courses to be completed ▼

Note that once a course is selected to form part of the completion of this course, it cannot be unselected (requirement cannot be removed). Where a course is accidentally selected (clicked on) it is best to cancel the settings at the bottom of the page and restart.

Enrolment dates and duration:

An enrolment term or duration can be set.

This sets the minimum time for which a student must be enrolled before the course will be completed.

Unenrolment:

This setting will mark the course as completed once the student is unenrolled.

Unenrolment or enrolment terms can be set under "Enrolment methods" enabling automatic unenrolment after a set date or enrolment duration.

Course grade:

Where grades are awarded or required for completion (in quizzes and assessments for example), a course grade can be set.

With this setting, the course will be completed only if the student receives a set course grade

Manual completion:

When enabled, students can mark the course as completed when they believe they have completed this course. Ideal for self-study courses.

A secondary check can be included, where teachers or mentors can mark the students' course as

completed when they agree.

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