
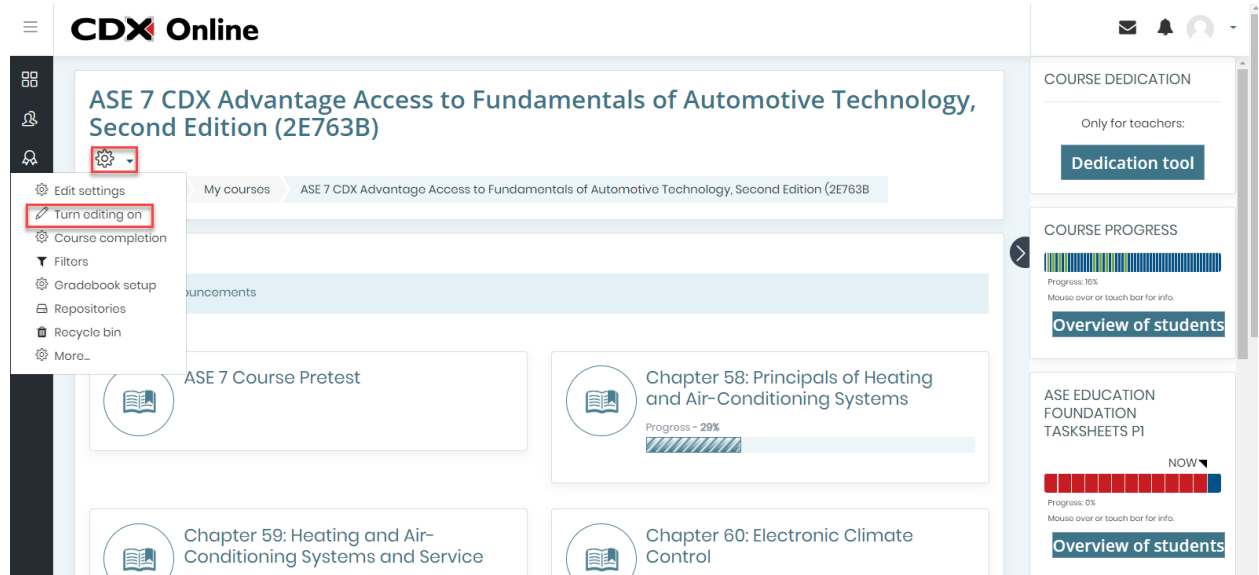
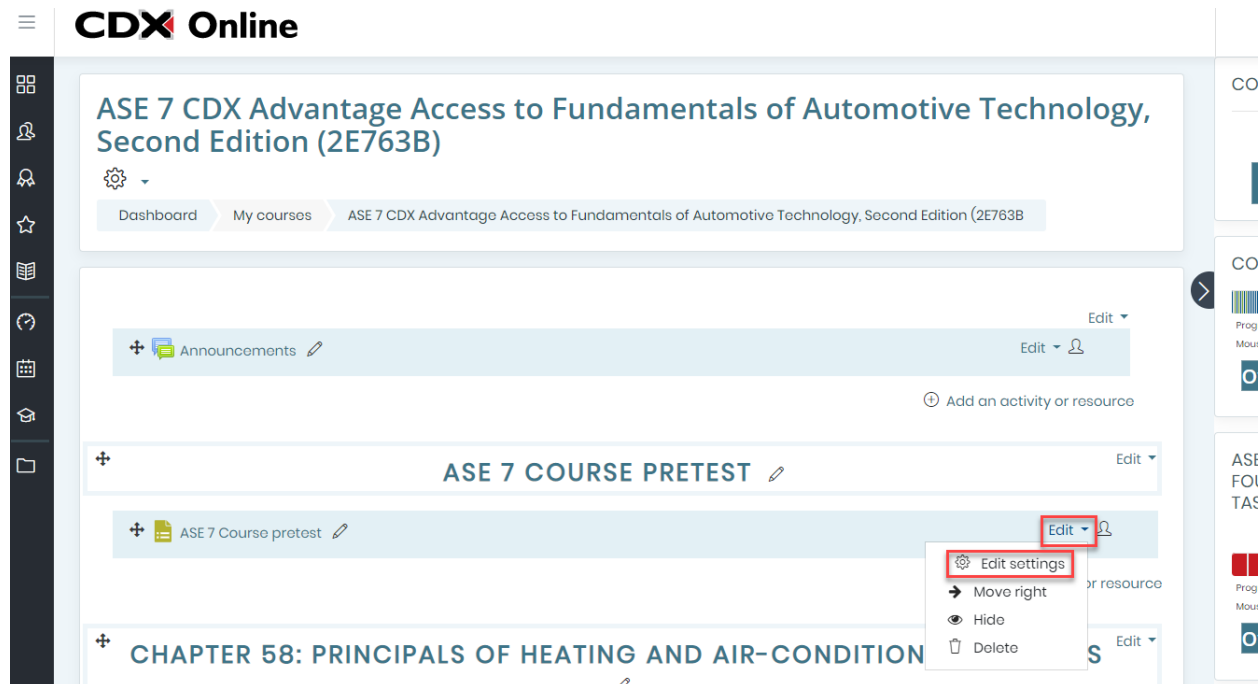


How Do I Apply Activity Tracking to Course Items?

1. From the course front page, navigate to the location of the item you wish to apply activity tracking to.
2. On the item's page, click the **Actions** button  at the top of the page and select "Turn editing on."




3. Scroll down to the item. Then, to its right, click the edit menu and select "Edit settings"




How Do I Apply Activity Tracking to Course Items?


- On the settings page, scroll down to and expand the Activity completion section.
- The first field, completion tracking, is a dropdown menu where you can select how you want the item to be tracked.



▼ 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 passing grade  ☐ Require passing grade ☐ Or all available attempts completed



Expect completed on  28 ▾ November ▾ 2018 ▾ 15 ▾ 29 ▾  ☐ Enable

- For any tracking, this option must be set to either “Students can manually mark the item as completed” or “show activity as complete when conditions are met.”
- If using the second option, you will also need to choose the criteria for which the item’s completion should be tracked.
- If the item is not gradable, such as a PDF or other document, your only option will be to check the “Require view” box.

▼ Activity completion

Completion tracking  Show activity as complete when conditions are met ▾

Require view ☒ Student must view this activity to complete it

Expect completed on  28 ▾ November ▾ 2018 ▾ 15 ▾ 21 ▾  ☐ Enable

- If the item is gradable you may require that student must view and/or receive a grade to complete the activity.
- If you select the “require grade” criteria, you are given the choice of requiring that a student achieve a passing grade, which is set in the grade section within the settings or your gradebook. This means that a student will not be marked as having completed the activity until they receive a passing grade.

How Do I Apply Activity Tracking to Course Items?

▼ 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 passing grade



☒ Require passing grade

☐ Or all available attempts completed

Expect completed on



28 ▾

November ▾

2018 ▾

15 ▾

29 ▾



☐ Enable

11. If you wish to communicate a date and time by which you expect the student to have completed this item, click the 'Enable' checkbox next to the 'Expect completed on' field and select your desired timing.

▼ 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 passing grade



☒ Require passing grade

☐ Or all available attempts completed

Expect completed on



28 ▾

November ▾

2018 ▾

15 ▾

29 ▾



☐ Enable

12. Finally, click Save and return to course at the bottom of the page.