

CONTENT TOPIC COMPLETION TRACKING

Completion tracking allows instructors to monitor the progress of learners through content topics and it allows learners to monitor their own progress. This tutorial provides an overview of completion tracking for content topics.

Content topics are completed by learners as they view and complete activities. Below are some of the type of completion tracking available for a topic;



A check associated with a topic indicates that the learner has completed it.



A dot associated with a topic indicates that the learner must perform additional tasks before the topic is marked as complete.



A checkbox associated with a topic indicates that it is up to the learner to indicate whether the topic was complete.

As an instructor you can manage the default tracking completion setting, to do so;

Step 1.

From the **Table of Contents** tool, click **Settings**.

Step 2.

A panel will appear with some settings option, at the bottom of the panel will be the **Completion Tracking** option. Open the **Default Completion Status** menu.

Step 3.

Topics can be set as **Required** or **Not Required**. When setting it as Required, there are two options, **Automatic** and **Manual**. Automatic indicates that the topic is automatically marked when the topic is completed, Manual gives the learners the option to indicate whether a topic has been completed. Not Required simply just exempt the topic from completion tracking.

Step 4.

Once you select the option, click on **Save**.

You can also manually choose each topic's completion tracking, to do so;

Step 1.

Navigate to the desired topic.

Step 2.

Once you are on the topic, navigate to the **Activity Details** (bottom of the page).

Step 3.

You'll see the **Completion Tracking** type (**Automatic, Manual or Not Required**), to change this simply click on the context menu and select the type of Completion Tracking.

For automatic completion, each topic type has an associated task for it to detect that learners have completed the task. The information below shows a list of each topic type and its associated task.

Topic Type	Required Task
Content files	View Topic
Checklist	Complete all checklist items
Discussion	Reply to the topic
Assignments	Submit to the assignment folder
Quiz	Submit at least 1 attempt
Survey	Submit at least 1 attempt

Automatic Completion

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