

Overview

Before your course goes live, make sure all course settings are set up properly. There are **two completion settings** that must be reviewed.

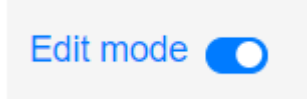
1. **Activity Completion Setting:** Check the Module’s Activity Completion setting in Moodle to make sure it is tracking completion for each module.
2. **Course Completion Settings:** Check the Course’s Completion setting in Moodle to make sure the course is tracking all required activities.

Please make sure you test the course with test accounts to ensure course completion is generated.

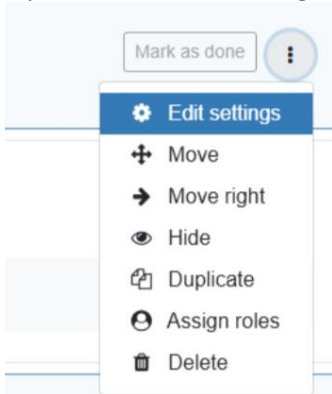
Activity Completion Settings

For Modules/SCORMs:

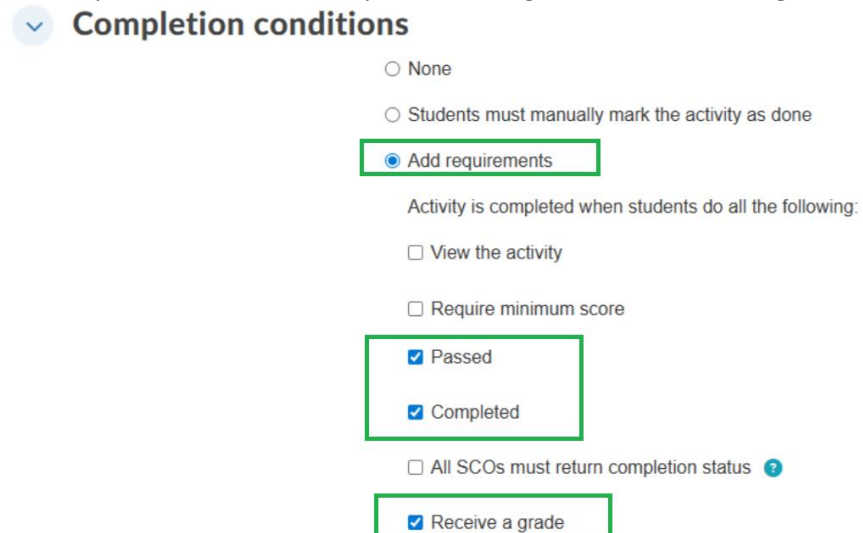
1. Toggle **Edit** mode on:



2. Click **the dots** next to the activity that needs to be updated and **Edit Settings:**



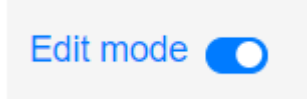
3. Go down to **Completion conditions** and select the outlined options. For **all** SCORM modules, the Completion Conditions settings should be set exactly as per below. You may need to “Unlock completion settings” to make the changes.



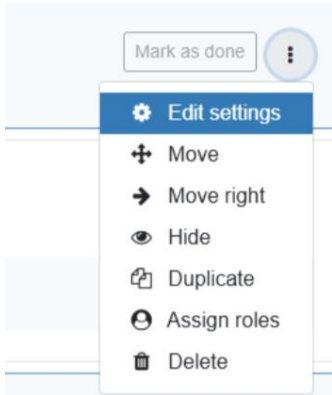
If a module does not complete with these completion settings, check the module’s completion tracking in the eLearning software that it was created in.

For Quizzes:

1. Toggle **Edit** mode on:



2. Click **the dots** next to the activity that needs to be updated and **Edit Settings**:



3. Go down to **Grade** and set a **Grade to pass**:

Grade category ? Not categorized ▾

Grade to pass ?

For a passing grade of 80%, please input:

Grade to pass ?

4. Go down to **Completion conditions** and make sure the following options are selected and save:

Completion conditions

- None
- Students must manually mark the activity as done

Add requirements

Activity is completed when students do all the following:

View the activity

Minimum attempts

Receive a grade

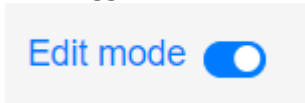
Any grade

Passing grade

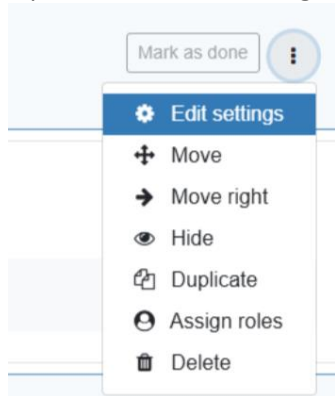
Passing grade or all available attempts completed

For Books:

1. Toggle **Edit** mode on:



2. Click **the dots** next to the activity that needs to be updated and **Edit Settings**:



3. Go down to **Completion conditions** and make sure the following options are selected and save:

Completion conditions

- None
- Students must manually mark the activity as done

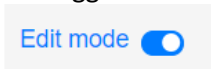
Add requirements

Activity is completed when students do all the following:

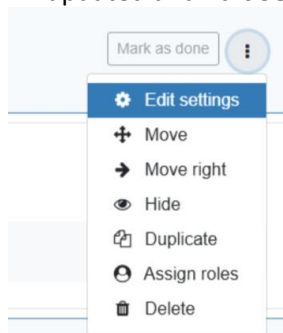
View the activity

For Feedbacks:

1. Toggle **Edit** mode on:



2. Click **the dots** next to the activity that needs to be updated and **Edit Settings**:



3. Go down to **Activity completion** and make sure the following options are selected and save:

Completion conditions

- None
- Students must manually mark the activity as done

Add requirements

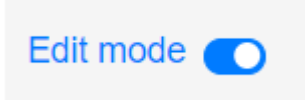
Activity is completed when students do all the following:

View the activity

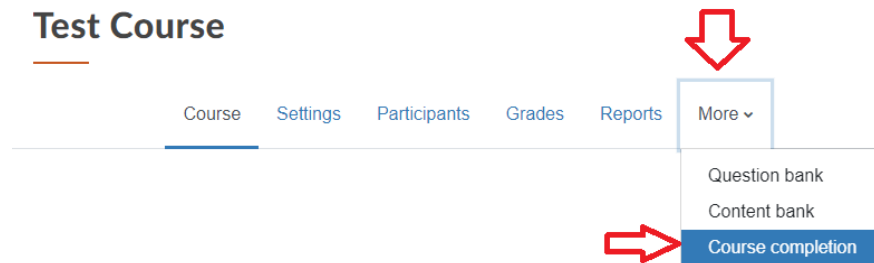
Submit feedback

Course Completion Settings

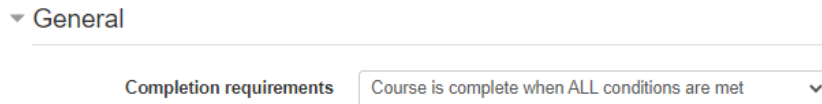
1. Toggle Edit mode on:



2. Click **More** and then **Course completion**:



3. Go down to **General** and set Completion requirements to “**Course is complete when ALL conditions are met**”:



4. Course Completion settings also need to be setup to identify all of the required modules for completion. You will need to select all of the required modules under the **Condition: Activity completion** section.

Condition: Activity completion

SCORM package - Module

Quiz - Quiz

5. Scroll down and Save changes:

