

LearningHub Online Course Completion Settings Guide

Overview

Before your course goes live, all course settings must be set up properly. Review the two completion settings below:

1. **Activity Completion Settings:** Check all Module Activity Completion settings in Moodle to ensure they are tracking completion.
2. **Course Completion Settings:** Check the Course's Completion settings in Moodle to ensure the course tracks all required activities and provides completion.

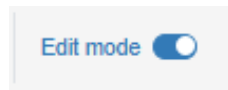
Follow this guide for course setup. You must also [test the course](#) with test accounts to ensure course completion is generated, and that you understand the requirements within your course.

eLearning Resources:

[LearningHub Course Management Help Page](#) | [Articulate Support Page](#) | [Moodle Activities Support Page](#)

Step 1: Setup the Activity Completion settings for your identified course activities

To begin editing, first, turn **Edit mode** on. This is found on the top right of the Moodle page.



All settings will be made under **Edit Settings** of an activity. If the activity has already been created, select the three dots to the right of the activity and select Edit Settings in the drop down.

On the Edit Settings page, go to the **Completion Conditions** section. Identify your activity below and set accordingly.

For existing activities, you may need to “Unlock completion settings” to make the changes. This will not remove learner completions and must be done to make changes.

Module/SCORM Activity

Moodle will follow the tracking and completion requirements set within the course file.

Follow the below settings *exactly* for all SCORMs to allow for Moodle to track the SCORM file accordingly, regardless of a grade being required.

☐ None

☐ Students must manually mark the activity as done

☒ Add requirements

Activity is completed when students do all the following:

☐ View the activity

☐ Require minimum score

☒ Passed

☒ Completed

☐ All SCOs must return completion status ?

☒ Receive a grade

Quiz Activity

Under the **Grade** section, a passing grade will need to be identified. Please see below a passing grade of 80%:

Grade

Grade category



Uncategorized

Grade to pass



80

Then, proceed with the **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

Feedback Activity

☐ 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

After learners have completed the activity, you will be able to view Feedback responses by selecting the Feedback activity on the Moodle course landing page, and then selecting the **Responses** tab.

Book Activity

☐ None

☐ Students must manually mark the activity as done

☒ Add requirements

Activity is completed when students do all the following:

☒ View the activity

Assignment Activity

☐ None

☐ Students must manually mark the activity as done

☒ Add requirements

Activity is completed when students do all the following:

☐ View the activity

☒ Make a submission

☐ Receive a grade

After learners have completed the activity, you will be able to view Assignment submissions by selecting the Assignment activity on the Moodle course landing page, and then selecting the **Submissions** tab.

File & URL Activity

If you are hosting a file or website link in Moodle, please note, Moodle cannot track if a learner has fully viewed or accessed the file/link.

The completion can either be based on the learner selecting the file/link, or set to manual completion by learner.

Complete upon access (i.e. selecting to open the file/link):

- ☐ None
- ☐ Students must manually mark the activity as done

☒ Add requirements

Activity is completed when students do all the following:

☒ View the activity

Learner to manually mark it done to confirm their completion:

- ☐ None
- ☒ Students must manually mark the activity as done
- ☐ Add requirements

For this option, please also advise learners that they must mark it as done manually on the course page.

Lesson Activity

If there is no grade in the lesson:

- ☐ None
- ☐ Students must manually mark the activity as done

☒ Add requirements

Activity is completed when students do all the following:

☐ View the activity

☒ Require end reached

☐ Require time spent

☐ Receive a grade

If there is a grade following a Quiz/Knowledge Check, see below. You will also need to identify if there is a passing grade.

- ☐ None
- ☐ Students must manually mark the activity as done

☒ Add requirements

Activity is completed when students do all the following:

☐ View the activity

☐ Require end reached

☐ Require time spent

☒ Receive a grade

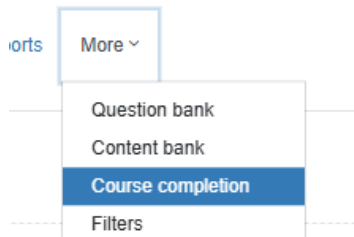
☐ Any grade

☒ Passing grade

Step 2: Setup the Course Completion settings

The **Course Completion settings** need to be set up to identify what is required for course completion. Ensure you review these settings following course updates as well.

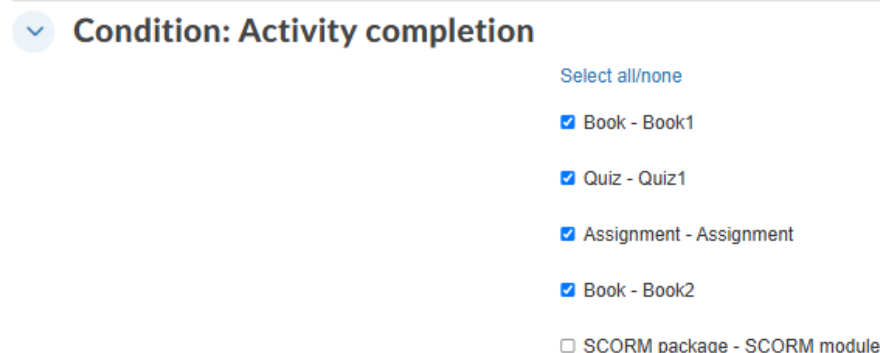
Under the **More** tab, select **Course completion** in the drop down:



Under the **General** section, set Completion requirements to the below:



Then, go to the **Condition: Activity completion** section. Under this section, **you will select all required activities for course completion**. Scroll down to **Save**.



No other condition sections need to be updated for most courses.

Please do not update any other conditions, unless you will be manually completing learners as a requirement, there are enrollment duration requirements, or if the completion of other courses is also required.

Step 3: Submit a ticket for testing

After a course has been set up or updated, [submit a Course Management Support ticket](#) to request to test and activate the course. LearningHub Admin will review the course settings and test the course for completion. New courses will be changed to “Active” after testing.