

# LearningHub Online Course Completion Setting Guide

## 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.

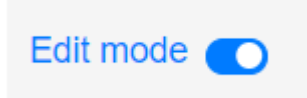
## Activity Completion Settings

Please make sure **Completion tracking** is set to “**Show activity as completed when conditions are met**” for each module.

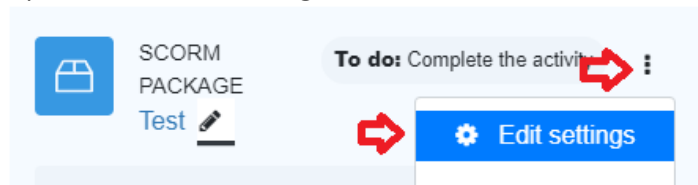
Completion tracking   

### 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 **Activity completion** and select the outlined options:

Completion tracking   

Require view  Student must view this activity to complete it



Require grade   Student must receive a grade to complete this activity

Require minimum score    Disable

Require status   Passed

Completed

Require all scos to return completion status

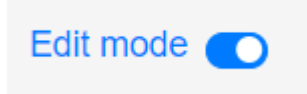
Expect completed on         Enable

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.

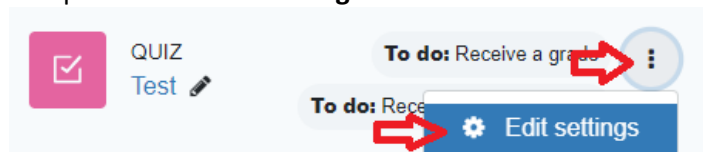
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## For Quizzes:

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

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Grade category ⓘ Not categorized ▼

Grade to pass ⓘ

For a passing grade of 80%, please input:

Grade to pass ⓘ

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

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

Require view  Student must view this activity to complete it

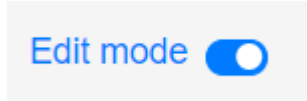
Require grade ⓘ  Student must receive a grade to complete this activity

Require passing grade ⓘ  Require passing grade  Or all available attempts completed

Expect completed on ⓘ 12 ▼ March ▼ 2021 ▼ 14 ▼ 42 ▼  Enable

## For Books:

1. Toggle **Edit** mode on:



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



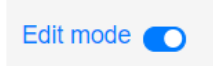
3. Go down to **Activity completion** and make sure the following options are selected and save:

### Activity completion

- Completion tracking  Show activity as complete when conditions are met
- Require view  Student must view this activity to complete it

## For Feedbacks:

1. Toggle **Edit** mode on:



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



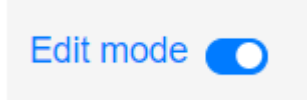
3. Go down to **Activity completion** and make sure the following options are selected and save:

### Activity completion

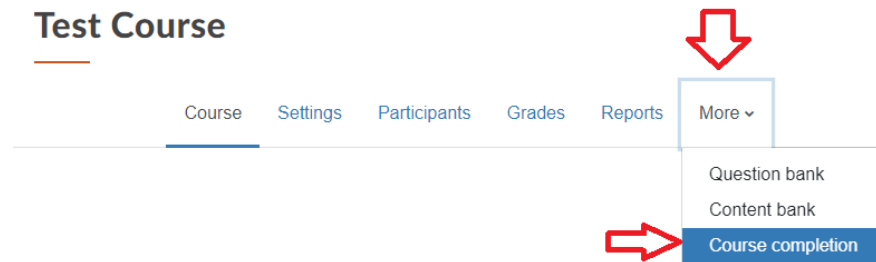
- Completion tracking  Show activity as complete when conditions are met
- Require view  Student must view this activity to complete it
- View as completed if the feedback is submitted

## Course Completion Settings

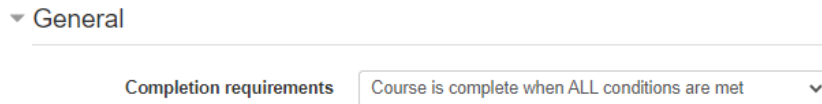
1. Toggle Edit mode on:



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. Go down to **Condition: Activity completion** and select the **activities that are required for course completion**:

▼ Condition: Activity completion

SCORM package - Module

Quiz - Quiz

5. Scroll down and Save changes:

