Content – Completion Tracking and Summary (6/2016)

Adding Completion Tracking

1. Types of tracking:
   a. Automatic (system default) – will be marked as completed when student views it.
   b. Manual - student will need to check that it’s been completed.
      i. If you use this option, make sure your students know they have to mark the topics as complete.
   c. None – no tracking will be applied to this topic.

2. Changing the type for one Topic:
   a. Select the Learn@UWSuperior Terminology dropdown menu and select the Edit Properties In-Place menu item.
   b. Select the Completion Tracking dropdown menu and select the Not Required menu item.
   c. Note: As soon as you select a different tracking type, the gray checkmark on the right will be removed so you’ll know which type of tracking this topic has.

3. Changing the type for one Module:
   a. Select the First Week of Classes module from the Table of Contents menu.
   b. Select the First Week of Classes dropdown menu and select the Set All Completion menu item.
   c. Select the Required: Manual radio button.
   d. Click the Update button.
e. **Note:** As soon as you select a different tracking type, the gray checkmark on the right will be changed to a check box so you’ll know which type of tracking this topic has.

4. **Changing the type for all Modules and Topics:**
   a. Select the **Table of Contents** in the left column.
   b. Select the **Table of Contents** dropdown menu and select the **Set All Completion** menu item.
   c. For this handout, we’ll leave the default setting, **Required: Automatic**, as our selection.
   d. Click the **Cancel** button.

5. Because we clicked the Cancel button, our previous changes will still be listed so you can see the different tracking icons on the right side. If we had clicked the Updated button, everything would be changed to the automatic icon.
Using the Completion Summary

1. Enter the course’s Content area using the Materials dropdown menu.

2. Select the Syllabus topic.

3. Scroll to the bottom of the topic screen and click on the Completion Summary tab.

   Note: In order to use the Completion Summary, you have to have the Completion Tracking set to either Automatic or Manual (red box).

4. In the Completion Summary section, you will be able to filter the students by All (default), Completed, and Incomplete (highlighted in red); Search for a specific student (highlighted in orange); see the students listed (highlighted in green); see if they’ve viewed the topic (highlighted in blue); and move between pages or change the number of students listed per page (highlighted in purple).

5. When students have viewed the topic, it will show that they have viewed the topic along with the date and time they did it.

   Note: If you want more details on the student’s activities, use the View Progress or Class Progress features.