

LearningHub Quick Guide: Course Completion

□ Introduction	<i>The course completion tool will allow a teacher to set up what assignments are necessary to complete the course. The student will be able to see what courses are needed to complete the course. It will show them what still needs to be done. It can be set up for a student to mark off what they have done manually or requirements can automatically be checked off.</i>
□ How do I set up Course Completion	How to: <ul style="list-style-type: none">• Click on Edit Settings – in the Administration Block<ul style="list-style-type: none">○ Click on right arrow next to Completion Tracking○ Make sure Enable completion tracking is set to yes• Click on Course Completion under Edit settings in the Administration Block<ul style="list-style-type: none">○ Choose the activities/assignments and all of the conditions○ Click Save changes• Turn editing on for the course<ul style="list-style-type: none">○ Go to Add a Block○ Select Course Completion Status – this will automatically add this block to your course
□ How can I view what students have done towards the completion	<ul style="list-style-type: none">• Go to the Course Completion Status block• Click on View course report• You will now see what assignments the students have done and what still needs to be done
□ How do the students use and view course completion	<ul style="list-style-type: none">• The students will see from the Course Completion Block what they have started and/or finished• For more details on the assignments, they click on More details