

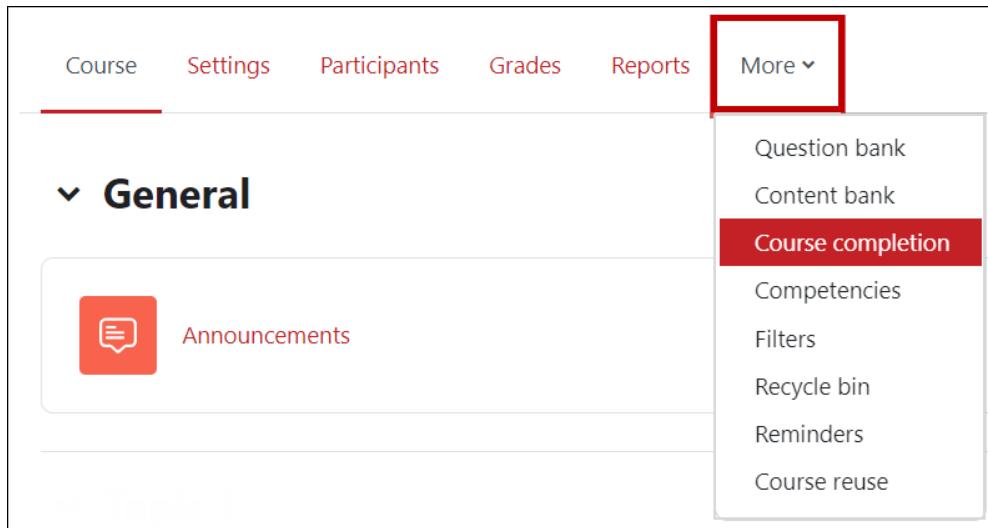
## Faculty: Bulk Settings for Completion Tracking

Hart Wilson - 2025-12-02 - [Comments \(0\)](#) - [Faculty](#)

[Completion tracking](#) is all about the “Mark as done” buttons and “To do:” notices to the right of most items in our courses. Not only is this feature very helpful for students, allowing them to track their progress through a course, but completion tracking also allows you to see how students are engaging with the activities and resources in your course.

By default, some completion options are set for *manual* mode, which means that learners can mark an item complete whenever they like. In other cases, *conditions* have been set to require an action on the learner's part before the item is marked complete. For example, learners might need to open a resource, submit a quiz attempt, or make a specified number of posts in a forum.

By selecting the **Course completion** option in the **More** menu at the top of your main course page, you can set up default requirements for all new items created in your course and/or adjust a batch of existing items all at the same time.



The options for setting default requirements and making bulk changes are accessible through the pull-down menu in the top left corner of the **Course completion** page. (**Note:** Ignore the settings for **Course completion**—we only care about **Default** and **Bulk edit** options.)

The screenshot shows the 'Course' tab selected in the top navigation bar. Below it, a dropdown menu for 'Completion tracking' is open, with 'Course completion' highlighted. A red callout bubble points to this selection with the text 'Adjust defaults for new items'. Another blue callout bubble points to the other options in the list with the text 'Adjust existing items'. The 'General' section is expanded, showing 'Completion requirements' and a dropdown menu set to 'Course is complete when ALL conditions are met'.

## Set Defaults

Select the **Default activity completion** option and check the type of item for which you wish to set tracking conditions for all ***new items***. You can choose multiple item types if they share the same completion options—files, pages, books, folders and URLs can all be marked as complete if students view them, for instance.

Click on **Edit**, then select the desired conditions for completion from the **Completion tracking** pull-down menu. **Save changes**.

## **Default activity completion**

Select the activities you wish to bulk edit.

**Edit**

### Activities / resources

### Completion tracking

 Assignments



With conditions

Student must make a submission

 Attendances

None

 Boards



Manual

 Books



With conditions

Student must view this activity to complete it

 Chats



Manual

## **Default activity completion**

Modify the actions you wish to bulk edit

Completion tracking

Require view

Student must view this activity to complete it

Require notes

Require students this number of notes to complete the activity

Expect completed on

Enable      

The changes will affect the following **1** activities or resources:



## **Settings for Multiple Items**

To update completion tracking settings for multiple **existing items**, select the **Bulk activity completion** option and select a batch of items that share common completion requirements. Click on **Edit**. Choose the desired completion conditions from the **Completion tracking** pull-down menu. **Save changes**.

## Bulk edit activity completion

Select the activities you wish to bulk edit.

Activities / resources

Completion tracking

Welcome to the Latest, Greatest Version of Moodle!

Announcements

None

Book

Manual

Folder

Manual

File: Moodle New Quarter Checklist

Manual

## Bulk edit activity completion

Modify the actions you wish to bulk edit

Completion tracking



Show activity as complete when conditions are met



Student must view this activity to complete it

Require view

Expect completed on



Enable

13

December

2023

20

32



The changes will affect the following **2** activities or resources:

Book

Folder

