

## Activity completion settings

- **Completion tracking** - manually/automatically track whether an activity/resource is considered to have been completed based on specific condition(s) if enabled
  - *Do not indicate activity completion* - the activity completion wordings will not be shown
  - *Students can manually mark the activity as completed* - students can press [Mark as done] button to mark the activity/resource as completed
  - *Show activity as complete when conditions are met* - students must meet specific condition(s) so that the activity completion wordings “To do” is changed into “Done”
- **Completion requirement** - there are different completion requirements for different activities/resources
  - *Require view* - students need to view the activity/resource as its completion
  - *Require grade* - students need to receive grades from a graded activity as its completion
  - *[Assignment activity] Require grade* – students need to submit their respective work to / receive grades from an Assignment activity as its completion
  - *[Forum activity] Require discussions / posts / replies* – students need to create / reply discussion topic(s) / post(s) as its completion
  - *[Quiz activity] Require attempts* – students need to submit at least one attempt to a Quiz activity as its completion
- **Expect completed on** - specify the date when the activity/resource is expected to be completed if enabled

**Note:**

- 1) If activity completion settings are enabled for an activity/resource, the activity completion wordings will be shown below the activity/resource name in course main page, as well as on top of the activity's/resource's page.
- 2) If you want to set other completion requirement(s) of an activity/resource, please do not select “Require view” option to prevent additional work for SOUL 2.0 server.
- 3) “Require grade” option of a graded activity works only if grades are immediately viewable by students. The grades must not be hidden permanently or until a specific date and time.