

KODIAK QUICK GUIDE: Completion Tracking

Overview

Completion tracking is a feature in Content that allows students to see their progress in completing their coursework. It is well-suited for online and hybrid courses. If you use completion tracking, students will see progress indicators when viewing Content. They will see green checks for topics and modules they've completed, gray circles for topics they have not yet completed, a progress bar for progress within a module, and a progress bar for overall course progress when they view the table of contents.

How to Access Completion Tracking

Completion tracking is a feature of Content. From any page in your course, click **Content** in the course navigation bar.

In This Guide

- Setting up Completion Tracking
- Viewing Student Completion Status

Setting up Completion Tracking

You can set completion tracking for an individual topic, for all topics in a module, or for everything in Content. For every module or topic you want to include in completion tracking, you must assign a completion type.

- **Required: Automatic** – Topics will be marked as complete when the student does something in Kodiak, like viewing a file or posting to a discussion. See Figure 1 for a full breakdown of how automatic completion tracking works for different types of topics.
- **Required: Manual** – Students will see a checkbox next to the topic, which they can click to manually mark it complete.

Note: Manual completion is useful for assignments that Kodiak cannot effectively track, like long readings, multi-part discussions, or assignments outside Kodiak.

- **Not Required** – No completion tracking on topic.

These are the conditions students must meet for a topic to be marked complete when **Required: Automatic** is selected as the method for completion tracking.

Uploaded files are marked complete when a student views them.

Documents created in KODIAK are marked complete when a student views them.

Links are marked complete when a student views them.

Chats are marked complete when the student enters the chat room.

Checklists are marked complete when a student checks off all items.

Discussions are marked complete after a student's first post. If your discussion assignment requires students to post more than once, you may want to set it for manual completion.

Assignments are marked complete after one submission.

Quizzes are marked complete after one attempt.

Self-assessments are marked complete as soon as they are opened.

Surveys are marked complete when a student submits them.

Set Completion Type for a Topic

1. Click the title of the topic that you want to set completion tracking for. This opens the topic.
2. Scroll down to Activity Details (Figure 2); the currently active completion tracking method will appear at the bottom of the list.
3. Click the drop-down arrow next to the active completion tracking method. All completion tracking options will be displayed (Figure 3).
4. Click the new completion tracking method you want to set for the topic. You will briefly see a confirmation message at the bottom of the page.

Set Completion Type for an Entire Module or All Content

1. Click on a module in your Content area (or **Table of Contents** to set completion tracking for the entire course).
2. Click the drop-down arrow to the right of the module's title.
3. Click **Set All Completion** on the drop-down menu (Figure 4). A dialog box that lists completion tracking options will open.
4. Select a completion type.
5. Click **Update**.

Viewing Student Completion Status

View by Topic

1. In Content, click the topic you want to view completion statistics for.
2. Click **Completion Summary** at the bottom of the page (Figure 5). You will see a list of your students with their completion status.

View by Student

You can view one of your student's completion progress for the course through the View User Progress tool.

1. Click **Course Admin** in the course navigation bar.
2. Click  **Class Progress** under the "Learner Management" heading. The "Class Progress" page will open; it displays a table that lists all students in the course.

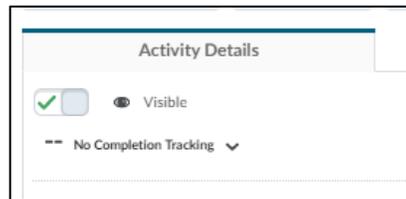


Figure 2

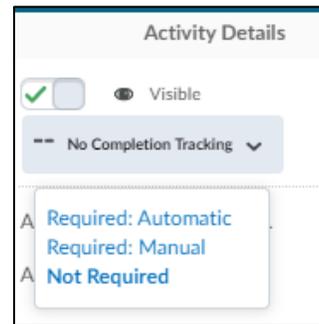


Figure 3

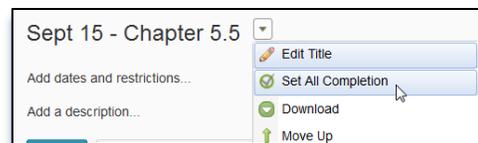


Figure 4

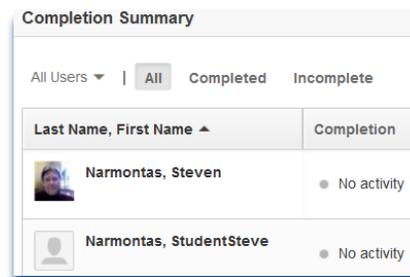


Figure 5

Note: On the "Class Progress" page, you will see a progress bar for each student in the Content column. This bar only tracks how many topics a student has visited, not the number of topics s/he has completed.

3. Click the progress bar in the Content column for the student whose individual progress you want to view (Figure 6). The progress completion bar for each module will display the student's overall progress for all topics in the module.
4. Click the link below each module's progress bar to view progress statistics for the topics in that module.

Note: You can click the left and right arrows under the student's name on the "Content Progress" page to navigate to other students' "Content Progress" pages (Figure 7).



Figure 6



Figure 7