

## Activity Completion (Learner Tracking)

### Overview

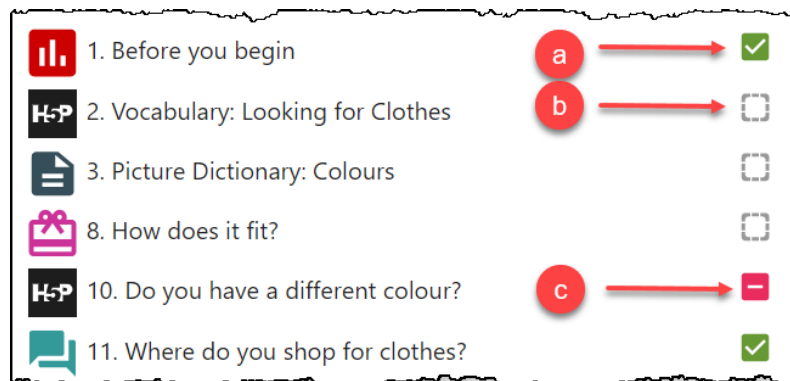
Keeping track of progress in a course can be challenging for learners and instructors. *Activity completion* is a helpful way for learners to track their progress in a course. A learner can see a checklist on the course homepage indicating their current progress. Instructors can see a checklist indicating all their learners' current progress and create a point-in-time report.

As each activity is checked off as "complete," the learner moves further towards final completion of the course.

In some courses, the *Activity completion* feature is used to restrict access to activities. That means that a learner has to complete an activity in order to move on to the next one.

### Learner Checkboxes

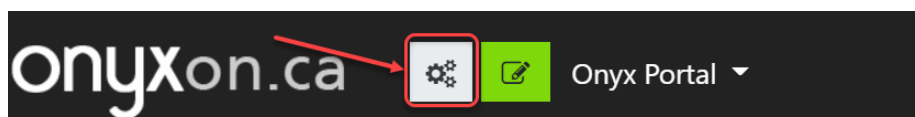
- Green checkboxes mean the activity is complete and the learner has passed the activity.
- Blank checkboxes indicate the activity has not been attempted yet.
- Red checkboxes indicate the activity is complete, but the learner did not achieve a passing grade.



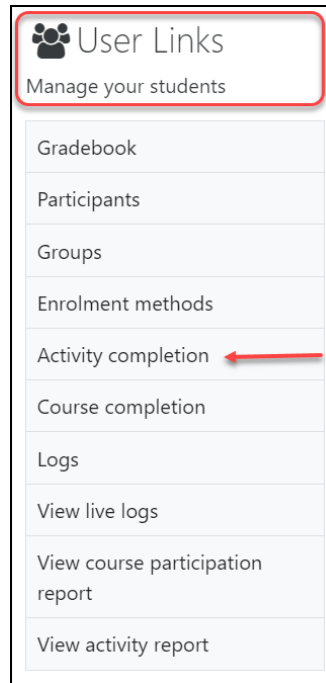
### Showing the Activity Report

Instructors can view all of their learners' activities with the *Activity completion* report feature.

- Click on the *Course management* gear icon.



2. From the *User Links* menu, click on the *Activity completion* link.



The *Activity completion* report appears.

- The report can be navigated by learner first name or surname.
- Course activities are listed in columns in the order they appear in the course.
- Checked checkboxes indicate learner progress.
- Instructors can download the *Activity completion* report in spreadsheet or Excel compatible formats.

First name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

**Learner name navigation**

**List of activities**

**Completion mark**

First name / Surname	Email address	1. Before you begin	2. Vocabulary: Looking for ...	3. Picture Dictionary: Colours	4. Can I help you?	5. What is Mina looking for?	6. What colour and size? ...	8. How does it fit?	9. Does it fit? Vocabulary	10. Do you have a different...	11. Where do you shop for ...	12. Before You Go: Your ...	13. CLB 2 Listening ...	Learning Online: Vocabulary...	Learning Online: Vocabulary...	Learning with Onyx (CLB 1-3)	Strategies for Learning ...	Learning about Onyx: ...	Learning with Onyx: ...	Learning with Onyx (CLB 4+)	Strategies for Studying ...	Introduce Yourself to Your ...	Needs Assessment: Share ...	Learner Guide to Studying ...	ONYX Learner Code of Conduct	
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**Download options**

- Download in spreadsheet format (UTF-8 .csv)
- Download in Excel-compatible format (.csv)