

## Enable Completion Tracking

The Completion Tracking may not be enabled when you restore your course to the production site. Check it to make sure it is. You must enable it for the following two reasons:

- When students complete an activity, a check mark appears to the right of the activity. *(While developing your course, you should have set the actions needed for each activity to receive a check mark.)*
- Most courses are set up with the restriction that students have to at least complete your Course Overview before the course content units become available to them. Without Completion Tracking enabled, this cannot happen.

### How to enable Completion Tracking:

Open the Course settings window from the Course Dashboard or the Edit settings choice from the Admin gear icon drop down menu.

Edit course settings

Course full name

BUSINESS PRINCIPLES. Denney, Pamela M. SP-18

Course short name

BUSI1301\_Denney, Pamela I

Course category

BUSI

Course start date

16

January

2018

Course end date

Visibility

Show

Course format

Change Completion tracking to **Yes**

Completion tracking

Enable completion tracking

Yes

Save and display

After making the change, click **Save and display** at the bottom of the screen.