

Identifying students who need
checking-in with
at the topic level
using
Completion Tracking (Moodle)

Ali Enright

Identifying students who need checking-in with at topic level

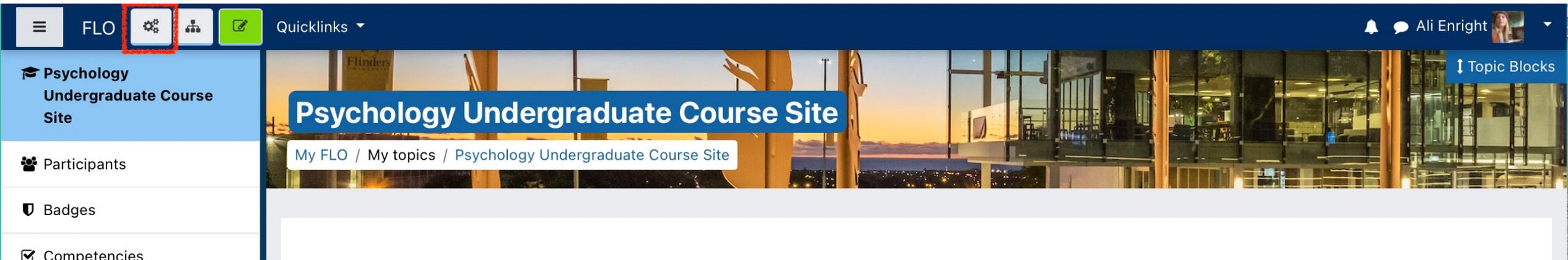
- Evidence shows doing so in the first 1-3 weeks of topic commencement improves retention
- Activity Completion enabled for a task/activity on FLO

Completion Tracking & Activity Completion

- Functions on FLO
- **Students** what is required for an activity + when an activity has been completed
- **Staff** status of activity completion for each student for each activity

How does it work?

Step 1: Turn on Completion Tracking



The screenshot displays the FLO (FutureLearn Online) interface for a course site. The top navigation bar is dark blue and contains the 'FLO' logo, a settings gear icon (highlighted with a red box), a group of people icon, and a green 'Add' icon. To the right of these icons is a 'Quicklinks' dropdown menu. In the top right corner, there is a notification bell, a chat bubble, and the user's name 'Ali Enright' next to a profile picture. The main content area features a large banner image of a building at dusk. Overlaid on the banner is a blue header with the text 'Psychology Undergraduate Course Site' and a white breadcrumb trail below it: 'My FLO / My topics / Psychology Undergraduate Course Site'. On the right side of the banner, there is a 'Topic Blocks' button with a downward arrow. On the left side, a vertical sidebar contains several menu items: 'Psychology Undergraduate Course Site' (with a graduation cap icon), 'Participants' (with a paw print icon), 'Badges' (with a shield icon), and 'Competencies' (with a checkmark icon).

Psychology Undergraduate Course Site

- Participants
- Badges
- Competencies
- Grades
- General
- Module 1
- Module 2
- Module 3
- Module 4
- Module 5
- Module 6
- Module 7
- Module 8
- Module 9



Flinders acknowledges the [traditional owners](#), both past and present, of the various teaching locations the University now operates on, and recognises their continued relationship and responsibility to these lands and waters.



Activities

View All Activities in Topic

- Forums

Question Bank

Create and organize quiz questions

- Question bank
- Question category
- Import
- Export

Badges

Award your students

- Manage badges
- Add a new badge

Topic Settings

Manage your entire topic

- Edit topic settings
- Gradebook setup
- Edit topic completion settings
- Competencies
- Topic administration
- Copy topic
- Reset
- Backup
- Restore
- Import
- Recycle bin
- Filter settings

User Links

Manage your students

- Gradebook
- Participants
- Groups
- Enrolment methods
- Activity completion
- Topic completion
- Logs
- View live logs
- View topic participation report
- View activity report



Topic Blocks

Psychology Undergraduate Course Site

- Participants
- Badges
- Competencies
- Grades
- General
- Module 1
- Module 2
- Module 3
- Module 4
- Module 5
- Module 6
- Module 7
- Module 8
- Module 9

Our commitment to Indigenous communities

Flinders acknowledges the [traditional owners](#), both past and present, of the various teaching locations the University now operates on, and recognises their continued relationship and responsibility to the land and waters.

Activities

View All Activities in Topic

Forums

Question Bank

Create and organize quiz questions

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Badges

Award your students

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Topic Settings

Manage your entire topic

- Edit topic settings
- Gradebook setup
- Edit topic completion settings
- Competencies
- Topic administration
- Copy topic
- Reset
- Backup
- Restore
- Import
- Recycle bin
- Filter settings

- Manage...
- Grade...
- Partic...
- Group...
- Enrol...
- Activity...
- Topic completion
- Logs
- View live logs
- View topic participation report
- View activity report

- Edit settings**
- Filters
- Gradebook setup
- Outcomes
- Backup
- Restore
- Copy topic
- Reset
- Recycle bin
- More...

- Psychology Undergraduate Course Site
- Participants
- Badges
- Competencies
- Grades
- General
- Module 1
- Module 2
- Module 3
- Module 4
- Module 5
- Module 6
- Module 7
- Module 8
- Module 9
- Module 10
- Module 11
- Module 12



Psychology Undergraduate Course Site

My FLO / My topics / Psychology Undergraduate Course Site / Edit settings

Edit topic settings

Expand all

- General
- Description
- Topic format
- Collapsed Modules reset options ?
- Appearance
- Files and uploads
- Completion tracking**
- Groups
- Role renaming ?
- Tags

Save and display Cancel

There are required fields in this form marked ! .

- Psychology Undergraduate Course Site
- Participants
- Badges
- Competencies
- Grades
- General
- Module 1
- Module 2
- Module 3
- Module 4
- Module 5
- Module 6
- Module 7
- Module 8
- Module 9
- Module 10
- Module 11
- Module 12

Edit topic settings

Expand all

- General
- Description
- Topic format
- Collapsed Modules reset options ?
- Appearance
- Files and uploads
- Completion tracking
 - Enable completion tracking ?
- Groups
- Role renaming ?
- Tags

Save and display Cancel

There are required fields in this form marked ! .

Psychology Undergraduate Course Site

Participants

Badges

Competencies

Grades

General

Module 1

Module 2

Module 3

Module 4

Module 5

Module 6

Module 7

Module 8

Module 9

Module 10

Module 11

Module 12

Edit topic settings

Expand all

General

Description

Topic format

Collapsed Modules reset options

Appearance

Files and uploads

Completion tracking

Enable completion tracking Yes

Show activity completion conditions Yes

Groups

Role renaming

Tags

Save and display Cancel

There are required fields in this form marked .

Step 2: Enable Completion Tracking for an activity on FLO

- Pick an activity that suits you and your students
- An action that is not terribly challenging (something they must do; e.g., quiz, forum post, poll response)

- Psychology Undergraduate Course Site
- Participants
- Badges
- Competencies
- Grades
- General
- Psychology Study Pathways
- Grad Entry Students
- Employability
- Academic Support
- Wellbeing
- Flinders Psychology Student Association
- Module 7
- Module 8
- Module 9
- Module 10
- Module 11
- Module 12



My FLO / My topics / Psychology Undergraduate Course Site / Module 16 / Adding a new Forum to Module 16

Adding a new Forum to Module 16 ?

Expand all

- General
- Availability
- Attachments and word count
- Subscription and tracking
- Discussion locking
- Post threshold for blocking
- Whole forum grading
- Ratings
- Common module settings
- Restrict access
- Activity completion
- Tags



- 🎓 Psychology Undergraduate Course Site
- 👥 Participants
- 🛡️ Badges
- ☑️ Competencies
- 📅 Grades
- 📁 General
- 📁 Psychology Study Pathways
- 📁 Grad Entry Students
- 📁 Employability
- 📁 Academic Support
- 📁 Wellbeing
- 📁 Flinders Psychology Student Association
- 📁 Module 7
- 📁 Module 8
- 📁 Module 9
- 📁 Module 10
- 📁 Module 11
- 📁 Module 12

▶ Expand all

▼ General

Forum name



Example Forum Post: Introduce Yourself

Description

↓
A ▾
B
I
↺
↻
☰
☰
🔗
🌀
!
😊
🖼️
🎤
🌈
📅
H-P

Introduce yourself here. Be sure to include:

1. Why you're taking the topic. Be honest.
2. What you want to get out of this experience (that is, of taking this topic).

Display description on topic page ?

Forum type



Standard forum for general use ▾

▶ Availability

▶ Attachments and word count

▶ Subscription and tracking

▶ Discussion locking

▶ Post threshold for blocking

▶ Whole forum grading

▶ Ratings



- Psychology Undergraduate Course Site
- Participants
- Badges
- Competencies
- Grades
- General
- Psychology Study Pathways
- Grad Entry Students
- Employability
- Academic Support
- Wellbeing
- Flinders Psychology Student Association
- Module 7

Post threshold for blocking

Whole forum grading

Ratings

Common module settings

Restrict access

Activity completion

Completion tracking Students can manually mark the activity as completed

Expect completed on 12 July 2022 11 23 Enable

Tags

Competencies

Save and return to topic Save and display Cancel

There are required fields in this form marked .

- Psychology Undergraduate Course Site
- Participants
- Badges
- Competencies
- Grades
- General
- Psychology Study Pathways
- Grad Entry Students
- Employability
- Academic Support
- Wellbeing
- Flinders Psychology Student Association
- Module 7

- Post threshold for blocking
- Whole forum grading
- Ratings
- Common module settings
- Restrict access
- Activity completion
 - Completion tracking Students can manually mark the activity as completed
 - Expect completed on Show activity as complete when conditions are met
- Tags
- Competencies

Do not indicate activity completion

Students can manually mark the activity as completed

Show activity as complete when conditions are met

12 July 2022 11 23 Enable

Save and return to topic Save and display Cancel

There are required fields in this form marked **!** .

Psychology Undergraduate Course Site

Participants

Badges

Competencies

Grades

General

Psychology Study Pathways

Grad Entry Students

Employability

Academic Support

Wellbeing

Flinders Psychology Student Association

Module 7

Module 8

Module 9

Module 10

Module 11

Post threshold for blocking

Whole forum grading

Ratings

Common module settings

Restrict access

Activity completion

Completion tracking

Show activity as complete when conditions are met

Require view

Student must view this activity to complete it

Require grade

Grade not required

Require posts

Student must post discussions or replies: 1

Require discussions

Student must create discussions: 1

Require replies

Student must post replies: 1

Expect completed on

12 July 2022 11 23 Enable

Tags

Competencies

Save and return to topic Save and display Cancel

- Psychology Undergraduate Course Site
- Participants
- Badges
- Competencies
- Grades
- General
- Psychology Study Pathways
- Grad Entry Students
- Employability
- Academic Support
- Wellbeing
- Flinders Psychology Student Association
- Module 7
- Module 8
- Module 9
- Module 10
- Module 11

Whole forum grading

Ratings

Common module settings

Restrict access

Activity completion

Completion tracking

Require view Student must view this activity to complete it

Require grade

Require posts Student must post discussions or replies:

Require discussions Student must create discussions:

Require replies Student must post replies:

Expect completed on Enable



Tags

Competencies

Save and return to topic Save and display Cancel

There are required fields in this form marked ! .



TC view once activity has been added with Completion Tracking

The screenshot displays a course management interface. On the left is a sidebar with navigation options: Psychology Undergraduate Course Site, Participants, Badges, Competencies, Grades, General, Psychology Study Pathways, Grad Entry Students, and Employability. The top navigation bar includes 'FLO', 'Quicklinks', and a user profile for 'Ali Enright'. The main content area shows 'Module 16' with an 'Edit' dropdown. Below it is a forum activity titled 'Example Forum Post: Introduce Yourself' with an 'Edit' dropdown. The activity includes a 'View' button and a completion tracking indicator 'Make forum posts: 1'. The activity content reads: 'Introduce yourself here. Be sure to include: 1. Why you're taking the topic. Be honest. 2. What you want to get out of this experience (that is, of taking this topic)'. At the bottom right of the activity area is a '+ Add an activity or resource' button and a '+ -' expand/collapse control.

Psychology Undergraduate Course Site

Participants

Badges

Competencies

Grades

General

Psychology Study Pathways

Grad Entry Students

Employability

FLO

Quicklinks

Ali Enright

Module 16 Edit

Example Forum Post: Introduce Yourself Edit

View Make forum posts: 1

Introduce yourself here. Be sure to include:

1. Why you're taking the topic. Be honest.
2. What you want to get out of this experience (that is, of taking this topic).

+ Add an activity or resource

+ -

Student view: Before activity has been done

The screenshot shows a student's view in a learning management system (LMS). The top navigation bar includes 'FLO', 'Quicklinks', and the user's name 'Ali Enright Student'. The main content area is titled 'Psychology Undergraduate Course Site' and shows a breadcrumb trail: 'My FLO / My topics / Psychology Undergraduate Course Site'. A modal window titled 'Module 16' is open, displaying a forum post titled 'Example Forum Post: Introduce Yourself'. The 'To do' list for this post is highlighted with a red dashed box and includes 'View' and 'Make forum posts: 1'. The post content asks the student to introduce themselves and includes two numbered instructions: '1. Why you're taking the topic. Be honest.' and '2. What you want to get out of this experience (that is, of taking this topic)'. The bottom of the screen shows a grid of course modules, including 'Flinders Psychology Stu...', 'Module 7', 'Module 8', 'Module 9', and 'Module 10'.

Psychology Undergraduate Course Site

My FLO / My topics / Psychology Undergraduate Course Site

Module 16

Example Forum Post: Introduce Yourself

To do: View **To do:** Make forum posts: 1

Introduce yourself here. Be sure to include:

1. Why you're taking the topic. Be honest.
2. What you want to get out of this experience (that is, of taking this topic).

Flinders Psychology Stu... Module 7 Module 8 Module 9 Module 10

Student view: After activity has been done

The screenshot displays a student's view in a learning management system (LMS). The top navigation bar includes the FLO logo, a settings icon, and a "Quicklinks" dropdown menu. On the right, the user's name "Ali Enright Student" and a profile picture are visible, along with a "Topic Blocks" dropdown. The main content area shows the "Psychology Undergraduate Course Site" with a breadcrumb trail: "My FLO / My topics / Psychology Undergraduate Course Site". A sidebar on the left lists various course components, including "Psychology Undergraduate Course Site", "Participants", "Module 16", "Academic Support", "Wellbeing", and "Flinders Psychology Student Association". The "Module 16" section is expanded, showing an activity titled "Example Forum Post: Introduce Yourself". This activity has two green status indicators: "Done: View" and "Done: Make forum posts: 1", which are highlighted with a red dashed box. Below the activity title, the text reads: "Introduce yourself here. Be sure to include:" followed by a numbered list: "1. Why you're taking the topic. Be honest." and "2. What you want to get out of this experience (that is, of taking this topic).". The bottom of the screen shows a grid of course modules, including "Flinders Psychology Stu...", "Module 7", "Module 8", "Module 9", and "Module 10".

Psychology Undergraduate Course Site

My FLO / My topics / Psychology Undergraduate Course Site

Module 16

Example Forum Post: Introduce Yourself

Done: View **Done: Make forum posts: 1**

Introduce yourself here. Be sure to include:

1. Why you're taking the topic. Be honest.
2. What you want to get out of this experience (that is, of taking this topic).

Flinders Psychology Stu... Module 7 Module 8 Module 9 Module 10

Step 3: Get list of student Activity Completion

The screenshot displays the FLO LMS interface. At the top, a dark blue navigation bar contains the 'FLO' logo, a settings gear icon (highlighted with a red box), a group of people icon, and a green document icon. To the right of these icons is a 'Quicklinks' dropdown menu. In the top right corner, there is a notification bell, a chat bubble, and the user's name 'Ali Enright' next to a profile picture. Below the navigation bar, a light blue sidebar on the left lists course-related items: 'Psychology Undergraduate Course Site' (with a graduation cap icon), 'Participants' (with a paw print icon), 'Badges' (with a shield icon), and 'Competencies' (with a checkmark icon). The main content area features a large banner image of a building at sunset. Overlaid on the banner is a blue header with the text 'Psychology Undergraduate Course Site' and a white breadcrumb trail below it: 'My FLO / My topics / Psychology Undergraduate Course Site'. In the top right corner of the banner area, there is a 'Topic Blocks' button with a downward arrow icon.

Activities

View All Activities in Topic

Assignments
Choices
External tools
Feedback
Forums
Quizzes
Resources
Subtopics
Turnitin Assignments

Question Bank

Create and organize quiz questions

Question bank
Question category
Import
Export

User Links

Manage your students

Gradebook
Participants
Groups
Enrolment methods
Activity completion
Topic completion
Logs
View live logs
View topic participation report
View activity report

PSYC1101 ONC-U-S1 + PSYC1101 ONL-FLN-S1 2022 Psychology 1A

My FLO / My topics / Shared_PSYC1101_2022_S1

- Shared_PSYC1101_2022_S1
- Participants
- Competencies
- Grades
- General
- Topic information and resources
- Communication hub
- Assessment hub
- Assessment Resources
- W1: What is Psychology?
- W2: Behaviour is Biological
- W3: Central Nervous System
- W4: Peripheral Nervous & Endocrine Systems
- W5: Sleep & Sleep Disorders
- W6: Behaviour is Bio-Ecological
- W7: Physical Development

Activity completion

Separate groups: All participants | Include: All activities and resources | Activity order: Order in topic

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

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | ... | 20 | »

First name / Surname	ID number	Email address	Topic Handbook	For any questions about ...	Psychology student reps ...	Statement of Assessment ...	11 March 2022 1. Library World (2.5%)	11 March 2022 2. Psychology Academic ...	16 June 2022 Research Task: submit your ...	28 March 2022 4. Draft Applications Paper...	Workshop Participation ...	Workshop Application ...	Workshop Participation ...	Workshop Participation ...	Application Paper Instructions	Application Paper Rubric	5 April 2022 Case Study: Application Paper	Literature Review Instructions	Literature Review Rubric							
Issraa Abdallah	2262785	abda0041@flinders.edu.au	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Habiba Abdullahi	2276002	abdu0399@flinders.edu.au	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Email all students who show 'Not Complete'

	A	B	C	D	E	F	G	H	I	J	K	L	M
1		ID number	Email address	Workshop Pa	Workshop Particip								
2	Issraa Abdall	2262785	abda0041@f	Completed	Not complet	Not completed							
3	Habiba Abdu	2276002	abdu0399@f	Not complet	Completed	Completed	Not complet	Completed	Completed	Completed	Completed	Completed	Not completed
4	Andrew Adar	910383	adam0139@	Completed									
5	Hannah Ade	2249391	ade0001@fli	Not complet	Completed	Completed	Not complet	Completed	Not complet	Not complet	Completed	Not complet	Not completed
6	Georgia Aitk	2275416	aitk0049@fli	Completed	Not complet	Completed							
7	Yousef Saee	2278669	alka0069@fl	Not complet	Not completed								
8	Kimberley Al	2258618	alla0150@fli	Completed	Not complet	Not complet	Not complet	Completed	Completed	Completed	Completed	Completed	Completed
9	Ryan Allan	2274496	alla0156@fli	Completed	Completed	Completed	Completed	Not complet	Not completed				
10	Ashlyn Allen	2158796	alle0300@fli	Completed									
11	Mohamed Al	2235175	alma0313@f	Not complet	Not completed								
12	Harry Aman	2273909	aman0171@	Completed									
13	Eda Amiri	2278906	amir0043@f	Completed									
14	Naomi Ande	2277009	ande0703@f	Completed									
15	Bianca Ande	2273812	ande0695@f	Not complet	Not completed								
16	Amv Andrew	2255389	andr0387@f	Completed	Completed	Completed	Completed	Completed	Completed	Not complet	Not complet	Not complet	Not completed

Email Template

Bcc all email addresses
Requiring only one email

Email Template for Students Who Need Checking-in With

Hello,

Our [insert topic code here] FLO records indicate that you have not completed [insert activity/activities here], which we asked to you complete in weeks 1, 2, and 3, and as such I'd like to check-in to offer you support.

Please note that you can simply login to our FLO site and complete [insert activity/activities here], and continue to engage with the topic, without the need to contact me.

Please see the below options of support to progress in our topic. If none of the suggested support services address your specific needs, please email me as soon as possible.

If you are feeling unsure how to move forward in the topic, your options are to visit our FLO page to look over the Announcements forum to see what activities and assessments you need to complete from week 1, and you are of course welcome to reach out to me with questions or concerns. [Please tailor this section to suit your topic].

If you are unsure how to perform the activities required to complete the tasks for our course, your options are to visit our FLO page and review the three videos located on the general section of our FLO page which break down how the topic works and the assessments, consult with the **Topic information and resources** (specifically, the topic information booklet) and **Assessment hub** modules, or of course, reach out to me with questions or concerns. [Please tailor this section to suit your topic].

If you would like academic and/or learning support, please visit the Assessment resources module on our FLO site. Here you will find several student learning support services tailored to the assessments in our topic. You could also reach out to [Student Support Services](#) and navigate to the support service that best suits your needs.

If you are feeling overwhelmed or stressed by the content so far, your options are to reach out to our [Flinders University Student Support Services](#) to engage their free and confidential services. Please also visit [OASIS](#) to view all wellbeing and support services available.

If you are unsure if you want to withdraw from the topic, please reach out to me. The last day to withdraw without failing the topic is [insert date here].

Finally, if there is any other [support](#) I can offer you to best facilitate your learning in [insert your topic name here], please do not hesitate to reach out to me.

Take care,

[insert your name here]