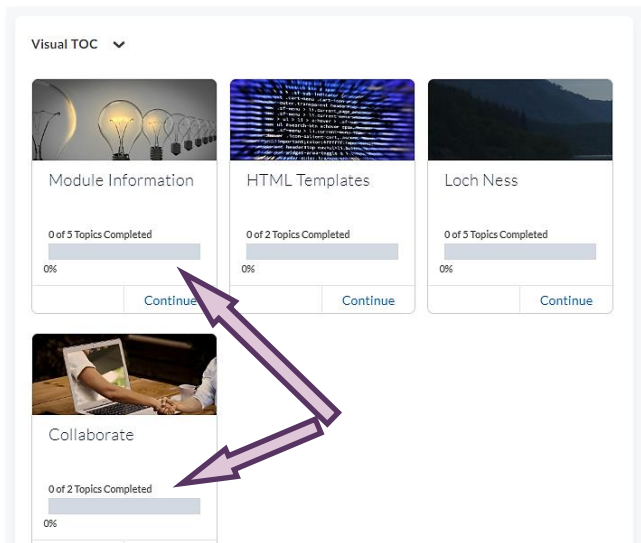# Completion Tracking in Brightspace

The content tool in Brightspace includes a completion tracking feature for students. When switched on, students will be able to see a completion bar for each folder in the Visual Table of Content (TOC) (Figure 1) as well as in the actual Content area (Figure 2).
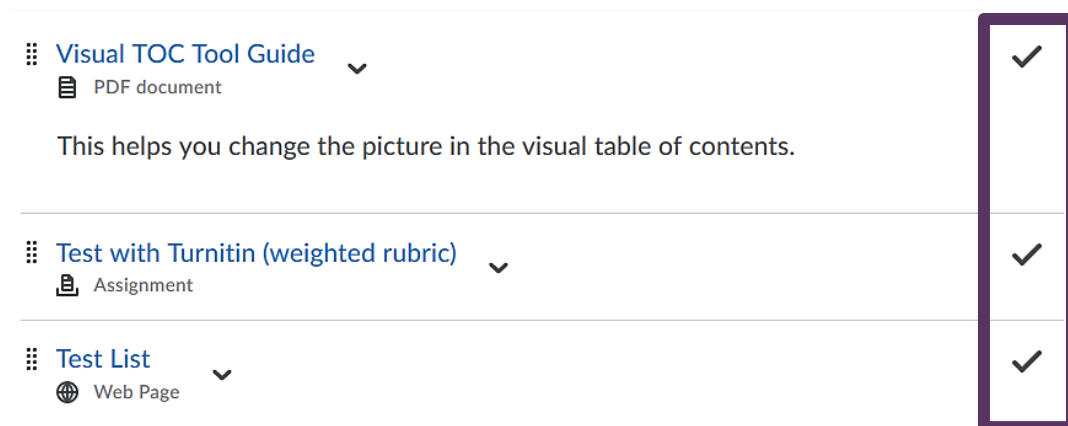

Figure 1:
Visual Table of Contents with folders and completion tracking bar
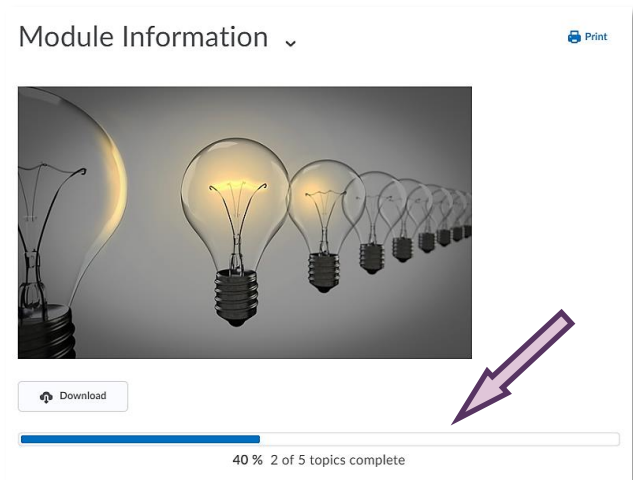
Figure 2: Completion tracking bar in the content area

Completion tracking can help students see how many topics (files as well as links to discussions, assignments or quizzes) are contained in each content folder, as well as monitor how many of these topics they have completed. When students complete a topic, the bars in the Visual TOC will turn from grey to purple, and the bars in the content area will turn blue (Figures 1 and 2). Students will also see checkmarks behind each of the content topics they have completed. (Figure 3)

Figure 3: Checkmarks as indications of completion in the content area

Automatic Completion Tracking (Default)

The default enabled for completion tracking is 'Required: Automatic'.

This means that a content topic will automatically be marked as completed when the students opens the topic. Students will be able to see their progress in the Visual TOC (Figure 4), in the completion bar at the top of each content folder (Figure 5) as well as from the checkmarks behind content topics (Figure 6).
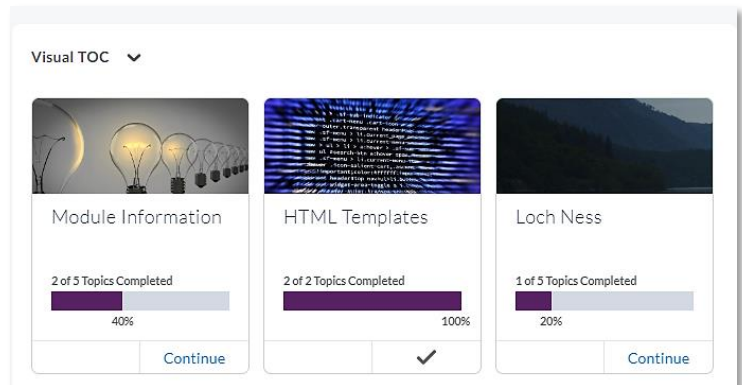

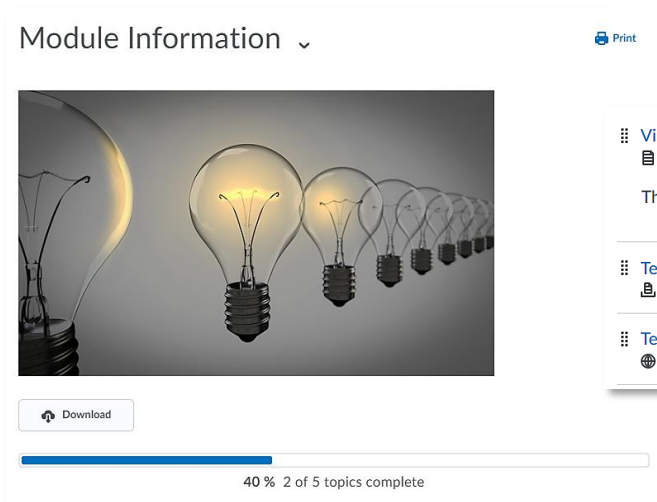**Figure 4: Progress displayed in the Visual Table of Contents**

Figure 5: Progress displayed in the content area
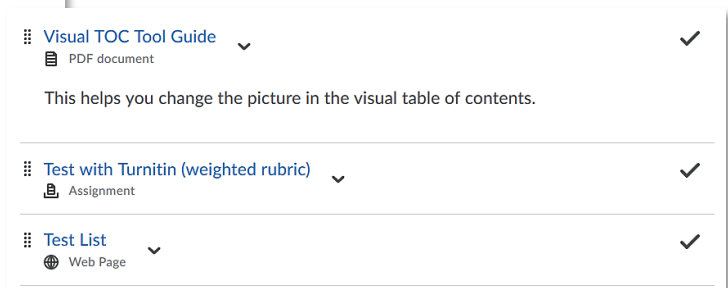

Figure 6: Progress checkmarks in the content area

Manual Completion Tracking

You can opt to change the completion tracking settings to 'Required: Manual'. This means that there will still be completion tracking, but students will mark topics as completed themselves once they completed them. Students will still see their progress in the Visual TOC and the top of each content folder in the content area as they did with automatic completion tracking, but will now see checkboxes behind each content item. Checking a box, means they have completed the topic, which will be reflected in the progression bars in the Visual TOC and the content area. (Figure 7)
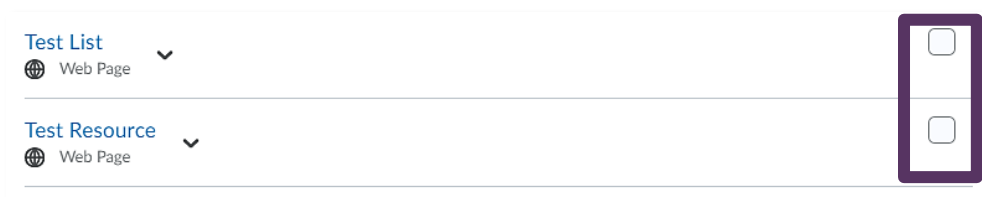

Figure 7:
Content items with boxes which students can check once they have completed a content item

No Completion Tracking

You can also opt to switch the completion tracking off altogether ('Not required'). If you do so, students will no longer see any progress bars in the Visual TOC (Figure 8) or the content area (1) and will also not see any checkmarks or check boxes behind the content topics (2). (Figure 9)
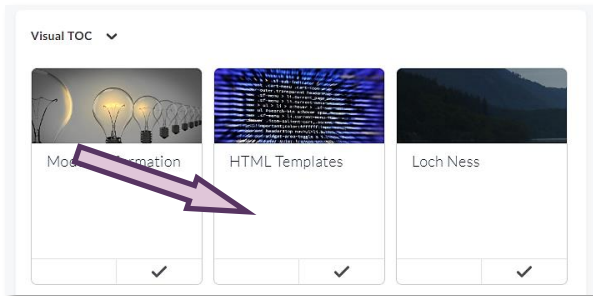

Figure 8: No progress bar in the Visual Table of Contents
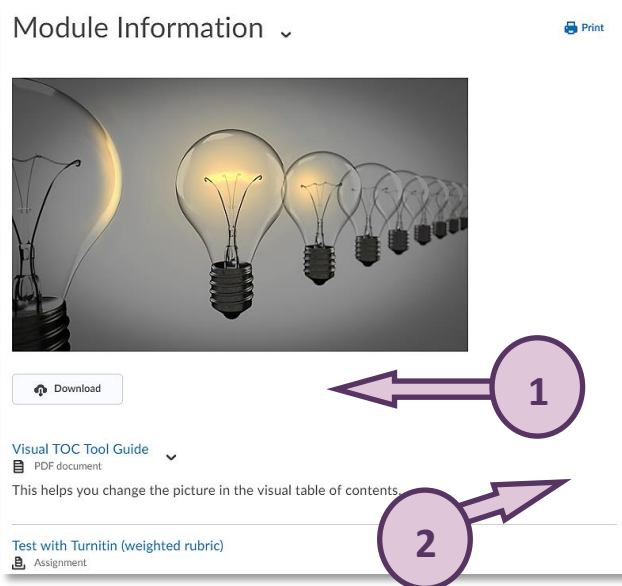

Figure 9: No progress bar on the top of the content area and no checkmarks/checkmark boxes next to content items

Changing Completion Tracking Settings

To change the settings for completion tracking, follow the steps below.

Note:
Completion tracking settings should be agreed at the beginning of the semester. Changing the settings mid-semester will reset all completion tracking previously recorded for students.

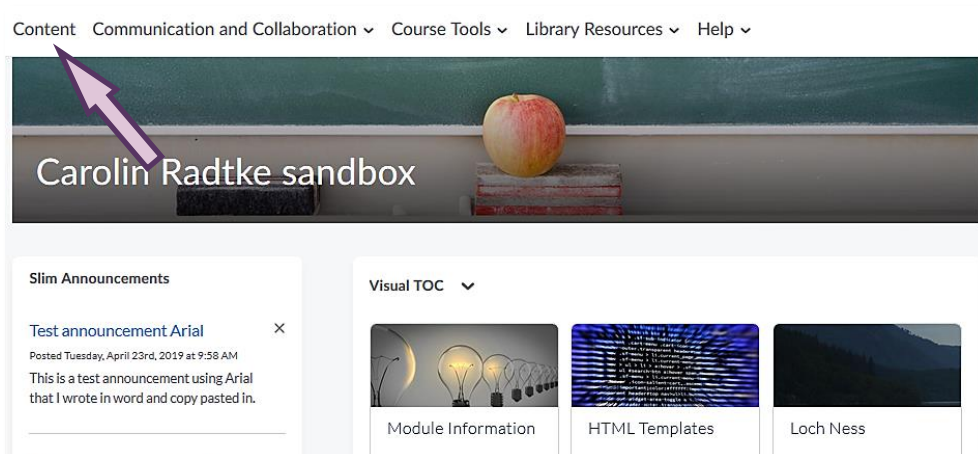First, navigate to the content area in Brightspace by clicking on 'Content' in your Navbar. (Figure 10)

Figure 10: Module/Unit homepage

When you are in the content area, navigate to 'Settings' on the top right-hand side (Figure 11). This will open a pop-up window with the content settings for you (Figure 12).
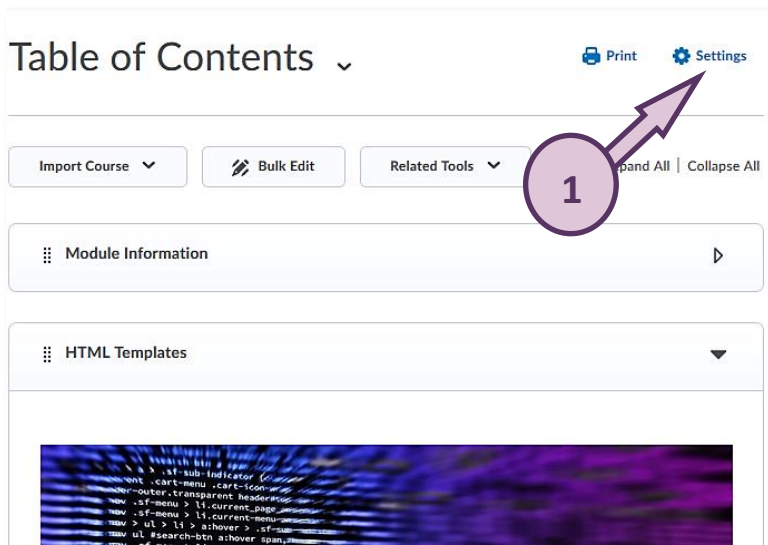

Figure 11: Table of Contents area with Settings link in the top right-hand corner
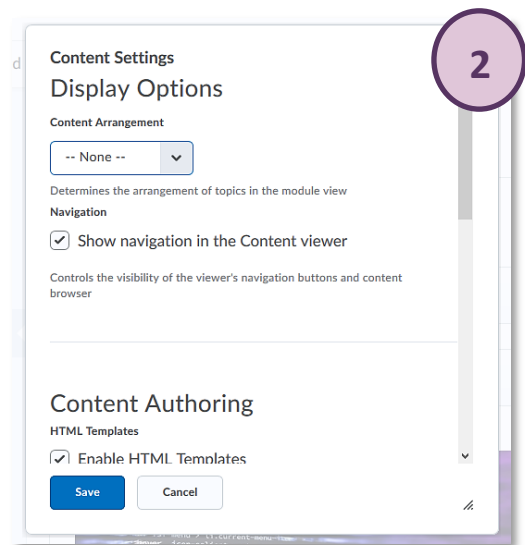

Figure 12: Content settings pop-up window

Scroll down within this pop-up window until you get to the completion tracking settings at the very bottom. (Figure 13)
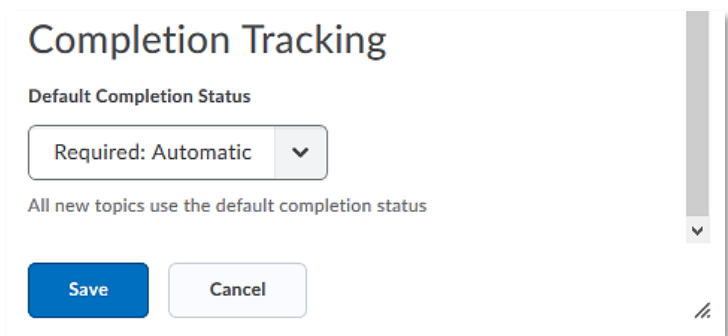

Figure 13:
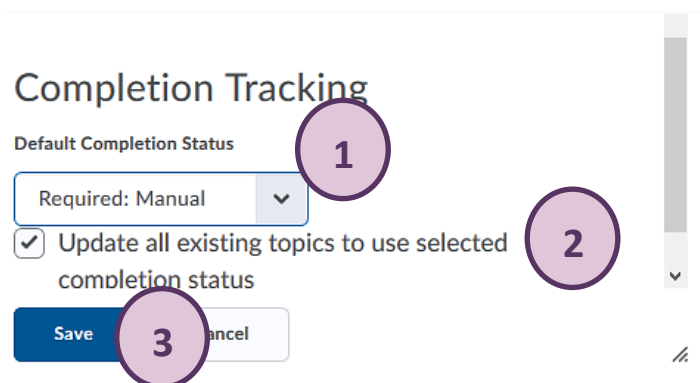Completion tracking section of the Content settings

Figure 14: How to change the completion tracking settings

From the drop-down menu, select the method of completion tracking (Required: Automatic, Required: Manual, or Not required) you would like to use (1).
Make sure to check the box next to 'Update all existing topics to use selected completion status', so all existing topics will operate using the completion tracking method you have just selected (2). When you are done, click on the blue 'Save button' (3). You should now see your change reflected in the way content is displayed. (Figure 14)

Note:
Remember that completion tracking settings should be agreed at the beginning of the semester. Changing the settings mid-semester will reset all completion tracking previously recorded for students.