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STUDENT COMPLETION RULES

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Student Completion Rules

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Student completion rules are requirements placed on course folders and/or course material. These requirements must be completed by students in the course. This feature allows teachers to structure the flow of their course, as well as to create self-paced learning for students. The following requirements are available for course folders and material, depending on the item for which you're setting a requirement:

- Must complete
- Must view the item
- Must post a comment/reply
- Must make a submission
- Must score at least

Note: You can place more than one completion rule on a single item, but you cannot place the same rule on the same item more than once. You cannot, for example, use Student Completion to require multiple posts or multiple submissions.

Set Completion Rules on Folders

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Setting completion rules on course folders requires students to complete a folder before progressing to the next folder.

To set completion rules on folders in a course, follow these steps:

1. Select a course from your **Courses** drop-down menu
2. On the **Materials** page, click **Options.**
3. Select **Student Completion.**
4. To add a completion rule to individual folders, click **Add requirement.**
5. To add a completion rule to all folders, click **Make all folders sequential**.
6. Click **Save Changes** to complete.

Note: The setting, **Requirements must be completed in sequential order**, is enabled by default for top level folders. If you'd like students to complete folders in non-sequential order, we recommend setting completion rules only to material inside of folders.
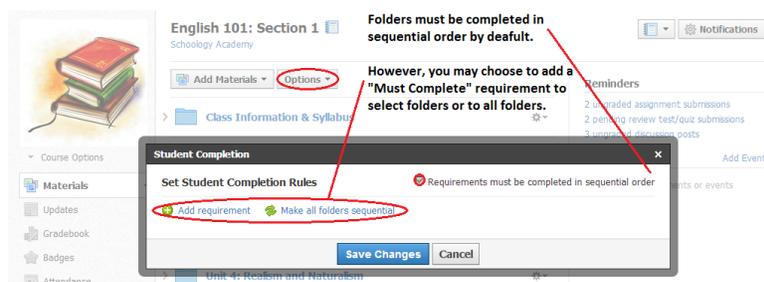

Set Completion Rules on Materials Inside Folders

If your top-level folders on your course **Materials** page have a Must Complete rule, we recommend that you add completion rules to items inside of folders as well. This step gives students a way to complete the

folder.

To add completion rules to material inside of folders:

1. Open the folder by clicking on the title
2. Click **Options**
3. Select **Student Completion**.
4. Click **Add requirement** and then select your materials and a rule from the drop-down menus.
5. To add additional completion rules, click **Add requirement** until you've added rules to all necessary items in the folder.
6. Click **Save Changes** to complete.

Note: The order in which you organize the items in the Student Completion form has no bearing on the order in which students must complete the rules. The order in which students must complete the items in the course depends on the order in which the folders and course material are listed on the materials and/or within the folder.

In each folder, there is an option to require students to complete items in sequential order. This option is located in the upper right of the student completion form. When this option is enabled, students must successfully complete the rule(s) on one item before progressing to the next item.

# Copy and Save Content With Completion

Rules

When you copy or save a folder with completion rules applied to resources, the student completion rules are retained. This means that when you pull that content into a new section, the original rules and sequencing are still in place.

Click here to learn about saving your course to Resources.

Check Student Progress

As students complete student completion rules, you can view each student's progress by clicking on the **Student Progress** button at the top of the page within a folder or at the top of the **Materials** page. Please note that the student progress information adjusts according to the area from which you're viewing students' progress. That is-- if you view students' progress from the course profile, you'll see a list of students' progress for the entire course. If you view students' progress from within a folder, you'll see students' progress of the items in the folder.
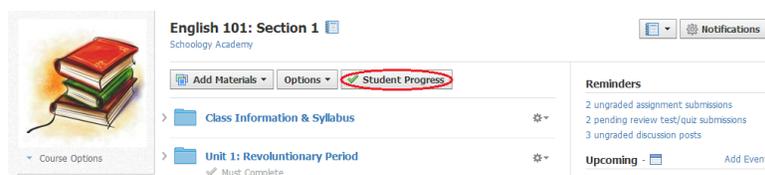

Use the Excused Exception to Bypass Completion Rules

Instructors who use Student Completion Rules may need to bypass one or more required assignments for a variety of reasons. For example, if a student is absent and makes up a required assignment with a different make-up project, or a student is new to class and doesn't need to start at the beginning of a folder with

completion rules.

In these situations, instructors can use the **Excused exception** in their gradebook to bypass one more materials with completion rules applied.

To apply the Excused exception, hover your mouse pointer over the cell for the material in your gradebook, click the flag that displays, and select **Excused**:
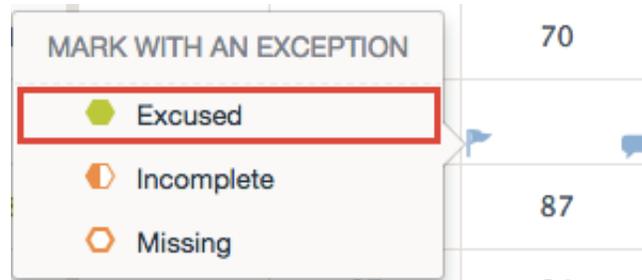
Now when the student opens the Student Progress view, the material is marked as Excused and the student may continue through the materials in the Student Completion series.
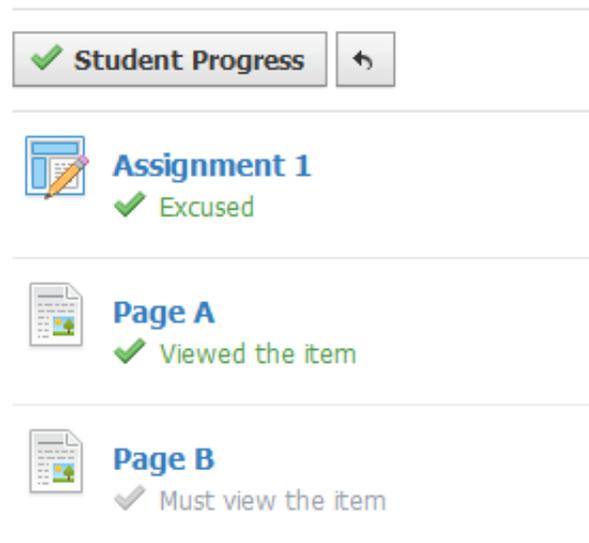
My student is reporting he or she completed a rule, but it's not updating in the Student Progress window.

If you are experiencing trouble with the Student Progress

report, start by Rechecking Student Progress to refresh the report. To recheck Student Progress:

1. Click **Student Progress** at the top of the page
2. Along the bottom of the pop-out window, click **Recheck Student Progress**
3. The Student Progress page will refresh and the completion percentages may update

If you are still experiencing any difficulty with Student Completion Rules and Student Progress, contact the Schoology Help Desk.

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