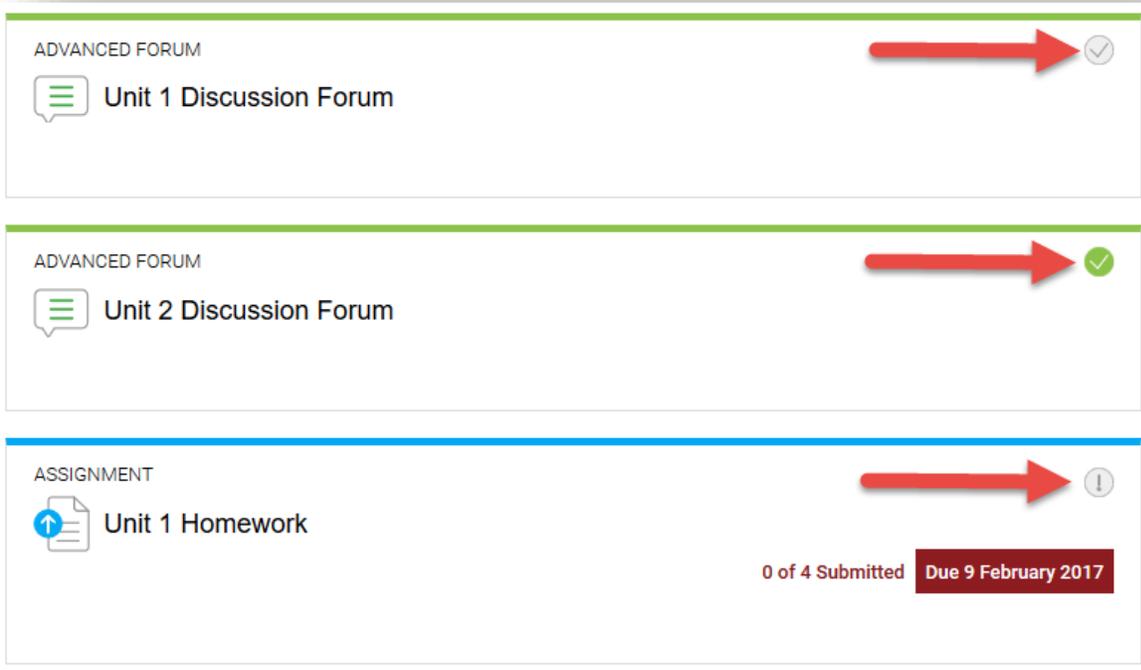# Activity Completion

You may have noticed that some of the content in your Moodle courses has a gray checkmark, green checkmark, or gray exclamation point in the upper right corner:
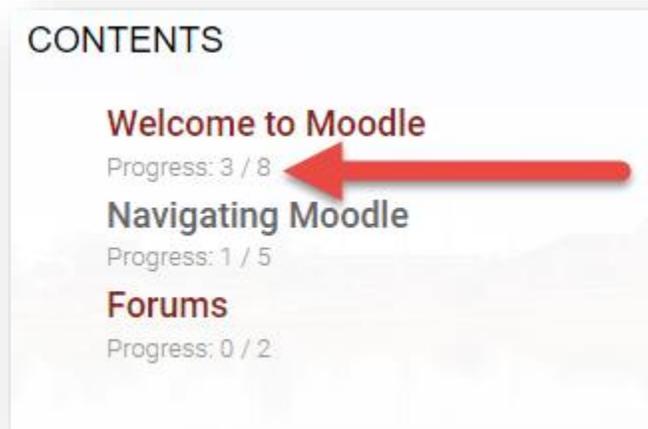

These are used to indicate completion. Items with a checkmark are manual completion items, meaning that you can choose when to mark them complete. To mark these types of items complete, simply select the yellow checkmark. This will turn the checkmark green, marking the item as complete.

Items with the gray exclamation point will be marked complete automatically when specific conditions are met. For example, a quiz set up in this manner may not be marked complete until you receive a score, or a forum may not be marked complete until you create a certain number of posts and replies. These options are set by your instructor. Once you meet the conditions for completion, the exclamation point will be replaced by a green checkmark.

In addition to the icon changing when completing items in your course, you will also notice that the progress number in the CONTENTS area increases:

The first number indicates how many activities and resources in the topic you have completed, and the second number indicates the total number of items with completion settings available. Please note that this number does not necessarily include all required activities and resources in the topic, just the number which have completion settings set. There may be other work for you to do that is not included in this number.

Using the activity completion settings is a great way to keep track of your progress in the course. If you have questions please contact Moodle Support by email at online@occc.edu, by calling 405-682-7574, or by stopping by the Center For Learning and Teaching (SEM 2G3, across from the Math Lab) 8-5, Monday through Friday.