



CC 2.0 Tracking Your Completion of Course Activities

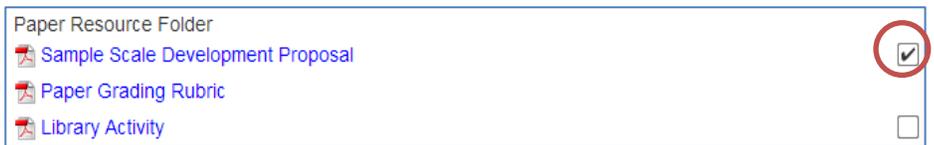
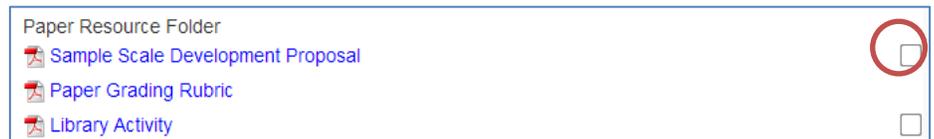
Completion Tracker is a feature that you or your professor to track your progress throughout the course. Marking off resources and activities as they are completed, can help you to be more organized, manage your time better and be successful in the course.

This feature can be set to either 1) allow the student to determine when they have completed a task, OR, 2) the Instructor can set the conditions which determine when a task is completed. These conditions can include attaining a specific score on a quiz, writing a specified number of posts/replies in a forum. When the conditions are met, the checkmark will change to black, the student cannot modify or edit this.

1. Log onto Cougar Courses and go to the main page of your course.
2. Click one of your classes and scroll through it, next to different resources you will see a check box.

Self-Tracking

3. As you complete different tasks for class, click the box to track your completion.

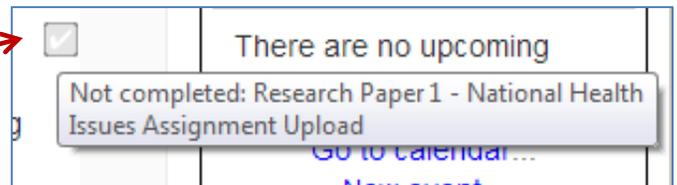


4. If you accidentally mark something that has yet to be complete, just re-click the check box to undo the selection.



Instructor –Set Conditions for Completion

5. You might encounter a greyed out check box like this. This box means that your professor has set requirements for the activity that you must fulfill before the box gets checked as complete.



6. If you hover your mouse over the greyed out check box, it will tell you the completion requirement(s).
7. Once the requirements have been fulfilled, the box will show up as a red check .
8. If you do not see check boxes on the right side of your course's page, then your instructor has disabled this feature.