

# Visibility and Completion Options in Content Modules

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Modules and topics have the ability to be hidden or made visible. Additionally, Faculty can adjust how users track their completion of modules and topics in D2L.

## Adjust Visibility of Modules and Sub-Modules

1. From **Content**, click the name of the module you want to hide or make visible.
2. Click the **Eye** icon in the upper right side of the screen.



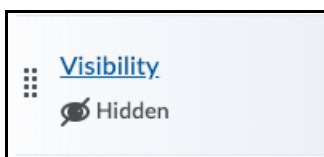
3. A "switch" will appear showing a green checkmark.



Click the switch, and the checkmark will disappear. You will also see the label "Hidden" and the eye will have a slash through it.

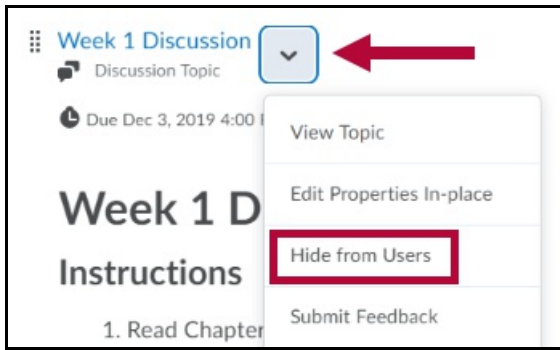


4. Hidden modules will also be indicated in the Table of Contents.



## Adjust Visibility of Content Topics

1. Click into the module.
2. Click the arrow beside the content topic you want to hide/make visible.
3. Select **Hide from Users** or **Make Visible to Users**.



- The **Eye** icon will appear to the right of the content topic, indicating the topic's visibility. You can click this icon to turn the visibility on and off.

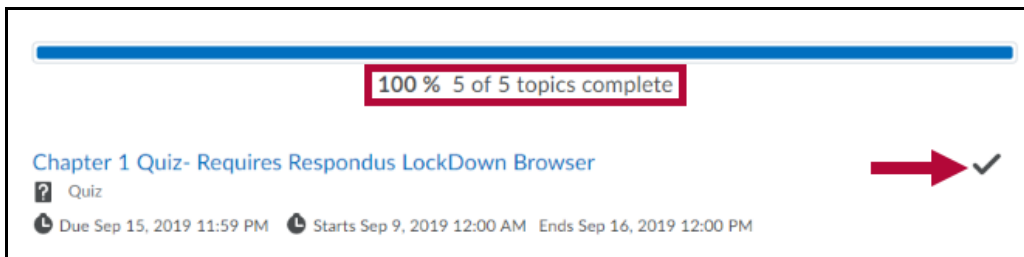


### Adjust Completion Tracking of Content Topics

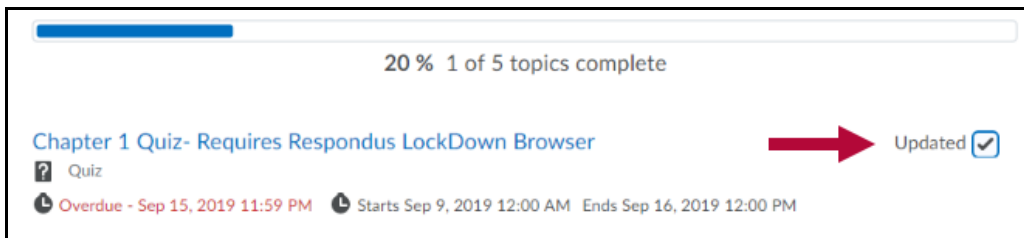
- From **Content**, click the **settings** icon on the upper right side of the screen.



- Scroll down to **Completion Tracking**. Click the dropdown menu to make a selection.
  - Required: Automatic** - This is the default setting for course content. This setting automatically marks visited content complete when students click on the links inside of a module. A progress bar will appear at the top of each module, and a checkmark will appear beside each content item that has been viewed.



- Required: Manual** - This setting also shows a progress bar, but allows students to check a box when they have visited content.



- Not Required** - This setting does not record completion for students.

- Click **Save**.