Complete by-date

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Complete by date allows you to set a deadline for an activity based on the date of an event. An example where this function could be used is if the learner needs to have taken a practice test before the real test (the event).

1. Go to the project and the course builder.
2. Open the activity where your event and the component related to it are. For example, one component related to the event in this project (please see the screenshot below) is a survey with reflection questions.
3. Place the mouse over the name of the activity in the left-side menu. Click on the three dots and then on "Settings".
4. Choose "Set Complete By date relative to" by clicking on your event in the drop-down menu.
5. Add the number of days before/after the event when the activity should be completed. If you put "5" days, the participants should be done with the activity 5 days after the event. If you put "-5" days, the participants should be done with the activity 5 days before the event.
6. Save and publish the project.
7. Set the date, time, and location for the event. Save project details!