

Checklist

Creating a Checklist is a great way to highlight important aspects of your course. Users can use the Checklist as a visual guideline to determine what they need to accomplish in order to complete the course.

Each checklist contains one or more categories, which are used to organize your checklist items. For example, you might create an "Assignments" category to contain all of the assignments in your course so students can check them off as they are completed. Or, you could create a category for each content module in your course, each containing a list of learning objectives for the module.

Your Course Checklist	
Unit I: Introduction to the Sciences	
<input checked="" type="checkbox"/>	Module I: Astronomy Completed the Supernova Assignment
<input type="checkbox"/>	Module I: Biology Took part in the chat session. <i>Do you still have your wisdom teeth? Why do you think they are called "wisdom teeth"?</i>
<input type="checkbox"/>	Feedback Filled in the unit feedback form.

Checklist Hierarchy

- Checklist name (the link to the checklist)
- Checklist category or categories (used to organize checklist items)
- Checklist items (specific assignments or objectives that a student can check off as they are completed)

NOTE: From the main Checklist page you can create new checklists, edit checklist properties, and delete or view existing checklists.

CREATING A CHECKLIST

Getting Started

1. From within your course, click the **Checklist** link in your navigation bar.
2. The **Checklist Administration – Manage Checklists** page displays.

Checklist Administration - Manage Checklists		
Checklists		
Edit	Checklist Name	Delete
	Reading List	

Back New Checklist

Checklist Administrative page

Naming the Checklist

1. Click the **New Checklist** button. The **Create Checklist** page displays.

2. Type a **Checklist Name**. This is used as the **link to the checklist** in the Checklist page and in the Checklist section on your course home page.
3. **OPTIONAL:** Type a **Description**. This is shown to course participants when they open the checklist.
4. Click **Create**.

Your checklist is now listed in the Checklist Administration page.

Adding Categories & Items

You now need to add categories and items to your checklist.

- Categories are used to sort your checklist into sections
- Checklist items are the actual items that users can check off.

Adding a Category

1. Click on the title of your checklist in the main Checklist Administration page. Your checklist's properties display.

2. Click **New Category** to create a new category for your checklist. The Create Category page displays.

3. Type a **Category Name**. Include a **Description**, if you would like. These will be displayed to students in the checklist.
NOTE: To use HTML code in your name and/or description, check the **HTML** boxes.
4. Click **Create**.
5. Click **Preview in Content** to see how your category will appear to students.



Order	Edit	Category	Delete
1		Module 1: Using Checklists Master these steps for creating checklists:	

Link: </d2l/tools/checklist/checklist.asp?ou=7886&ci=94226> [[Preview in Content](#)]

Adding Items


1. Click on the category name to add the checklist items to that category.
2. Click **New Item**. The Create Item page displays.

3. Type your **Item Name**. This will be what students see as an item to check-off in their checklist.
4. Check the **Due Date** box to add a deadline for the item and select the applicable date from the drop-down lists or the calendar icon.
5. Check the **Display in Calendar** box to make the item appear to students in their Schedule tool.
6. Type a **Description**. This will be shown to students in the checklist.
7. Click **Create**. Your checklist item is now displayed in your checklist properties.

Checklist Administration - New Checklist			
Checklists > New Checklist > Module 1: Using Checklists			
Order	Edit	Item	Delete
<input type="text" value="1"/>		Create a new Checklist Due: Sep 6, 2004 Item description here	
Link: /d2l/tools/checklist/category.asp?ou=7886&ci=94226&cati=504 [Preview in Content]			
<input type="button" value="Back"/>		<input type="button" value="Save Order"/>	<input type="button" value="New Item"/>

8. Click **Preview** in Content to see how your checklist item will appear to students.
9. Continue creating categories and checklist items until your checklist is complete.

Deleting a Checklist, Category, or Item

Whether deleting an entire checklist, a category within a checklist, or an item within a category, clicking the  **Delete** icon beside the entity will remove it.

NOTE: When deleting a checklist, all categories and items within that checklist will be deleted as well. When deleting a category, all items within that category will be deleted.

Editing a Checklist, Category, or Item

Click the  **Edit** icon beside the checklist, category, or item that you want to edit.