

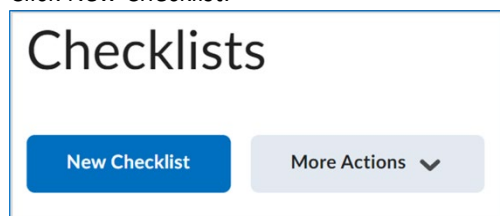


Creating & Using Checklists

A checklist is designed to help students track their progress within a module. It contains important or required assignments, readings, or other items to complete. Checklist items must be organized into one or more Categories. For example, you might have an “Assignments” checklist with categories for written assignments and quizzes, both of which could have multiple items that must be completed. Alternately, you might use a checklist to organize steps of an assignment. You can assign due dates for checklist items.

Create a Checklist

- Navigate to **Checklists** in the Course Admin tool.
- Click New Checklist.



- Enter a Name; adding a description is optional.
- Click **Save**.
- On the **Edit Checklist** page, begin adding information in the Checklist Contents tab. Go to the **Categories and Items** section. To add a category to the checklist, click **New Category** (1).
- Click **Save**.
- You can now add items to your checklist. To add an item to the checklist, click **New Item** (2).
- From the **Category** drop-down list, select the category for your item. Enter your item details. If you want the item to be due by a certain date or time, select the check box and enter your **Due Date** information.
- Click **Save**.

Note: The default due date for a checklist item is one month from the current date. Items have a character limit of 65,536 characters.

Checklist Contents Restrictions

Checklist Properties

Name *

Course Review

Description

Paragraph B I U A [List Icons] [Table Icon] [Link Icon] [Unlink Icon] [More Icons] Lato (Recomm... 17.1px

Content to be reviewed with students before their final exam.

New Window

☐ Open this checklist in a new window when viewed.

Categories and Items

1 New Category 2 New Item Reorder

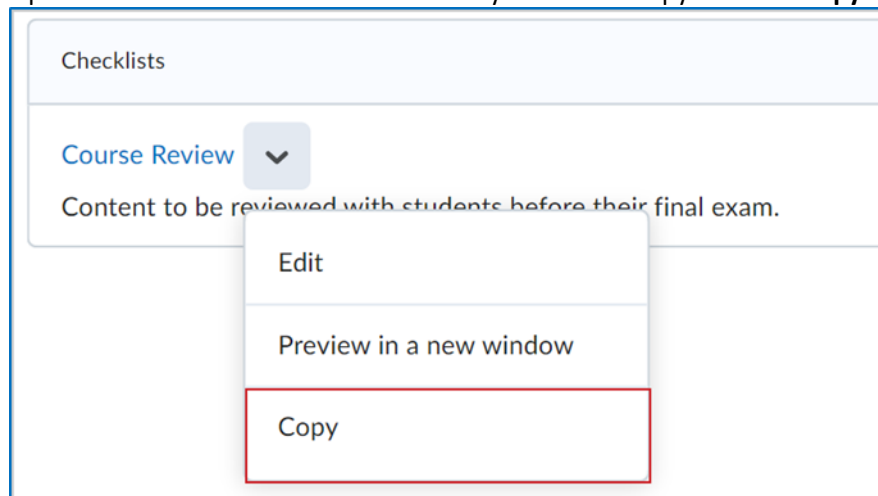
You haven't created any categories or items. Click New Category to add a new category or click New Item to add a new item.

Save and Close Save Cancel

Copy a Checklist

You can copy a checklist so that your checklists have a similar layout. To copy a checklist:

- Navigate to **Checklists**.
- Open the **Actions** menu for the Checklist you want to copy and click **Copy**.



- A new checklist is now visible at the bottom of the list of checklists with the title **Copy of {original checklist name}**
- **Setting Release Conditions for Checklists**
- On the navbar, click **Checklist**.
- From the context menu of the checklist for which you want to set release conditions, click **Edit**.
- In the **Restrictions** tab, do any of the following:
- Click **Attach Existing**, then select the check box for any condition you want to attach.
- Click **Attach**.

- Click **Create and Attach**, then select a **Condition Type** from the drop-down list. Complete any additional **Condition Details** that appear and click **Create**.
- To set how accessing the checklist is controlled, from the drop-down list, select if **All conditions must be met** or **Any condition must be met**.
- Click Save and Close.

Checklist Contents Restrictions

Release Conditions

1 Attach Existing 2 Create and Attach Remove All Conditions

To access this item, users must satisfy

All conditions must be met ▾

Enrolled in current org unit as the role: Instructor ✕

Save and Close Save Cancel

Editing or Reordering a Checklist

- From the Checklists main screen in Course Admin, click on the downward chevron adjacent to the title and select **edit**. You will see a table of the checklist categories and items.
- To reorder Items within a Category, check the box next to an Item and click the Reorder button.
- To edit an Item, click on the Item name.

New Category New Item Reorder

Edit Delete

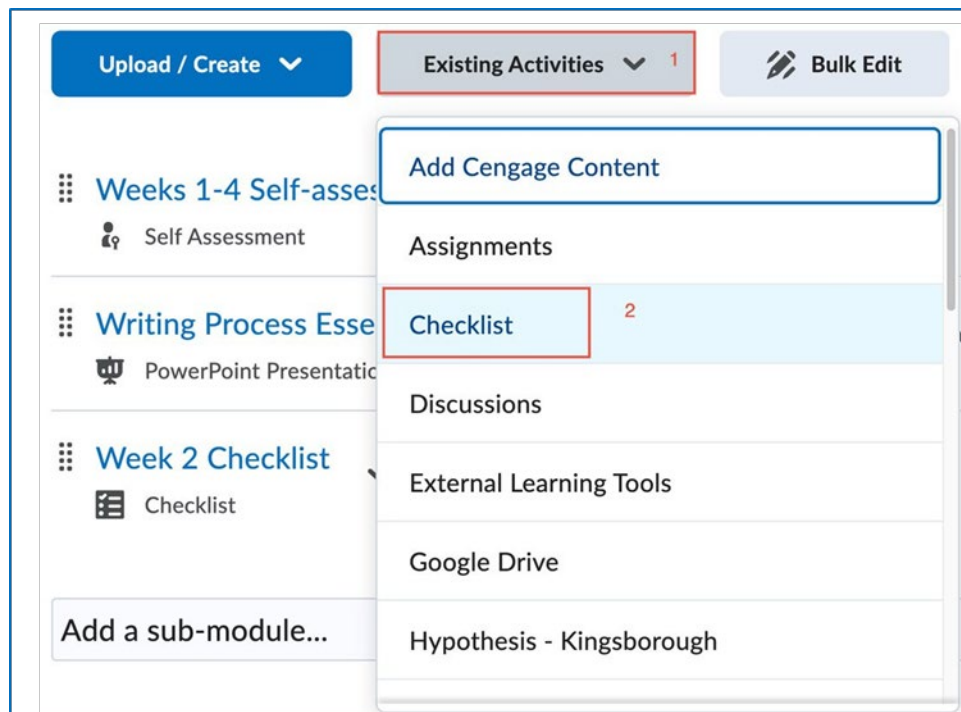
☐	Categories/Items	Due Date
☐	Week 1 Checklist ▾	
☐	Task 1- Review the Syllabus ▾	-
☐	Task 2- Reading from Open Stax ▾	-
☐	Task 3 - Discussion- Read posts 🗨 ▾	Sep 5, 2024 11:59 PM
☐	Task 4-Discussion- Write your post 🗨 ▾	Sep 5, 2024 11:59 PM
☐	Task 5- Discussion- respond to another learner 🗨 ▾	Sep 5, 2024 11:59 PM

to reorder, check an Checklist and click Reorder

to edit, click on the title of Item

Adding a Checklist to a Module

- To add a Checklist to a Module, click **Existing Activities** (1) and select **Checklists** (2).



- A list of existing Checklists displays. Select a Checklist by clicking on it.