



Checklists

Checklists can be set up to list tasks and due dates. Students can individually check off items in the list.

Contents

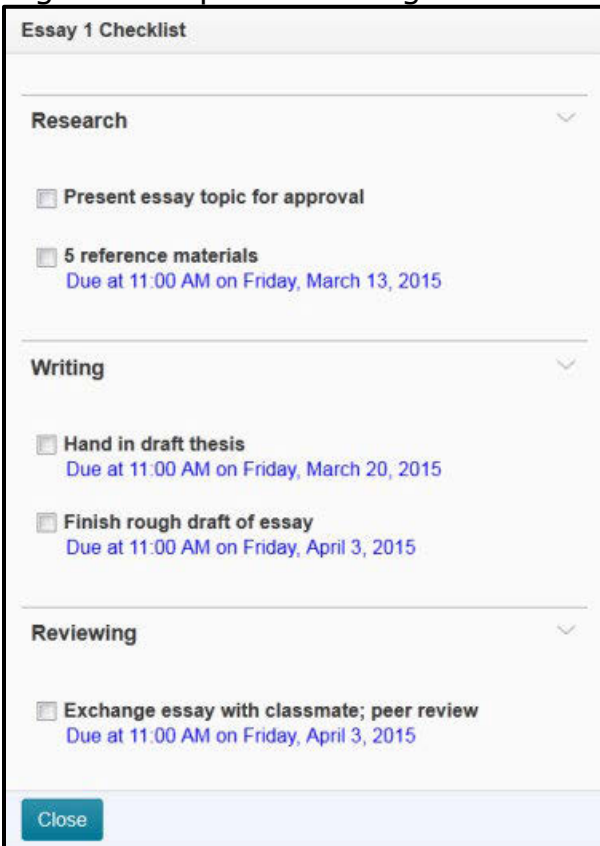
Checklists	1
Contents	1
Tutorial Video(s)	1
How do checklists organize information?	2
Create a Checklist	2
Preview and Edit a Checklist	5
Copy a Checklist.....	6

Tutorial Video(s)

- [Itemize Assignments using Checklists](#)

How do checklists organize information?

Checklists contain categories, which are used to organize checklist items. For example, you might create the categories Week 1, Week 2, and Week 3, and place week-specific checklist items into the appropriate categories. Alternately, you might use a checklist to organize steps of an assignment. You can assign due dates for checklist items.



Essay 1 Checklist

Research ▼

- ☐ Present essay topic for approval
- ☐ 5 reference materials
Due at 11:00 AM on Friday, March 13, 2015

Writing ▼

- ☐ Hand in draft thesis
Due at 11:00 AM on Friday, March 20, 2015
- ☐ Finish rough draft of essay
Due at 11:00 AM on Friday, April 3, 2015

Reviewing ▼

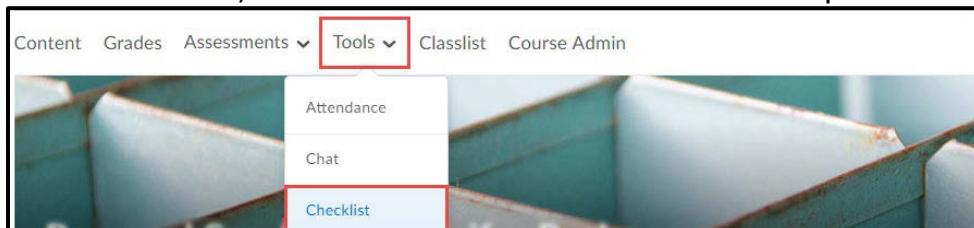
- ☐ Exchange essay with classmate; peer review
Due at 11:00 AM on Friday, April 3, 2015

Close

Create a Checklist

Checklist items must reside in a category. **A category must be created before an item can be added to the checklist.**

1. On the navbar, click **Checklist** from the **Tools** drop down menu.

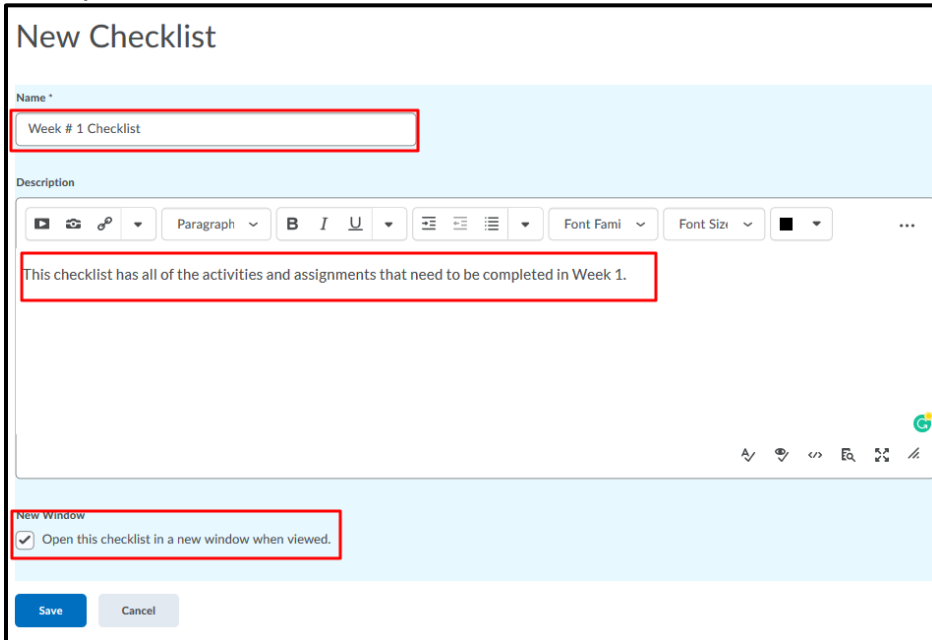


2. Click **New Checklist**.



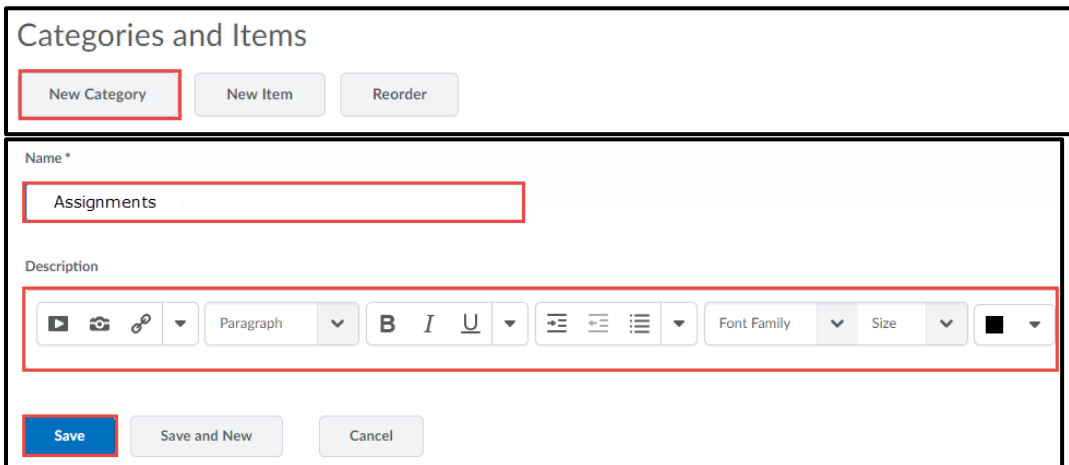
The screenshot shows the 'Checklists' page header. A red box highlights the 'New Checklist' button, and another red box highlights the 'More Actions' dropdown menu.

3. Enter your checklist **Name** and **Description**. We also recommend that you choose to "open in a new window." Click **Save**.



The screenshot shows the 'New Checklist' form. A red box highlights the 'Name' field containing 'Week # 1 Checklist'. Another red box highlights the 'Description' field containing the text 'This checklist has all of the activities and assignments that need to be completed in Week 1.' A third red box highlights the 'New Window' checkbox, which is checked and labeled 'Open this checklist in a new window when viewed.' The 'Save' and 'Cancel' buttons are at the bottom.

4. On the **Edit Checklist** page, in the **Categories and Items** area, click **New Category** to add a category to the checklist. Enter your category details and click **Save**.



The screenshot shows the 'Categories and Items' form. A red box highlights the 'New Category' button. Another red box highlights the 'Name' field containing 'Assignments'. A third red box highlights the 'Description' field, which is empty. The 'Save' button is highlighted with a red box at the bottom left.

5. To add an item to the checklist, click **New Item**.

Categories and Items

New Category

New Item

Reorder

6. From the **Category** drop-down list, select the category for your item. Enter your item **Name** and **Description**.








Category *

Assignments ▼ [\[New Category\]](#)

Name *

Complete Introduction Discussion

Description

   ▼ Paragraph ▼ **B** *I* U ▼    ▼ Font Family ▼ Size ▼  ▼

7. If you want the item to be due by a certain date or time, select the check box and enter your **Due Date** information (optional). **Click Save and New to create another checklist item.**

Note: The default due date for a checklist item is one month from the current date.

Due Date

☒

3/2/2018

4:19 PM

United States - Denver

Calendar

☐ Display in Calendar

Save

Save and New

Cancel

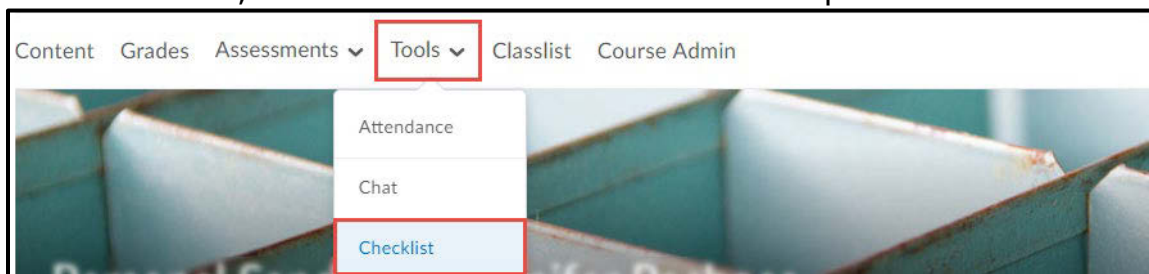
8. Repeat step 5 until you've added all your content to the checklist.

<input type="checkbox"/>	Categories/Items
<input type="checkbox"/>	Assignments
<input type="checkbox"/>	Complete Introduction Discussion
<input type="checkbox"/>	Watch Youtube Videos
<input type="checkbox"/>	Read Chapters 2-6
<input type="checkbox"/>	Draft Essay Introduction
<input type="checkbox"/>	Find Article to share with Class

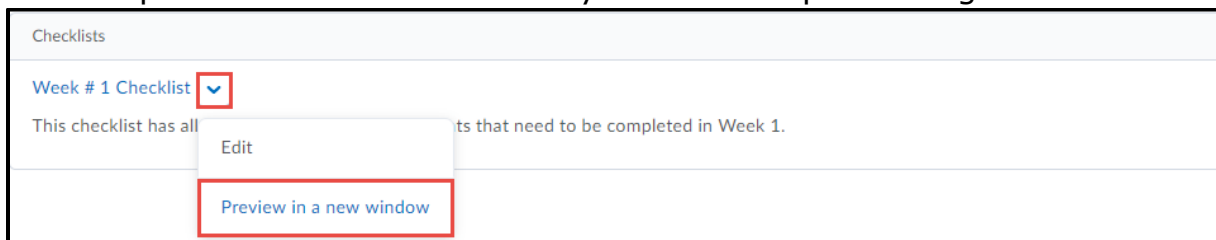
9. Click **Save and Close**.

Preview and Edit a Checklist

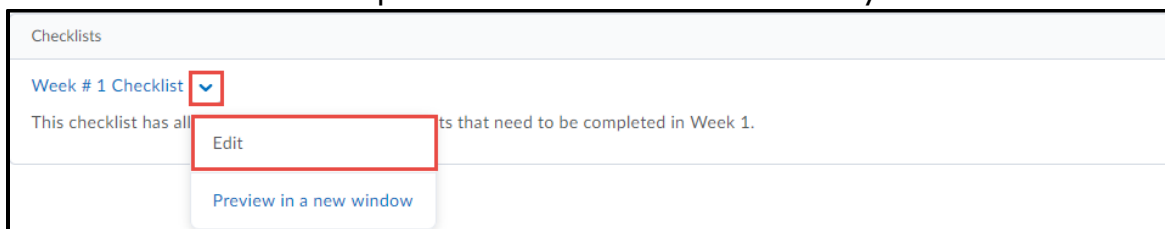
1. On the navbar, click **Checklist** from the **Tools** drop down menu.



2. Click **Preview in a New Window** from the drop down menu of the checklist you want to preview. Click **Close** when you are done previewing the checklist.



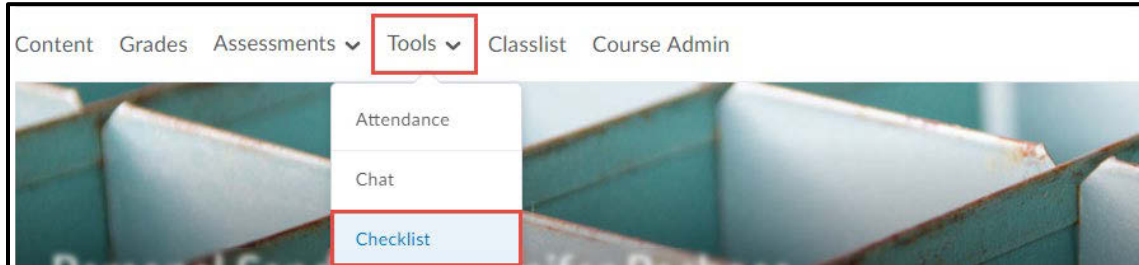
3. Click **Edit** from the drop down menu of the checklist you want to edit.



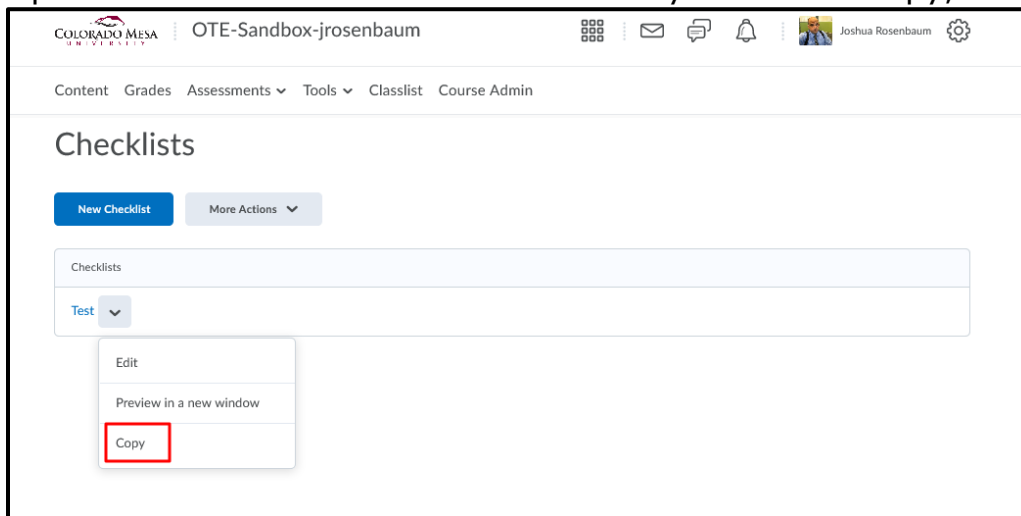
4. Make the appropriate changes. Click **Save and Close**.

Copy a Checklist

1. On the navbar, click Checklist.



2. Open the context menu for the checklist you want to copy, and click **Copy**.



3. A new checklist is now visible at the bottom of the list of checklists with the title **Copy of {original checklist name}**.

