



Checklists

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

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Tutorial Video

[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 ▼

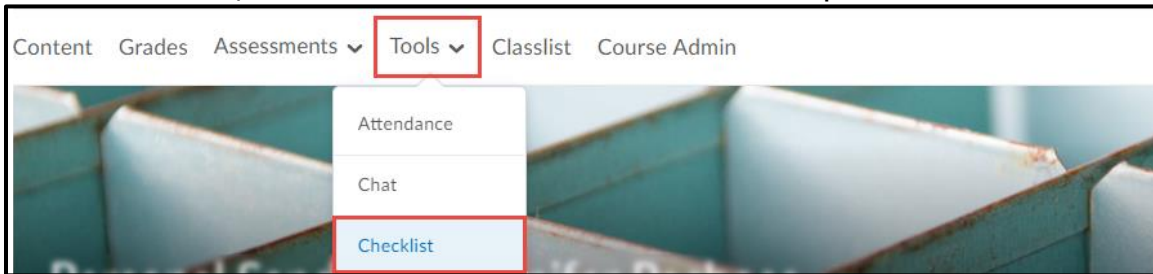
- Exchange essay with classmate; peer review
Due at 11:00 AM on Friday, April 3, 2015

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.**

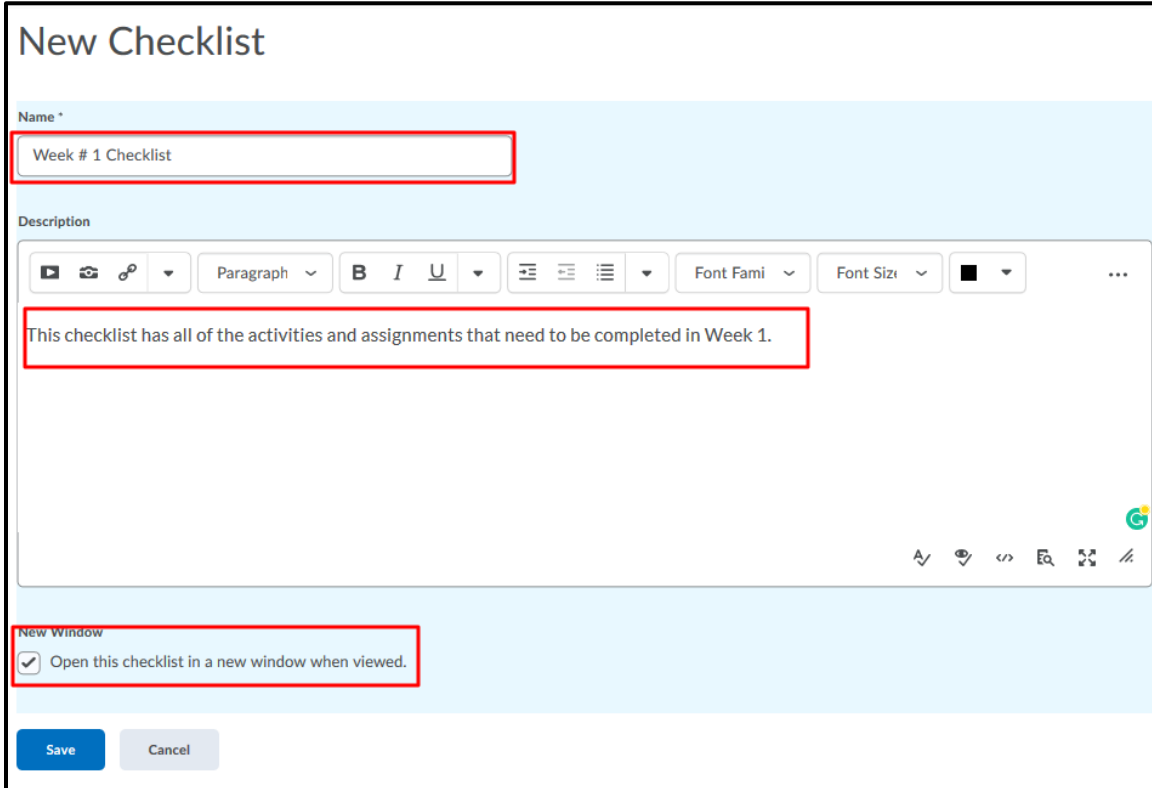
1. On the navbar, click **Checklist** from the **Tools** drop down menu.



2. Click **New Checklist**.



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



New Checklist

Name *

Week # 1 Checklist

Description

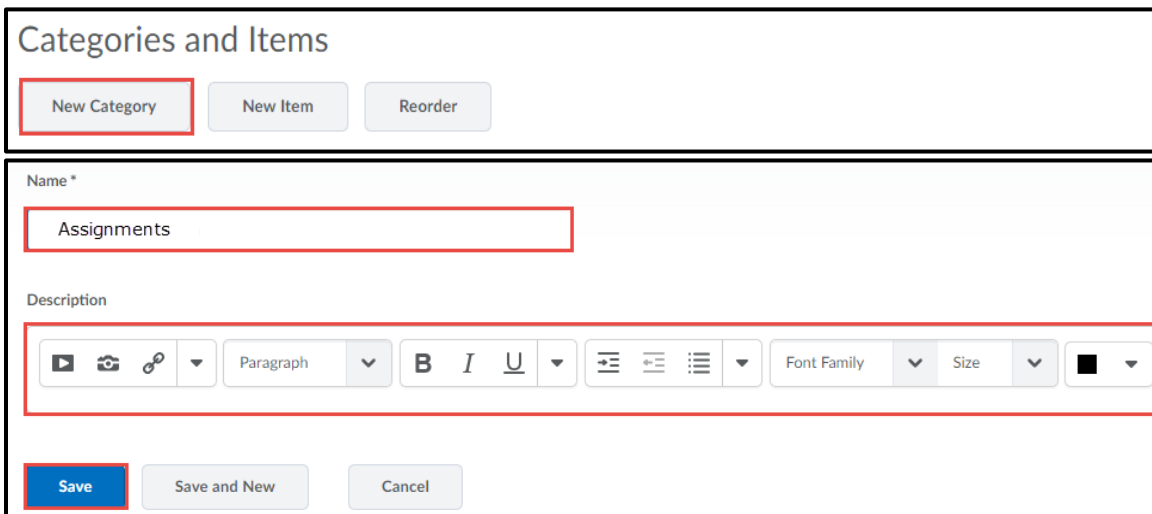
This checklist has all of the activities and assignments that need to be completed in Week 1.

New Window

Open this checklist in a new window when viewed.

Save Cancel

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**.



Categories and Items

New Category New Item Reorder

Name *

Assignments

Description

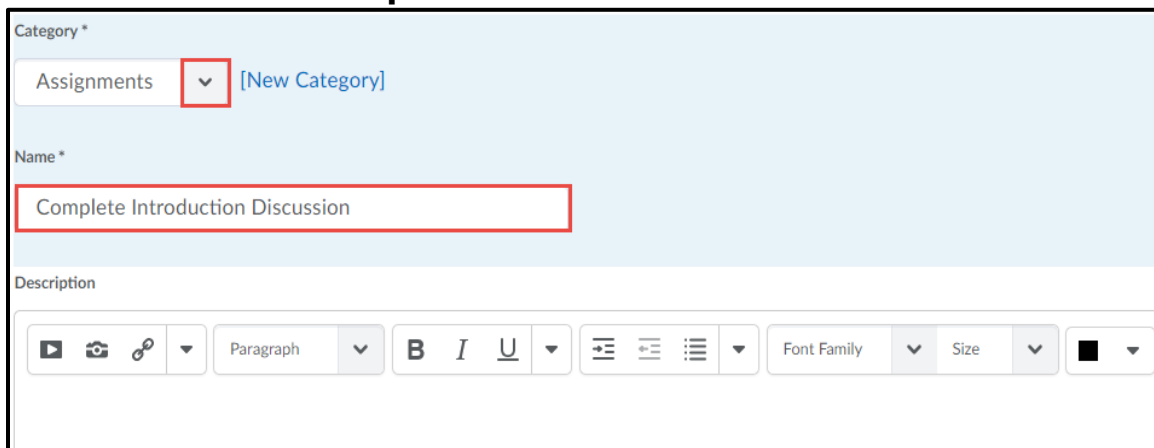
Save Save and New Cancel

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



A screenshot of a web interface titled "Categories and Items". It features three buttons: "New Category", "New Item", and "Reorder". The "New Item" button is highlighted with a red rectangular border.


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



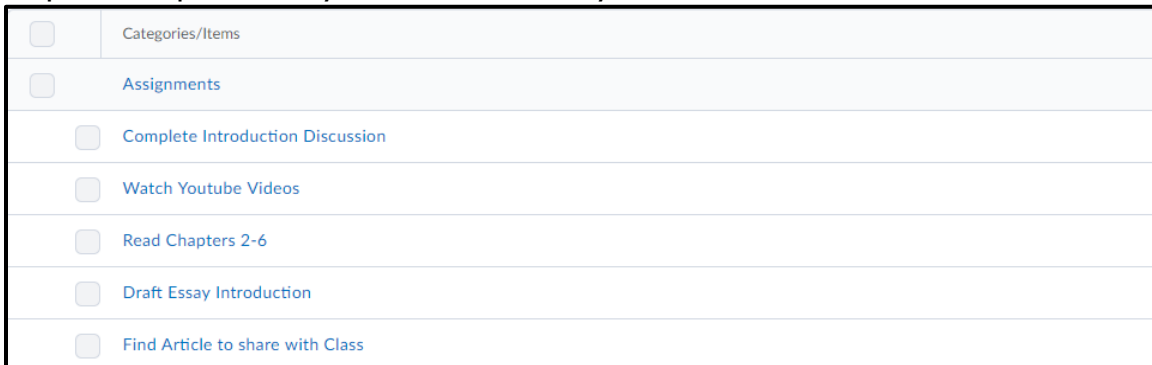
A screenshot of a form for creating a new item. The form has three main sections: "Category *", "Name *", and "Description".
- The "Category *" section contains a dropdown menu with "Assignments" selected and a red box around the dropdown arrow. To the right of the dropdown is a link that says "[New Category]".
- The "Name *" section contains a text input field with the text "Complete Introduction Discussion" and a red box around the field.
- The "Description" section contains a rich text editor toolbar with icons for video, image, link, paragraph, bold, italic, underline, list, font family, size, and background color.

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



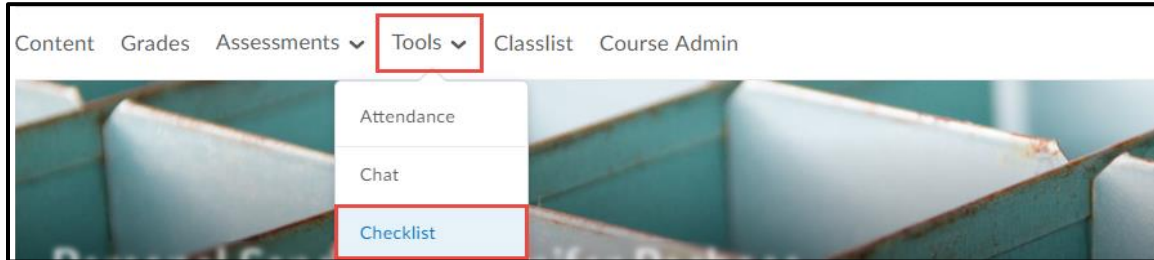
8. Repeat step 5 until you've added all your content to the checklist.



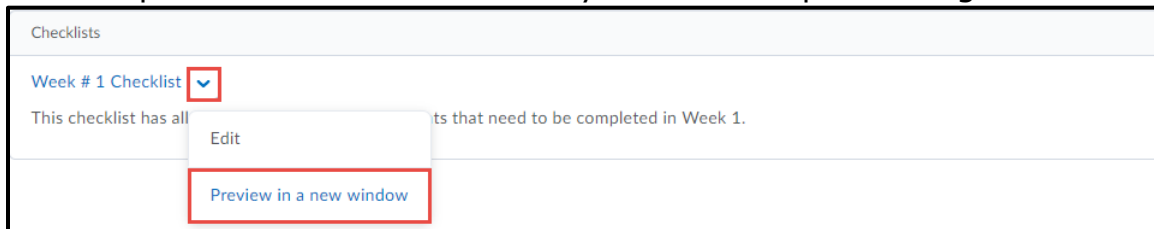
9. Click **Save and Close.**

Preview and Edit a Checklist

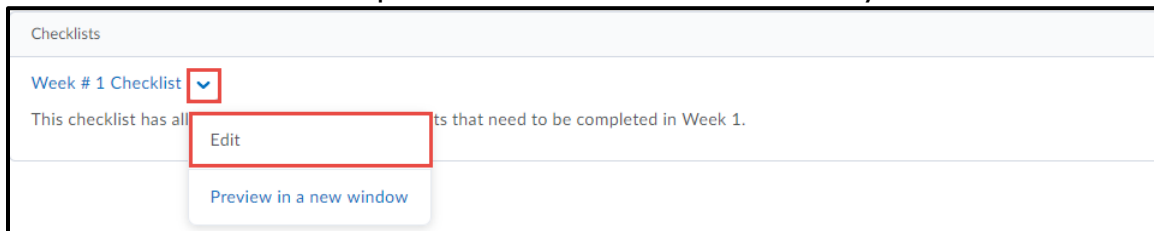
1. On the navbar, click **Checklist** from the **Tools** drop down menu.



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.



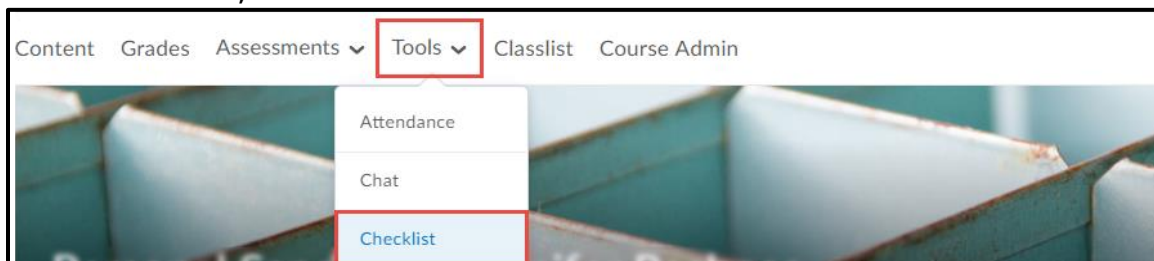
3. Click **Edit** from the drop down menu of the checklist you want to edit.



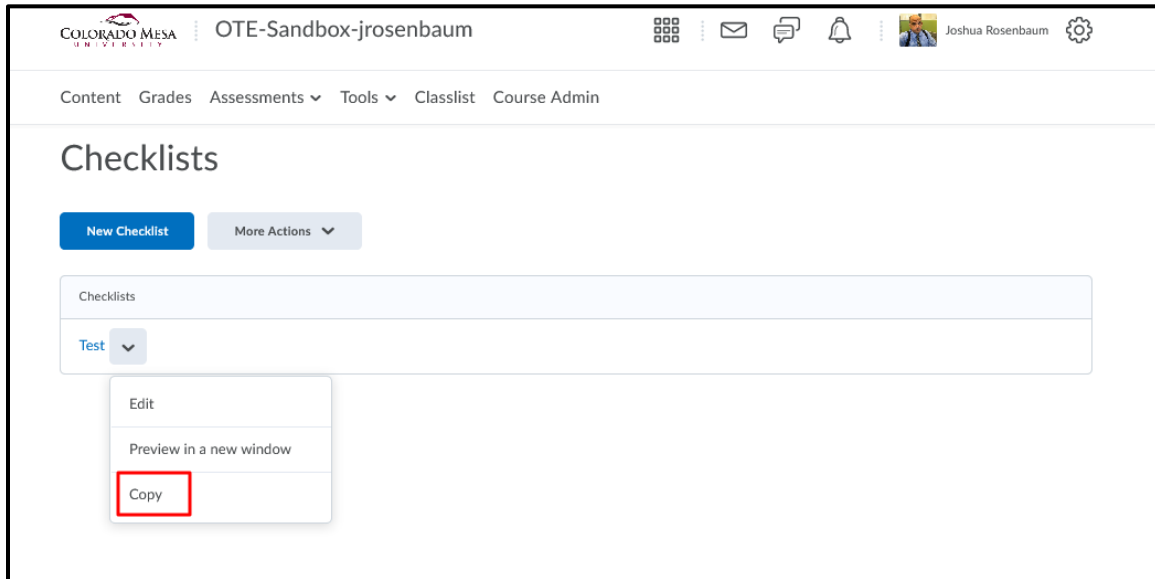
4. Make the appropriate changes. Click **Save and Close**.

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}**.

