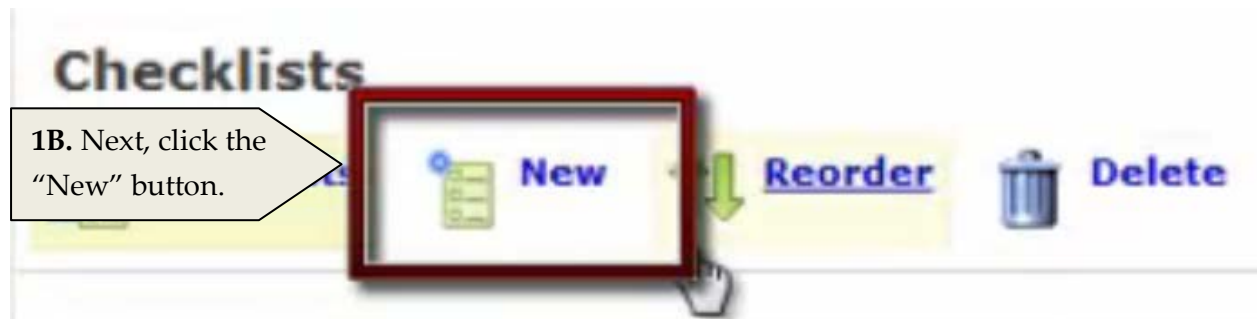


Creating a Checklist

In this tutorial we will learn how to create a checklist for your students. This tool helps you manage the tasks you have set forward for your students to accomplish.

Step 1. Creating a New Checklist

Before we start to create a new checklist, we would like to inform you that you can create multiple checklists in D2L.



New Checklist

Checklists **New**

Name: CHAD 401

Description: **Basic** Advanced

This checklist will cover the course CHAD 401.

New Window: Open this checklist in a new window when viewed.

Cancel

1C. You will be required to enter a name

1D. and an optional description.

1E. We recommend you to check the "Open this checklist in a new window when reviewed" button so that your students will not leave the course when they view the checklist.

Save and New

1F. If you want to create another checklist after you create the first one, click "save and new"

Save and New

Save

1G. otherwise just click "save".

Quizzes Classlist Grades Rubrics Competencies Checklist

ist - CHAD 401

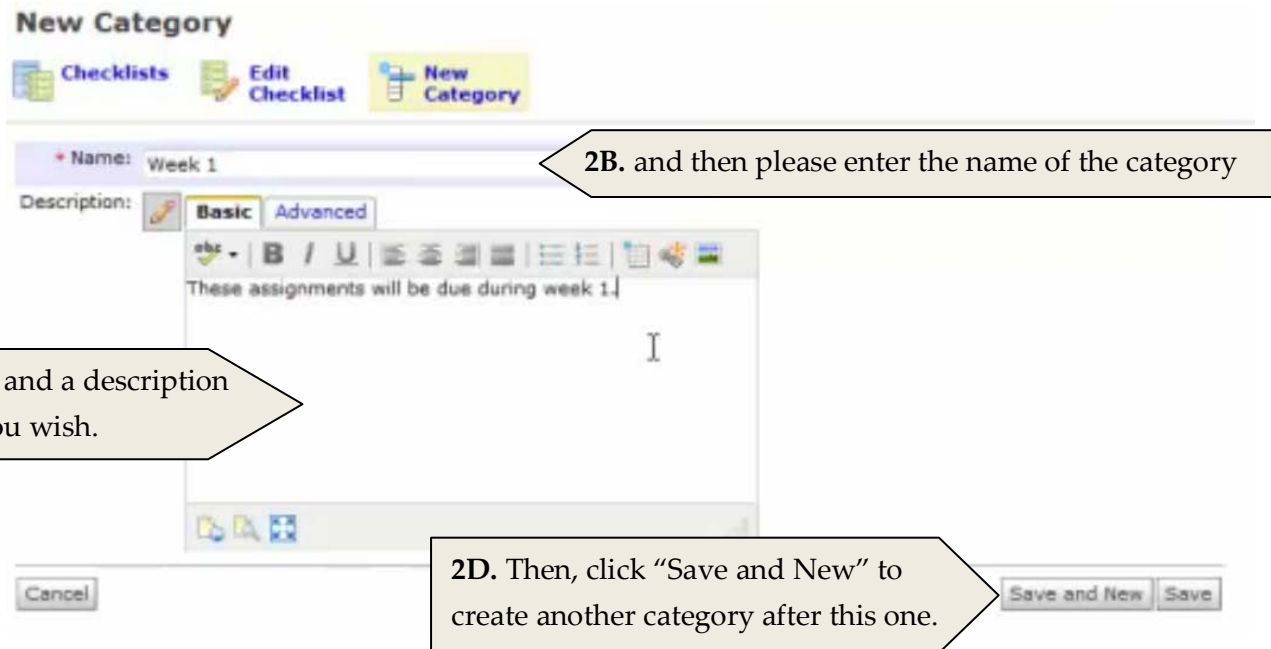
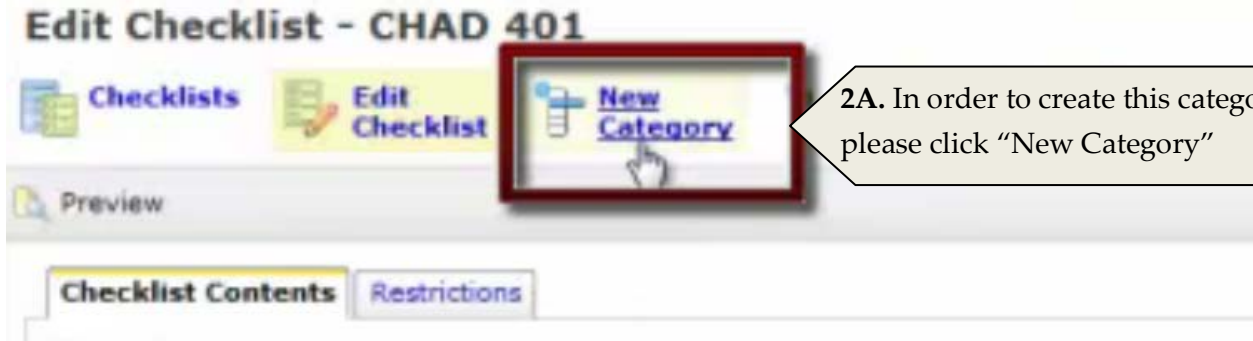
Edit Checklist

New Category New Item

1H. After clicking save, your screen will be modified to display tabs to create categories and items in the checklist you have created.

Step 2. Creating a New Category

Suppose that you are following a fixed schedule in your course and it goes week by week. The first category can be called "Week 1".



New Category

Checklists Edit Checklist New Category

Name: Week 2

Description: Basic Advanced

These assignments will be due during week 2.

Cancel Save

We will now create a second category named "Week 2".

2E. After you finish creating all categories, you may click "Save".

Step 3. Creating Items in Categories

Now we can create items such as Reading Assignments, Discussion, or Dropbox Assignments. The next step is to create a new item.

3A. Click the New Item button.

New Item Reorder

New Item

Checklists Edit Checklist New Item

Category: Week 1

3B. Here we can pick a category

Name: Chapter 1

3C. and a name.

Description: Basic Advanced

Read pg. 7 in your textbook.

3D. We will also have the option of entering a description

Due Date: October 29 2010

3E. and a due date.

6 20 PM United States - Chicago

Schedule: Display in Schedule

October 2010

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Today

Cancel

Save and New Save

Due Date: October 7 2010

11 5 PM

Schedule: Display in Schedule

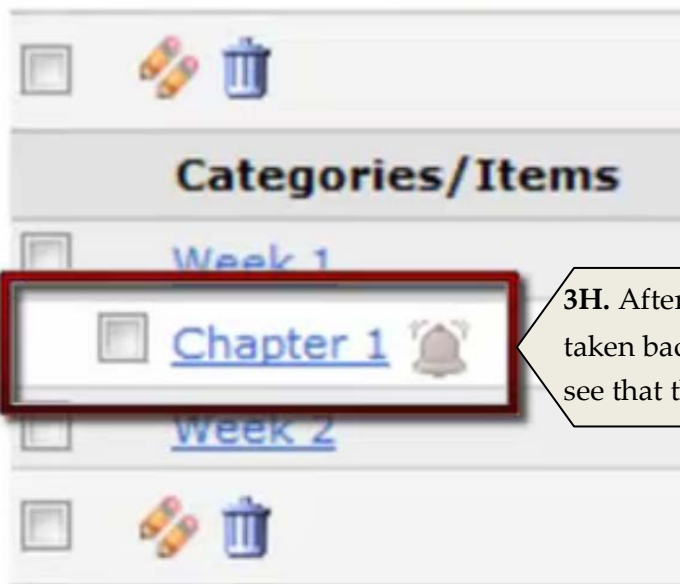
3F. If you want this assignment to appear in your student's calendar you can also click the "Display in Schedule" button.

Cancel

3G. Click, save.

Save

Categories and Items



3H. After clicking save we will be taken back to our checklist and we can see that the new item has been added.



Let's go ahead and add more items to our checklist by repeating steps 3A-3G

• Category: [\[New Category\]](#)

• Name:

Description:

Due Date:

United States - Chicago

Schedule: Display in Schedule

Category: Week 1 [New Category]

Name: Quiz 1

Description: Basic Advanced

Rich text editor toolbar with icons for bold, italic, underline, bulleted list, numbered list, link, unlink, and other text formatting options.

Quiz over chapter 1 and chapter 2.

Due Date: October 11 2010 11:59 PM
United States - Chicago

Schedule: Display in Schedule

Cancel

Save and New Save

Category: Week 1 [New Category]

Name: Chapter 3

Description: Basic Advanced

Rich text editor toolbar with icons for bold, italic, underline, bulleted list, numbered list, link, unlink, and other text formatting options.

Read pg. 15 in your textbook.

Due Date: October 15 2010 11:59 PM
United States - Chicago

Schedule: Display in Schedule

Cancel

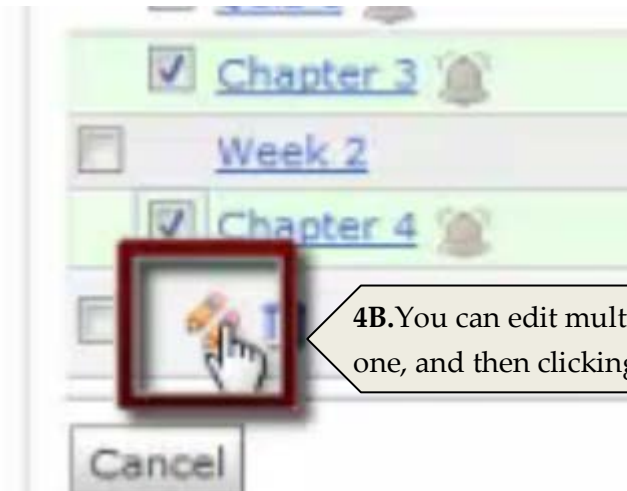
Save and New Save

Step 4. Editing, Deleting, Reordering, and Previewing Checklists

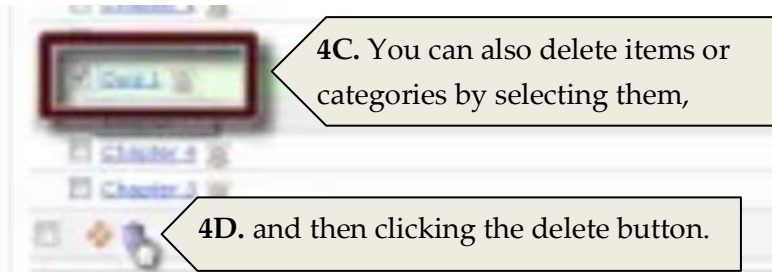
From "Edit Checklist" we can go to any other item under a category and edit the due date and description.

4A. By clicking on the link to an item or category you can go back and edit if you need to make any corrections.

Categories/Items	Due Date
Week 1	
Chapter 1	Oct 7, 2010 11:59 PM
Chapter 2	Oct 8, 2010 11:59 PM
Quiz 1	Oct 11, 2010 11:59 PM
Chapter 3	Oct 15, 2010 11:59 PM
Week 2	
Chapter 3	Oct 15, 2010 6:22 PM

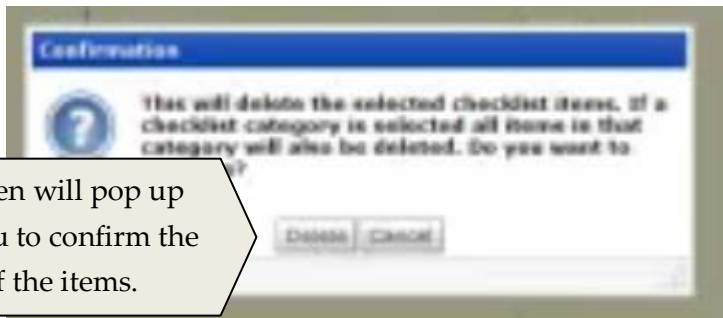


4B. You can edit multiple items and categories by selecting each one, and then clicking the double pencil button.

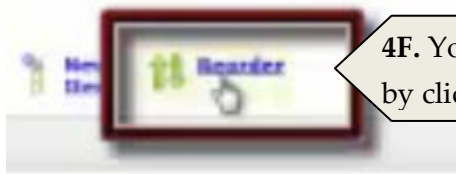


4C. You can also delete items or categories by selecting them,

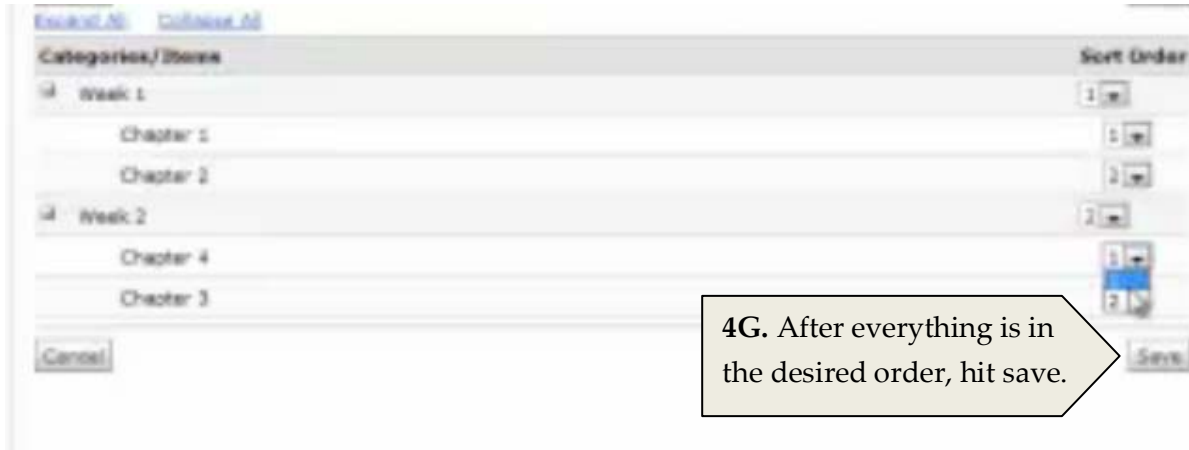
4D. and then clicking the delete button.



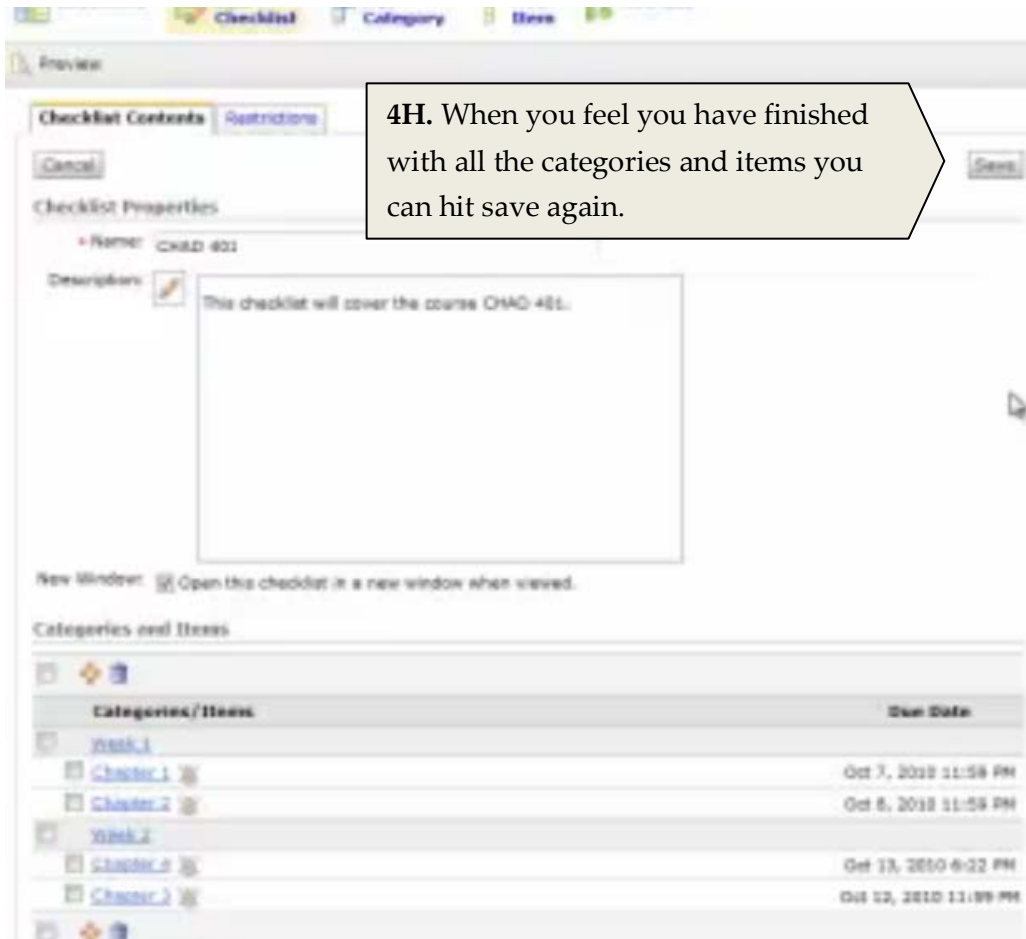
4E. A screen will pop up asking you to confirm the deletion of the items.



4F. You can reorder your items from this screen by clicking the reorder button at the top.



4G. After everything is in the desired order, hit save.



4H. When you feel you have finished with all the categories and items you can hit save again.

Checklists

[Checklists](#) [New](#) [Reorder](#) [Delete](#)

This will then take you back to the main checklist page.

Checklists

[Checklists](#)

This checklist will cover the course

41. If you would like to preview the checklists the way your students will view it, please click the preview button located to the right side of the Checklist's name.

Preview

Description: This checklist will cover the course CHAD 401.

Week 1

These assignments will be due during week 1.

- Chapter 1**
Due at 11:59 PM on Thursday, October 7, 2010
Read pg. 7 in your textbook.
- Chapter 2**
Due at 11:59 PM on Friday, October 8, 2010
Read pg. 9 in your textbook.

Week 2

These assignments will be due during week 2.

- Chapter 4**
Due at 6:22 PM on Wednesday, October 13, 2010
Read pg. 15 in your textbook.
- Chapter 3**
Due at 11:59 PM on Tuesday, October 12, 2010
Read pg. 15 in your textbook.

If you follow these steps, you will be able to create a checklist for your students.