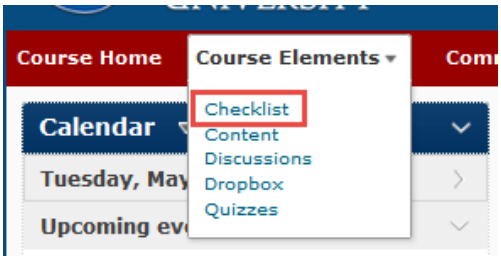
Checklist

Instructors can create checklists to highlight important aspects of their courses and students can use them as a guide for a specific assignment or for a specific unit in the course.

There are three steps in creating a Checklist. You must complete all three for students to view the checklist.

1. Create the Checklist.
2. Create a Category.
3. Create Items on the Checklist



Creating a Checklist

1. On the red course navigation bar, click **Course Elements** and select **Checklist** from the drop-down menu.
2. On the Checklists page, click on the **New Checklist** button.

3. On the **New Checklist** page, type the name of the checklist in the **Name** field.
4. If desired, type a description in the **Description** textbox to describe the checklist contents.
5. Select the **Open this Checklist in a New Window When Viewed** checkbox, if desired, to allow users to view the checklist in a new window.
6. Click on the **Save** button to save the checklist.

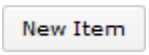
Adding a Category

After creating a new checklist, instructors create a new category.

1. On the **Edit Checklists** page, click on the **New Category** button.

2. Type a **Name** and an optional **Description** for the category.
3. Click on the **Save** button to save the new category OR on the **Save and New** button to save it and create another one.

Adding an Item

1. On the **Edit Checklists** page, click on the **New Item** button. 

2. On the **New Item** page, select a category for the item in the **Category** drop-down list. Each item must belong to a category.
   To add a new category, click the **New Category** link. In the "New Category" pop-up, type a **Name** and **Description** for the new category, then click on the **Save** button.
3. Type the **Name** of the item.
4. Type the **Description** of the item, if desired.
5. To set a due date, select **Due Date** checkbox and type in the appropriate date and time.
6. To make the item visible in the calendar for users, select the **Display in Calendar** checkbox.
7. Click on the **Save** button to save the new item or on the **Save and New** button to save the current Item and create new Item.

Previewing a Checklist as it would Appear to Users

1. On the red course navigation bar, click **Course Elements** and select **Checklist** from the drop-down menu.
2. On the Checklists page, click the context (drop-down) menu beside the checklist you wish to view and select **Preview in a new window**.

Editing a Checklist

After creating a checklist, instructors can edit the checklist to add items and categories.

1. On the red course navigation bar, click **Course Elements** and select **Checklist** from the drop-down menu.
2. On the **Checklists** page, click on the name of the checklist.
3. On the **Edit Checklist** page, make changes in the "Checklist Properties" area, or click on a category or item in their respective areas to edit those.
4. Click on the **Save** button when the editing process is complete.

Defining Release Conditions on a Checklist

1. On the red course navigation bar, click **Course Elements** and select **Checklist** from the drop-down menu.
2. On the **Checklists** page, click on the name of the checklist.
3. On the **Edit Checklist** page, click on the **Restrictions** tab.
4. Click the **Create and Attach** button to create a new release condition and attach it to the checklist OR click on the **Attach Existing** button choosing a previously created condition.
5. Click on the **Save** button. The checklist is now available to students based on the defined conditions.

Editing a Checklist Category or Item

1. On the red course navigation bar, click **Course Elements** and select **Checklist** from the drop-down menu.
2. On the **Checklists** page, click on the name of the checklist.
3. On the **Edit Checklist** page, click on the name of the checklist or category item.
4. Make the desired changes.
5. Click on the **Save** button.

To Edit Multiple Checklist Items

1. On the red course navigation bar, click **Course Elements** and select **Checklist** from the drop-down menu.
2. On the **Checklists** page, click on the name of the checklist.
3. On the **Edit Checklist** page, select the checkbox next to the items.
4. Click on the **Edit** icon on the **Categories and Items** list.
5. On the **Edit Multiple Items** page, make desired changes to each of the items and click on the **Save** button.

Deleting a Checklist

1. On the red course navigation bar, click **Course Elements** and select **Checklist** from the drop-down menu.
2. On the **Checklists** page, click on the **More Actions** drop-down menu and select **Delete**.
3. On the **Delete Checklists** page, delete a checklist by selecting the checkbox(es) next to the Checklist name(s).
4. Click on the **Delete Selected** button.

Deleting a Category or Item

1. On the red course navigation bar, click **Course Elements** and select **Checklist** from the drop-down menu.
2. On the **Checklists** page, click on the appropriate checklist link.
3. On the **Edit Checklists** page, delete a category or item by clicking on the checkbox next to the category or item name.
4. Click on **Delete**

Reordering Checklists

1. On the red course navigation bar, click **Course Elements** and select **Checklist** from the drop-down menu.
2. On the **Checklists** page, click on the **More Actions** menu and select the **Reorder** button.
3. On the **Reorder Checklists** page, change the values in the **Sort Order** field for the checklists.
4. Click on the **Save** button.

Reordering Checklist Items and Categories

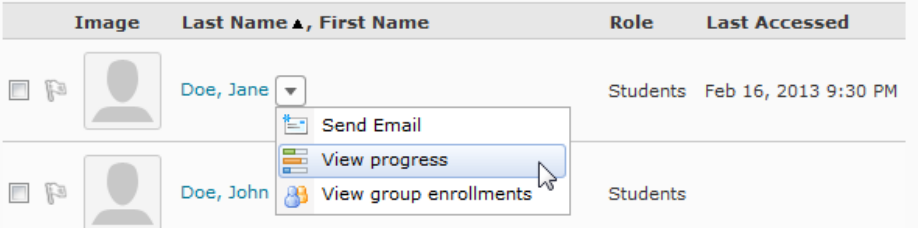
1. On the red course navigation bar, click **Course Elements** and select **Checklist** from the drop-down menu.
2. On the **Checklists** page, click appropriate checklist name.
3. On the **Edit Checklists** page, click on the **Reorder** button.

4. On the **Reorder Checklists** page, change the values in the **Sort Order** field for the checklist items or categories.
5. Click on the **Save** button.

Viewing Student Progress

Once students have completed the checklist you can view their progress by completing the following steps:

1. On the red course navigation bar, click **Communication** and select **Classlist** from the drop-down menu.
2. Click the context (drop-down) menu next to a student's name, and click the **User Progress** icon.



3. If checklist is not selected, click on checklist in the menu on the left.
4. Scroll down to the Checklist details to view the user's progress.

Checklist - Student View

1. On the Course Home page, scroll down to the Role Switch tool.
2. Click on the **Current Role** drop down box, choose the student role.
3. Click on the **Change Role** button.
4. Click on the **Checklist** link in the red navigation bar (under Course Elements).
5. Click on the Checklist link of choice. The student view will appear.