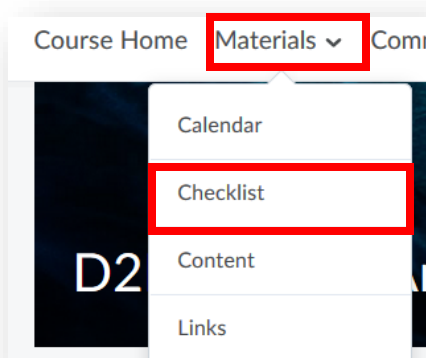




Create a Checklist

Checklists are lists that allow students to check off items once they have completed them.

- From the D2L course nav bar, click **“Materials”**
- Click **“Checklist”**



- Click the **“New Checklist”** button:



- Enter a name for the checklist
- Enter a description for the checklist



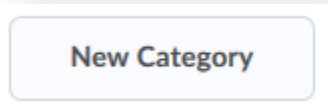
- Click the “**Save**” button:



Note: Checklists have “**Categories**” and “**Items**”

- The “**Category**” is the heading
- The “**Item**” is what the student will check off.

- Click the “**New Category**” button:



- Enter a “**Name**” and “**Description**” of the category:

Name *

Description

Rich text editor toolbar with icons for video, image, link, paragraph, bold, italic, underline, list, font family, font size, and background color. The text area below the toolbar is empty.

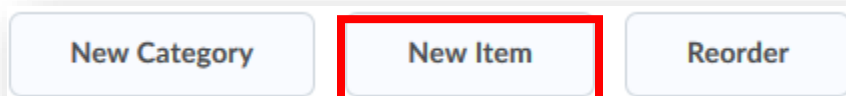


- Click the **“Save”** button:

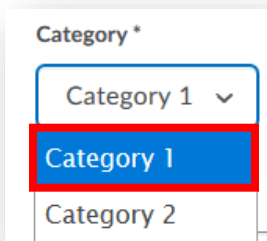


To Add Items to the Checklist

- Click the **“New Item”** button:



- Choose the **“Category”** from the dropdown menu:





- Enter a **“Name”** for the item and **“Description”**:

Name *

Description

Rich text editor toolbar with icons for video, image, link, paragraph, bold, italic, underline, list, font family, font size, and background color. A red box highlights the entire description area.

- You can also set a due date for the checklist by checking the **“Due Date”** check box and entering a date and time:

Due Date

United States - Chicago



- You have the option to display this in the calendar by checking the following checkbox:

Calendar

Display in Calendar

- When finished, click the **“Save”** button:



When a student goes to the checklist, they can will be able to check off items and it will look like the following:

Days of the Week

Test

Monday
Due at 2:30 PM on Tuesday, March 10, 2020 Completed at 8:33 AM on Monday, February 10, 2020

Test