# Creating a Checklist – D2L Tutorial

This tutorial is designed for faculty who have previous experience using D2L. For further information, please contact elearning@camosun.ca for assistance.
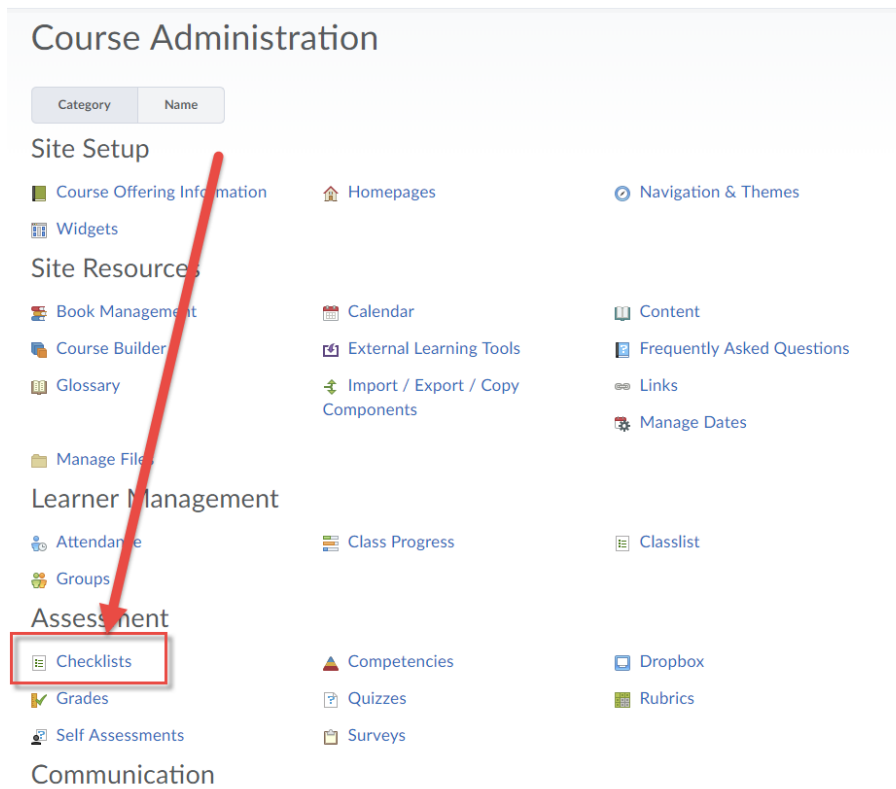
Scenario

This tutorial will cover the steps involved in creating a Checklist for your students, and for integrating it into the Content tool. The Checklist tool is meant to present students with a list of tasks they are supposed to complete that they can check off as they complete them.
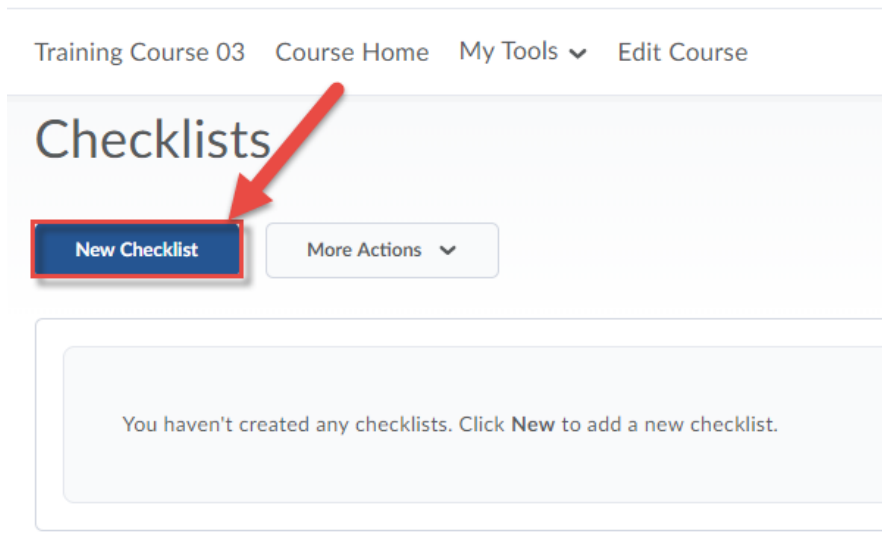
Steps

1. Go to your course homepage, and click **Edit Course**.
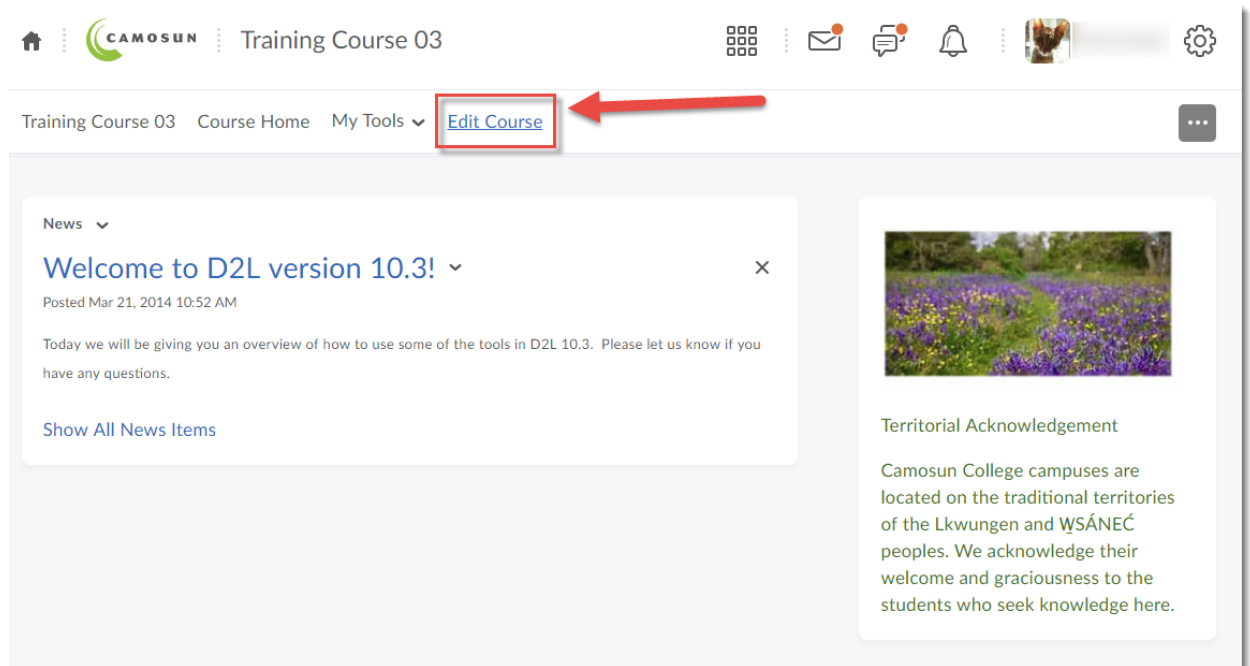
2. Click **Checklist**.

3. Click **New Checklist**.

4. Give your Checklist a Name, add a Description if you like. Select **Open this checklist in a new window when viewed** – this will allow students to have the Checklist open as they complete tasks in the course. Click **Save**.
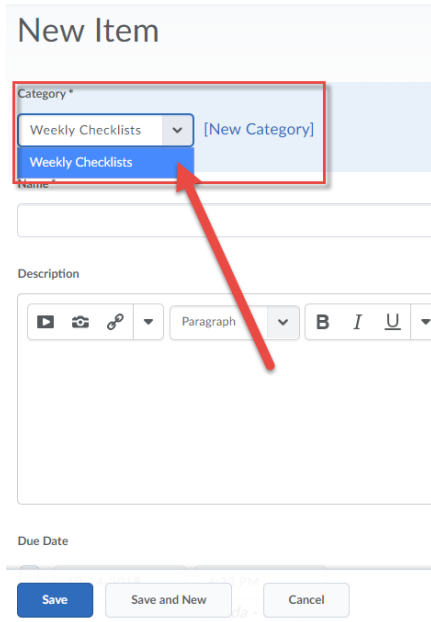

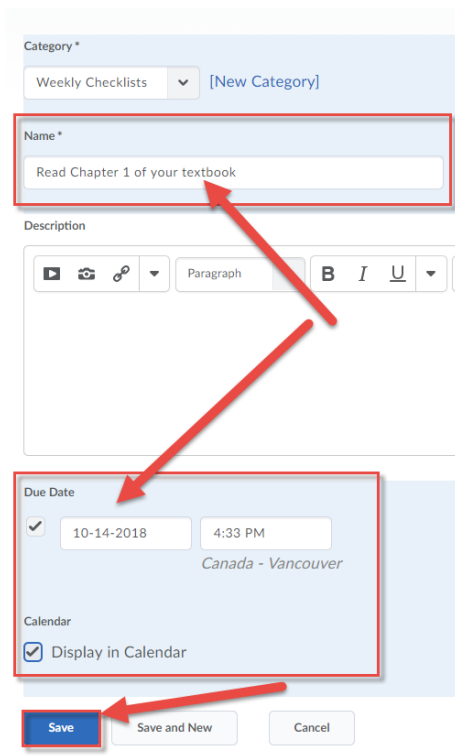5. Now you can add tasks (items) to your Checklist. Scroll down, and click **New Item** to get started.

6. Select a **Category** for your item using the Category drop-down, or create a **New Category** for it by clicking on New Category. Items MUST be in a category!
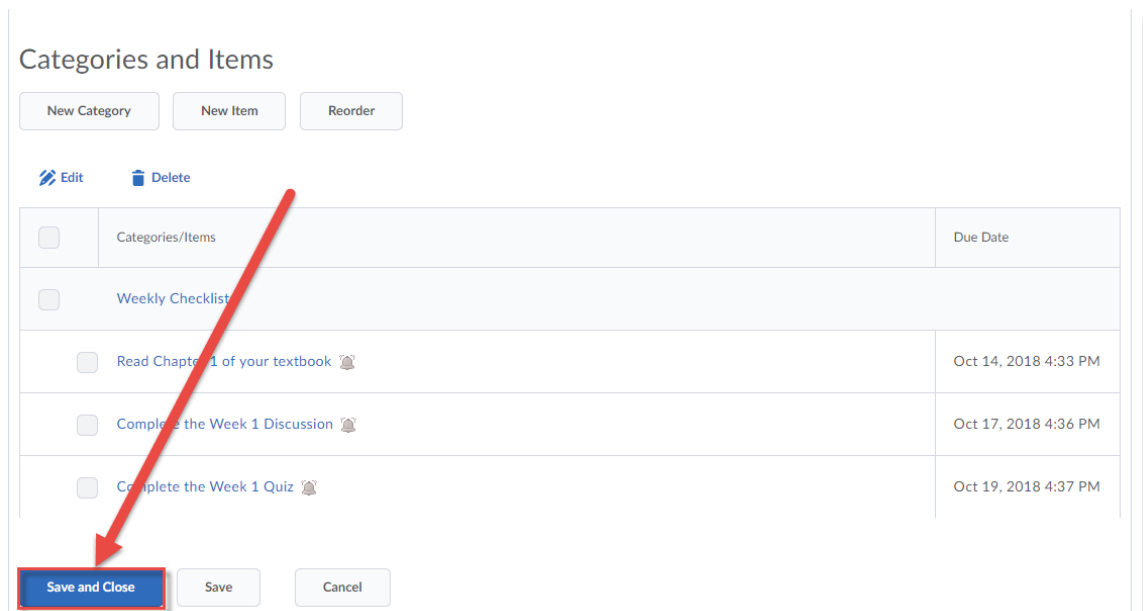

7. Give your item a **Name**, and a **Due Date** if you like. Then click on **Save**. Click on **Save and New** if you would like to create another New item.
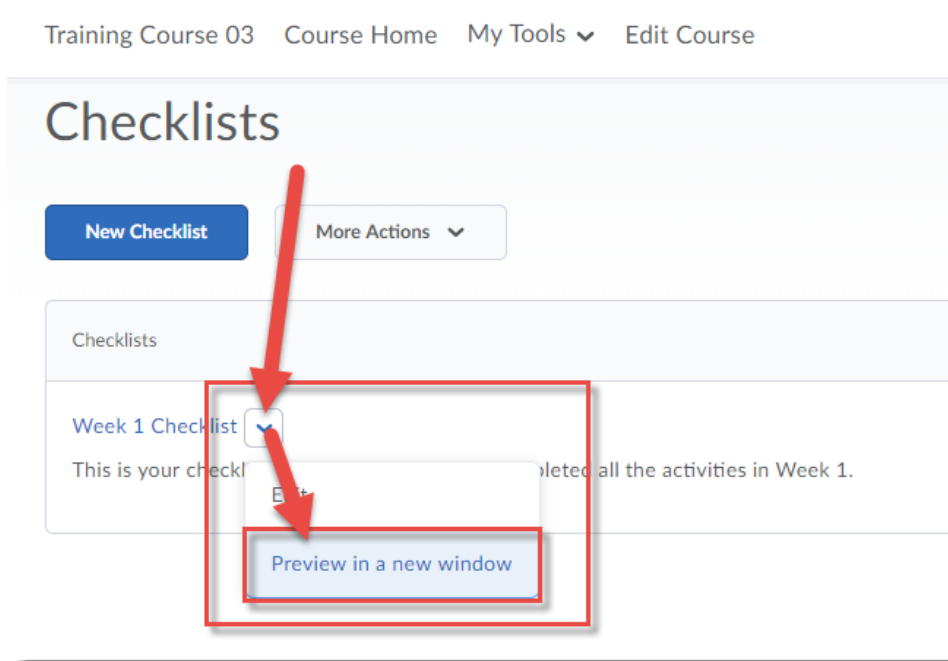
8. Continue adding Items until your Checklist is completed. Click **Save and Close**.

9. Preview your Checklist by clicking on the drop-down menu (down arrow) next to the Checklist's title and selecting **Preview in a new window**.
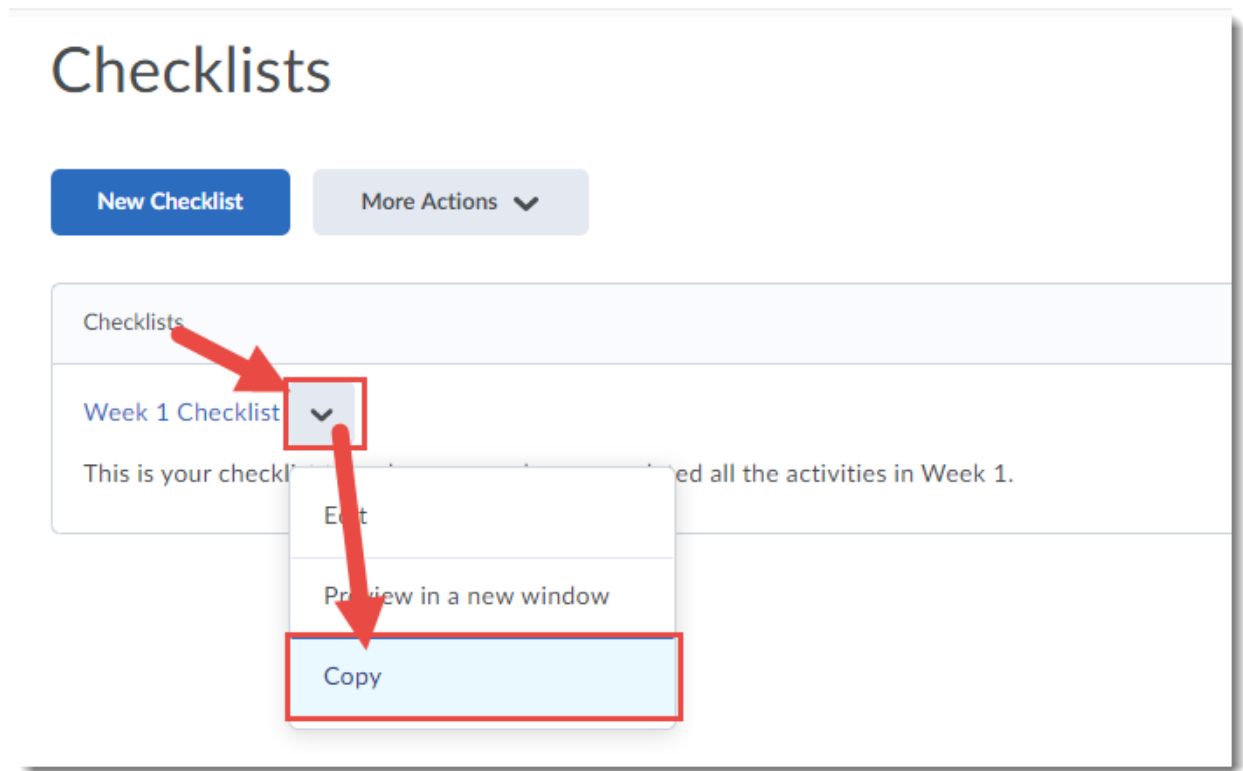
10. Or finally, you can Copy a Checklist (handy if you want to create a set of weekly Checklists with similar settings) by clicking on the drop-down menu (down arrow) next to the Checklist's title and selecting **Copy.**

Things to Remember

Once you have created your Checklists, you can either add the **Checklist** tool link to your Navbar or My Tools drop-down menu, or link to it in Content using **Add Existing Activities** (see the *Adding Links to Activities in Content* tutorial for more information).

You can also **Reorder** your Checklists or **Delete** them by clicking on the **More Actions** button in the Checklists tool.