



Creating a Checklist – D2L Tutorial

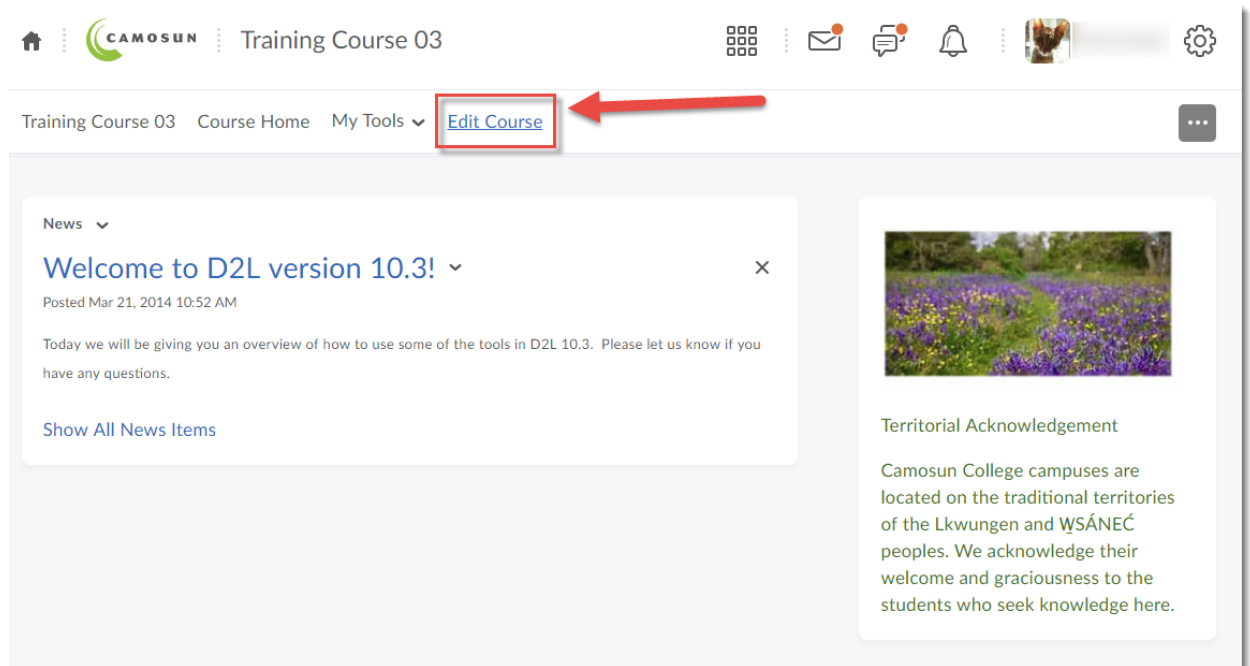
This tutorial is designed for faculty who have previous experience using D2L. For further information, please contact elearning@camosun.ca for assistance.

Scenario

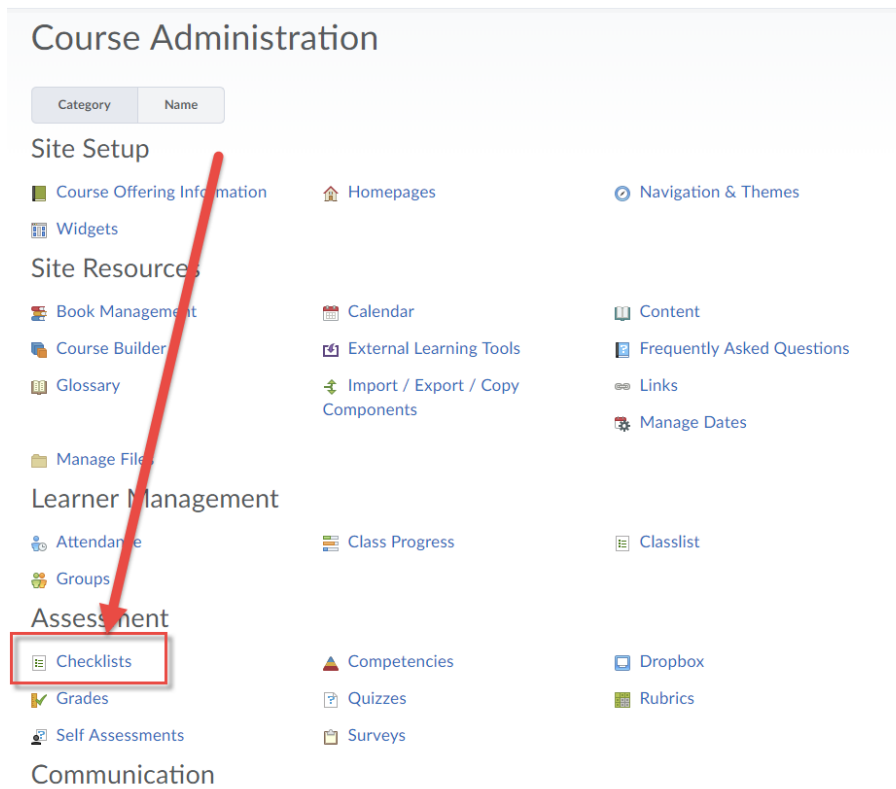
This tutorial will cover the steps involved in creating a Checklist for your students, and for integrating it into the Content tool. The Checklist tool is meant to present students with a list of tasks they are supposed to complete that they can check off as they complete them.

Steps

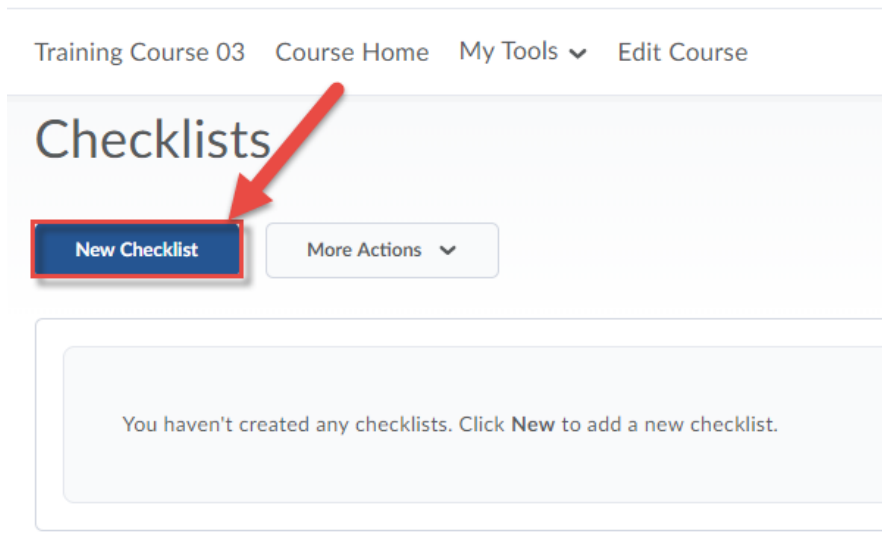
1. Go to your course homepage, and click **Edit Course**.



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**.

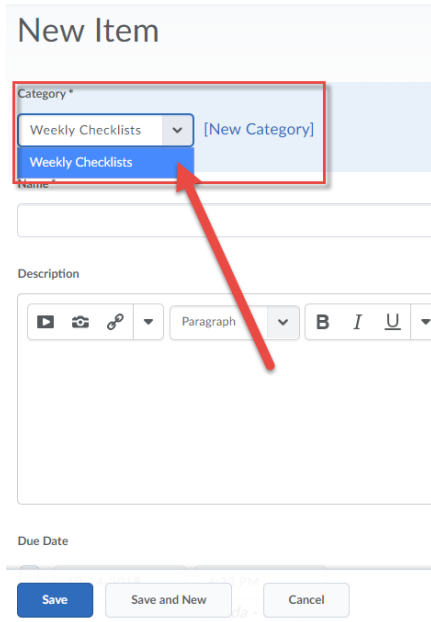
The screenshot shows the 'New Checklist' form. At the top, there are navigation links: 'Training Course 03', 'Course Home', 'My Tools', and 'Edit Course'. The form has a title 'New Checklist'. Below the title, there is a 'Name' field with the text 'Week 1 Checklist'. Below the name field is a 'Description' field with a rich text editor toolbar (containing icons for video, image, link, paragraph, bold, italic, underline, list, and font family/size) and the text 'This is your checklist to make sure you have completed all the activities in Week 1.' Below the description field is a 'New Window' section with a checked checkbox and the text 'Open this checklist in a new window when viewed.' At the bottom of the form are two buttons: 'Save' and 'Cancel'. Red arrows point to the 'Name' field, the 'Description' field, the 'New Window' checkbox, and the 'Save' button.

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

The screenshot shows the 'Categories and Items' section of the checklist form. It has a title 'Categories and Items' and three buttons: 'New Category', 'New Item', and 'Reorder'. Below these buttons is a message: 'You haven't created any categories or items. Click New Category to add a new category or click New Item to add a new item.' At the bottom of the section are three buttons: 'Save and Close', 'Save', and 'Cancel'. A red arrow points to the 'New Item' button.

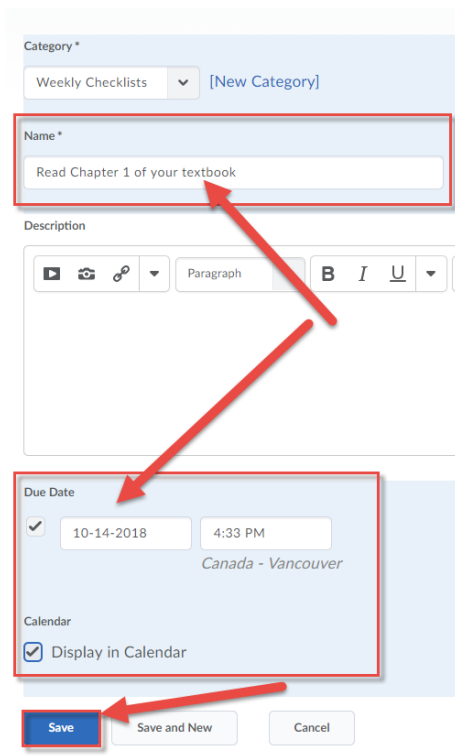


6. Select a **Category** for your item using the Category drop-down, or create a **New Category** for it by clicking on New Category. Items **MUST** be in a category!



The screenshot shows the 'New Item' form. The 'Category' dropdown menu is open, showing 'Weekly Checklists' as the selected option. A red arrow points to the 'Weekly Checklists' option. The form also includes fields for 'Name', 'Description' (with a rich text editor), and 'Due Date'. At the bottom are buttons for 'Save', 'Save and New', and 'Cancel'.

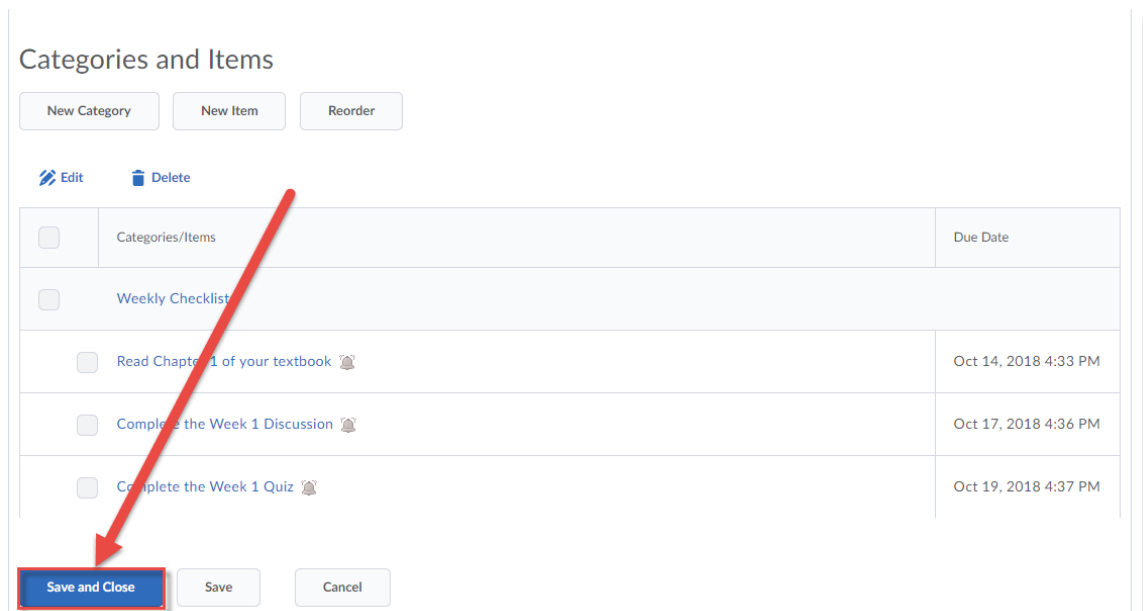
7. Give your item a **Name**, and a **Due Date** if you like. Then click on **Save**. Click on **Save and New** if you would like to create another New item.



The screenshot shows the 'New Item' form with the 'Name' field filled with 'Read Chapter 1 of your textbook' and the 'Due Date' field filled with '10-14-2018 4:33 PM'. A red arrow points to the 'Save' button. The form also includes a 'Description' field, a 'Calendar' section with a 'Display in Calendar' checkbox, and buttons for 'Save', 'Save and New', and 'Cancel'.



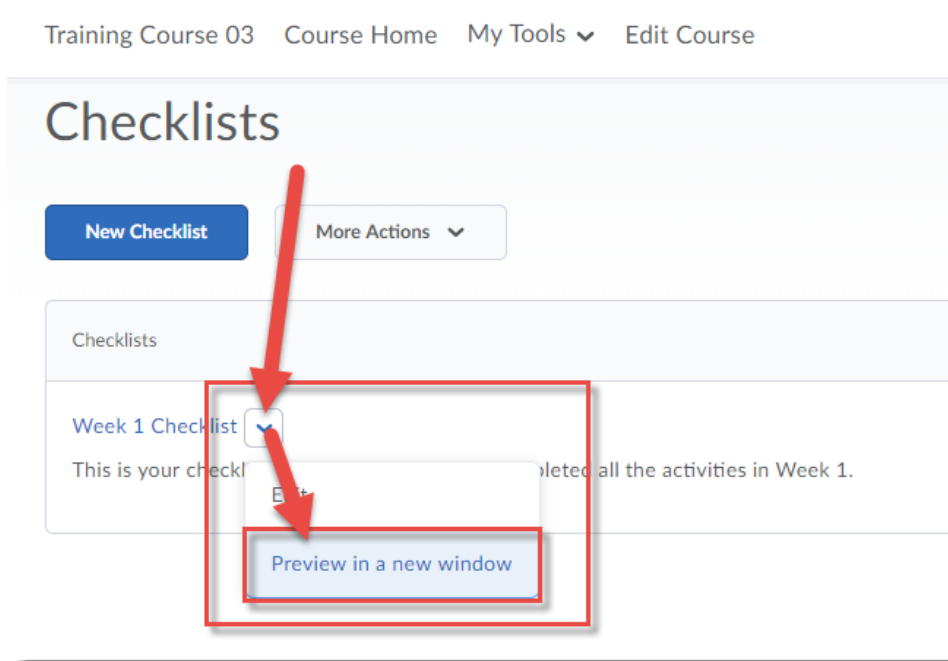
8. Continue adding Items until your Checklist is completed. Click **Save and Close**.



The screenshot shows a form titled "Categories and Items". At the top, there are three buttons: "New Category", "New Item", and "Reorder". Below these are "Edit" and "Delete" icons. The main part of the form is a table with two columns: "Categories/Items" and "Due Date". The table contains three items: "Read Chapter 1 of your textbook" (due Oct 14, 2018 4:33 PM), "Complete the Week 1 Discussion" (due Oct 17, 2018 4:36 PM), and "Complete the Week 1 Quiz" (due Oct 19, 2018 4:37 PM). At the bottom of the form, there are three buttons: "Save and Close", "Save", and "Cancel". A red arrow points from the top left towards the "Save and Close" button.

Categories/Items	Due Date
Read Chapter 1 of your textbook	Oct 14, 2018 4:33 PM
Complete the Week 1 Discussion	Oct 17, 2018 4:36 PM
Complete the Week 1 Quiz	Oct 19, 2018 4:37 PM

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**.

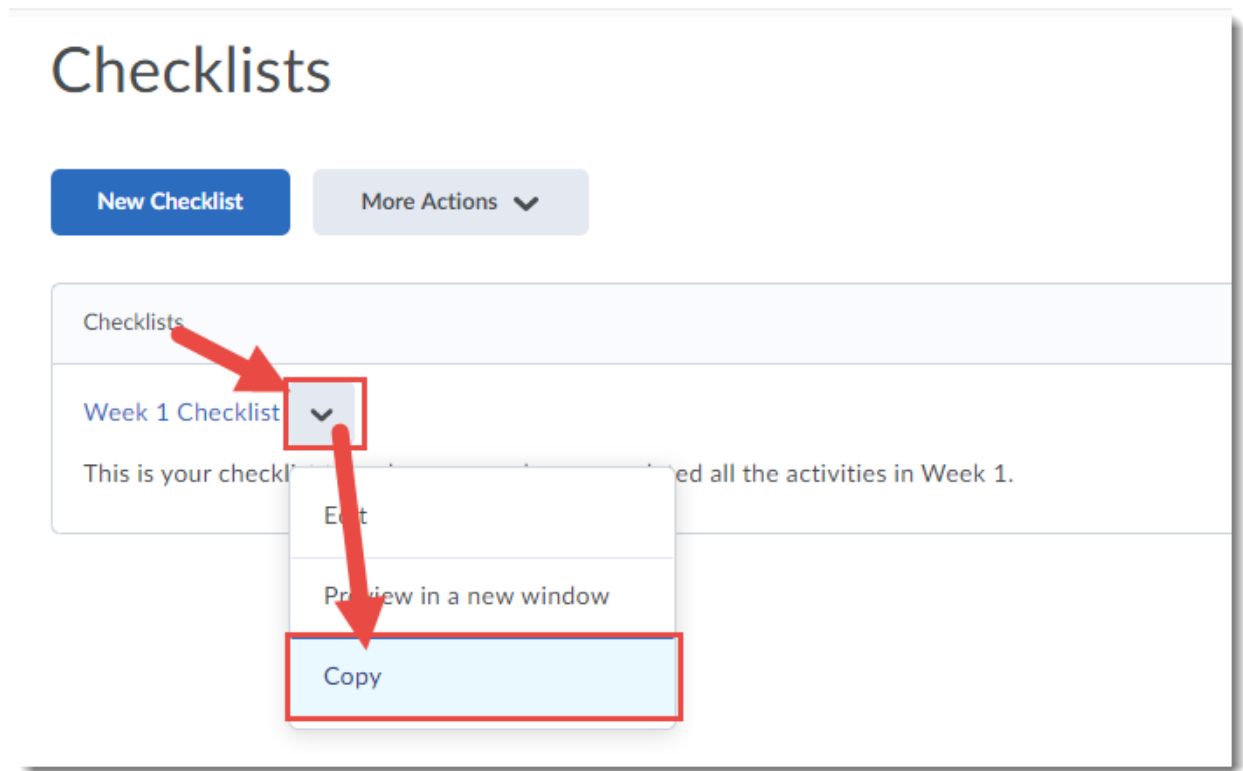


The screenshot shows a page titled "Checklists". At the top, there are links: "Training Course 03", "Course Home", "My Tools", and "Edit Course". Below these is a "New Checklist" button and a "More Actions" dropdown menu. The main part of the page is a table with one row: "Week 1 Checklist". To the right of the title is a dropdown menu with a down arrow. A red arrow points from the top left towards the dropdown menu. A red box highlights the dropdown menu, and a red arrow points to the "Preview in a new window" option.

Checklists
Week 1 Checklist



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.



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