



Using Checklists – a Student Tutorial

This tutorial is for students who have Checklists in their D2L courses. For further information, please contact elarning@camosun.ca for assistance.

Scenario

This tutorial will cover the steps involved in using **Checklists** in your course. The **Checklist** tool will present you with a list of tasks you are supposed to complete that you can check off as you complete them.

Steps

1. Go to your course homepage, and click **Content**. Note that you may also find Checklists on your course NavBar or in the Tools menu, but typically they will be added to Modules in the **Content** area.

The screenshot shows the D2L course interface for 'Training Course 03'. At the top, there is a navigation bar with the Camosun logo, course name, and various utility icons. Below this is a secondary navigation bar with links for 'Training Course 03', 'Course Home', 'Discussions', 'My Tools', 'Collaborate', 'Course Media', and 'My Media'. The 'My Tools' dropdown menu is open, showing a list of tools: Calendar, Class list, Content, Discussions, Assignments, Email, Glossary, Grades, Groups, and Locker. The 'Content' option is highlighted with a red box, and a red arrow points to it from the 'My Tools' link in the navigation bar. On the left side of the page, there is a 'News' section with a post titled 'Welcome to D2L Daylight!' dated Mar 21, 2014. On the right side, there is a 'Territorial Acknowledgement' section with a photo of a landscape and text acknowledging the traditional territories of the Lekwungen and WSÁNEĆ peoples.



- Find and click on a **Checklist** in a Module. Here, we are clicking on the **Week 1 Checklist** in the **Sample Module**.

The screenshot shows a course interface with a navigation menu on the left and a 'Table of Contents' section on the right. The navigation menu includes 'Overview', 'Bookmarks', 'Course Schedule', 'Table of Contents' (55 items), 'Sample Module' (7 items), 'Collaborate Ultra', 'Kaltura Videos' (4 items), 'ePortfolio Guides and Templates', and 'ReadSpeaker'. The 'Table of Contents' section has a 'Download' button, 'Expand All' and 'Collapse All' options, and a progress bar showing '1.79 % 1 of 56 topics complete'. Under the 'Sample Module' heading, the 'Week 1 Checklist' is highlighted with a red box and a red arrow pointing to it. Below it are 'Getting Started With D2L (exempted)' (Word Document) and 'D2L Content Webpage with Video embedded' (Web Page).

- Review the Checklist items, and click on the boxes next to the ones you have completed to check them off. As you check off items, your **Checklist** will be saved so you can continue checking off items as you complete them.

The screenshot shows the 'Week 1 Checklist' page. The breadcrumb trail is 'Table of Contents > Sample Module > Week 1 Checklist'. The page title is 'Week 1 Checklist' and it has a progress bar showing '66.67 % 2 of 3 items complete'. Under the heading 'Weekly Checklists', there are three items:

<input checked="" type="checkbox"/>	Read Chapter 1 of your textbook	Due Oct 14, 2018 4:33 PM
<input checked="" type="checkbox"/>	Complete the Week 1 Discussion	Due Oct 17, 2018 4:36 PM
<input type="checkbox"/>	Complete the Week 1 Quiz	Due Oct 19, 2018 4:37 PM

A red arrow points to the first two checked checkboxes, which are also enclosed in a red box.

