



Checking Checklist Progress – D2L Tutorial

This tutorial is designed for faculty who have previous experience using D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

This tutorial will cover the steps involved in checking Checklist completion for your students. 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**.

The screenshot shows the D2L course homepage for 'Training Course 03'. The top navigation bar includes the Camosun logo, the course name 'Training Course 03', and several utility icons (grid, mail, chat, bell, profile, settings). Below the navigation bar, there are links for 'Training Course 03', 'Course Home', 'My Tools', and 'Edit Course'. The 'Edit Course' link is highlighted with a red box and a red arrow pointing to it. The main content area features a 'News' section with a 'Welcome to D2L version 10.3!' announcement, a 'Territorial Acknowledgement' section with a photo of purple flowers, and a 'Show All News Items' link.



2. Click **Class Progress**.

Training Course 03 Course Home Discussions My Tools ▾ Collaborate Course Media My Media Edit Course

Course Administration

Category Name

Site Setup

- Course Offering Information
- Homepages
- Navigation & Themes
- Widgets

Site Resources

- Book Management
- Calendar
- Content
- Course Builder
- External Learning Tools
- Frequently Asked Questions
- Glossary
- Import / Export / Copy Components
- Links
- Manage Dates
- Manage Files

Learner Management

- Attendance
- Class Progress
- Classlist
- Groups









Assessment

3. Click a student's name.

Class Progress

Settings Help Search users

Filter to: All Users Use agents to automate feedback

Name ▲	Content Visited	Logins	Discussions	Grades
 Student, Training01 training.student01 training.student01	<input type="text"/> 0 % Visited: 0 / 111	No logins	0 read 5 threads 0 replies	 52.05 %
 Student, Training02 training.student02 training.student02	<input type="text"/> 0 % Visited: 0 / 112	No logins	1 read 0 threads 1 replies	 46.11 %
 Student, Training03 training.student03 training.student03	<input type="text"/> 0 % Visited: 0 / 112	No logins	0 read 1 threads 0 replies	 40 %
 Student, Training04 training.student04 training_four	<input type="text"/> 0 % Visited: 0 / 112	No logins	0 read 0 threads 0 replies	 25 %

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4. Click **Checklist**.

Class Progress > Training01 Student

Student, Training01
training.student01
training.student01

Training Course 03
Training
41.64 / 80

Summary
Grades
Objectives
Content
Discussions
Assignments
Quizzes
Checklist
Surveys
Course Access
Login History
System Access History

Progress Summary

Grades

Current Grade	Maximum Final	Minimum Final
41.64 / 80	73.44 / 100	29.44 / 100

Grades Received: 7

Objectives

Learning Objectives Passed
0 % (0/0)

In Progress: 0

Passed: 0

Needs Remediation: 0

5. You will be able to see how many Checklists have been completed, and how many items on each are complete. You will NOT be able to see which specific items have been checked off..

Class Progress > Training01 Student > Checklist

Student, Training01
training.student01
training.student01

Training Course 03
Training
41.64 / 80

Summary
Grades
Objectives
Content
Discussions
Assignments
Quizzes
Checklist
Surveys

Checklist Progress

Checklists Completed: 0 % (0 / 1) | Items Completed: 67 % (2 / 3) | 67 % Completed: 2 / 3

In Progress: 1

Week 1 Checklist
67 % complete | 2 / 3 items | Last Updated: Aug 19, 2021 1:22 PM

Completed: 0

No items found.

Things to Remember

Checklists can be added as a tool link on your Navbar or My Tools drop-down menu, or you can link to individual Checklists in Content using **Add Existing Activities** (see the *Adding Links to Activities in Content* tutorial for more information).



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