



Creating a Checklist – 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 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.

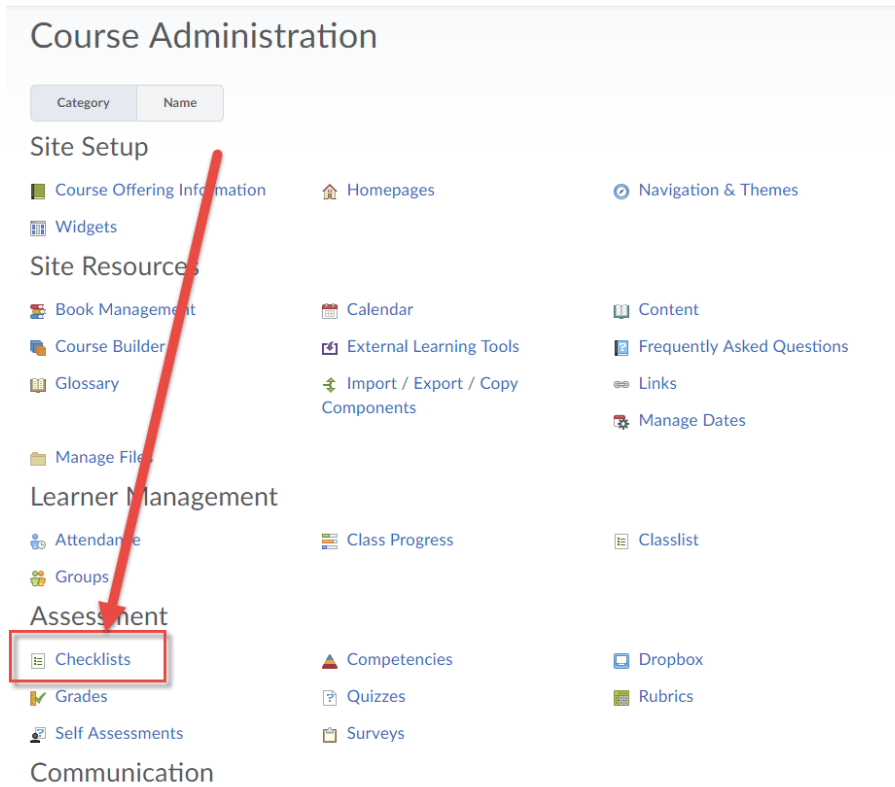
Steps

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

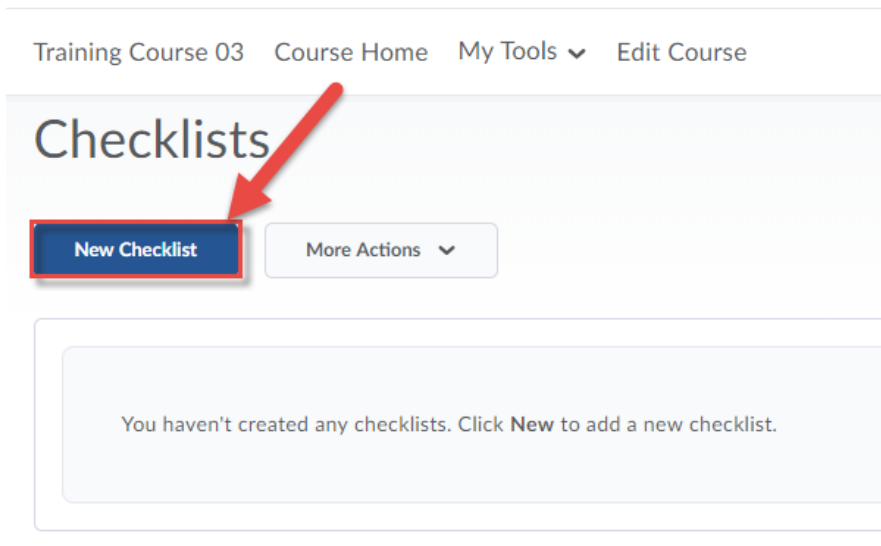
The screenshot shows the D2L course homepage for 'Training Course 03'. The top navigation bar includes the Camosun logo, the course name, and several utility icons (grid, mail, chat, bell, profile, settings). Below the navigation bar, there are breadcrumb links: 'Training Course 03', 'Course Home', 'My 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, dated Mar 21, 2014, and a 'Territorial Acknowledgement' section with a photo of purple flowers and text acknowledging the traditional territories of the Lkwungen and W̱SÁNEĆ peoples.



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**.

New Checklist

Name *
Week 1 Checklist

Description

Paragraph | B | I | U | A | | | | | | | | | | | | | | Lato (Recom... | 17.1px | ...

This is your checklist to make sure you have completed all the activities for Week 1.

New Window
 Open this checklist in a new window when viewed.

Save Cancel

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

Description

Paragraph | B | I | U | A | | | | | | | | | | | | | |

This is your checklist to make sure you have completed all the activities for Week 1.

New Window
 Open this checklist in a new window when viewed.

Categories and Items

New Category | **New Item** | Reorder

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.

Save and Close Save Cancel



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. At the top, the 'Category' field is highlighted with a red box. The dropdown menu is open, showing 'Weekly Checklists' as the selected option. A red arrow points from the 'Weekly Checklists' option in the dropdown to the 'Name' field below. The 'Name' field is currently empty. Below the 'Name' field is the 'Description' field, which has a rich text editor toolbar. At the bottom, the 'Due Date' section is visible, with a date of '10/2/2021' and a time of '4:53 PM'. The 'Save', 'Save and New', and 'Cancel' buttons are at the bottom.

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

The screenshot shows the 'New Item' form with the 'Name' field filled with 'Read Chapter 1 of your textbook'. The 'Due Date' section is checked, with a date of '10/2/2021' and a time of '4:53 PM'. The 'Display in Calendar' checkbox is also checked. The 'Save' button is highlighted with a red box. Red arrows point from the 'Category' dropdown to the 'Name' field, from the 'Name' field to the 'Description' field, and from the 'Due Date' section to the 'Save' button. The 'Save', 'Save and New', and 'Cancel' buttons are at the bottom.



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

Categories and Items

New Category New Item Reorder

Edit Delete

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

Save and Close Save Cancel

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**.

Training Course 03 Course Home My Tools Edit Course

Checklists

New Checklist More Actions

Checklists

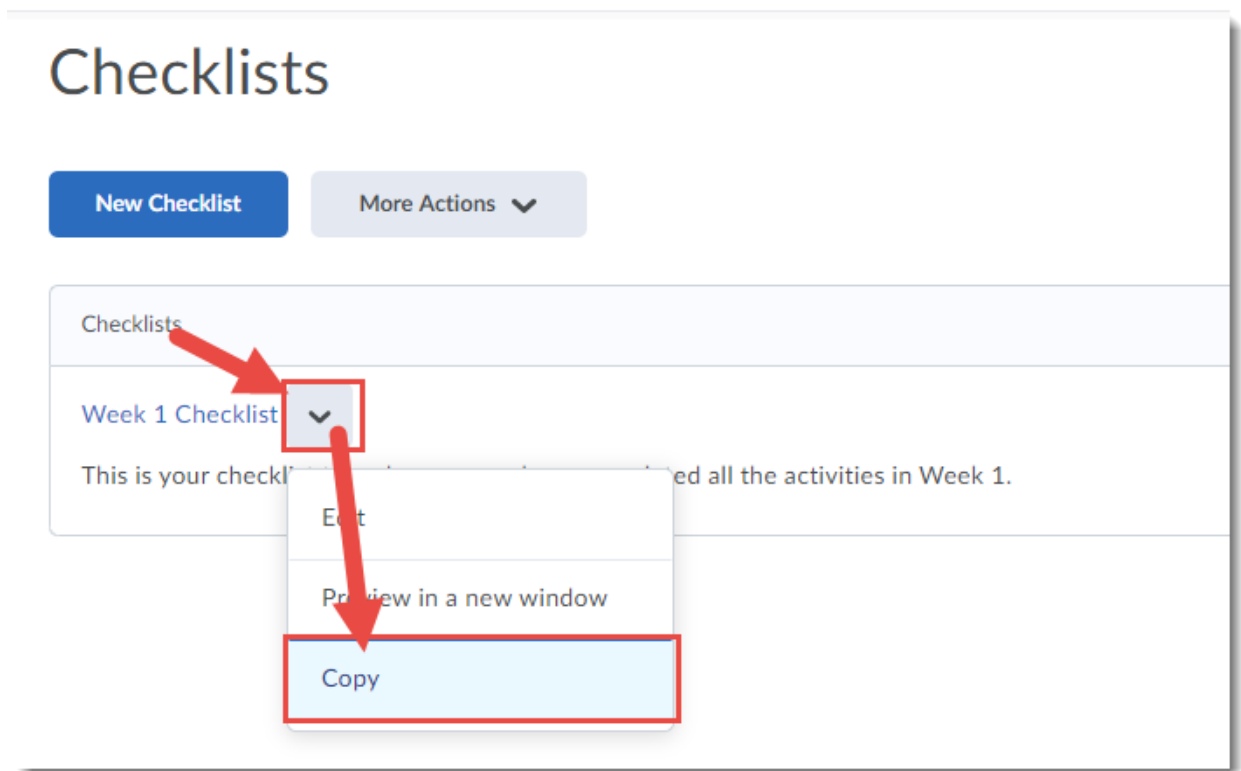
Week 1 Checklist

This is your checklist. You have completed all the activities in Week 1.

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.



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