



Using Checklists – a Student Tutorial

This tutorial is for students who have Checklists in their D2L courses. 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 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'. The top navigation bar includes 'Training Course 03', 'Course Home', 'Discussions', 'My Tools', 'Collaborate', 'Course Media', and 'My Media'. The 'My Tools' dropdown menu is open, showing options: Calendar, Class list, Content (highlighted with a red box), Discussions, Assignments, Email, Glossary, Grades, Groups, and Locker. A red arrow points from the 'My Tools' dropdown to the 'Content' option. The main content area features a news item titled 'Welcome to D2L Daylight!' and a territorial acknowledgement section with a photo of a landscape.



2. 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 'Table of Contents' section includes a search bar, a 'Download' button, and a progress bar indicating '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 other items like 'Getting Started With D2L (exempted)' and 'D2L Content Webpage with Video embedded'.

3. 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. At the top, there is a breadcrumb trail: 'Table of Contents > Sample Module > Week 1 Checklist'. Below this is the title 'Week 1 Checklist' and a progress bar showing '66.67 % 2 of 3 items complete'. The main content area is titled 'Weekly Checklists' and 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
- Complete the Week 1 Quiz Due Oct 19, 2018 4:37 PM

The first two items are checked, and a red box and arrow point to the checkboxes.

