

## Overview

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A checklist is a way to highlight important or required assignments, readings, or other items students need to complete. Each checklist contains one or more categories in which checklist items are grouped. For example, your checklist might include categories like “Readings” and “Written Assignments” with several assignments to complete in those categories.

## How to Access the Checklist Tool

Click **Instruction** on the course navigation bar, and then click **Checklist**.

## In This Guide

Creating Checklists

Editing Checklists

For more D2L resources, go to <http://cte.siu.edu/idblog/instructor-resources/d2l-resources-instructors/>.

## Creating Checklists

### Create a Checklist

1. Click **Instruction** on the course nav bar, and then click **Checklist** (Figure 1)
2. Click **New Checklist**.
3. Enter a name for the checklist.
4. Enter a description for the checklist (optional).
5. Click **Save**. You will be taken to the “Edit Checklist” page.



Figure 1

### Create a Category

1. Click **New Category** under the “Categories and Items” heading on the “Edit Checklist” page (Figure 2).
2. Enter a name for the new category.
3. Enter a description for the new category (optional).

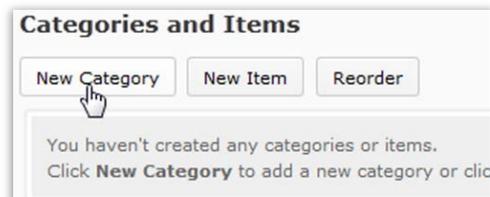


Figure 2

**Note:** Category descriptions are visible to students when they view a Checklist through the Checklist tool, but they are not visible when the Checklist is linked in your Content.

4. Click **Save** when you are done creating categories. You will return to the “Edit Checklist” page.



## Create an Item

1. Click **New Item** under the “Categories and Items” heading on the “Edit Checklist” page.
2. Select a category for the checklist item you are adding (required):
  - To use an existing category, select it from the “Category” dropdown menu (Figure 3).
  - To add a new category, click **New Category** (see the previous section for information on creating new categories).
3. Enter a name for your new checklist item.
4. Enter a description for your new checklist item (optional).
5. Select the **Due Date** checkbox to set a due date for the item (optional). The date and time fields will become active, and you can select the appropriate date and time (Figure 4).
6. Select the **Display in Calendar** checkbox to make the item visible in the Calendar for students.
7. Click **Save** when you are done creating items.

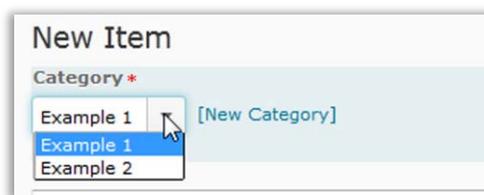


Figure 3

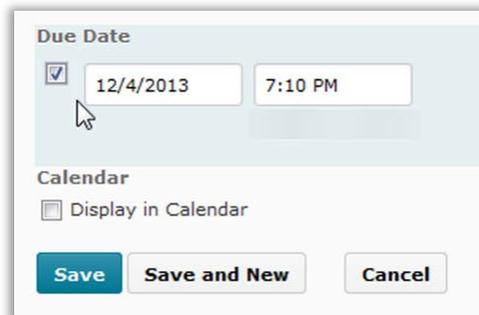


Figure 4

## Editing Checklists

### Edit a Checklist, Category or Item

1. Click **Checklist** in the “More” dropdown menu in the course navbar.
2. Click the name of the checklist you want to edit. You will be taken to the “Edit Checklist” page
3. Make your desired changes.
  - Edit the name and description directly in those fields.
  - To change a checklist category or item, click its name in the “Categories/Items” list.
  - Reorder the categories and items within a checklist by clicking **Reorder** above the “Categories/Items” list (Figure 5).
  - Delete an item or category by selecting the checkbox next to it and clicking **Delete**.
4. Click **Save and Close** when you are done making changes to your checklist.

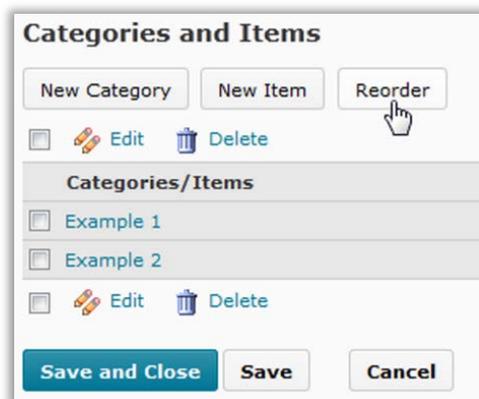


Figure 5

## Edit Multiple Items

The “Edit Multiple Items” tool will allow you to edit the names, categories, and due dates of multiple items in your checklist at the same time.

1. Go to the the “Edit Checklist” page.
2. Select the checkboxes next to the items you want to edit. (You can also select the checkbox next to a category to select all of the items in it.)
3. Click  **Edit** at the top or bottom of the “Categories/Items” list (Figure 6). You will be taken to the “Edit Multiple Items” page.
4. Make any changes you want to the items.
5. Click **Save and Close**.

**Note:** The “Edit Multiple Items” tool will only allow you to make changes to items, not categories. To edit a category’s properties, you will need to click on its name on the “Edit Checklist” page. To reorder categories within a checklist, click **Reorder** at the top of the “Edit Checklist” page.

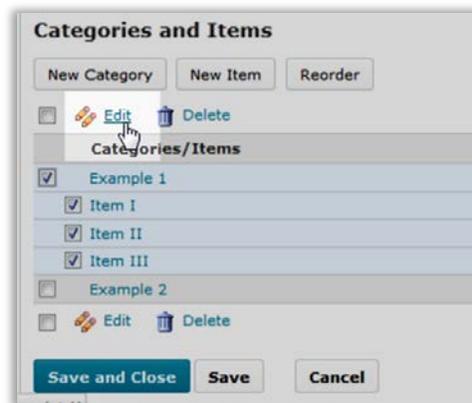


Figure 6