Make your life easier with Lists! Make everyone’s life easier with Lists!

A list requires the List feature. It’s in the Home ribbon in MS Office, and in the html/file editor in D2L. Sticking a dash or numbers in front of sentences does not make a recognizable list; it just makes more work for you while delivering less to your students.

- Using the List feature lets you easily edit your list if you find you want to make changes.
- The List feature lets your listening students know:
  - When they have entered a list
  - How many items are in your list
  - When they have left the list.
- The List feature is especially helpful when editing numbered lists with lettered sub-lists. No more numbering mistakes or having to renumber everything just to add an item!
- To create a sub list:
  - Place your cursor in your list where you want to have the sub list
  - Click the return key
  - Then click the tab key.

Where is the List Feature?

In MS Office, you will find the list feature in both the Home ribbon and in the Context menu that appears when you highlight text.

In D2L, the list feature is in the edit window tool bar. It is in the 4th set of tools from the left.
Helpful links for lists in D2L:

- Video: Create a Bulleted or Numbered List in MS Word (1min 19s)
- Video: Improve your MS Documents with the Accessibility Checker (1min 4s)
- Video: How to Add Lists in D2L (PCC, 1min 6s)
- Video: Using the D2L Edit Window (3min 39s)
- Video: D2L Accessibility Checker (4min 19s)
- Article: Improve your course with the D2L Accessibility Checker

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