Checklist Tool **Millersville Instructional and Technology Support**
D2L Quick Guide (Updated V10.4.9 5/15)

About Checklist Tool:

- It is recommended that instructors use Checklist to help students keep track of course pace, requirements and assignments.
- Instructors can create as many Checklists, Checklist Categories and Checklists Items as desired in each course. Checklists can be added and deleted at any time during a course. Checklists Categories and Items within a checklist can be added, deleted or reordered at any time during a course. Checklist Categories and Items cannot be reordered between different checklists.
- Checklists will copy from one course shell to another; however due dates and calendar information will need to be updated manually each semester by instructors.

Creating a Checklist:

1. Access the Checklist tool by clicking "Resource" in the black navigation bar in your course. Click "Checklist" from the drop down menu of resource choices.

2. Click "New Checklist" button.

3. Fill in the "Name" for your checklist.

4. Fill in any "Description", which is visible to students and can be used to describe the checklist or leave instructions for using the checklist.

5. Select "Open this checklist in a new window when viewed" to allow students to view the checklist from a separate window while they continue to navigate through other course tools. If you leave this unselected, the checklist will display as the full webpage when students access the checklist. They will need to navigate back to the checklist tool if they leave the checklist.

6. Click "Save" to save …or "Cancel" to return to the list of Checklists.

Creating Categories: * categories can also be created on the "New Item" page

1. After you click "Save" the "Edit Checklist" page will appear. To navigate to "Edit Checklist" from the "Checklist" page, click on the name of the checklist you want to work with.

2. On the Edit Checklist page, click the "New Category" button.

3. Fill in a "Name" for the category.

4. Fill in any desired "Description".

5. Click "Save" to save…or "Save and New" to add another category…or "Cancel" to go back to the Edit Checklist page for this checklist.

Creating Items: * items cannot be created without categories.

1. On the Edit Checklists page, click the "New Item" button.

2. On the new item page, select a category for the item in the "Category" drop-down list, or click "New Category" to create a new category.

3. Fill in the "Name" of the checklist item.

4. Fill in any desired "Description".

5. Designate a "Due Date", if desired, by checking the box and selecting a month, day, year and time of day.

6. Select "Display in Calendar" to post on the calendar. NOTE: Do not display checklist items in calendar if those items are activities in the course (Dropbox folders) that already have dates displayed in calendar.

7. Click "Save" to save…or "Save and New" to add another item… or "Cancel" to return to the Edit Checklist page for this checklist.

Reordering Checklists:

1. On the Checklists page click the "More Actions" button. The options to "Reorder" and "Delete" will display. Click "Reorder".

2. A list of your Checklists will appear with "Sort Order" drop down menus to the right of each list. Select the order you want for each checklist. Click "Save" when done. You CANNOT reorder between checklists using "Reorder".

Deleting Checklists:

1. On the Checklists page click the "More Actions" button. The options to "Reorder" and "Delete" will display. Click "Delete".

2. On the Checklists page click "Delete" from the top tool menu. A checkable list of your checklists will appear. Check off the checklists you want to delete and click the "Delete Selected" button. This will delete the entire checklist, all categories and all items in the checklist… you will NOT be given a prompt window asking if you are sure you want theses Checklists deleted.

Editing a Checklist:
Editing, Reordering and Deleting Categories and Items on a particular checklist:

1. On the Checklists page… click on the name of the checklist you wish to edit.

2. On the Edit Checklist page make changes to "Name", Description" or "New Window" view for the Checklist. Click "Save" when done.

3. To edit categories and items inside a particular checklist…from the Edit Checklist page a list of "Categories and Items" appears at the bottom of the page with check boxes to the left of each category and item. Either click on the name of the item or category you wish to edit, OR to make changes to multiple categories/items at one time, check off the check boxes of multiple categories and/or items and click the double pencil icon directly above the list. Make changes. Click "Save" when done.

4. To reorder items and categories within the same checklist, click the "Reorder" button just under the "Edit Checklist-" title. Use the Sort Order drop down menus designate the desired order.

5. To delete items inside a particular checklist…from the Edit Checklist page a list of "Categories and Items" appears at the bottom of the page with check boxes to the left of each category and item. Check off the categories and/ or items you want deleted and click the trashcan icon directly above the list. A Confirmation window will appear asking if you want to delete or not.

6. To move Items from one category to another within the same checklist… see step 3.

Preview Checklists *choose one of two ways

7. On the Checklists page click the inverted triangle to the right of the checklist you want to view. Click "Preview in a new window".

8. On the Edit Checklist page click the inverted triangle to the right of the checklist name. Click "Preview"

Setting release conditions on a checklist:

- It is recommended that conditions for release be set up in tools other than Checklist if instructors want to release content in stages, or based on performance on or completion of a course item. If release conditions are based on "Checklist item completion", then the act of checking off the checklist box -NOT completing the task- will satisfy the release condition.
- A Checklist can be used to alert students to future "hidden" course requirements and define "release conditions" for students to unlock course components.

1. From the creation page for a new checklist, or the edit checklist page of an existing checklist, click the "Restrictions" tab.

2. Click "Attach Existing" button to attach a release condition you have previously used in this course, or "Create and Attach" to create a new release condition for this checklist.

3. Click the "Save" button to save or "Cancel" to return to the checklist page.