Creating a to-do list in Wiggio

How do I create a to-do list in Wiggio?

These instructions assume you are in Wiggio.

Steps

1. Click the Feed tab.
2. Click the To-do (epad) button.
3. (optional) In the topmost text box, type a comment about the to-do list.
4. In the List Name box, type a name for your to-do list.
5. In the Task box, type your first or only to-do list item.
6. (optional) Click "Set due date" to assign a completion date to the to-do list item.
   a. Choose a date from the calendar that opens.
7. (optional) Click "Assign task" to set the person responsible for completing this to-do list item.
8. (optional) Click the "Add another task" button to add another item to your to-do list.
9. (optional) Use the up (upa) and down (down) arrows to reorder to-do list items.
10. (optional) Click delete (dele) to remove a to-do list item.
11. Add participants to your to-do list.
12. Click the "Post" button.

Video

This video was created by D2L, Inc., not by Millersville University. Some details covered in the video may differ in Millersville's implementation.

https://www.youtube.com/watch?v=DxVlfSqvXkY

End-of-Life Warning

The D2L Corporation will turn off Wiggio in February 2020.

Before Spring 2020:

- Copy out of Wiggio any materials you wish to keep.
- Adopt replacement tools: Zoom, Microsoft Teams, etc.