Previewing a checklist

How do I preview a checklist?

You can preview a checklist in either of two ways:

- From the List of Checklists on the Checklist Tool Page
- While Editing the Checklist
- After Hours D2L Help

From the List of Checklists on the Checklist Tool Page

These instructions assume you are in checklist.

1. Locate the checklist you wish to preview.
2. Click the down arrow (▼) next to the name of that checklist.
3. From the menu that opens, select "Preview in a new window".

While Editing the Checklist

1. Locate, at the top of the page, the text "Edit Checklist - " followed by your checklist's name.
2. Click the down arrow (▼) next to your checklist's name.
3. From the menu that opens, select "Preview".