

Checklist v8.3.0

User Guide
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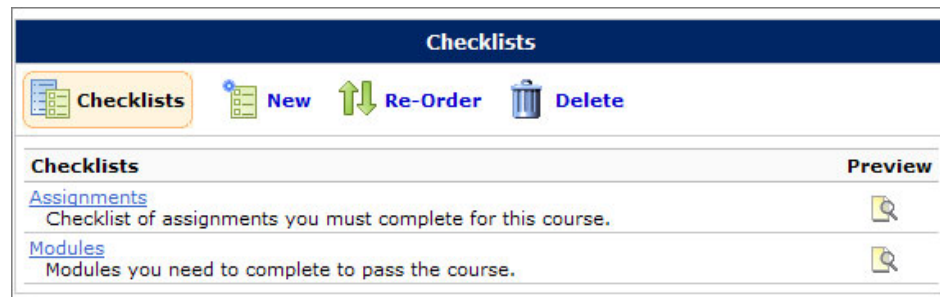
What Checklist does

You can create a checklist to highlight important aspects of your course. Users can use the checklist as a visual guideline to determine what they need to accomplish to complete the course.

Each checklist contains one or more categories, with which you organize your checklist items. For example, you might create an “Assignments” checklist with categories for written assignments and quizzes, both of which could have multiple items, so users can check them off as they complete them.


► **To access the Checklist tool**

Click **Checklist** in the navbar.



Checklists page


Creating a checklist

- 1 On the Checklists page, click  **New** in the top tool menu.
- 2 On the New Checklist page, type the name of the new checklist in the **Name** field.
- 3 You can type an optional **Description** to identify what the checklist contains.
- 4 Select the **Open this checklist in a new window when viewed** checkbox, if you want to cause the checklist to open in a new window when users access the checklist. The default is for the checklist to open in the current window.
- 5 Click **Save** to save the new checklist or **Save and New** to save it and create another one.


Note From the Edit Checklist page you can add further new items or categories to the checklist.

Adding a category

After creating a new checklist, you can create a new category.



- 1 On the Edit Checklist page, click the  **New Category** link.
- 2 On the New Category page, type a **Name** and, an optional **Description** for the new category.
- 3 Click **Save** to save the new category or **Save and New** to save it and create another one.

Adding an item

- 1 On the Checklists page, click  **New Item** on the top tool menu.
- 2 On the New Item page, select a category for the item in the **Category** drop-down list. Each item must belong to a category.
Tip To add a new category, click the **New Category** link. In the New Category pop-up, type a **Name** and **Description** for the new checklist and click **Save**.
- 3 Type the **Name** of the checklist.
- 4 Type the **Description** of the checklist if you want.
- 5 To set a due date select the **Due Date** checkbox and type the appropriate date and time. To make the item visible in the schedule for users, select the **Add event to schedule** checkbox.
- 6 Click **Save** to save the new item or **Save and New** to save it and create another one.

New Item page

Previewing a checklist as it would appear to users

On the Checklists page click the  **Preview** icon next to the name of the checklist that you want to preview. You can also, click the  **Preview** icon on the Edit Checklists page. The Preview Checklist pop-up shows you the checklist as it appears to users.

Editing a checklist

After creating a checklist, you can edit it to add items and categories to it.


- 1 On the Checklists page, click the name of the checklist. Clicking **Save** after creating a checklist also displays the Edit Checklist page below.
- 2 On the Edit Checklist page, make your changes in the Checklist Properties area, or click on a category or item in the **Categories and Items** list to edit those.
- 3 Make your changes and click **Save**.

Defining restrictions on a checklist


- 1 On the Edit Checklist page, click the **Restrictions** tab.
- 2 Click **Create and Attach** to create a new release condition and attach it to the checklist, or click **Attach Existing** if you already have a release condition that you want to attach to the checklist.
- 3 Click **Save**. The checklist is then available to users based on the condition that you defined.

For more information on creating release conditions, refer to *Release Conditions User Guide*.

Editing a checklist category or item


- 1 On the Edit Checklist page, click the name of the checklist category or item.
 - 2 Make your changes and click **Save**.
- **To edit multiple checklist items**
- 1 On the Edit Checklist page, select the items you want to edit.
 - 2 Click the  **Edit Multiple Items** icon at the top or bottom of the **Categories and Items** list.
 - 3 On the Edit Multiple Items page, make your changes to each of the items and click **Save**.

Deleting a checklist


- 1 On the Checklists page, click the  **Delete** icon.
- 2 On the Delete Checklist page, select the checkboxes for the checklist you want to delete and click **Delete Selected**.

Deleting a category or item


- 1 On the Checklists page, select the checklist you want to delete a category or item from.
- 2 On the Edit Checklist page, select the checkbox for the category or item you want to delete.

- 3 Click the  **Delete** icon at the top or bottom of the list.

Re-ordering checklists

- 1 On the Checklists page, click the  **Re-Order** link.
- 2 On the Re-Order Checklists page, change the values in the **Sort Order** field for the checklists and click **Save**.

Re-ordering checklist items and categories

- 1 On the Checklists page, click the checklist you want to delete a category or item from.
- 2 On the Edit Checklist page, click the  **Re-Order** link.
- 3 On the Re-Order Checklists page, change the values in the **Sort Order** field for the checklist items or categories and click **Save**.

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