

## Checklist

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A checklist contains important or required assignments, readings, or other items to complete. Each checklist contains one or more categories into which checklist items are organized.

[Creating a Checklist](#) | [Creating a Category](#) | [Creating an Item](#) |

[Defining Release Conditions](#) | [Previewing](#) | [Reordering Categories](#) | [Deleting Category](#)

### Creating a Checklist

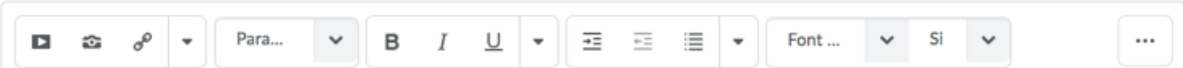
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1. On the Checklists page, click **New Checklist**.
2. On the New Checklist page, enter the name of the new checklist in the **Name** field.
3. You can enter an optional **Description** to identify what the checklist contains.
4. Select **Open this checklist in a new window when viewed** if you want the checklist to open in a new window when users access it. By default, checklists open in the current window.
5. Click **Save** to save the new checklist. This brings you to the Edit Checklist page

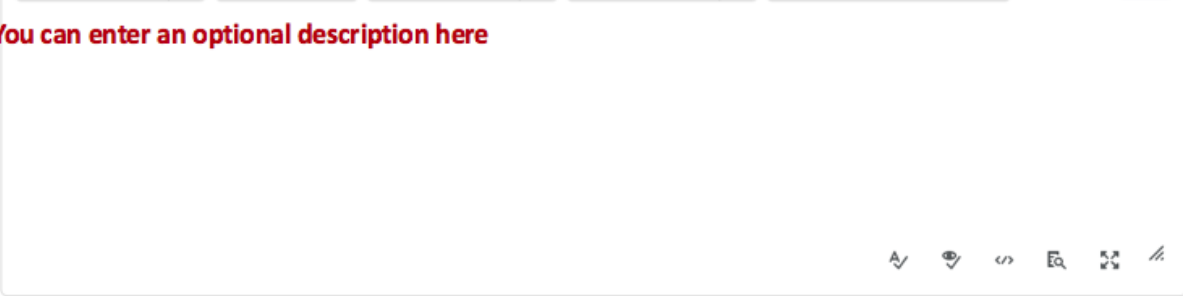
## New Checklist

Name \*

Description



You can enter an optional description here



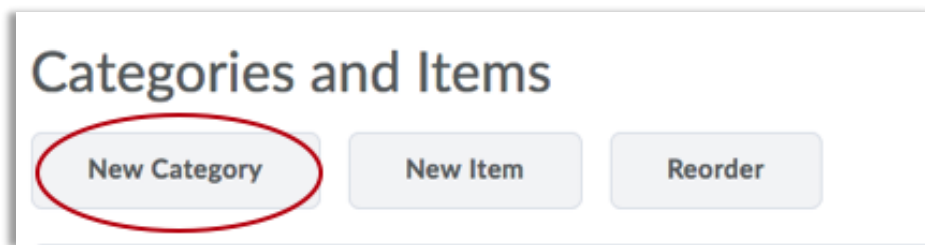
New Window

Open this checklist in a new window when viewed. **Select the box if you would like the checklist to open in a new window when being viewed.**

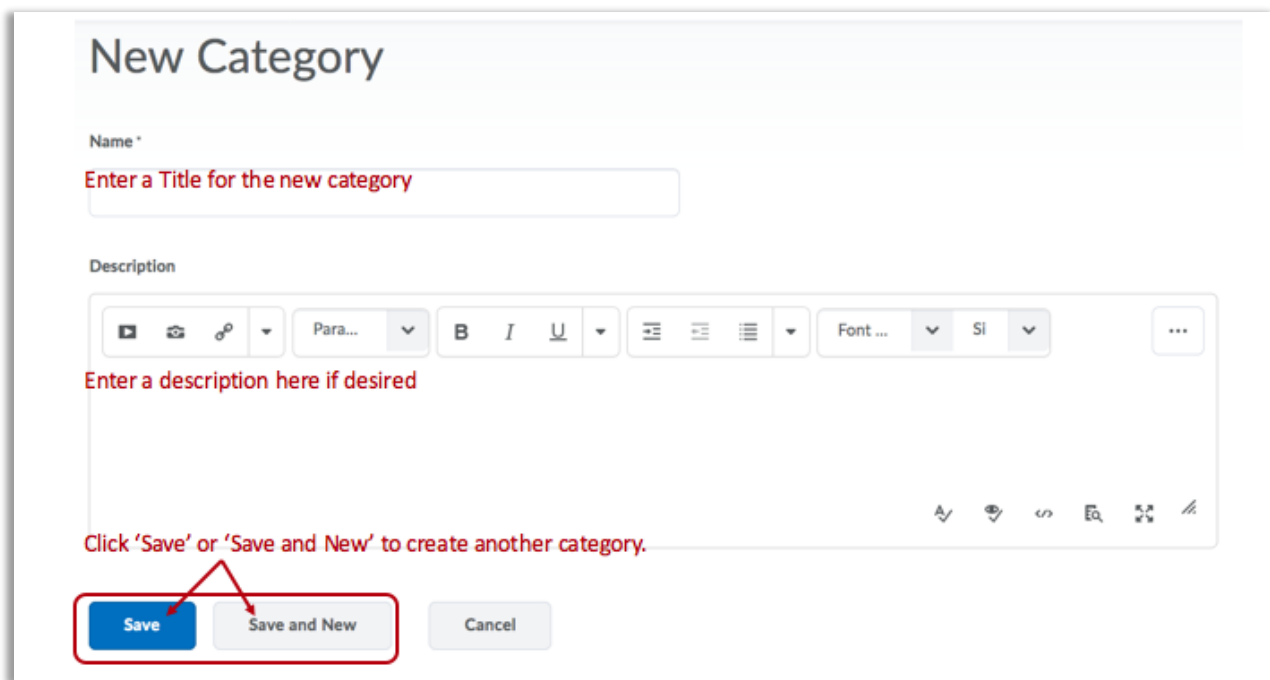
[Back to top](#)

## Creating a Checklist Category

1. On the Checklists page, click on the checklist you want to add a category to.
2. On the Edit Checklist page, click **New Category**.



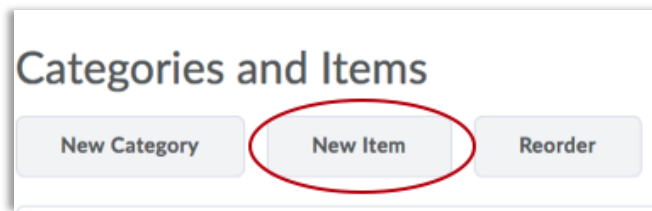
3. On the New Category page, enter a **Name**.
4. You can enter an optional **Description** for the new category.
5. Click **Save** to save the new category or **Save and New** to save it and create another one.

A screenshot of the "New Category" form. It has a title "New Category" and a "Name" field with a red prompt "Enter a Title for the new category". Below is a "Description" field with a rich text editor toolbar and a red prompt "Enter a description here if desired". At the bottom, there are three buttons: "Save", "Save and New", and "Cancel". A red box highlights the "Save" and "Save and New" buttons, with a red arrow pointing from the "Save" button to the "Save and New" button. A red prompt "Click 'Save' or 'Save and New' to create another category." is located above the buttons.

[Back to top](#)

## Creating a Checklist Item

1. On the Checklists page, click on the checklist you want to add an item to.
2. On the Edit Checklist page, click **New Item**.



3. On the New Item page, do one of the following:
  - Select a category for the item in the **Category** drop-down list.
  - Click the **New Category** link to add a new category. In the New Category pop-up, enter a **Name** and optional **Description** for the new category and click **Save**.
4. Enter a **Name** and a **Description** for the new item.
5. Set a due date by selecting the **Due Date** check box and selecting the appropriate date and time from the drop-down lists.
6. Select **Display in Calendar** to make the item visible in the calendar for students.
7. Click **Save** to save the new item or **Save and New** to save it and create another one.

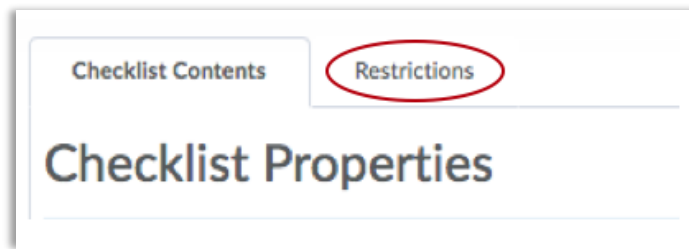
 A screenshot of the "New Item" form. The form includes a "Category" dropdown menu with "test" selected and a "[New Category]" link. Below is a "Name" field with the placeholder text "Enter a name for the item". The "Description" field has a rich text editor toolbar and the placeholder text "Add a description if desired". The "Due Date" section has a checked checkbox, a date field showing "2/8/2018", and a time field showing "1:58 PM" with "Canada - Toronto" below it. The "Calendar" section has a checked checkbox labeled "Display in Calendar". At the bottom are "Save", "Save and New", and "Cancel" buttons. Red arrows and text annotations highlight the "Due Date" and "Display in Calendar" sections.

[Back to top](#)

## Defining Release Conditions for a Checklist

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1. On the Checklists page, click on the checklist you want to add release conditions to.

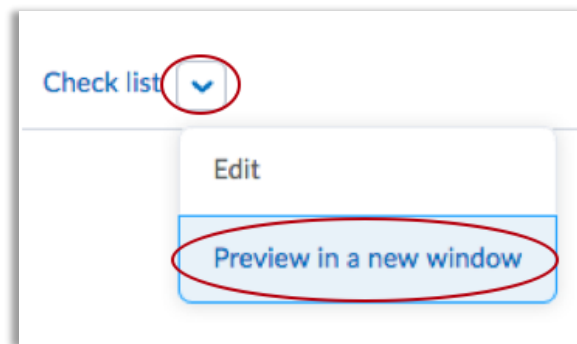


2. Click the **Restrictions** tab.
3. Click **Attach Existing** if you already have a release condition that you want to attach to the checklist, or click **Create and Attach** to create a new release condition and attach it to the checklist.
4. Choose whether access to the checklist is dependent on meeting all or any of your conditions.
5. Click **Save**. The checklist is now available to users based on the conditions that you define.

## Previewing a Checklist

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Click  **Preview in a new window** from the context menu of the checklist you want to preview.



## Reordering Categories or Items in Checklist

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1. On the Checklists page, click the checklist that you want to reorder categories or items for.
2. On the Edit Checklist page, click **Reorder**.
3. On the Reorder Checklist page, change the values in the **Sort Order** drop-down lists for the

## Checklists

[New Checklist](#) [More Actions](#) ▾

Checklists

Course Development [Reorder](#) [Delete](#)

Use this checklist to ensure that your course is ready for


### Reorder Checklists

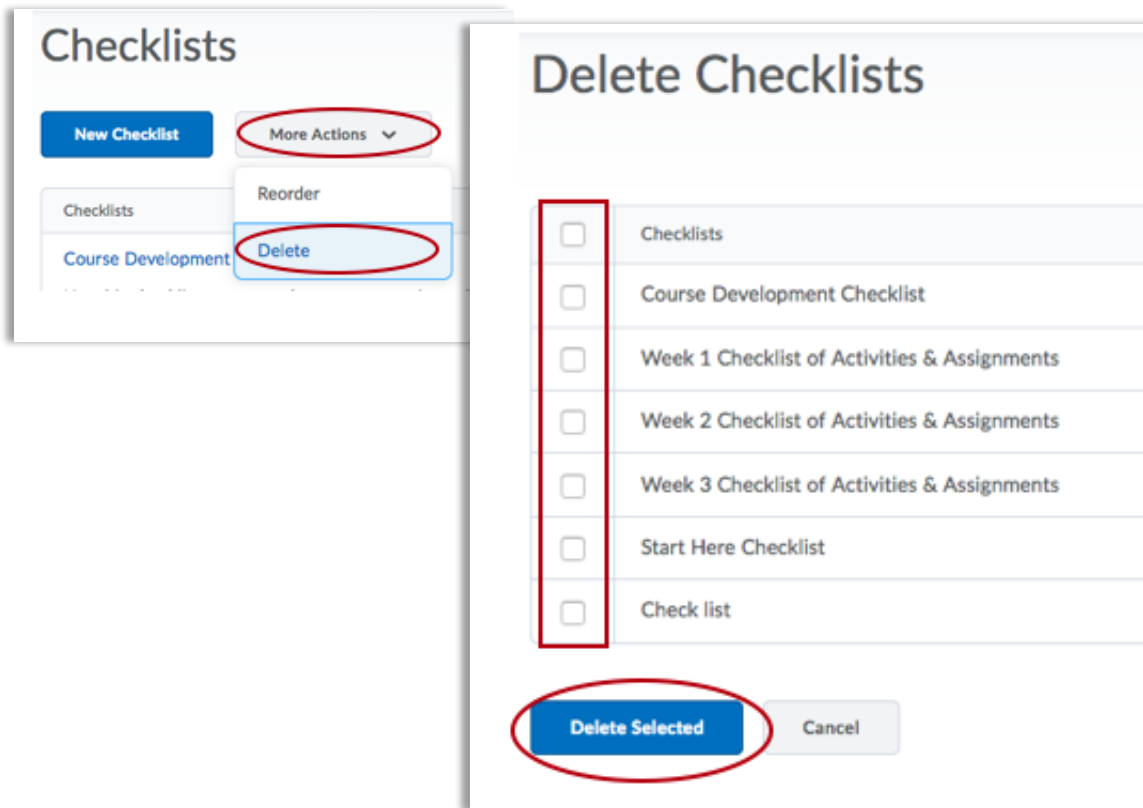
Checklists	Sort Order
Course Development Checklist	1 ▾
Week 1 Checklist of Activities & Assignments	2 ▾
Week 2 Checklist of Activities & Assignments	3 ▾
Week 3 Checklist of Activities & Assignments	4 ▾
Start Here Checklist	5 ▾
Check list	6 ▾

[Save](#) [Cancel](#)

[Back to top](#)

## Deleting a Checklist Category or Item

1. On the Checklists page, click the checklist from which you want to delete a category or item.
2. On the Edit Checklist page in Categories and Items, select the check box beside the category or item you want to delete.
3. Click  **Delete**.



[Back to top](#)