Checklist Tool Guide

What is the Checklist tool?

The Checklist tool enables you to create checklists to highlight important or required assignments, readings, or other items to complete. Checklists can be used as requirements to control access to other materials using Release Conditions. Each checklist contains one or more categories, into which checklist items are organized. For example, you might have an Assignments checklist with categories for written assignments and quizzes, both of which could have multiple items that you need to complete.

Why use the Checklist Tool?

The Checklist tool allows instructors to make use of an organizational tool to improve effectiveness of groups and individuals performing complex tasks. Instructors can create checklists that:
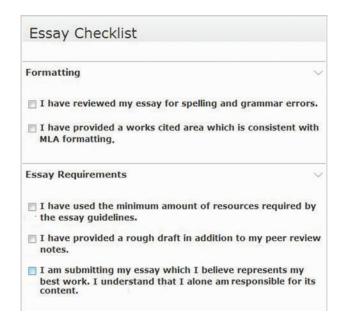
- Account for tasks to be completed in a particular order, allowing learners to check the tasks off as they are completed.(i.e. like following a recipe, or a lab experiment.)

- Allow for review of completed course content. (i.e. completed module one, two and three readings)

- Allow for assignment based checklists to ensure that the appropriate items are covered in the assignment. (i.e. used minimum number of resources, used appropriate citation format, included a works cited section etc.)

- Allow for a method of assessment by evaluating and assessing with checklists. (i.e. listing a set of sequential behaviors arranged in categories to determine if a learner exhibits competencies.)

You can create a checklist that lists the activities users should complete throughout the course. For example, a checklist for the first week might include reading the course's introductory content, posting a message to an introductory discussion topic, and submitting a list of learning goals to a dropbox folder. You can set release conditions based on users checking off items from their checklist. For example, you might release a news item on your course's homepage once users check off that they have completed the first week's activities.

Scenarios

Scenario: Learners are instructed to complete an essay with specific structural guidelines to be later submitted to the dropbox for assessment.

Solution: To assist in ensuring that all learners have adhered to the structural guidelines of the essay, learners are required to complete a checklist.

The mandatory checklist can be associated with "**Release Conditions**". Learners would be required to complete the checklist items in order to access the dropbox to submit their assignments. Once completed the checklist provides a recorded (date and time stamped) for each criteria checked providing a kind of learner Contract while adding an additional level of independent proof of learning.

Creating a Checklist
Access the Checklist Tool
Select **New Checklist** and enter the name of the new checklist in the **Name** field. You can enter an optional description to identify what the checklist contains. 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. Select **Save** to save the new checklist. Selecting **Save** after creating a checklist displays the **Edit Checklist** page.

Managing a Checklist
Edit a Checklist

1. On the Checklists page, select the checklist you want to edit.
2. On the Edit Checklist page, make the changes you want to the Checklist Properties area, or click on a category or item in the Categories and Items area to edit those.
3. Make your changes and click **Save**.

Creating a Category
On the Checklists page, select the checklist you want to add a category to:

- On the Edit Checklist page, select **New Category**, enter a name and an optional description for the new category.
- Click **Save** to save the new category or **Save and New** to save it and create another one.
- You must have at least one category.

Release Conditions for a Checklist
Select the checklist you want to add Release Conditions to. On the Edit Checklist page, select the **Restrictions** tab.

- Select **Attach Existing** if you already have a release condition that you want to attach to the checklist, or select **Create and Attach** to create a new release condition.
- Choose whether access to the checklist is dependent on meeting all or any of your conditions. Select **Save**. The checklist is now available to users based on the conditions that you define.

Creating an Item
It is the items that users will actually check-off on a checklist. Noting that each item you create must belong to a category select the checklist where you want to add an item. On the Edit Checklist page select **New Item**. On the New Item page:

- Select a category for the item in the Category drop-down list. Enter a name and description for the new item.
- Optional — Set a due date by selecting the **Due Date** check box and selecting the appropriate date and time from the drop-down lists. Select **Display in Calendar** to make the item visible in the calendar for students.
- Click **Save** to save the new item or **Save and New** to save it and create another one.

What tools interact with the Checklist?

Check List

Content

Quiz

Grades

EXTRA EXTRA

News

Dropbox