

# Checklist

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## 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 students need to complete.

## Why use the Checklist Tool?

The Checklist tool allows lecturers to make use of an organizational tool to improve effectiveness of groups and individuals performing complex tasks. Lecturers can create checklists that:

- Account for tasks to be completed in a particular order.
- Allow for review of completed course content.
- Allow for assignment-based checklists to ensure that the appropriate items are covered in the assignment.

You can create a checklist that lists the activities students 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 an assignment folder. You can set Release

Conditions based on students checking off items from their checklist. For example, you might release an announcement on your course's homepage once students check off that they have completed the first week's activities.

### Categories and Items

New Category
New Item
Reorder

Edit
Delete

	Categories/Items
<input type="checkbox"/>	Week 1 ▾
<input type="checkbox"/>	Read introductory content ▾
<input type="checkbox"/>	Post message to the 'Week 1' discussion ▾
<input type="checkbox"/>	Submit learning goals assignment ▾

## Creating a Checklist

Access the Checklist tool via **Course Admin**. Click **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. By default, checklists open in the current window, but you can select **Open this checklist in a new window when viewed** to override this default. Click **Save** to save the new checklist.

## Creating a Category

On the Edit **Checklist** page, select the checklist you want to add a category to:

- On the **Edit Checklist** page, Click **New Category**, enter a name and an optional description for the new category.

Facebook: /CILT.UCT Web: www.cilt.uct.ac.za Service Portal: uct.service-now.com Email: cilt-helpdesk@uct.ac.za Phone: 021 650 5500

- 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.

## Creating an Item

Students check-off the items 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 click **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 choosing 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.

## Managing a Checklist

To edit a checklist:

- On the **Checklists** page, select the checklist you want to edit (you can edit multiple checklists using bulk select).
- On the **Edit Checklist** page, make the changes you want to in the **Checklist Properties** area, or click on a category or item in the **Categories and Items** area to edit those.
- Make your changes and click **Save**.

## Release Conditions for a Checklist

Select the checklist you want to add release conditions to. On the **Edit Checklist** page, click the **Restrictions** tab.

- Select **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.
- Choose whether access to the checklist is dependent on meeting all or any of your conditions. Select **Save**. The checklist is now available to students based on the conditions that you define.

## Which Tools Interact with Checklist?

Many tools interact with the Checklist tool. Some common tools include:

- Content
- Class Progress
- Quizzes
- Assignments