

# uiuLEARN TUTORIAL

## CHECKLISTS> CREATE A CHECKLIST

This tutorial covers how to create a checklist and add it to your course content. Checklists are recommended in your course because they provide a glance ahead for your students at what is required of them. They can also refer to the calendar on their course home and set reminders if you add the checklist items to the calendar.

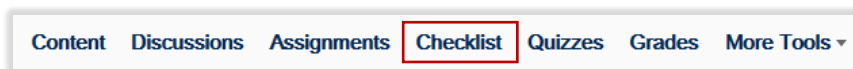
We recommended creating and utilizing the following checklists and categories in your course:

- 8 Checklists: 1 for each week titled as W#: Checklist
- 2 Categories: Activities and Assessments
  - Activities* consist of any non-graded items (readings, lectures, etc.)
  - Assessments* consist of any graded course items (discussion questions, assignments, quizzes, exams, projects, etc.)
- Items: the number of items will vary depending on your course requirements. Include all items that are listed in your syllabus and course content.

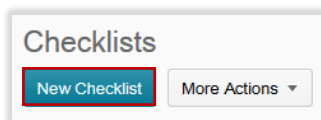
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## CREATING CHECKLISTS

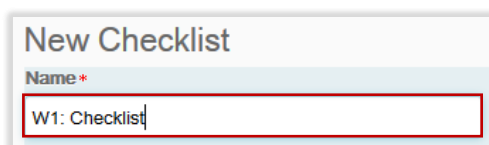
STEP 1> Access your course and click on Checklist.



STEP 2> Click on New Checklist.



STEP 3> Enter the name of the checklist. Our recommended formatting is 1 checklist per week titled as shown in the image.



STEP 4> Add a description of the checklist (optional).

**New Checklist**

Name \*

W1: Checklist

Description

Course requirements for Week 1.

STEP 5> Click Save.

Save Cancel

STEP 6> Click on New Category.

Categories and Items

New Category New Item Reorder

STEP 7> Enter the Category title. We recommend having 2 categories per week: Activities and Assessments.

**New Category**

Name \*

W1: Activities

STEP 8> Enter the Category description (optional).

**New Category**

Name \*

W1: Activities

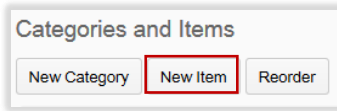
Description

(type optional description here)

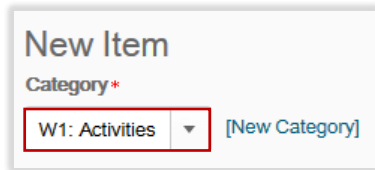
STEP 9> Click Save.

Save Save and New Cancel

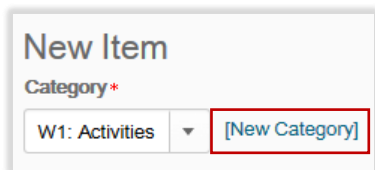
STEP 10> Click on New Item.



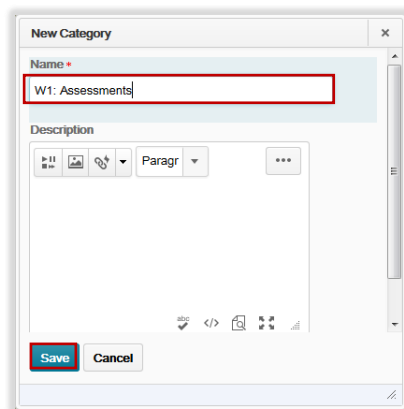
STEP 11> Using the dropdown menu, select the Category the Item belongs in.



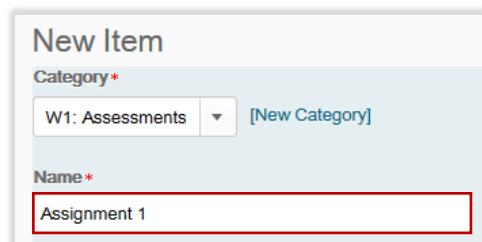
If you have not yet created the category it needs to be in, you can click on New Category to create it now.



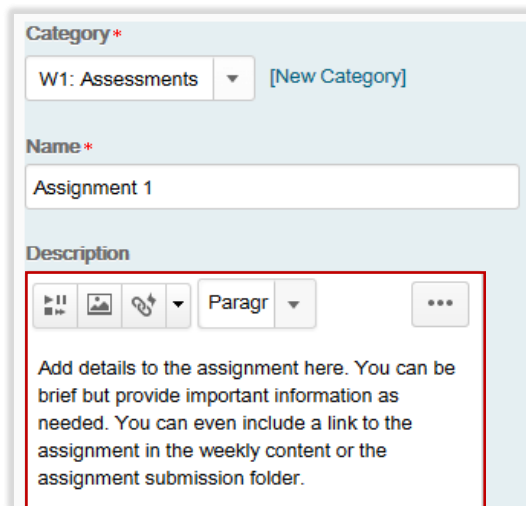
Enter the New Category name, provide a description (optional), and click Save.



STEP 12> Enter the Item name.

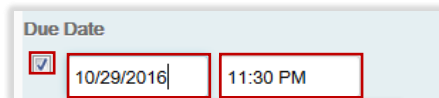


STEP 13> Add details (requirements, brief instructions, links, etc.) for the activity or assessment.



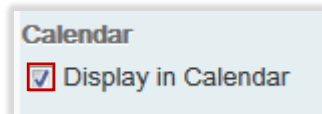
The screenshot shows a form for creating an assignment. It has three main sections: 'Category\*', 'Name\*', and 'Description'. The 'Category\*' section has a dropdown menu set to 'W1: Assessments' and a link for '[New Category]'. The 'Name\*' section has a text input field containing 'Assignment 1'. The 'Description' section has a rich text editor with a toolbar (including icons for bold, italic, link, and paragraph) and a text area containing the instruction: 'Add details to the assignment here. You can be brief but provide important information as needed. You can even include a link to the assignment in the weekly content or the assignment submission folder.'

STEP 14> Add a due date by checking the box and selecting the date and time.



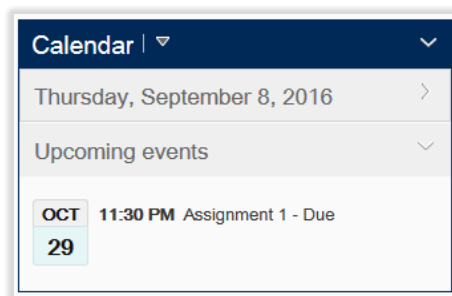
The screenshot shows the 'Due Date' section of the form. It includes a checked checkbox, a date input field with '10/29/2016', and a time input field with '11:30 PM'.

STEP 15> To have the item display in Calendar on home page, check Display in Calendar.



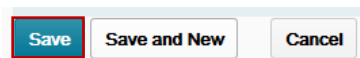
The screenshot shows the 'Calendar' section of the form. It has a checked checkbox and the text 'Display in Calendar'.

The items you select will appear in the Calendar on the student's Course Home page.



The screenshot shows a student's calendar interface. At the top, it says 'Calendar |' with a dropdown arrow. Below that, it shows the current date: 'Thursday, September 8, 2016' with a right arrow. Underneath is a section for 'Upcoming events' with a dropdown arrow. One event is listed: 'OCT 29 11:30 PM Assignment 1 - Due'.

STEP 16> Click Save or Save and New to continue adding items.



The screenshot shows three buttons: 'Save' (highlighted with a red box), 'Save and New', and 'Cancel'.

STEP 17> Repeat the above steps as many times as necessary to create a comprehensive checklist for each week.

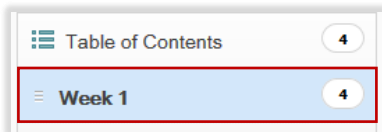
## ADDING CHECKLISTS TO COURSE CONTENT

Once you have completed creating your checklist(s) you will need to add it to the weekly content for student visibility.

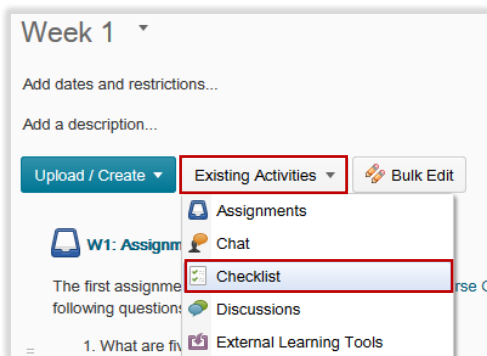
STEP 1> Click on the Content.



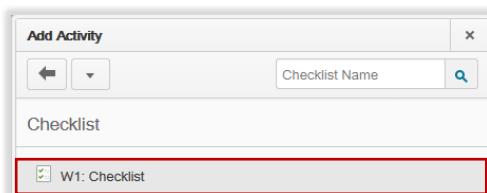
STEP 2> Click on the weekly module you are adding the checklist to.



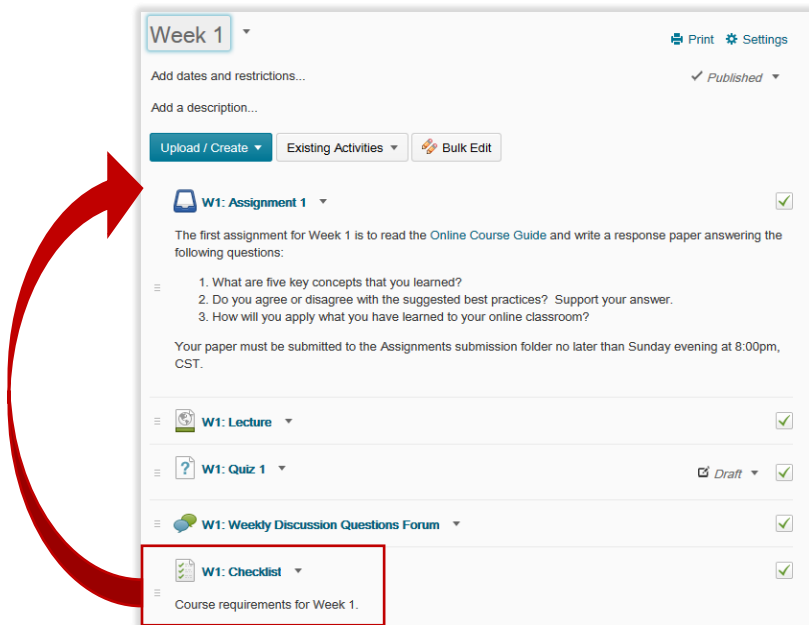
STEP 3> Click on the dropdown arrow next to Existing Activities and select Checklist.



STEP 4> Select the checklist that pertains to the week you are adding to.



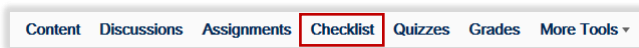
STEP 5> The checklist will now be visible at the bottom of your weekly content. It is suggested to move it to the top of the weekly content items. Do so by clicking on the 3 dash lines next to the checklist and dragging and dropping to the top.



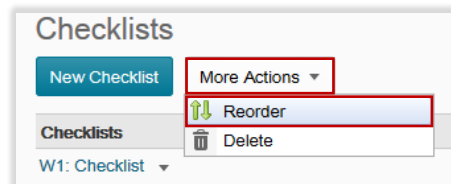
STEP 6> Repeat the above steps to add the remaining checklists to each of your weeks.

✓ CHECKPOINT 1 – ARE YOUR CHECKLISTS OUT OF ORDER? HERE’S HOW TO FIX THAT.

→ Click on Checklist.



→ Click on the dropdown arrow next to More Actions and select Reorder.

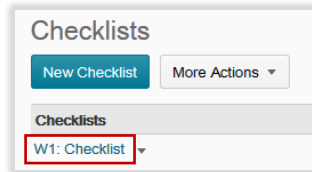


✓ CHECKPOINT 2 – ARE YOUR ITEMS ON YOUR CHECKLISTS OUT OF ORDER? FIX THEM BY REORDERING.

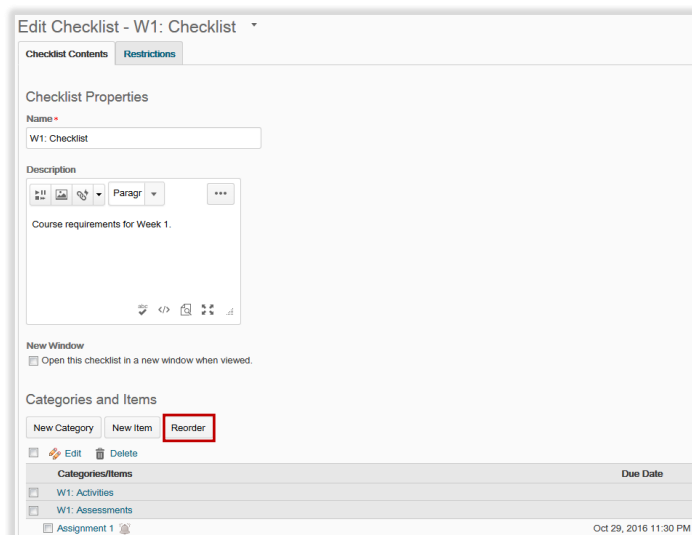
→ Click on Checklist.



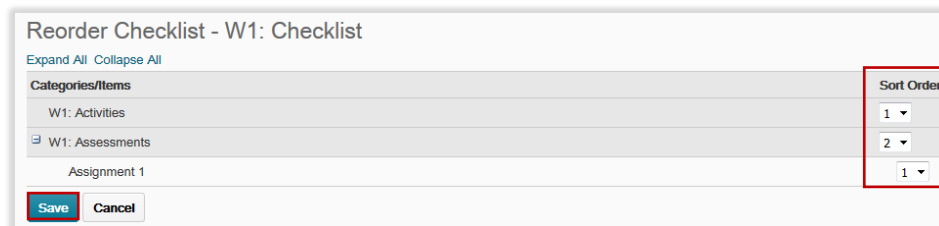
→ Click on the checklist that you wish to reorder items on.



→ Click on Reorder under Categories and Items.



→ Reorder your categories or items as needed and click Save.



⇒ IMPORTANT NOTE

At this time due dates for calendar checklist items are not automatically moved ahead at the start of a new term. You will need to manually update them.

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