

With the *Checklist* tool, you can create lists with tasks that users can mark as complete. Checklists are organized into *Categories*, which contain the Items users check off. This guide describes how to create a Checklist, add and edit *Categories* and *Items*, set *Release Conditions* for a Checklist, and delete Checklists.

Create a Checklist

The following describes how to create a Checklist.

1. In the *Course Navbar*, click **Other**.



Figure 1 - Click Other

2. Click **Checklist**.

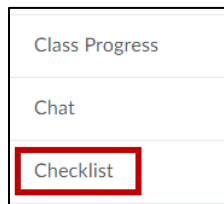


Figure 2 - Click Checklist

3. Click **New Checklist**.

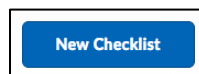


Figure 3 - Click New Checklist

4. Enter a *Name* and *Description* of the list (See **Error! Reference source not found.**).
5. Click **Save** to finish (See **Error! Reference source not found.**).

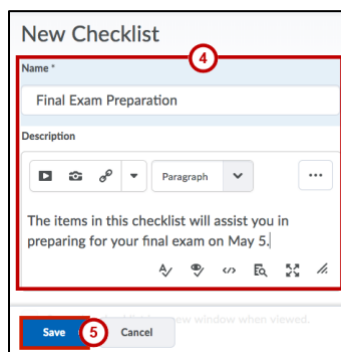


Figure 4 - Enter name and description and click Save

Create Categories and Items

Once a *Checklist* is created, you can create one or more *Categories*. *Categories* are containers that house related checklist Items. Items, or tasks, are then added to a category.

Note: Checklists must contain at least one category before items can be created.

1. In the *Navbar*, navigate to and click on **Other**.

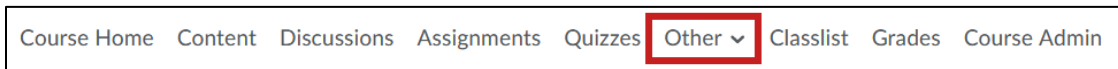


Figure 5 - Click Other

2. Click **Checklist**.

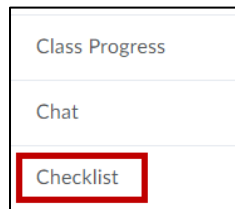


Figure 6 - Click Checklist

3. Click the **Checklist** you wish to edit.

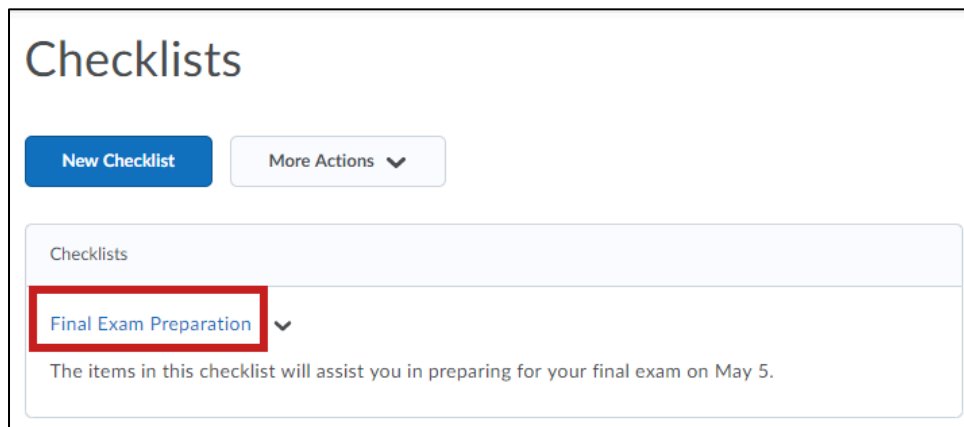


Figure 7 - Click on the checklist you wish to edit

4. The *Edit Checklist* page loads. Scroll down to **Categories and Items**.
5. To **create** a Category, click **New Category**.

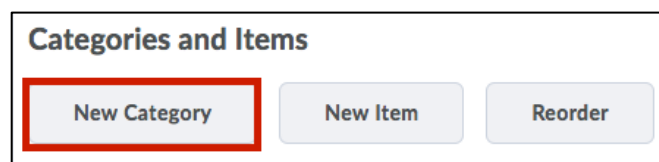


Figure 8 - Click New Category

6. Enter the **name** and **description** for the category (See Figure 9).
7. Click **Save** (See Figure 9).

The screenshot shows a form titled "New Category". At the top, the "Name" field is highlighted with a red box and a circled "6", containing the text "Weekly Reflections". Below it, the "Description" field is also highlighted with a red box, containing the text "Review feedback from your weekly reflection submissions." At the bottom of the form, the "Save" button is highlighted with a red box and a circled "7". Other buttons include "Save and New" and "Cancel".

Figure 9 – Enter Name and Description and click save

8. The *Edit Checklist* page loads. Click **New Item**.

The screenshot shows a page titled "Categories and Items". There are three buttons: "New Category", "New Item", and "Reorder". The "New Item" button is highlighted with a red box.

Figure 10 - Click New Item

9. Assign the item to an existing **Category** (See Figure 11).
10. Set a **Name** and **Description** (See Figure 11).

The screenshot shows a form for creating a new item. At the top, the "Category" dropdown is highlighted with a red box and a circled "9", showing "Exams" selected. Below it, the "Name" field is highlighted with a red box and a circled "10", containing the text "Exam 1". The "Description" field contains the text "The answer key to Exam 1 is available in the Exam Review Module." The form also includes a rich text editor toolbar and a "Save" button.

Figure 11 - Assign Category and Set Name and Description

11. Under *Due Date*, click the **checkbox** to assign a due date to the Item (See Figure 12).

Note: By default, due dates are set one month from the item creation date.

12. Under *Calendar*, check **Display in Calendar** to add the Item to the *Course Calendar* (See Figure 12).

13. Click **Save** to be returned to the *Edit Checklist* page or click **Save and New** to create another item (See Figure 12).

The image shows a form with three main sections. The top section, labeled 'Due Date', contains a checked checkbox, a date input field with the value '9/28/2019', a time input field with the value '7:06 PM', and a location dropdown menu showing 'United States - New York'. A red box surrounds this entire section, with a red circle containing the number '11' to its right. The middle section, labeled 'Calendar', contains a checked checkbox and the text 'Display in Calendar'. A red box surrounds this section, with a red circle containing the number '12' to its right. The bottom section contains three buttons: 'Save' (highlighted with a red box), 'Save and New' (highlighted with a red box and a red circle containing the number '13'), and 'Cancel'.

Figure 12 - Due Date and Calendar Display

14. Continue adding categories and items until complete. Click **Save and Close** on the *Edit Checklist* page to finish.

The image shows a form titled 'Edit Checklist - Final Exam Preparation'. It has two tabs: 'Checklist Contents' (selected) and 'Restrictions'. Under 'Checklist Properties', there is a 'Name *' field with the value 'Final Exam Preparation'. At the bottom are three buttons: 'Save and Close' (highlighted with a red box), 'Save', and 'Cancel'.

Figure 13 - Save and Close

Editing Multiple Items in a Checklist

The following instructions describe how to edit multiple items:

1. In the *Navbar*, navigate to and click on **Other**.

The image shows a navigation bar with the following links: 'Course Home', 'Content', 'Discussions', 'Assignments', 'Quizzes', 'Other' (highlighted with a red box and a dropdown arrow), 'Classlist', 'Grades', and 'Course Admin'.

Figure 14 - Click Other

2. Click **Checklist**.

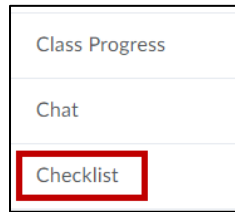


Figure 15 - Click Checklist

3. Open the **Checklist** you wish to edit.

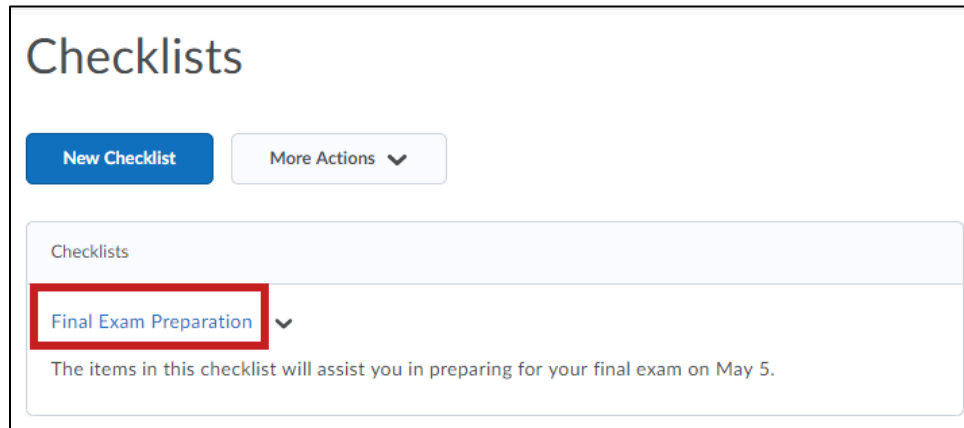


Figure 16 - Click on the Checklist to Edit

4. Scroll down to *Categories/Items*. Click the **checkbox** next to the categories and items that will be edited (See Figure 17).

5. Click **Edit** (See Figure 17).

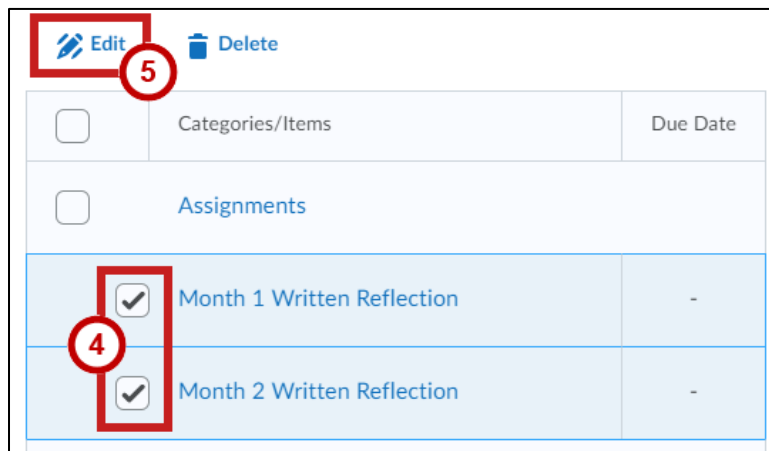


Figure 17 - Click checkboxes and Edit

6. The *Edit Multiple Items* page loads. Adjust the Items as needed (See Figure 18).
7. When all changes are complete, click **Save** to finish (See Figure 18).

The screenshot shows the 'Edit Multiple Items' interface. At the top, there is a title 'Edit Multiple Items'. Below it is a table with the following columns: '#', 'Name*', 'Category', 'Due Date', 'Date', and 'Event'. The table contains two rows of data:

#	Name*	Category	Due Date	Date	Event
1	Month 1 Written F	Assignments	<input checked="" type="checkbox"/>	9/28/2019 7:23 PM United States - New York	<input type="checkbox"/>
2	Month 2 Written F	Assignments	<input checked="" type="checkbox"/>	9/28/2019 7:23 PM United States - New York	<input checked="" type="checkbox"/>

Below the table, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red circle and the number 7. A red circle with the number 6 is also present above the table header.

Figure 18 - Adjust Items and Click Save to Finish

Set Release Conditions for a Checklist

Release Conditions can be applied to a *Checklist*. This means that certain conditions, such as submitting an *Assignment* or participating in a *Discussion*, must be met before users can access the *Checklist*. The following describes how to set *Release Conditions* for a *Checklist*:

1. In the *Navbar*, navigate to and click on **Other**.

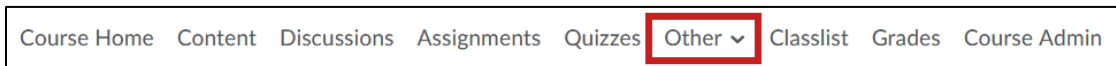


Figure 19 - Click Other

2. Click **Checklist**.

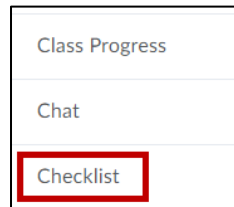


Figure 20 - Click Checklist

3. Open the **Checklist** you wish to edit.

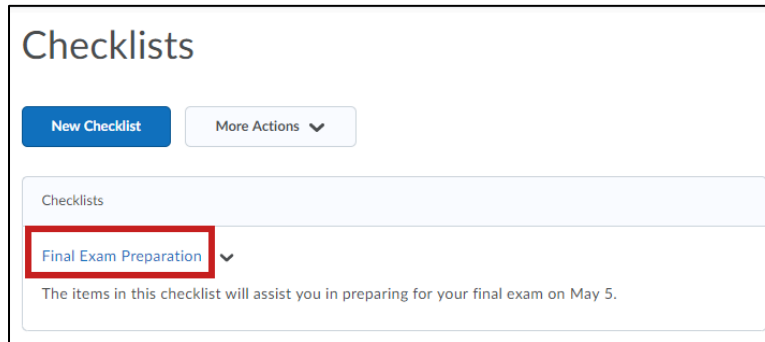


Figure 21 - Open Checklist

4. The *Edit Checklist* page loads. Click **Restrictions**.

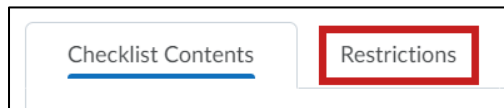


Figure 22 - Click Restrictions

5. Under *Release Conditions*, choose from the following options:
a. Click **Attach Existing** to apply an existing release condition.

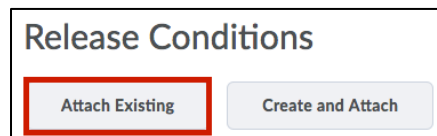


Figure 23 - Click Attach Existing

- i. Click the **checkbox** next to the release condition you wish to apply (See Figure 24).
- ii. Click **Attach** to finish (See Figure 24).

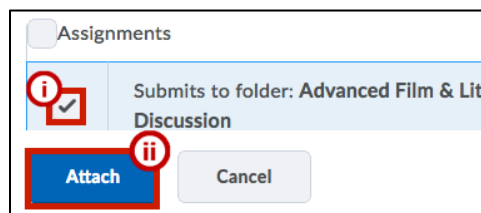


Figure 24 - Click Checkbox and Attach

b. Click **Create and Attach** to create a new release condition

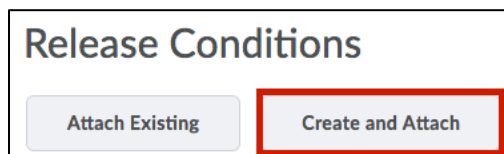


Figure 25 - Create and Attach

- i. Click the **drop-down menu** to select the *Condition Type* (See Figure 26).
- ii. Under *Condition Details*, click the **drop-down menu** to select from available options. This will vary depending on the Condition Type chosen in Step i (See Figure 26).
- iii. Click **Create** to finish (See Figure 26).

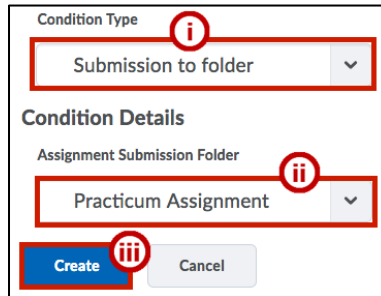


Figure 26 - Create New Release Condition

6. Click **Save and Close** to apply the Release Condition and return to the *Checklist* tool.



Figure 27 - Save and Close

Delete a Checklist

The following describes how to delete a Checklist:

1. In the *Navbar*, navigate to and click on **Other**.



Figure 28 - Click Other

2. Click **Checklist**.

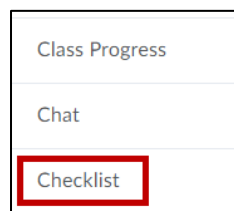


Figure 29 - Click Checklist

3. Click **More Actions** (See Figure 30).
4. Click **Delete** (See Figure 30).

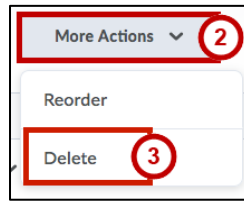


Figure 30 - Click More Actions and Delete

5. Click the checkbox next to the checklist(s) you wish to delete (See Figure 31).
6. Click **Delete Selected** (See Figure 31).

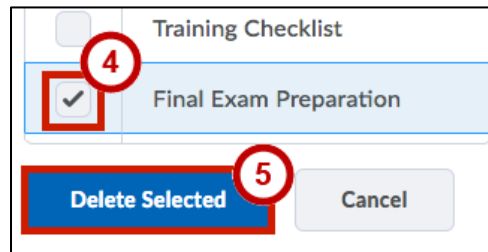


Figure 31 - Click Checkbox and Delete Selected

7. The checklist is deleted.

For additional support, please contact the KSU Service Desk9

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•Website: <http://uits.kennesaw.edu/>

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