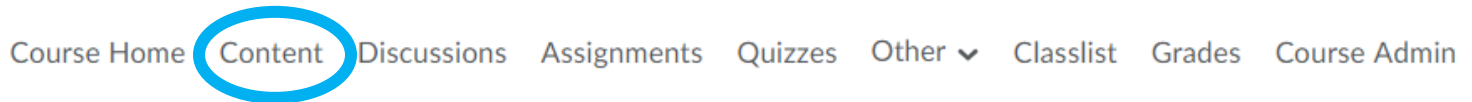
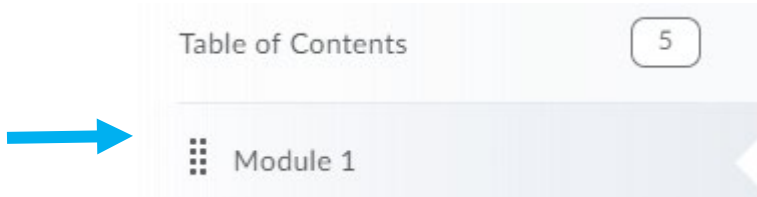


# Create and Edit Checklists in D2L

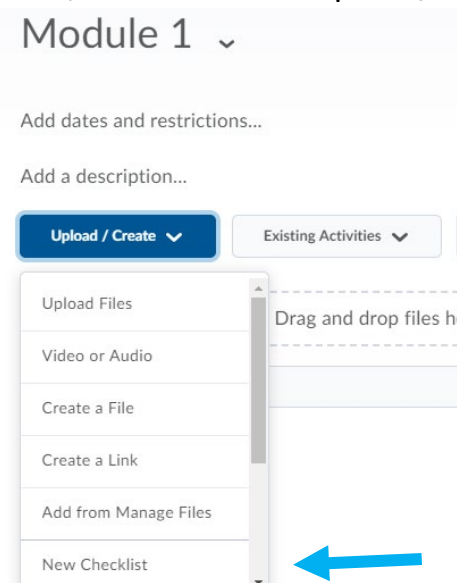
1. To begin, navigate to the course you wish to create the checklist in. Then, click “Content” on your course toolbar.



2. Next, select or create the module you want to add the checklist to.

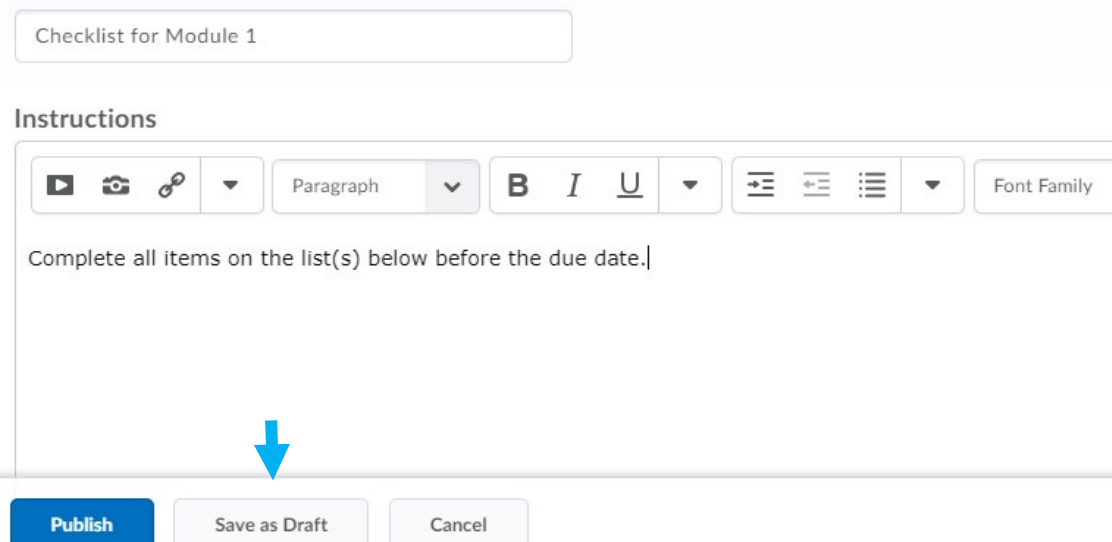


3. Next, click the blue “Upload/Create” button. Choose the “New Checklist” option.



4. Now, name the checklist topic. For the purpose of this exercise, we will call it “Checklist for Module 1.” You can also include instructions for your students in the “Instructions” section. For now, let’s save this list as a draft by clicking the “Save as Draft” button.

## Create a Checklist in "Module 1"

A screenshot of the checklist creation form. At the top, there is a text input field containing 'Checklist for Module 1'. Below this is the 'Instructions' section, which includes a rich text editor toolbar with icons for video, image, link, paragraph, bold, italic, underline, list, and font family. The text area contains the instruction: 'Complete all items on the list(s) below before the due date.' At the bottom of the form, there are three buttons: 'Publish' (highlighted in blue), 'Save as Draft', and 'Cancel'. A blue arrow points down to the 'Save as Draft' button.

5. Now, click “Add a New List” to your topic.

## Checklist for Module 1 ▾

 Add a New List...


6. Change your checklist title by clicking “List 1” and add a new activity by clicking “Add a New Task to List 1...”

 List 1

 Add a New Task to List 1...

7. After adding a new task, the module will automatically populate a due date. You can edit the due date by clicking on the date. You can also task instructions under “Add a Description” or you can add another task by clicking “Add a New Task to Activities for Module 1...” and repeating the previous step.

 Activities for Module 1

 ✓ Read pp. 43 - 45 in textbook

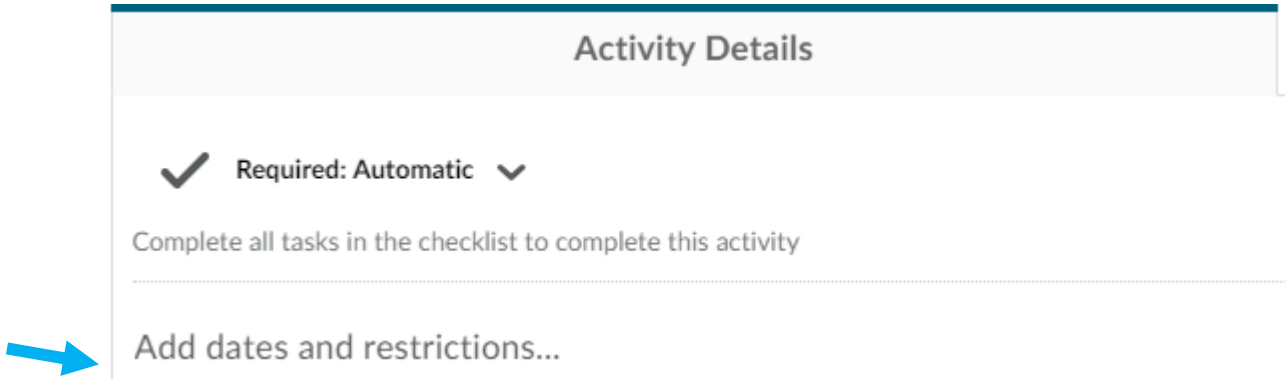
 Due May 24, 2019 11:59 PM

 Add a Description...

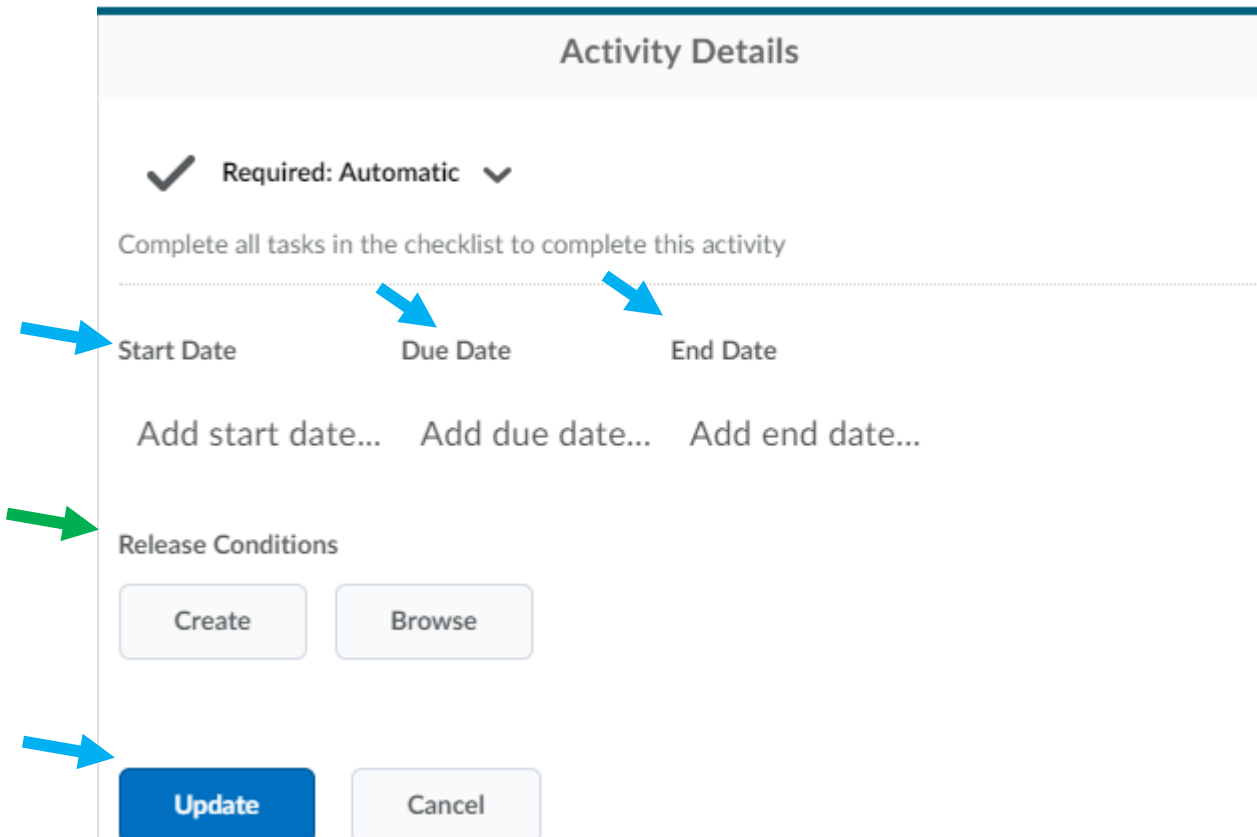
---

Add a New Task to Activities for Module 1...

8. You can add restrictions to your checklist by scrolling down to the “Activity Details” section. Click “Add dates and restrictions...” to lock the module until a certain date or until after a student has completed an activity.



9. Click “Add start date...” and add the date you want the module to open on. “Add due date...” will be the date that the activities are due. Click “Add end date” if you want to set a date for the module to close. You can edit the release conditions if you want the module to be opened after the student has completed a specific action. Click “Create” or “Browse” under “Release Conditions” if you want to do this. Otherwise, click “Update” to save your list.



10. After completing and saving your list, make sure to publish it. Click “Draft” and change it to “Published” to do so.

The screenshot shows a checklist titled "Module 1" with a "Published" status. Below the title are fields for "Add dates and restrictions..." and "Add a description...". There are three buttons: "Upload / Create", "Existing Activities", and "Bulk Edit". The checklist is titled "Checklist for Module 1" and includes a "Checklist" icon. It has a due date of "Due May 1 at 3:00 PM", a start date of "Starts Apr 24, 2019 3:00 PM", and an end date of "Ends May 2, 2019 3:00 PM". A note says "Complete all items on the list(s) below before the due date." On the right, there is a "Draft" button with a dropdown arrow and a checkmark. A blue arrow points to this button, and another blue arrow points to a "Published" button below it.

11. You can edit the checklist title, description, and due date by clicking the arrow next to the topic name.

The screenshot shows a checklist titled "Checklist for Module 1" with a "Checklist" icon. There are fields for "Add dates and restrictions..." and "Add a description...". There are three buttons: "Upload / Create", "Bulk Edit", and "Bulk Edit". A dropdown menu is open next to the checklist title, showing options: "View Topic", "Edit Properties In-place", "Move To", and "Delete Topic". A blue box highlights the dropdown arrow next to the checklist title.