Teaching Learning Center tlc@ccd.edu 303-352-3201



Checklist Creation in D2L

Checklists allow your students to see what they need to do in a module clearly. Please remember that checklists are not for your use, they are for students to better organize their time and keep track of their progress. You won't be able to see the completed items in the checklists.

 In your course, go to Content and click Upload/Create button. Select New Checklist from the dropdown menu.

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Upload / Create 🗸	Existing Activities \checkmark	🚀 Bulk Edit	
/ideo or Audio	_		
Create a File	and drop files here t	o create and update topics	
Create a Link			
Add from Manage Files			
Add Object from LOR			
New SCORM/xAPI Object			
New Assignment			

2. Give your checklist a name and enter your description. Click Save once finished.

Student	Check	list	1									
 Hide fi 	rom Us	sers										
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Please Ana	ke sur	e you ha	ive completed	all the item	s in the	e chec	klist b	efore t	he du	e date	2	
3	,											
1												
Save		Cancel										

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3. Click Add a New List to add new items to your list.

Add	a New List
	Add a New List
r.	Reflect in ePortfolio
_	
	Activity Details
	🗯 Hidden
	Required: Automatic 🗸

4. You can create new items and add new tasks under them.

If you need further assistance, please contact the Teaching Learning Center at <u>tlc@ccd.edu</u> or by calling 303-352-3201.