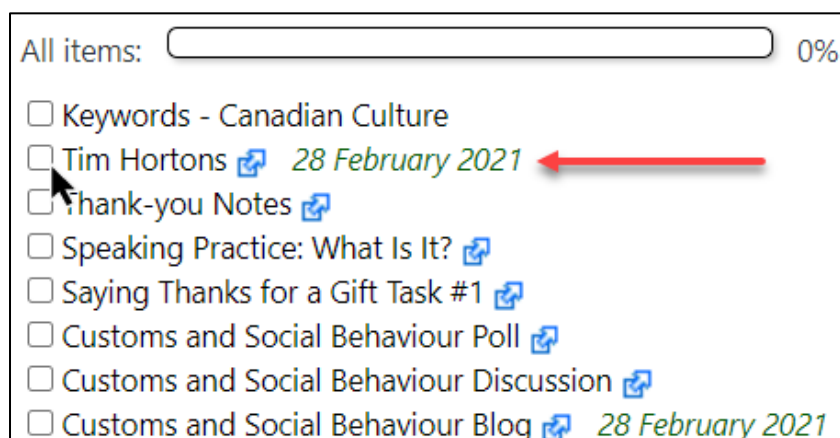# Setting up a Manual Checklist

The **Checklist** feature allows learners or instructors to check boxes in a to-do task list. These check boxes allow a learner to see which activities he/she has and hasn't completed. Instructors decide which activities or resources are included in the list and use variable settings that enhance the capabilities of the checklist. There can be multiple **Checklists** on a course. This document shows instructors how to set up a manual checklist. A manual checklist is one that students or instructors check each resource or activity after they feel that an activity or resource has been completed.
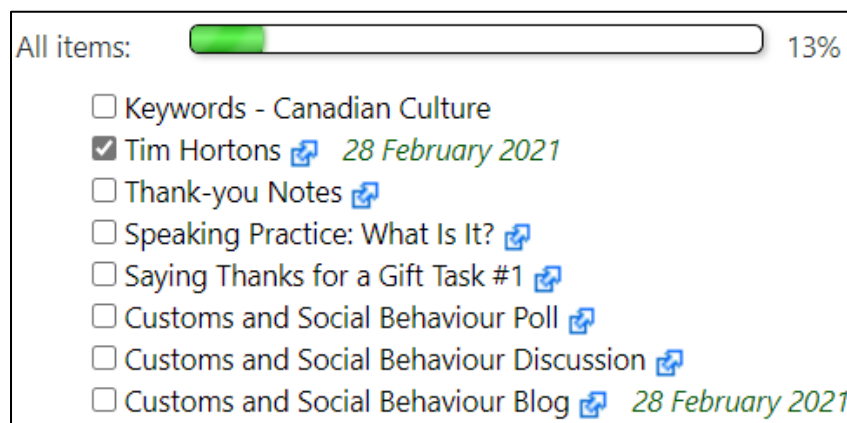
Using a Manual Checklist (Quick Steps)

1. A student completes an activity.
2. The learner opens the checklist from a **Checklist Block** or on the course main menu.

3. The learner checks the activity that is has recently been completed

4. The activity or resource **checkbox** is ticked and the **progress meter** grows

Setting up a Manual Checklist in a Course

1. On your course, click the **Turn editing on** button.

   Turn editing on

2. In the topic where the **Checklist** should appear, click on **Add an activity or resource**.
   Note: The **Add a new activity or resource** pop-up appears.

3. Select the **Checklist** icon in the **Activities** pop up.
   Note: The **Adding a new Checklist** page appears.

4. In the **General** section, add a **Checklist** title and type an **Introduction** to the Checklist.

5. To display this **Introduction** on the course main page, check the **Display description on course page** box under the Introduction box.

   Note: In the **Settings** section, there are several options.

6. In the **User can add their own items** drop-down, choose either **Yes** or **No**.
    Note: This may be useful for advanced LINC levels but impractical for lower levels.

7. In the **Updates by** drop-down, choose between **Student only**, **Teacher only** or **Student and Teacher**.

    Note: **Teacher only** does not check an item until the teacher marks the activity complete.
    If automatic checking is required, set this to **Student only** in conjunction with completion tracking. See the document **Setting up Automatic Checklist** items.

8. In the **Add due dates to calendar** drop-down, choose either **Yes** or **No**.
    Note: This may be useful if a course has activities that have firm deadlines.

9. In the **Teachers can add comments** drop-down, choose either **Yes** or **No**.
    Note: This may be useful if an instructor feels that feedback is effective through the **Checklist**.

10. Set the Maximum grade in the **Maximum grade** textbox.
    Note: If you want to make the checklist ungraded, as the individual activities will already be assessed, set this value to zero (0).

Maximum grade	100	**or**	0

11. In the **Email when checklist is complete:** drop-down, choose **No, Student only**, **Teacher only** or **Student and Teacher**.

Email when checklist is complete:
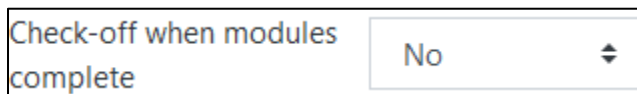
No
No
Student only
Teacher only
Student and teacher

12. In the **Show course modules in checklist** drop-down, options available are:

Show course modules in checklist

No
No
Current section
Whole course

1) **No**: The instructor must select checklist items manually.
2) **Current section**: This will automatically list all of the resources and activities in the current module that are visible to the students. Hidden resources and activities will not be seen in the checklist. This is a fast way to create a checklist.
3) **Whole course**: This will automatically list all of the resources and activities in the course into the checklist. Please be aware that **hidden items** will not be seen by the learners. This is a fast but unreasonable way to create your checklist as there will be too many items. The list will be unmanageable for learners and instructors.

Note: If the **Show course modules in checklist** drop-down is set to **Current section** or **Whole course**, then the **Check-off when modules complete** field becomes active.

13. The checklist is set to **manual** by setting the **Check-off when modules complete** to **No.**

Check-off when modules complete	No ⬍

14. In the **Lock teacher marks** drop-down, choose either **Yes** or **No.**
    Note: The grade is **Locked** after the instructor chooses **Yes** in the **View Progress** tab.
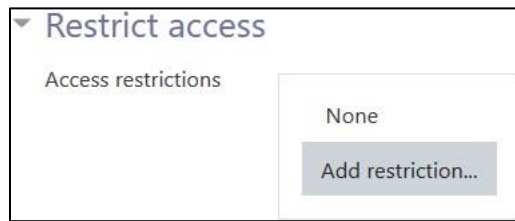
    Note: Settings in the **Common module** section are common to many Moodle activities and resources.

Common module settings

Availability	Show on course page ⬍
ID number	
Group mode	No groups ⬍
	Add group/grouping access restriction

15. The **Availability** setting is used to **Show/Hide** the activity. This is identical to using the **Show/Hide** icons when the **Turn editing on function** is enabled on a course home page.

16. The **ID Number** setting sets an ID number for advanced use of the grade book. (This is not used in the LINC courseware.)

17. The **Group mode** setting enables the use of groups. (More information is available in the **Organizing Learners Using Groups** documentation in the Stage 3 **Course Management** section.)

18. The **Grouping** option enables the use of groupings (a collection of groups).

    Settings in the **Restrict access** section can be used to limit access to the activity. (More information is available in the **Setting up and Using Restrict Access Settings** section of the Stage 3 **Course Management** section.)
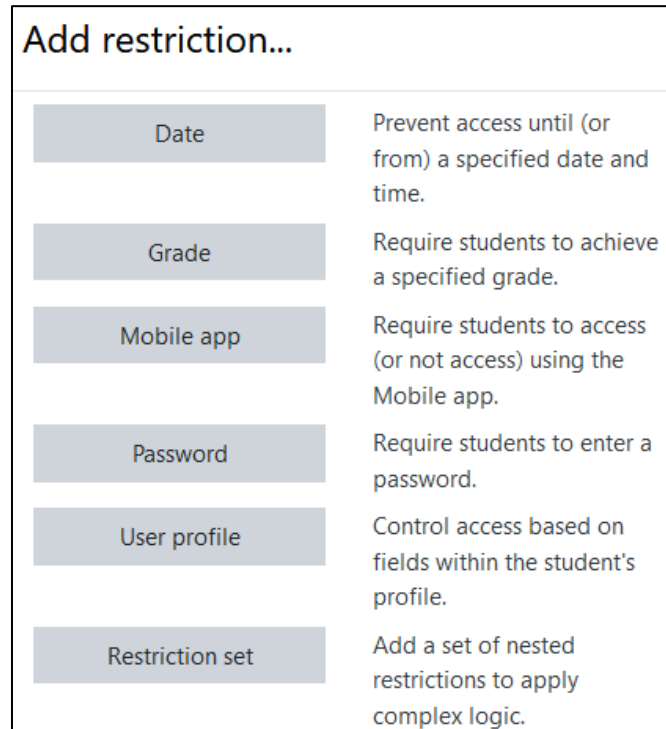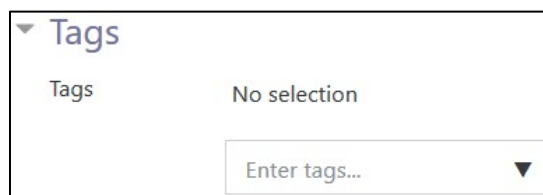
19. Click on the **Add restriction...** button to display the **Add restriction** pop up.

Note: The **Tags** section can be used to add keywords to the checklist. There are **Binder/eportfolio** tags available in the **Tags** drop-down menu.

20. Click on the **Save and display** button to continue making your checklist.

Adding Checklist Elements

Note: Ensure that the resources and activities to be included in the checklist are **visible** to the students on the courseware.
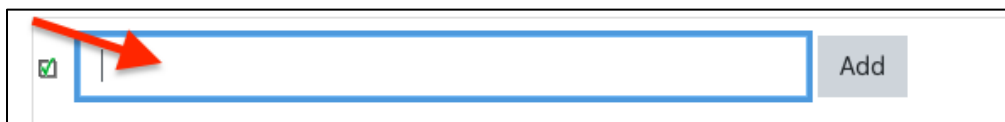
1. To edit your checklist, click on the **Edit Checklist** tab.

2. (optional) If you want to include due dates for your checklist items, click the **Edit dates** button.
Note: A Calendar widget appears beside the URL of new checklist items.

3. (optional) If you wish to set the date, uncheck the **Disable** checkbox beside the Calendar widget.
(optional) If you want to include dates for your checklist items, choose a due date **day**, **month**

and **year**.

4. Click in the **Add** textbox.
5. Type the label/name of your **checkbox** item.

6. (optional) Click in the **Link to** textbox.

Note: To acquire the web link to Avenue activities and resources, click on the resource or link and then copy the address in the address bar.

7. Paste the web address into the **Link to** textbox.

8. (optional) Check the **Open in new window?** checkbox, if a new window may help the learners find the activity or resource.

9. Click on the **Add** button.

10. Repeat these steps until the checklist is complete.

11. Click on the **Stop editing dates** button.

Note: The checklist in the **Edit checklist** tab appears as pictured below.

Note: Each checklist item appears with several icons.

12. If you need to edit any of the items in the checklist, choose the **Actions menu/edit item** icon.
     Note: The update checklist item feature appears.

13. Make any necessary changes.

14. Click on the **Update** button.

Preview the Checklist

To view the checklist, click on the **Preview** tab.
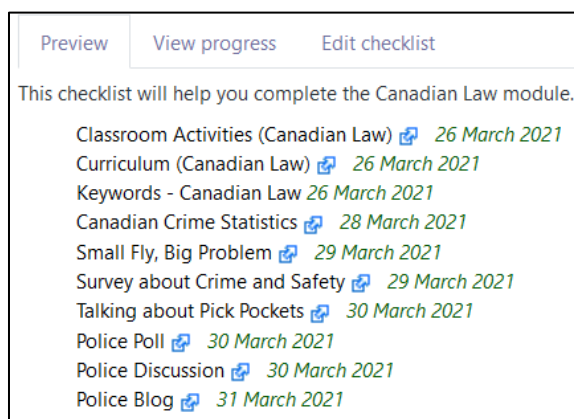
Note: The link to or **go to item** icon can be used to open checklist activities or resources.

Viewing Student Progress

1. Click on **the View Progress** tab.
   Note: In this example, there has been no activity.

2. After the learners have completed and checked activities, these are shown as **green blocks**.

Note: If the **Updates by** setting is **Student and Teacher**, the Show progress requires the teacher to confirm the completion of an activity by checking beside each learner's item.

3. The teacher clicks on the **Edit checks** tab to confirm completion.

4. In each item there is a **Yes or No** drop-down menu. Instructors can choose each one individually or they can click on a Toggle Column/Row button to set all items in a column/row to **Yes** or **No** or **Null**.

Note: After an instructor sets these drop-downs to **Yes**, the checklist appears with all of the items checked in the checklist.

5. Click on the **Save** button.

6. For another view, click on the **Show progress bars** button.

7. To see more detail about an individual student, click on the **View Progress** icon.

Note: Details about a learner's progress on the checklist are displayed.

8. To add a comment to this student's checklist, click on the **Add comments** button.

9. The **Toggle names and dates** button, quickly switches between student information and the teacher's information.

The Student Checklist Experience (no automatic checking)

1. On the course, a student locates a **Checklist** in the topics area.
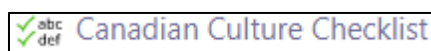
2. The student clicks on the **Checklist** link.
   **Note**: The **Checklist** screen appears.

3. After a student reads the **Keywords – Canadian Culture** glossary, they click on the **Keywords – Canadian culture** check box. The progress bar indicator increases as does the progress percentage.
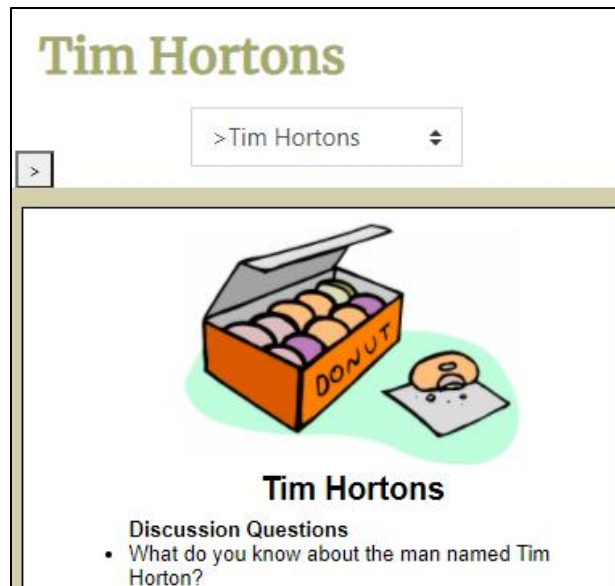   **Note**: If Updates by is set to **Student and teacher**, then two check boxes appear.

4. To continue, the student looks downward at the **Tim Hortons** activity. They can go to the checklist and click on the **Link** icon.
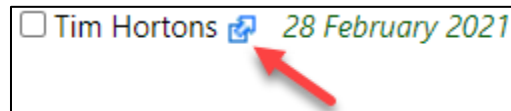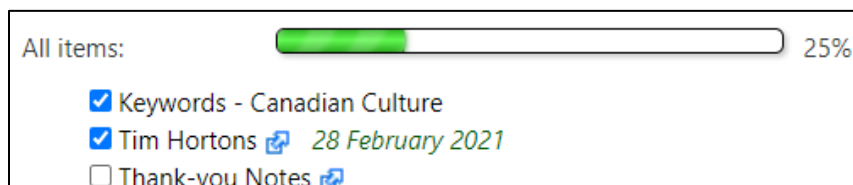

The **Activity** opens.

5. The student completes the activity.

6. After the student feels he/she has completed an activity, they return to the checklist and click in the corresponding checkbox. The **progress bar** indicator increases as does the progress percentage.
Note: If automatic checking is on, students do not have to check the box.

7. On the **Checklist** block, the students see the **progress bar**.

Note: To learn more about adding a Checklist Block to your course, see the help file **Setting up a Checklist Block**.

8. To quickly see progress details, the student clicks on the Checklist block **progress bar**.
Note: The full checklist appears on the screen.

Resources

[Moodle documents: Checklist module](https://docs.moodle.org/310/en/Checklist_module)
<https://docs.moodle.org/310/en/Checklist_module>

[Moodle Documents: Checklist Guide](https://docs.moodle.org/310/en/Checklist_quick_guide)
https://docs.moodle.org/310/en/Checklist_quick_guide