

Setting up a Manual Checklist

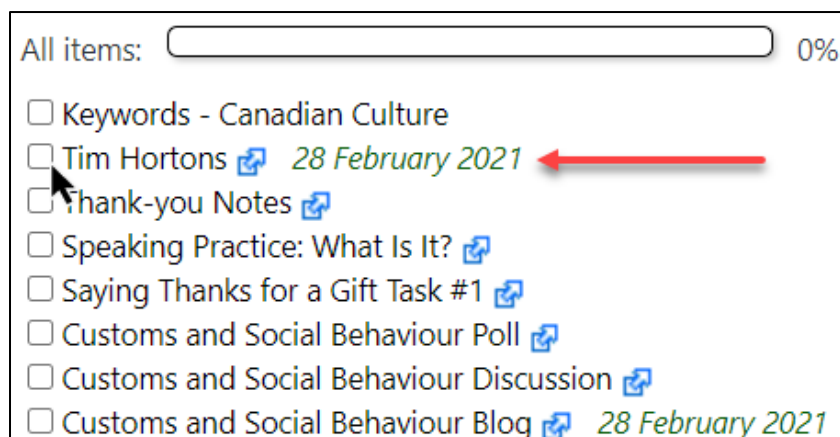
The **Checklist** feature allows learners or instructors to check boxes in a to-do task list. These check boxes allow a learner to see which activities he/she has and hasn't completed. Instructors decide which activities or resources are included in the list and use variable settings that enhance the 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)

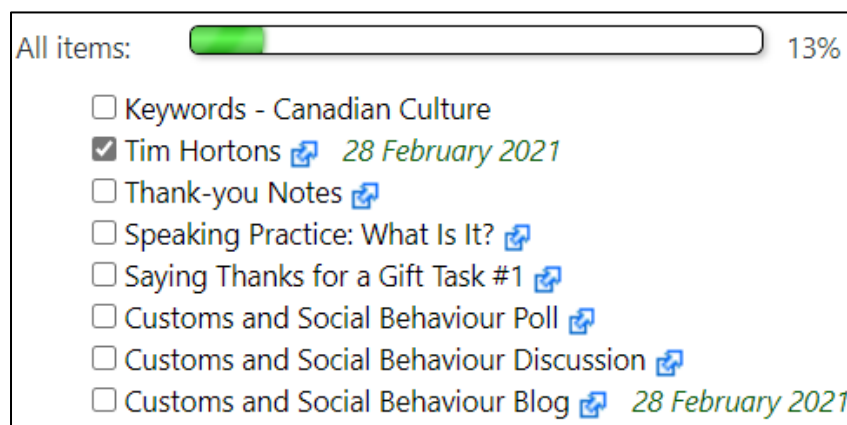
1. A student completes an activity.
2. The learner opens the checklist from a checklist block or in the course main menu.



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.
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.

Turn editing on



▼ **General**

Checklist

Introduction

↓ A B I [List icons] [Link icon] [Unlink icon]

[Smiley icon] [Image icon] [File icon] [Microphone icon] [Video icon] [Pencil icon] [Camera icon] [Table icon] [PDF icon] [H-P icon]

This checklist will help you complete the Canadian Law module.

Display description on course page ?

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.

User can add their own items

No ▾

No

Yes

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.

Updates by	Student and teacher ▾
	Student only
	Teacher only
	Student and teacher

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.

Add due dates to calendar	Yes ▾
	No
	Yes

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**.

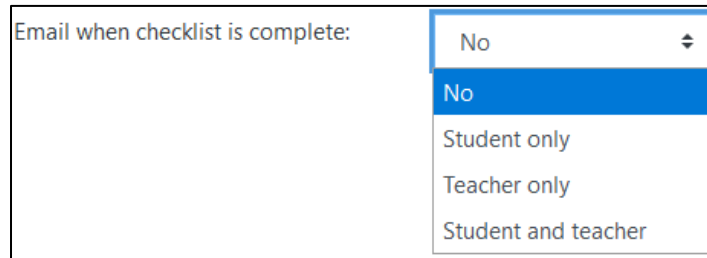
Teachers can add comments	Yes ▾
	No
	Yes

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

Maximum grade	100	or	0
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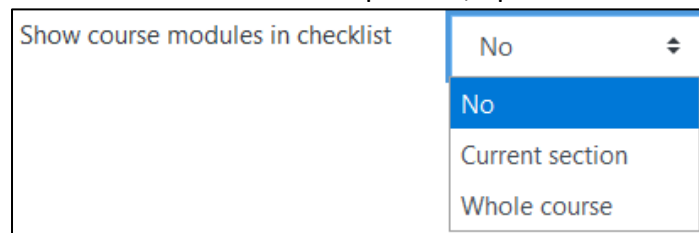
assessed, set this value to zero (0).

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



The screenshot shows a form field labeled "Email when checklist is complete:" with a drop-down menu. The menu is open, showing four options: "No" (highlighted in blue), "Student only", "Teacher only", and "Student and teacher".

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

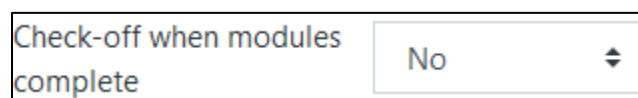


The screenshot shows a form field labeled "Show course modules in checklist" with a drop-down menu. The menu is open, showing four options: "No" (highlighted in blue), "Current section", and "Whole course".

- 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**.

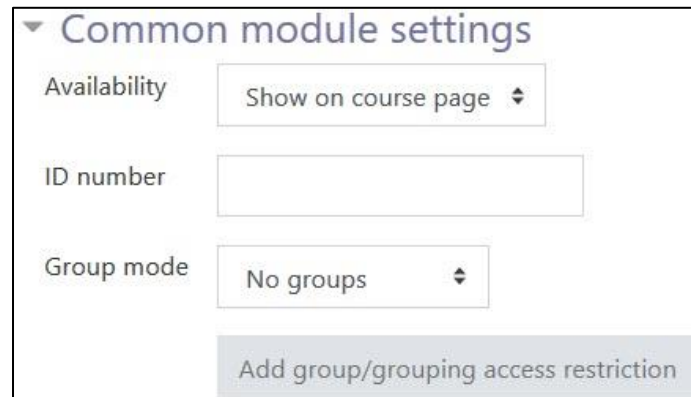


The screenshot shows a form field labeled "Check-off when modules complete" with a drop-down menu. The menu is open, showing one option: "No" (highlighted in blue).

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**

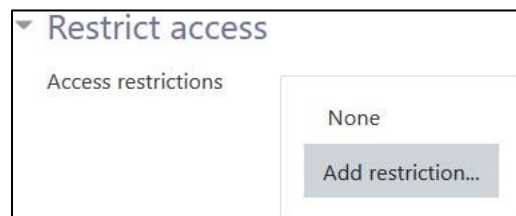
Availability

ID number

Group mode

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 **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 **Conditional Release** section of the Stage 3 **Course Management** section.)



▼ **Restrict access**

Access restrictions

19. Click on the **Add restriction...** button to display the **Add restriction** pop up.

Add restriction...

Date	Prevent access until (or from) a specified date and time.
Grade	Require students to achieve a specified grade.
Mobile app	Require students to access (or not access) using the Mobile app.
Password	Require students to enter a password.
User profile	Control access based on fields within the student's profile.
Restriction set	Add a set of nested restrictions to apply complex logic.

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.

▼ **Tags**

Tags No selection

Enter tags...
▼

Manage standard tags

No selection

Enter tags...
▼

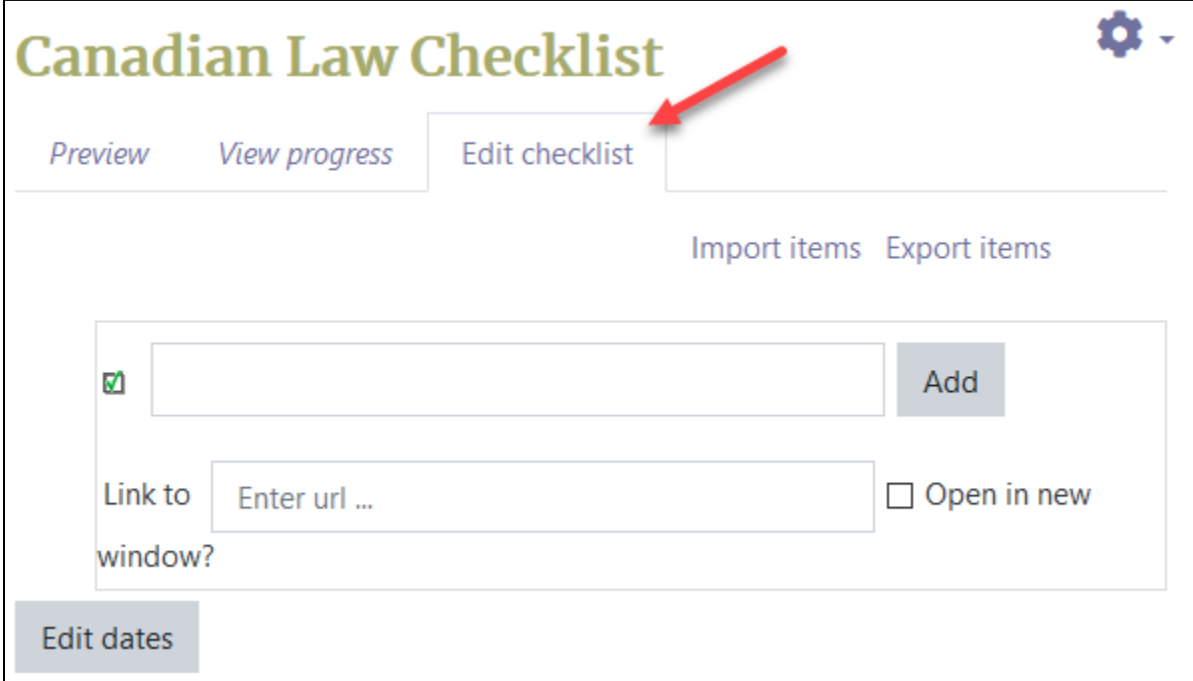
- About Me
- ePortfolio
- Listening
- Other
- Reading
- Speaking
- Writing

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

Save and display

Adding Checklist elements

Note: Ensure that the resources and activities to be included in the checklist are **visible** to the students on the courseware.



The screenshot shows the 'Canadian Law Checklist' interface. At the top, there are three tabs: 'Preview', 'View progress', and 'Edit checklist', with a red arrow pointing to the 'Edit checklist' tab. Below the tabs are 'Import items' and 'Export items' buttons. The main area contains a form with a checked checkbox, an 'Add' button, a 'Link to' label, a text input field containing 'Enter url ...', and an unchecked checkbox labeled 'Open in new window?'. At the bottom left, there is an 'Edit dates' button.

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**.



The screenshot shows a date selection widget with three dropdown menus: '26', 'March', and '2021'. To the right of these dropdowns is a checkbox labeled 'Disable', with a red arrow pointing to it.

4. Click in the **Add** textbox.



The screenshot shows a close-up of the 'Add' button in the checklist interface. A red arrow points to the 'Add' button, which is located to the right of a text input field.

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

1. To view the checklist, click on the **Preview** tab.

[Preview](#) [View progress](#) [Edit checklist](#)

This checklist will help you complete the Canadian Law module.

- Classroom Activities (Canadian Law) [🔗](#) 26 March 2021
- Curriculum (Canadian Law) [🔗](#) 26 March 2021
- Keywords - Canadian Law 26 March 2021
- Canadian Crime Statistics [🔗](#) 28 March 2021
- Small Fly, Big Problem [🔗](#) 29 March 2021
- Survey about Crime and Safety [🔗](#) 29 March 2021
- Talking about Pick Pockets [🔗](#) 30 March 2021
- Police Poll [🔗](#) 30 March 2021
- Police Discussion [🔗](#) 30 March 2021
- Police Blog [🔗](#) 31 March 2021

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.

The screenshot shows the 'Canadian Law Checklist' interface. At the top, there are three tabs: 'Preview', 'View progress', and 'Edit checklist'. The 'View progress' tab is selected. Below the tabs are two buttons: 'Hide optional items' and 'Show progress bars'. A red box highlights these buttons, with an arrow pointing to them from a label 'view options'. Below the buttons is a table with columns: 'First name', 'Surname', 'Classroom Activities (Canadian Law)', 'Curriculum (Canadian Law)', 'Keywords - Canadian Law', 'Canadian Crime Statistics', 'Small Fly, Big Problem', 'Survey about Crime and Safety', and 'Talking about Pick Pockets'. The first row of the table shows the student 'Ahmed Ali'. A red box highlights the student name, with an arrow pointing to it from a label 'students'. Another red box highlights the 'Classroom Activities' column for Ahmed Ali, with an arrow pointing to it from a label 'resources and activities'.

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

This screenshot shows the same 'Canadian Law Checklist' interface as above, but with progress indicators. The 'Show progress bars' button is selected. In the table, the row for 'Ahmed Ali' has green checkmarks in the 'Classroom Activities', 'Curriculum', 'Keywords', 'Canadian Crime Statistics', 'Small Fly, Big Problem', and 'Survey about Crime and Safety' columns, indicating that these activities have been completed.

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.

First name ↓ / Surname	Classroom Activities (Canadian Law)	Curriculum (Canadian Law)	Keywords - Canadian Law	Canadian Crime Statistics	Small Fly, Big Problem	Survey about Crime and Safety	Talking about Pick Pockets
Ahmed Ali	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓

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

First name ↓ / Surname	Classroom Activities (Canadian Law)	Curriculum (Canadian Law)	Keywords - Canadian Law	Canadian Crime Statistics	Small Fly, Big Problem
Ahmed Ali	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓

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.

First name ↓ / Surname	Classroom Activities (Canadian Law)	Curriculum (Canadian Law)	Keywords - Canadian Law	Canadian Crime Statistics	Small Fly, Big Problem	Survey about Crime and Safety	Talking about Pick Pockets
	Toggle Column	Toggle Column	Toggle Column	Toggle Column	Toggle Column	Toggle Column	Toggle Column
Ahmed Ali 🔍	Toggle Row	▼ ✓	Yes ▼ ✓	Yes ▼ ✓	Yes ▼ ✓	Yes ▼ ✓	Yes ▼ ✓

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

Hide optional items	Show full details
Ahmed Ali 🔍	<div style="width: 60%; background-color: green; height: 10px;"></div> 60% (6/10)
Lee Chan 🔍	<div style="width: 0%; background-color: green; height: 10px;"></div> 0% (0/10)
Maria Guptez 🔍	<div style="width: 0%; background-color: green; height: 10px;"></div> 0% (0/10)
Maria Guardado Hercules 🔍	<div style="width: 0%; background-color: green; height: 10px;"></div> 0% (0/10)

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.

Checklist for Ahmed Ali

View all students
Add comments
Toggle names & dates

This checklist will help you complete the Canadian Law module.

All items: 60%

- Classroom Activities (Canadian Law) [🔗](#) 26 March 2021
- Curriculum (Canadian Law) [🔗](#) 26 March 2021
- Keywords - Canadian Law 26 March 2021
- Canadian Crime Statistics [🔗](#) 28 March 2021
- Small Fly, Big Problem [🔗](#) 29 March 2021
- Survey about Crime and Safety [🔗](#) 29 March 2021
- Talking about Pick Pockets [🔗](#) 30 March 2021
- Police Poll [🔗](#) 30 March 2021
- Police Discussion [🔗](#) 30 March 2021
- Police Blog [🔗](#) 31 March 2021

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

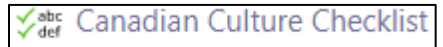
- Classroom Activities (Canadian Law) [🔗](#) 26 March 2021 Did you print this ?
- Curriculum (Canadian Law) [🔗](#) 26 March 2021
- Keywords - Canadian Law 26 March 2021 Please review this |

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

Yes ▾	<input checked="" type="checkbox"/> Keywords - Canadian Law 26 March 2021	John Allan	26/01/21, 11:12	26/01/21, 10:46
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The Student Checklist Experience (no automatic checking)

1. On the course a student locates a **Checklist** in the topics area.



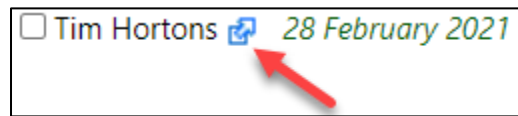
2. The student clicks on the **Checklist** link.

Note: The **Checklist** screen appears.

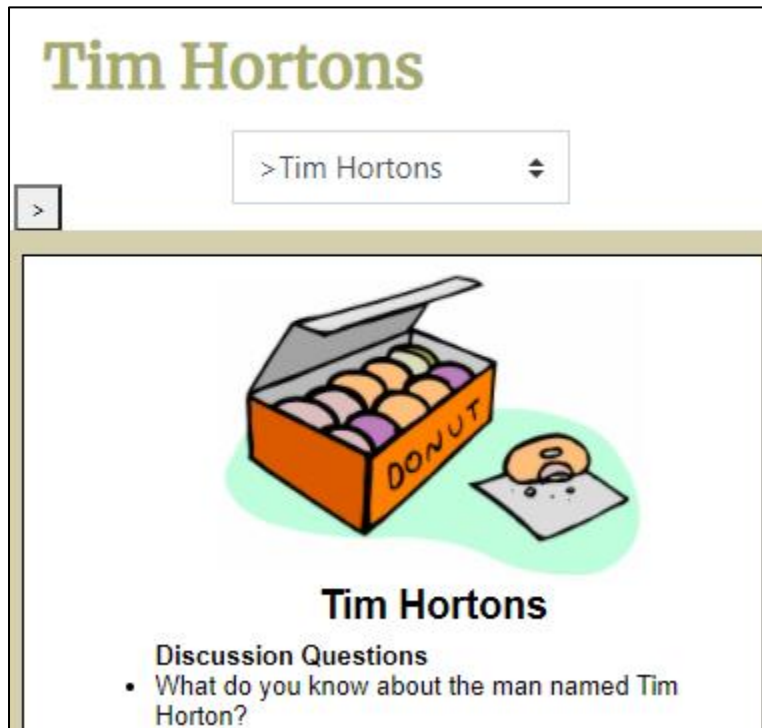
3. After a student reads the **Keywords – Canadian Culture** glossary, they click on the **Keywords – Canadian culture** check box. The progress bar indicator increases as does the progress percentage.

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.

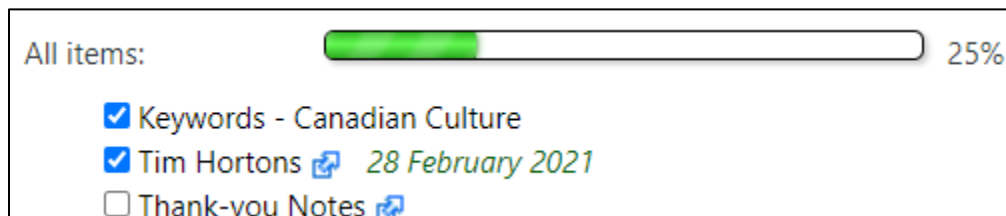


The **Activity** opens.



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**.



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

Canadian Culture Checklist

This checklist is here to help you complete the Canadian Culture Unit.

All items:  25%

- Keywords - Canadian Culture
- Tim Hortons [🔗](#) 28 February 2021
- Thank-you Notes [🔗](#)
- Speaking Practice: What Is It? [🔗](#)
- Saying Thanks for a Gift Task #1 [🔗](#)
- Customs and Social Behaviour Poll [🔗](#)
- Customs and Social Behaviour Discussion [🔗](#)
- Customs and Social Behaviour Blog [🔗](#) 28 February 2021

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

Note: Checklists appear with the **Preview** tab active. (in this example, the **Canadian Culture Checklist**).