

Setting up a Manual Checklist

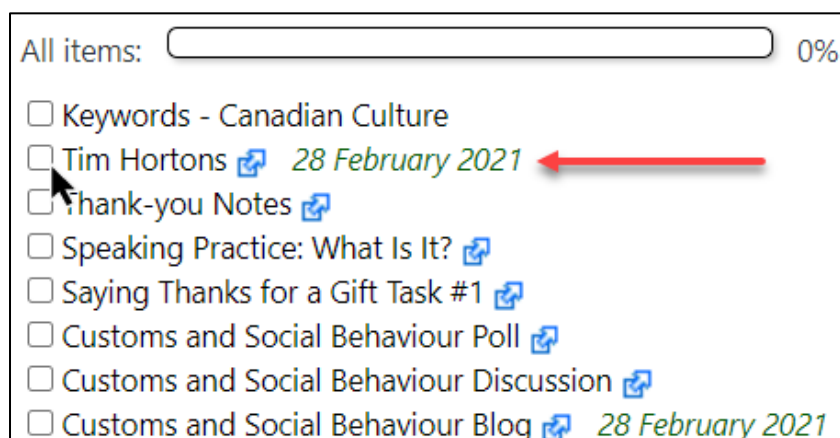
The **Checklist** feature allows learners or instructors to check boxes in a to-do task list. These check boxes allow a learner to see which activities he/she has and hasn't completed. Instructors decide which activities or resources are included in the list and use variable settings that enhance the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

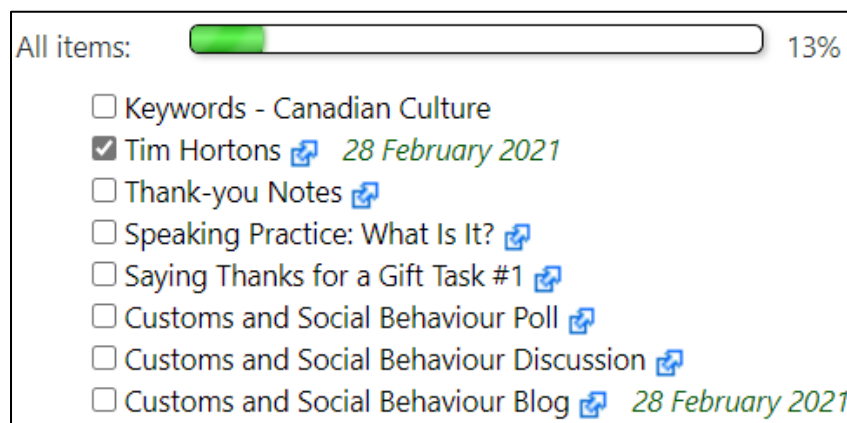
1. A student completes an activity.
2. The learner opens the checklist from a **Checklist Block** or on the course main menu.



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.



General

Checklist

Canadian Law Checklist

Introduction

↓ A B I

☺ 🖼 📄 🎤 🎥 ✎ 📷 📑 📄 H-P

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 assessed, set this value to zero (0).

Maximum grade	<input type="text" value="100"/>	or	<input type="text" value="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:	<div>No</div> <div>No</div> <div>Student only</div> <div>Teacher only</div> <div>Student and teacher</div>
-----------------------------------	--

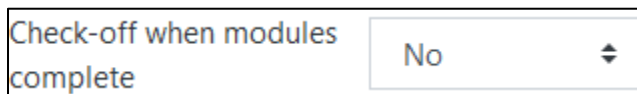
12. In the **Show course modules in checklist** drop-down, options available are:

Show course modules in checklist	<div>No</div> <div>No</div> <div>Current section</div> <div>Whole course</div>
----------------------------------	--

- 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**.

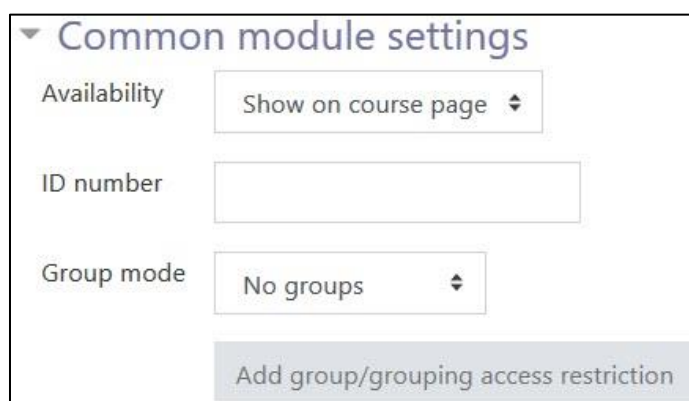


A screenshot of a Moodle form element. It consists of a label 'Check-off when modules complete' followed by a dropdown menu. The dropdown menu is open, showing the selected option 'No' and a small upward and downward arrow icon to its right.

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.

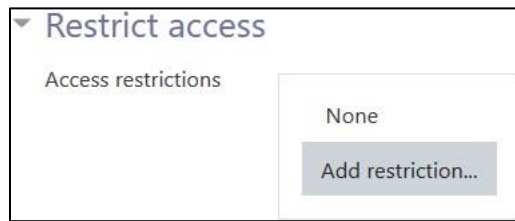
Note: Settings in the **Common module** section are common to many Moodle activities and resources.



A screenshot of the 'Common module settings' section in a Moodle interface. The section is titled 'Common module settings' with a downward arrow icon. It contains three settings: 'Availability' with a dropdown menu set to 'Show on course page', 'ID number' with an empty text input field, and 'Group mode' with a dropdown menu set to 'No groups'. Below these settings is a button labeled '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.)



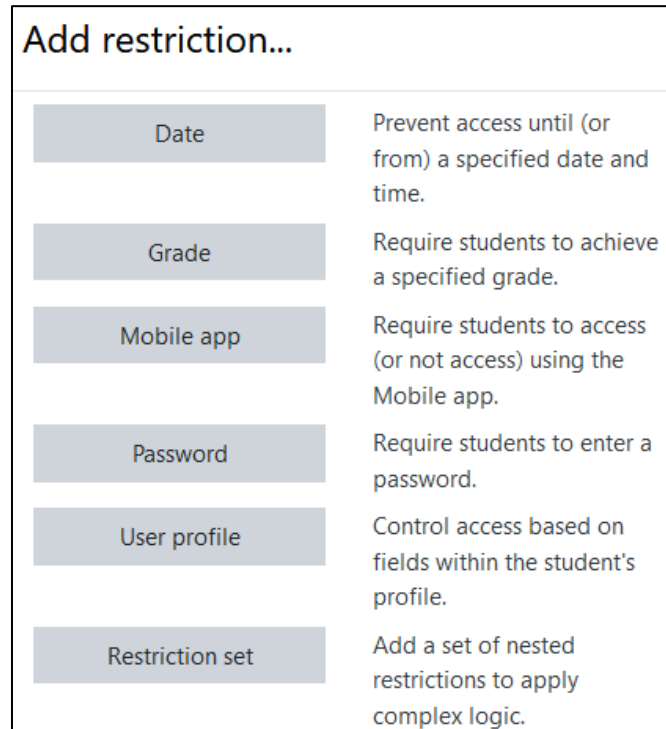
▼ Restrict access

Access restrictions

None

Add restriction...

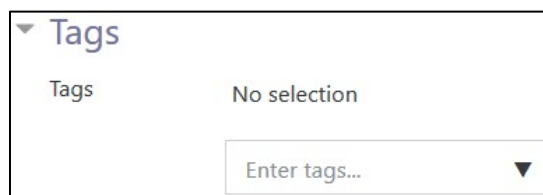
19. Click on the **Add restriction...** button to display the **Add restriction** pop up.



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.

Canadian Law Checklist 

Preview *View progress* **Edit checklist**

[Import items](#) [Export items](#)

☒

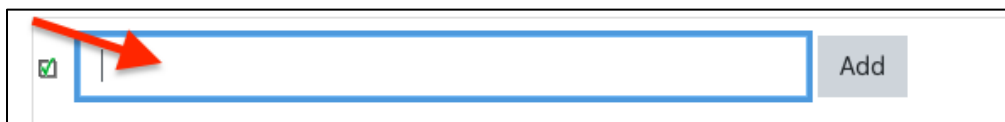
Link to ☐ Open in new window?

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**



26 ▾ | March ▾ | 2021 ▾ | ☐ Disable

and **year**.



Add

4. Click in the **Add** textbox.
5. Type the label/name of your **checkbox** item.
6. (optional) Click in the **Link to** textbox.



☒ Classroom Activities (Canadian Law) Add

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.

☒ Classroom Activities (Canadian Law) **Add**

Link to ☒ Open in new window?

26 March 2021 ☐ Disable

Stop editing dates

9. Click on the **Add** button.
10. Repeat these steps until the checklist is complete.
11. Click on the **Stop editing dates** button.

Stop editing dates

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

Canadian Law Checklist

Preview

View progress

Edit checklist

Import items

Export items

<input checked="" type="checkbox"/>	Classroom Activities (Canadian Law)	<input type="checkbox"/>						26 March 2021		
<input checked="" type="checkbox"/>	Curriculum (Canadian Law)	<input type="checkbox"/>							26 March 2021	
<input checked="" type="checkbox"/>	Keywords - Canadian Law	<input type="checkbox"/>							26 March 2021	
<input checked="" type="checkbox"/>	Canadian Crime Statistics	<input type="checkbox"/>							28 March 2021	
<input checked="" type="checkbox"/>	Small Fly, Big Problem	<input type="checkbox"/>							29 March 2021	
<input checked="" type="checkbox"/>	Survey about Crime and Safety	<input type="checkbox"/>							29 March 2021	
<input checked="" type="checkbox"/>	Talking about Pick Pockets	<input type="checkbox"/>							30 March 2021	
<input checked="" type="checkbox"/>	Police Poll	<input type="checkbox"/>							30 March 2021	
<input checked="" type="checkbox"/>	Police Discussion	<input type="checkbox"/>							30 March 2021	
<input checked="" type="checkbox"/>	Police Blog	<input type="checkbox"/>						31 March 2021		

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.

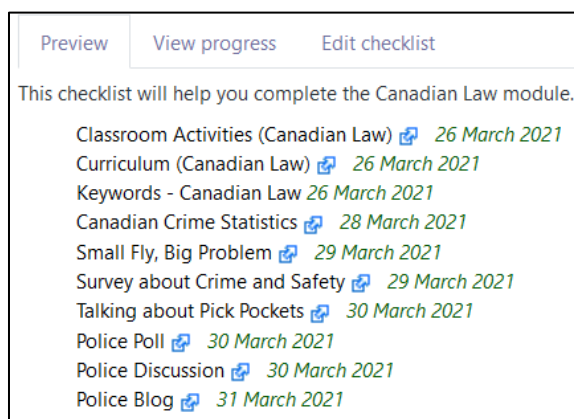
A screenshot of the 'Update' dialog for a checklist item. The dialog has a title bar with a checkmark icon and the text 'Classroom Activities (Canadian Law)'. Below the title bar, there is a text input field containing the URL 'https://avenue.ca/classroom/mod/folder/view' and a checkbox labeled 'Open in new window?'. Below the text input field, there are three date pickers: '26', 'March', and '2021', followed by a checkbox labeled 'Disable'. At the bottom of the dialog, there is a button labeled 'Stop editing dates'. A red arrow points to the 'Update' button.

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.

Canadian Law Checklist

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

Hide optional items

Show progress bars

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	Talk about Pi
Ahmed Ali							
Maria Gupte							
Lee Chan							

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

Hide optional items		Show progress bars							
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	Police Poll	Po Discu
Ahmed Ali	✓	✓	✓	✓	✓	✓			

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.

Preview		View progress			Edit checklist				
Show optional items		Show progress bars			Edit checks				
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	Police Poll	Po Discu
Ahmed Ali	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓

3. 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**.

Show optional items		Show progress bars		Save		
First name ↓ / Surname		Classroom Activities (Canadian Law)	Curriculum (Canadian Law)	Keywords - Canadian Law	Canadian Crime Statistics	Small Fly, Big Problem
		Toggle Column	Toggle Column	Toggle Column	Toggle Column	Toggle Column
Ahmed Ali	Toggle Row	<input type="text"/> ✓	<input type="text"/> ✓	<input type="text"/> ✓	<input type="text"/> ✓	<input type="text"/> ✓





✓
 Yes ✓
 No

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

- 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	<input type="text"/> ✓	Yes ✓	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><div></div></div>	60% (6/10)
Lee Chan		<div><div></div></div>	0% (0/10)
Maria Gupte		<div><div></div></div>	0% (0/10)
Maria Guardado Hercules		<div><div></div></div>	0% (0/10)

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

Ahmed Ali  60%

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.

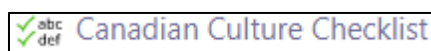
<input checked="" type="checkbox"/> Classroom Activities (Canadian Law) 🔗 26 March 2021	Did you print this ?
<input checked="" type="checkbox"/> Curriculum (Canadian Law) 🔗 26 March 2021	
<input checked="" type="checkbox"/> Keywords - Canadian Law 26 March 2021	Please review this

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
-------	---	------------	-----------------	-----------------

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.

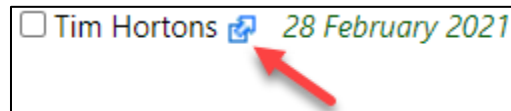
A screenshot of the 'Canadian Culture Checklist' screen. The title 'Canadian Culture Checklist' is at the top. Below it is a description: 'This checklist is here to help you complete the Canadian Culture Unit.' A progress bar shows 0% completion. A list of items follows, each with a checkbox and a due date. Red boxes and arrows highlight specific elements: 'title' points to the checklist title, 'description' points to the unit description, 'check boxes' points to the checkboxes, 'progress bar' points to the 0% progress bar, 'activity name' points to 'Keywords - Canadian Culture', 'due date' points to '28 February 2021', and 'link to activity' points to the external link icon.

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.

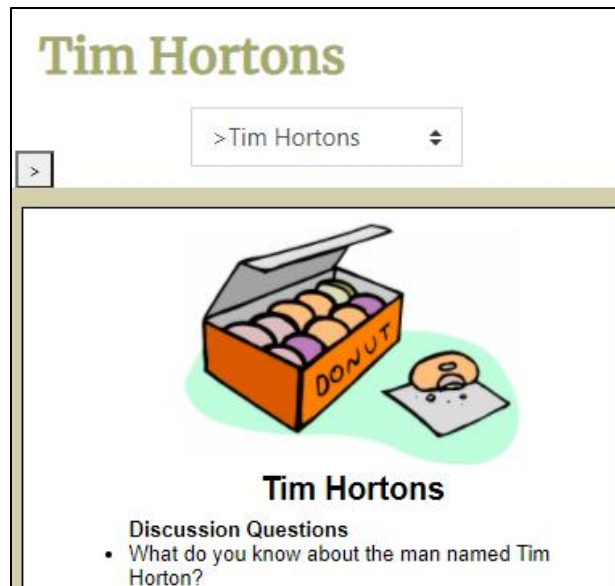
Note: If Updates by is set to **Student and teacher**, then two check boxes appear.



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



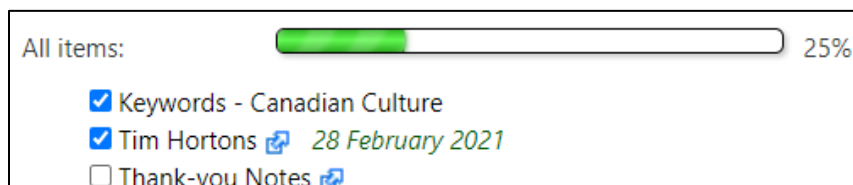
The **Activity** opens.






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.



All items:  25%

- ☒ Keywords - Canadian Culture
- ☒ Tim Hortons  28 February 2021
- ☐ Thank-you Notes 

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.



Canadian Culture Checklist

This checklist his 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