

Setting up a Checklist with Automatic Items

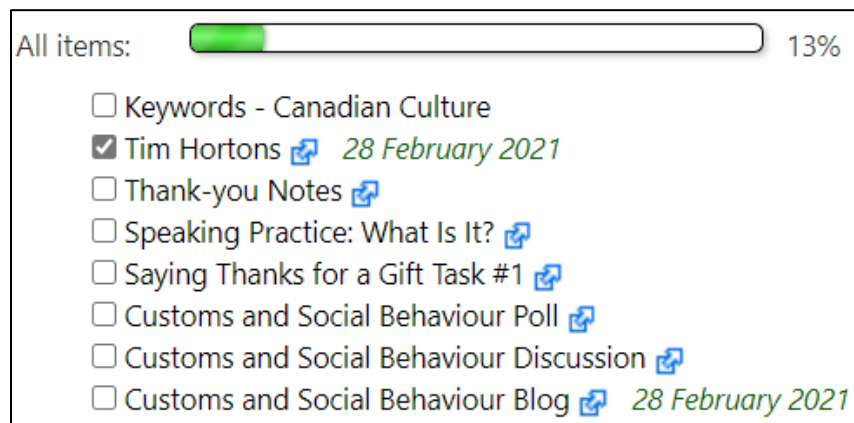
The **Checklist** feature allows learners or instructors to check boxes in a to-do task list. These check boxes allow a learner to see which activities he/she has and hasn't completed. Instructors decide which activities or resources are included in the list and use variable settings that enhance the capabilities of the checklist. There can be multiple **Checklists** on a course. This document shows instructors how to set up automated checklist items in an Avenue checklist.

Using a Checklist with Automatic Checklist items (Quick Steps)

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



3. The learner sees the activity that is has recently been automatically checked.



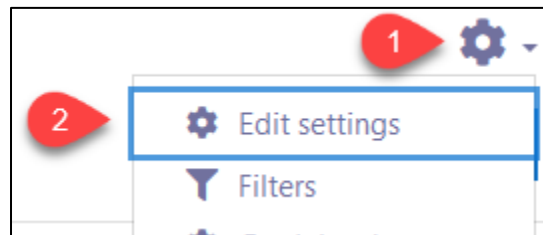
Overview: Setting up an Automatically Checklist Steps

- 1) Ensure that **activities and resources** are visible to students.
- 2) Turn **Completion tracking** on for resources and activities in the checklist.
- 3) Create a **Checklist**.
- 4) Ensure that the **Updates by** setting section is set to **Student only** or **Student and Teacher**.

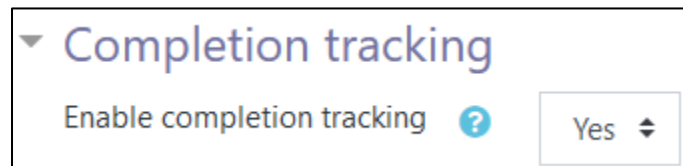
Linking Checklist items through Completion Tracking

Note: Each checklist item that is to be automated, must have **Completion tracking** turned on.

1. On your course, click the **Actions menu** icon.
2. Click on the **Edit settings** option in the drop-down menu.
Note: The **Edit course settings** page appears.



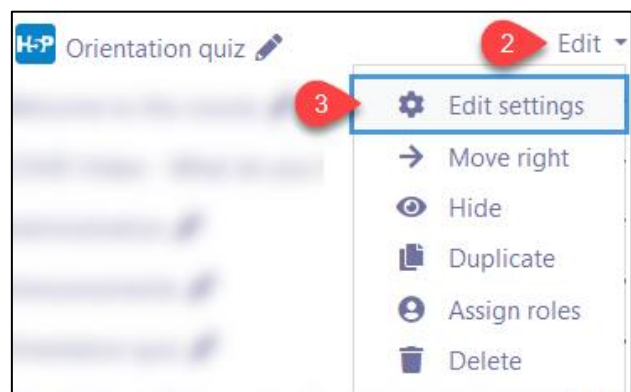
3. Scroll down to the **Completion tracking** section, click on it.
4. To turn on course Completion tracking, set **Completion tracking** to **Yes**.



5. Click on the **Save and Display** button.
6. Click on the **Turn editing on** button.

Turn editing on

7. Locate an activity or resource on your course.
Note: It must be included in the checklist.
8. Click on the **Edit** link.
9. In the drop-down menu that appears, click on the **Edit settings** option.



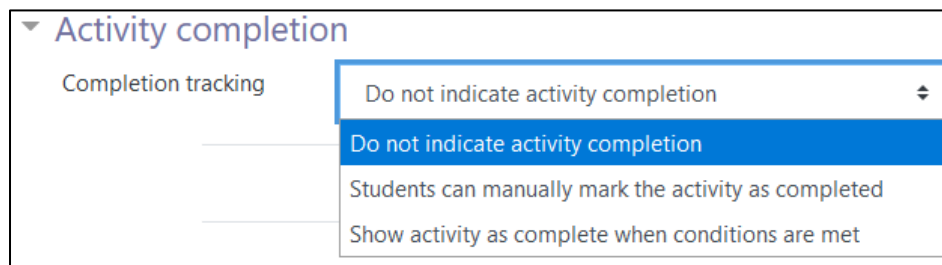
Note: The **Updating resource/activity** page appears.

10. Scroll down and click on the **Activity completion** section link.

Note: The **Completion tracking** option appears.

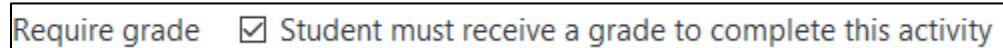
11. There are three **Completion tracking** options.

12. To set **Completion tracking** to automatic, choose the **Show activity as complete when conditions are met** option.



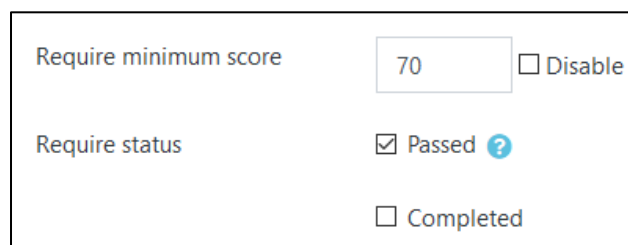
The screenshot shows a dropdown menu titled "Activity completion". Underneath, there is a "Completion tracking" label and a dropdown menu. The dropdown menu is open, showing three options: "Do not indicate activity completion" (selected), "Do not indicate activity completion", and "Show activity as complete when conditions are met".

13. Check an appropriate option.



The screenshot shows a checkbox labeled "Require grade" which is checked. The text next to it reads "Student must receive a grade to complete this activity".

Note: At this point, different activity types may display different options. For example, a SCORM activity provides choice for a passing minimum score.



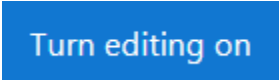
The screenshot shows two settings: "Require minimum score" with a text input field containing "70" and a "Disable" checkbox; and "Require status" with a checked "Passed" radio button and an unchecked "Completed" radio button.

4. Click on the **Save and Return to Course** button.

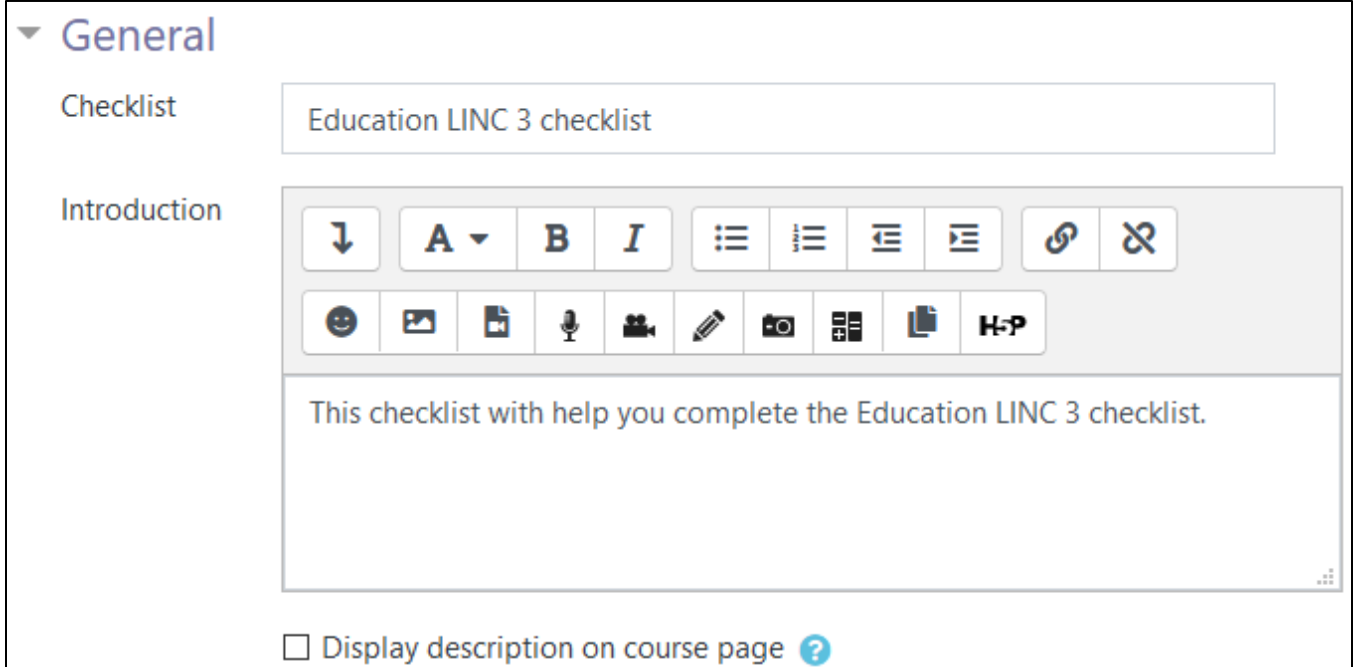
Note: The activities with this setting will automatically check themselves in the **Checklist**.

Setting up a course Checklist with Automatic Items

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.

A blue rectangular button with the text "Turn editing on" in white.

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

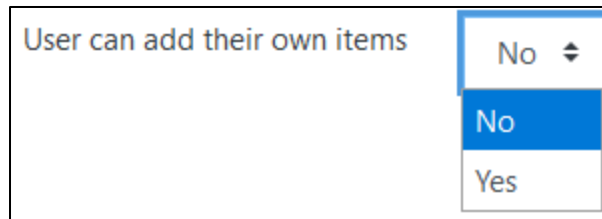
A screenshot of the Moodle course configuration interface for a Checklist. The "General" section is expanded. The "Checklist" field contains the text "Education LINC 3 checklist". The "Introduction" field contains the text "This checklist with help you complete the Education LINC 3 checklist." Below the introduction field is a checkbox labeled "Display description on course page" with a question mark icon. The interface includes a rich text editor toolbar with various icons for text formatting, lists, links, and media.

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.

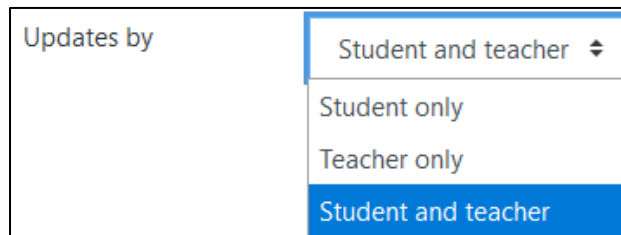
6. In the **User can add their own items** drop-down, choose either **Yes** or **No**.

Note: This may be useful for advanced LINC levels but impractical for lower levels.



The screenshot shows a form field labeled "User can add their own items" with a drop-down menu. The menu is open, showing three options: "No" (selected), "No", and "Yes".

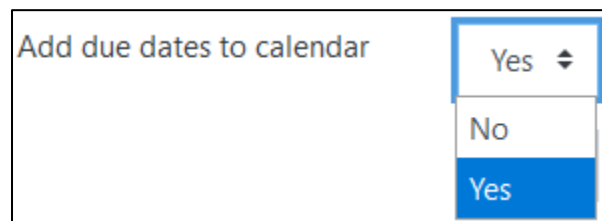
7. In the **Updates by** drop-down, choose between **Student only** or **Student and Teacher** to ensure that the automatic updates will occur on a checklist. As with automatic updates the check occurs when a student completes an action



The screenshot shows a form field labeled "Updates by" with a drop-down menu. The menu is open, showing three options: "Student and teacher" (selected), "Student only", and "Teacher only".

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.



The screenshot shows a form field labeled "Add due dates to calendar" with a drop-down menu. The menu is open, showing three options: "Yes" (selected), "No", and "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**.



The screenshot shows a form field labeled "Teachers can add comments" with a drop-down menu. The menu is open, showing three options: "Yes" (selected), "No", and "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"/>
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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:	<input type="text" value="No"/>
	<ul style="list-style-type: none">NoStudent onlyTeacher onlyStudent and teacher

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

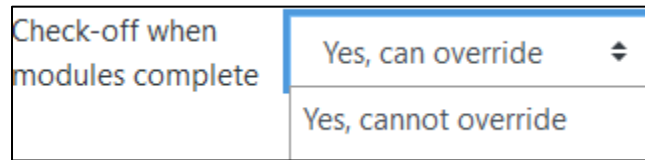
Show course modules in checklist	<input type="text" value="No"/>
	<ul style="list-style-type: none">NoCurrent sectionWhole course

- 1) No:** The instructor must select checklist items manually. (For automatic -do not select)
- 2) Current section:** This will automatically list all of the resources and activities in the current module. Please be aware that **hidden items** will not be seen by the learners. 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.

Show course modules in checklist	<input type="text" value="Current section"/>
	<ul style="list-style-type: none">Whole course

13. The checklist is set to **automatic checking** by setting the **Check-off when modules complete** to **Yes, can override** or **Yes, cannot override**. (Do not select **No**)

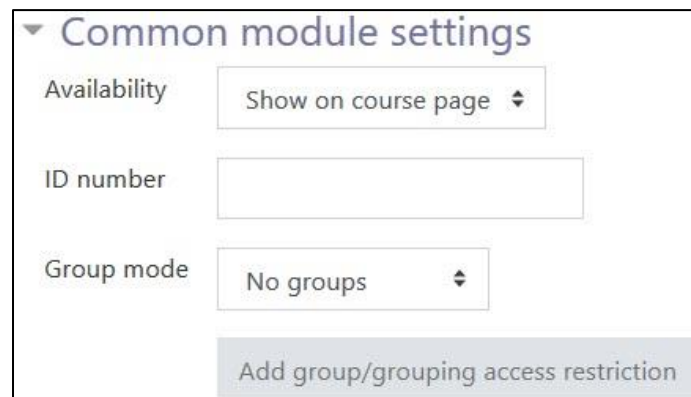


A screenshot of a Moodle form field. The label is "Check-off when modules complete". The dropdown menu is open, showing two options: "Yes, can override" (which is selected) and "Yes, cannot override".

14. In the **Lock teacher marks** drop-down, choose either **Yes**.

Note: The grade is **Locked** after the instructor chooses **Yes** in the **View Progress** tab.

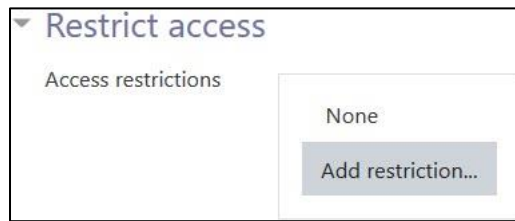
Note: Settings in the **Common module** section are common to many Moodle activities and resources.



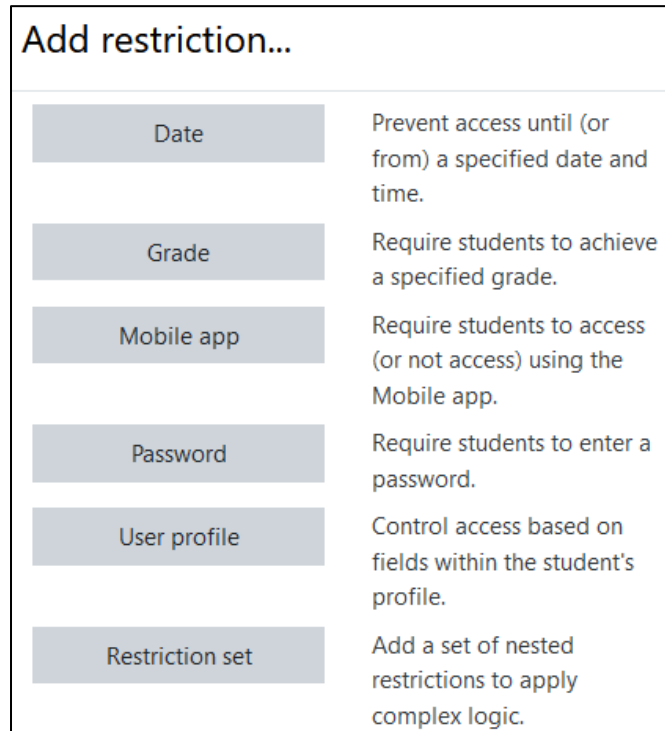
A screenshot of the "Common module settings" section in Moodle. It includes three settings: "Availability" set to "Show on course page", "ID number" (empty text field), and "Group mode" set to "No groups". There is also a button labeled "Add group/grouping access restriction".

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 **Groups** documentation in the Stage 3 **Course Management** section.)
18. The **Grouping** option enables the use of groupings (a collection of groups).

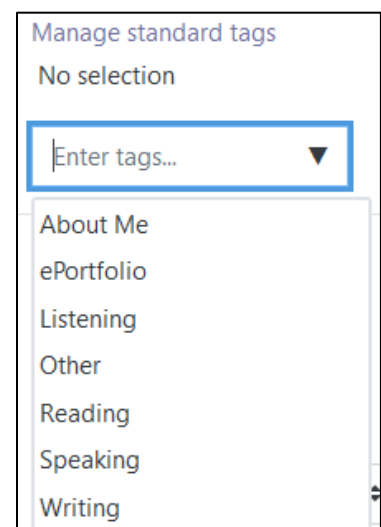
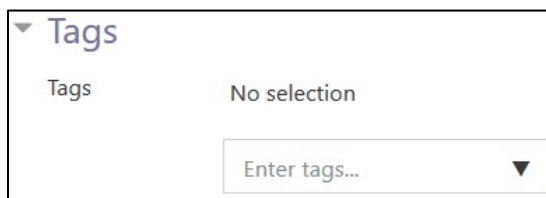
Settings in the **Restrict access** section can be used to limit access to the activity. (More information is available in the **Conditional Release** section of the Stage 3 **Course Management** section.)



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.

Save and display

Editing up an Automatic Checklist in a course

Note: The Checklist appears with the **Preview** tab active.

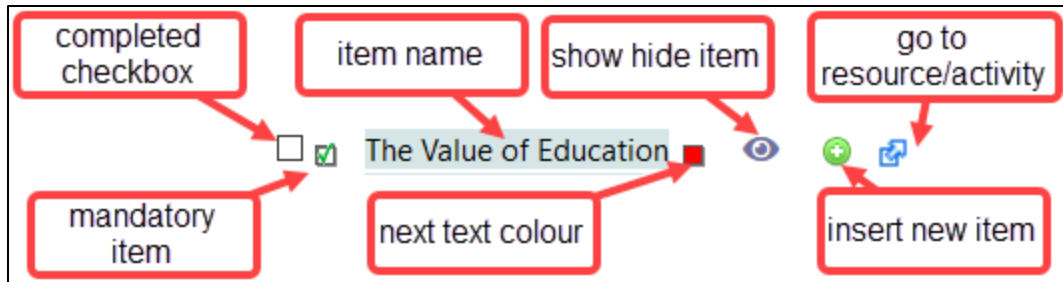
The screenshot shows the 'Education LINC 3 checklist' interface. At the top, there are three tabs: 'Preview' (which is active), 'View progress', and 'Edit checklist'. Below the tabs, a message reads: 'This checklist will help you complete the Education LINC 3 checklist.' Underneath, the checklist items are listed: 'Education (LINC 3)', 'Classroom Activities (Education)', 'Curriculum (Education)', 'Keywords - Education', 'Sara Crane – Home Schooling Parent', and 'The Value of Education'. Each item has a small blue icon to its right. A red box highlights the text 'Topic resources & activities' with a red arrow pointing to the 'Classroom Activities (Education)' item.

1. To edit your checklist, click on the **Edit Checklist** tab.

Note: The visible module items are visible.

The screenshot shows the 'Education LINC 3 checklist' interface in 'Edit checklist' mode. The 'Edit checklist' tab is active. At the top, there are three tabs: 'Preview', 'View progress', and 'Edit checklist'. Below the tabs, there is a 'Show/hide selected items' button. The checklist items are listed with various control icons: 'Education (LINC 3)', 'Classroom Activities (Education)', 'Curriculum (Education)', 'Keywords - Education', and 'Sara Crane – Home Schooling Parent'. Each item has a checkbox, a red square, an eye icon, a green plus icon, and a blue link icon.

Note: Each checklist item may appear with these icons.



2. To hide or show a checklist item, click on the **Show/Hide (eyeball)** icon.
3. If you need to add a new item in the checklist, consider if you need a due date.
 - a. (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.
 - b. (optional) If you wish to set the date, uncheck the **Disable** checkbox beside the Calendar widget.
 - c. (optional) If you want to include dates for your checklist items, choose a due date **day**, **month** and **year**.

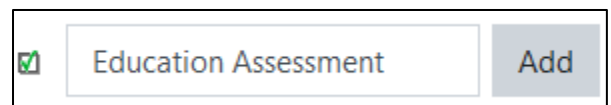


4. To continue adding a new item to the checklist, choose the **Insert new item after this one** icon beside the row that the new item will appear under.

5. Click in the **Add** textbox.



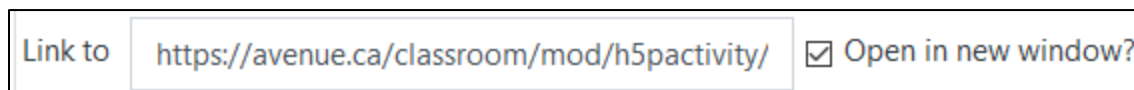
6. Type the label/name of your **checkbox** item.



7. Click in the **Link to** textbox.

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

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



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.

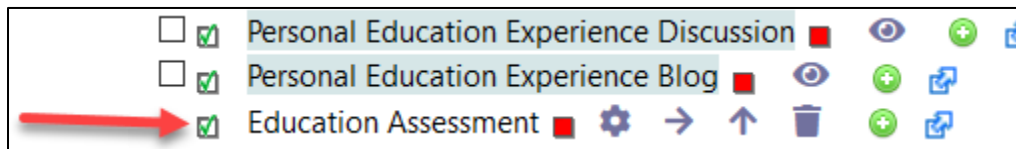


10. Click on the **Add** button.

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

Stop editing dates

Note: The new checklist item appears in the list.



12.

1. Return to the course using the **breadcrumbs** menu.

2. Locate the **Checklist** in the course.



Viewing Student Progress

1. Click on the **View Progress** tab.

Note: In this example, there has been no activity.

Education LINC 3 checklist

Preview | **View progress** | Edit checklist








Show optional items | Show progress bars

First name ↓ / Surname	Education (LINC 3)	Classroom Activities (Education)	Curriculum (Education)	Keywords - Education	Sara Crane – Home Schooling Parent	The Value of Education
Ahmed Ali						
Maria Gupte						
Lee Chan						



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

First name ↓ / Surname	Education (LINC 3)	Classroom Activities (Education)	Curriculum (Education)	Keywords - Education	Sara Crane – Home Schooling Parent	The Value of Education
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.

Show optional items		Show progress bars		Edit checks 		
First name ↓ / Surname	Education (LINC 3)	Classroom Activities (Education)	Curriculum (Education)	Keywords - Education	Sara Crane – Home Schooling Parent	The Value of Education
Ahmed Ali 		<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 

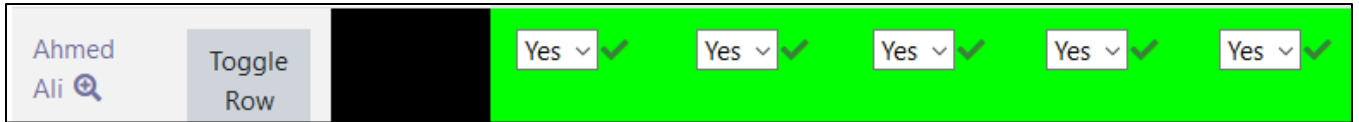
3. The teacher clicks on the **Edit checks** tab to confirm completion.

Show optional items		Show progress bars		Save		
First name ↓ / Surname	Education (LINC 3)	Classroom Activities (Education)	Curriculum (Education)	Keywords - Education		
		<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"/>	<input type="checkbox"/>
Ahmed Ali 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Johnny Alan 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

Show optional items	Show full details
Ahmed Ali 🔍	<div style="width: 25%; background-color: green; height: 10px;"></div> 25% (5/20)
Lee Chan 🔍	<div style="width: 0%; background-color: green; height: 10px;"></div> 0% (0/20)
Maria Guptez 🔍	<div style="width: 0%; background-color: green; height: 10px;"></div> 0% (0/20)
Maria Guardado Hercules 🔍	<div style="width: 0%; background-color: green; height: 10px;"></div> 0% (0/20)

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 Education LINC 3 checklist.

All items: 25%

Item	Teacher	Date/Time
Yes ▾ <input checked="" type="checkbox"/> Classroom Activities (Education) 🔗	John Allan	26/01/21, 14:26
Yes ▾ <input checked="" type="checkbox"/> Curriculum (Education) 🔗	John Allan	26/01/21, 14:26
Yes ▾ <input checked="" type="checkbox"/> Keywords	John Allan	26/01/21, 14:26
Yes ▾ <input checked="" type="checkbox"/> Sara Cr...ng Parent 🔗	John Allan	26/01/21, 14:26
Yes ▾ <input checked="" type="checkbox"/> The V...	John Allan	26/01/21, 14:26
No ▾ <input type="checkbox"/> I Ow...	John Allan	26/01/21, 14:29

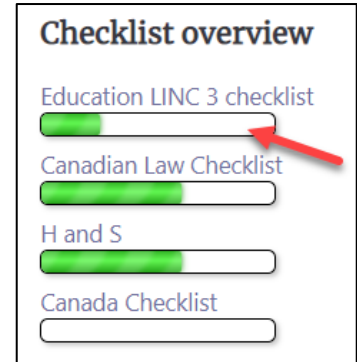
Annotations: 'automatic check' points to the 'Keywords' row, and 'teacher checks' points to the 'The V...' row.

8. To add a comment to this student's checklist, click on the **Add comments** button.
Note: This feature may not be functional at this time.

9. The **Toggle names and dates** button, quickly switches between student information and the teacher's information.
Note: See image above. Text with green highlighting shows and hides.

The Student Checklist Experience (automatic updating)

1. Students complete activities and resources in a course.
2. On the course a student locates a **Checklist** in the topics area or in a **Checklist block**.



3. The student clicks on the **Checklist** link.
Note: The **Checklist** screen appears.



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

4. To continue, the student looks downward and can click on the jump to activity or resource link icon.

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>