

Setting up a Checklist with Automatic Items

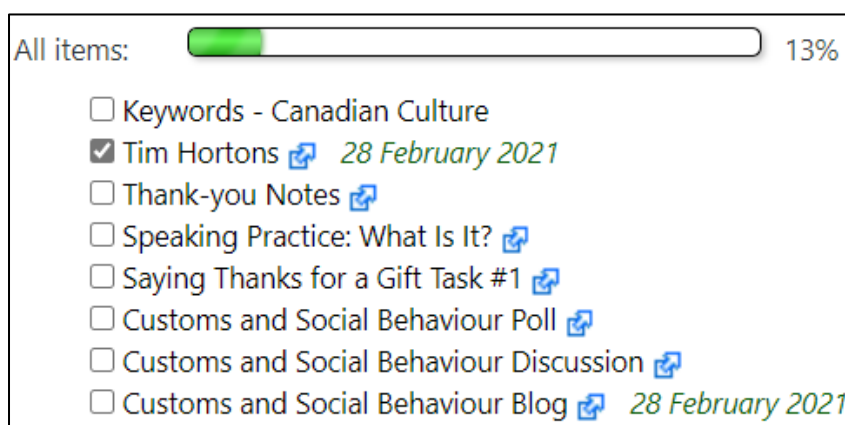
The **Checklist** feature allows learners or instructors to check boxes in a to-do task list. These check boxes allow a learner to see which activities he/she has and hasn't completed. Instructors decide which activities or resources are included in the list and use variable settings that enhance the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

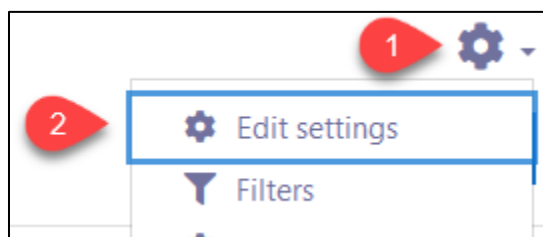
1. Ensure that **activities and resources** are visible to students.
2. Turn **Completion tracking** on for resources and activities in the checklist.
3. Create a **Checklist**.
4. Ensure that the **Updates by** setting section is set to **Student only** or **Student and Teacher**.

Linking Checklist items through Completion Tracking

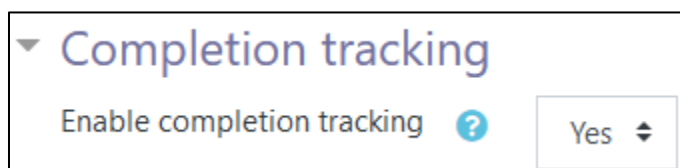
Note: Each checklist item that is to be automated, must have **Completion tracking** turned on.

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.

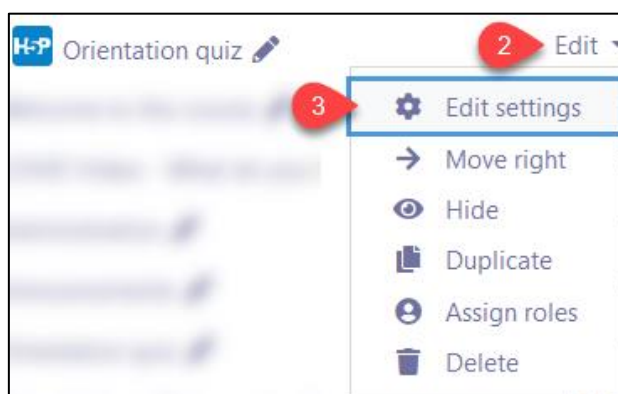
6. Click on the **Turn editing on** button.

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.



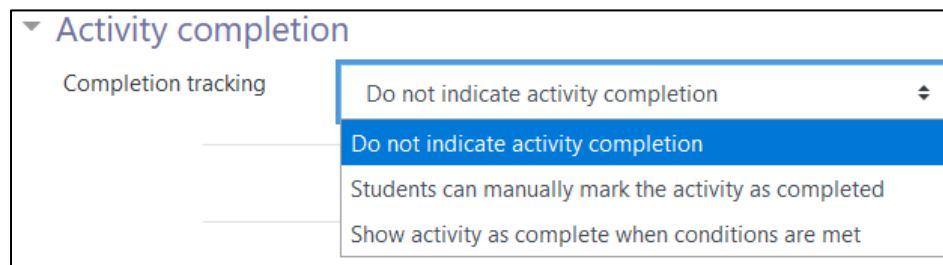
Note: The **Updating resource/activity** page appears.

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

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

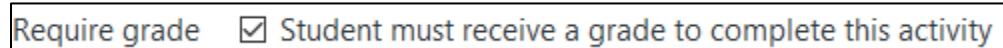
11. There are three **Completion tracking** options.

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



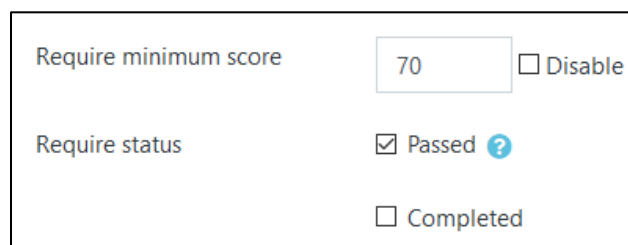
The screenshot shows a section titled 'Activity completion' with a dropdown menu for 'Completion tracking'. The dropdown is open, showing three options: 'Do not indicate activity completion' (selected), 'Do not indicate activity completion', and 'Show activity as complete when conditions are met'.

13. Check an appropriate option.



The screenshot shows a checkbox labeled 'Require grade' which is checked, followed by the text '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 options: '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 'Completed' radio button.

14. 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.

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.

▼ **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] [Book Icon] [H-P Icon]

This checklist with help you complete the Education LINC 3 checklist.

☐ Display description on course page ?

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** 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

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

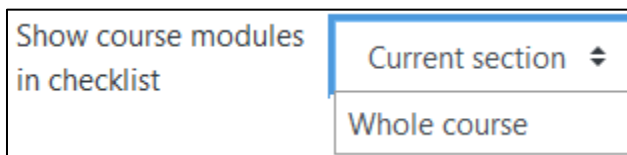
Email when checklist is complete:	<div>No</div> <div>No</div> <div>Student only</div> <div>Teacher only</div> <div>Student and teacher</div>
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12. In the **Show course modules in checklist** drop-down, options available are:

Show course modules in checklist	<div>No</div> <div>No</div> <div>Current section</div> <div>Whole course</div>
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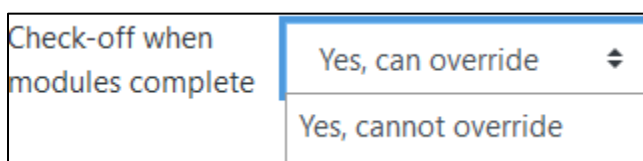
- 1) **No:** The instructor must select checklist items manually. (For automatic -do not select)
- 2) **Current section:** This will automatically list all of the resources and activities in the current module. Please be aware that **hidden items** will not be seen by the learners. This is a fast way 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.



A screenshot of a Moodle course settings page. It shows a dropdown menu labeled 'Show course modules in checklist'. The menu is open, showing two options: 'Current section' (selected) and '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**)

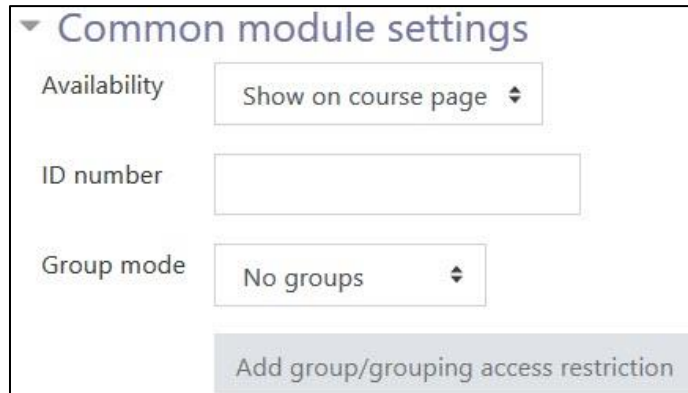


A screenshot of a Moodle course settings page. It shows a dropdown menu labeled 'Check-off when modules complete'. The menu is open, showing two options: 'Yes, can override' (selected) and 'Yes, cannot override'.

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.

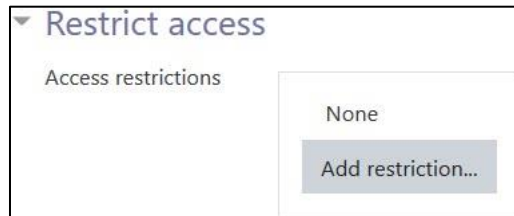
Note: Settings in the **Common module** section are common to many Moodle activities and resources.



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 box), and 'Group mode' set to 'No groups'. There is also a button labeled 'Add group/grouping access restriction'.

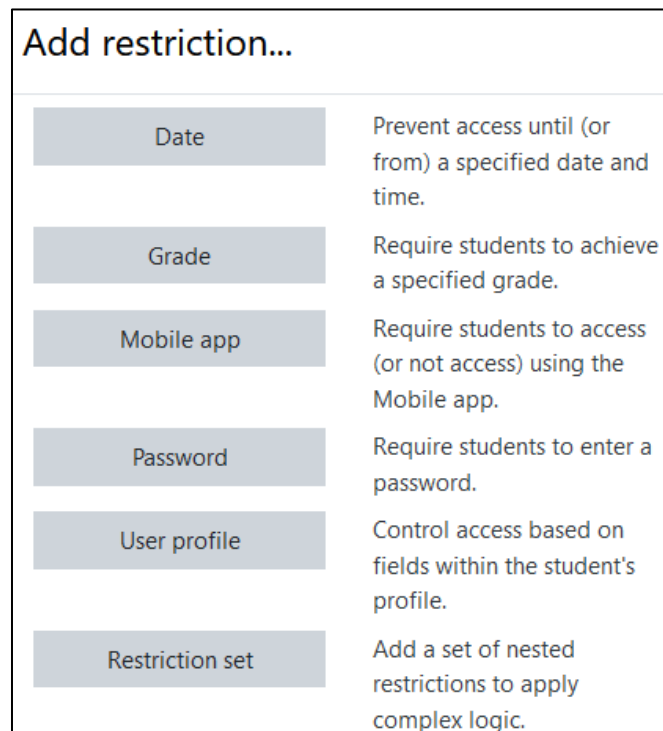
15. The **Availability** setting is used to **Show/Hide** the activity. This is identical to using the **Show/Hide** icons when the **Turn editing on function** is enabled on a course home page.
16. The **ID Number** setting sets an ID number for advanced use of the grade book. (This is not used in the LINC courseware.)
17. The **Group mode** setting enables the use of groups. (More information is available in the **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.)



The screenshot shows a section titled "Restrict access" with a dropdown arrow. Below the title is a label "Access restrictions" and a list containing "None" and "Add restriction...".

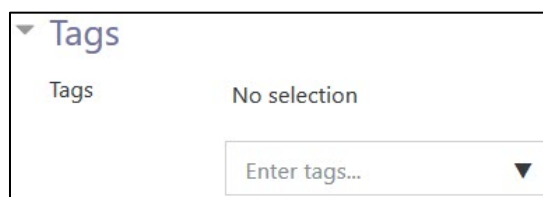
19. Click on the **Add restriction...** button to display the **Add restriction** pop up.



The screenshot shows a pop-up window titled "Add restriction...". It contains a list of restriction options, each with a description:

Restriction Type	Description
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.



The screenshot shows a section titled "Tags" with a dropdown arrow. Below the title is a label "Tags" and a text input field with the placeholder "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

Editing up an Automatic Checklist in a course







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

Education LINC 3 checklist

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

This checklist will help you complete the Education LINC 3 checklist.

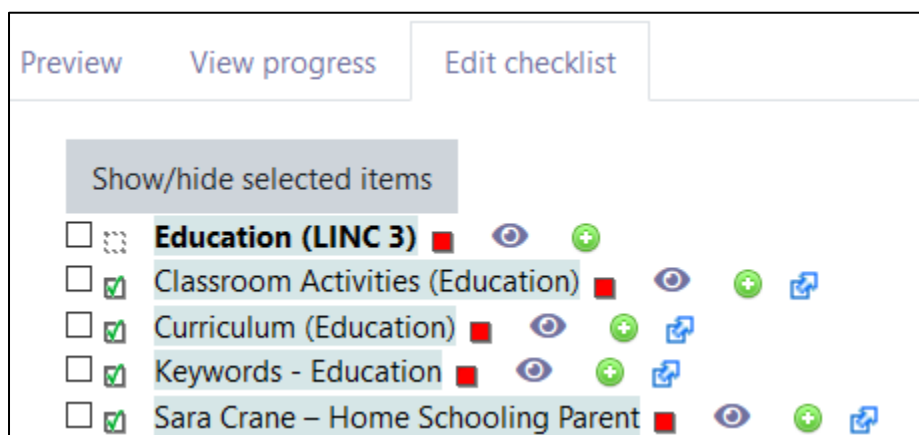
Education (LINC 3)

- Classroom Activities (Education) 
- Curriculum (Education) 
- Keywords - Education 
- Sara Crane – Home Schooling Parent 
- The Value of Education 
- Love Her Everything 

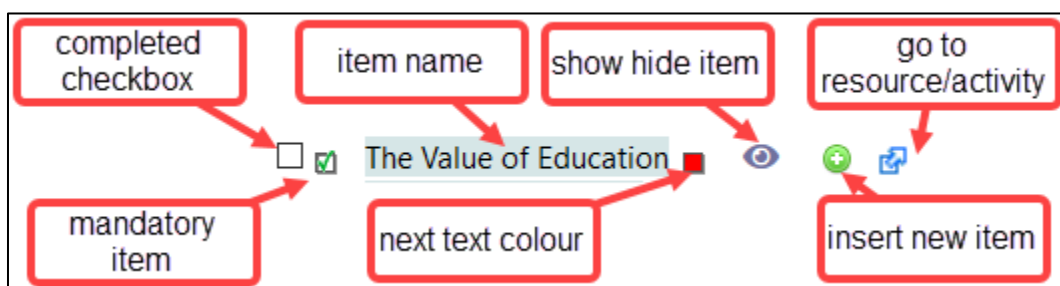
Topic resources & activities

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

Note: The visible module items are visible.



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**.

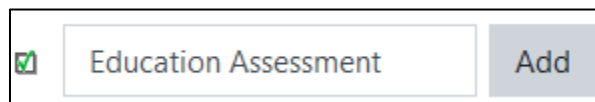


- To continue adding a new item to the checklist, choose the **Insert new item after this one** icon beside the row that the new item will appear under.

- Click in the **Add** textbox.



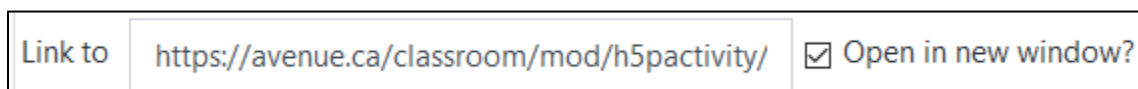
- Type the label/name of your **checkbox** item.



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

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

- (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.

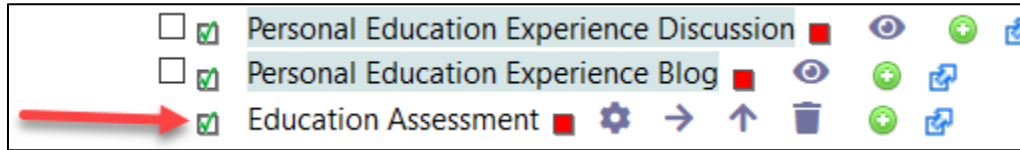


- Click on the **Add** button.

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

Stop editing dates

Note: The new checklist item appears in the list.



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

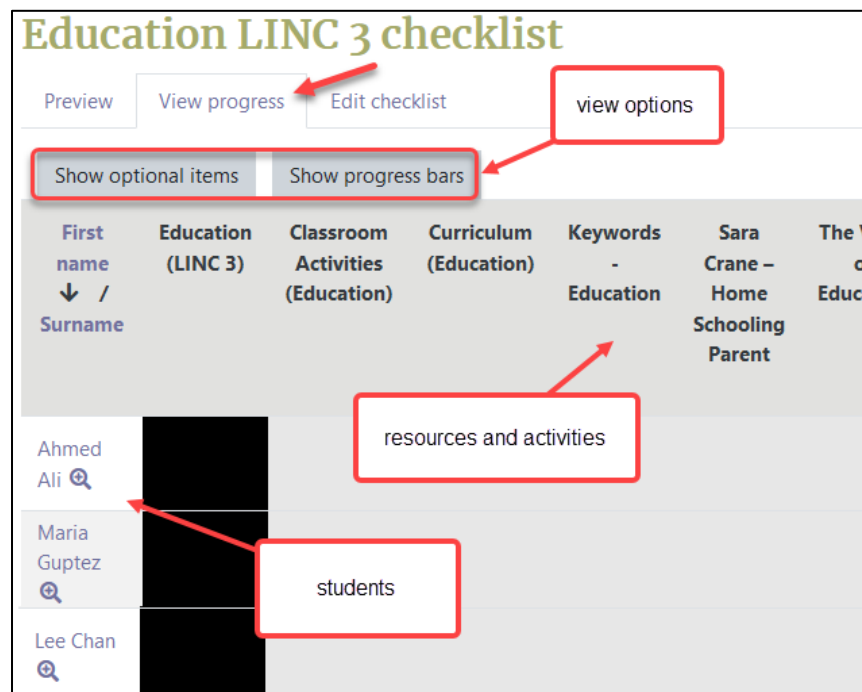
13. Locate the **Checklist** in the course.



Viewing Student Progress

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

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



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	
Ahmed Ali		Toggle Column	Toggle Column	Toggle Column	
Johnny					

- 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.

- Click on the **Save** button.

Ahmed Ali	Toggle Row		Yes ✓	Yes ✓	Yes ✓	Yes ✓	Yes ✓
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- For another view, click on the **Show progress bars** button.

Show optional items	Show full details
Ahmed Ali	<div><div></div></div> 25% (5/20)
Lee Chan	<div><div></div></div> 0% (0/20)
Maria Gupte	<div><div></div></div> 0% (0/20)
Maria Guardado Hercules	<div><div></div></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%

Education (LINC 3)

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: A red box labeled "automatic check" points to the "Keywords" row. A red box labeled "teacher checks" points to the "The V..." row. A red dashed arrow points from the "Toggle names & dates" button to the student names in the table.

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

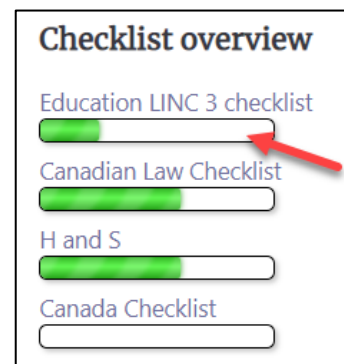
Note: This feature may not be functional at this time.

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

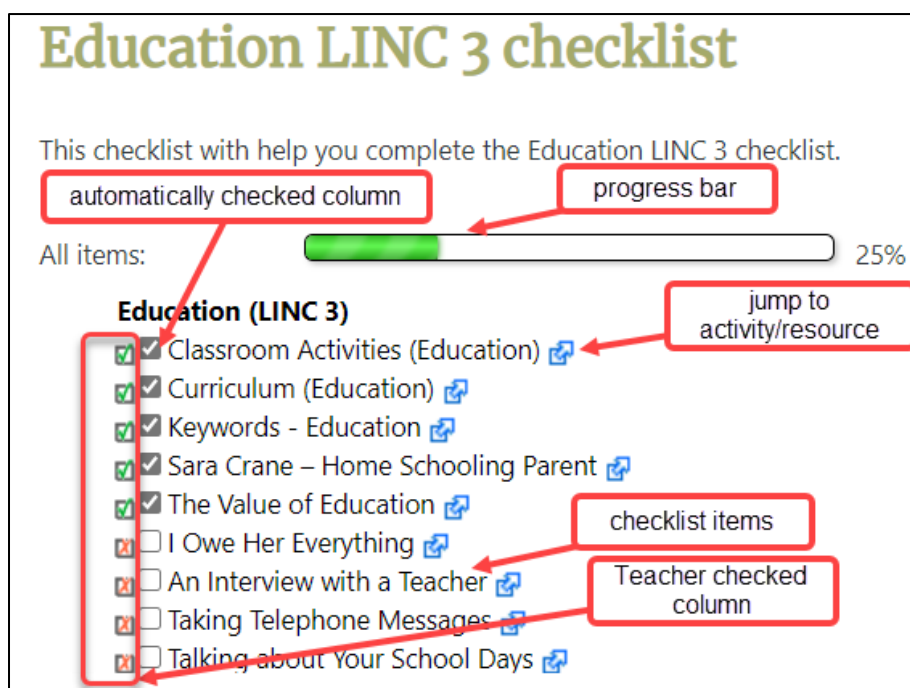
Note: See image above. Text with green highlighting shows and hides.

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**. (See the document **Setting up a Checklist Block** to learn how to add this 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>