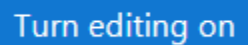


## Checklist Block

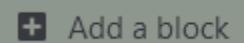
The checklist feature allows learners or instructors to check boxes in a to do task list. Linking a checklist to a **Checklist Block** on a course is an efficient way to allow the students to see and interact with the checklist. The steps below assume that the instructor has already set up a course or topic **Checklist**.

### Setting up a Checklist Block

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

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

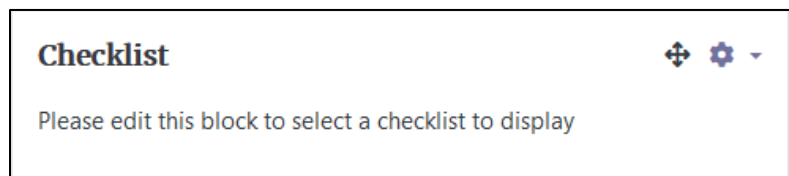
2. Scroll to the bottom of the **Navigation Drawer**, click on the **Add a block** link.

A grey rectangular button with a plus icon and the text "Add a block".

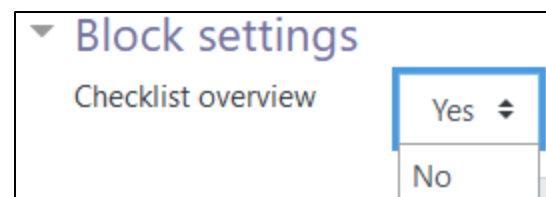
3. Choose the **Checklist** link in the pop up that appears.

A white rectangular button with a black border and the text "Checklist".

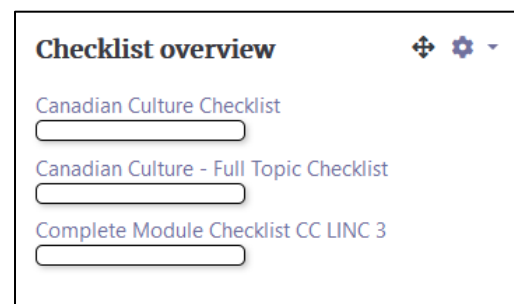
4. Find the **Checklist** block on your course.



5. Click on the **Actions menu** icon.
6. Choose the **Configure Checklist block** link in the drop-down menu.  
**Note:** The **Configuring Checklist block** screen appears.



7. In the **Checklist overview** drop-down, choose either **Yes** or **No**.  
**Note:** **Yes** will show all progress bars for the checklists in the course, to both the teacher and the learners.



No will show the progress bar for the checklist selected in **Choose Checklist**; the teacher will see it for each learner, and the learners will just see their own checklist progress bar.

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- Maria Guardado Hercules

8. In the **Choose checklist** drop-down, click on the **required checklist**.

Choose checklist
Canadian Culture Checklist ▾

9. In the **Default group**, choose a **Group name** or **All Participants**.

Default group
All participants ▾

10. Click on the **Save changes** button.

Save changes

**Note:** The **block** will appear on the course. While editing is still turned on, instructors can choose more options in the **Actions menu**.

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move block

actions menu

**Note:** If **Editing** is Turned off, the checklist block appears as shown here.

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