

Checklists in D2L

1. Log on to <http://d2l.kennesaw.edu> using your KSU netID and password. Select the appropriate course. In the top navigator, click "Other." In the sub-menu, select "Checklist."

The screenshot shows a web browser window with the URL <https://kennesaw.view.usg.edu/d2l/home/442132>. The page title is "treardo2 Test Course". The navigation bar includes "Course Home", "Content", "Discussions", "Assignments", "Quizzes", and "Other". The "Other" dropdown menu is open, showing options: Attendance, Blackboard Collaborate Chat, Checklist (highlighted in yellow), Competencies, Collaborate Ultra, Glossary, Groups, Links, Locker, Rubrics, Self Assessments, Surveys, and User Progress. The main content area includes a "Calendar" section with the date "Wednesday, January 25, 2017" and a message "There are no events to display. Create an event." Below the calendar is an "Admin Tools" section with "Organization Related" and "Import/Export/Copy Components".

2. On the next page, click the blue "New Checklist" button. It is located on the left side of the page.

The screenshot shows a web browser window with the URL <https://kennesaw.view.usg.edu/d2l/lms/checklist/checklists.d2l?ou=442132>. The page title is "treardo2 Test Course". The navigation bar includes "Course Home", "Content", "Discussions", "Assignments", "Quizzes", and "Other". The main content area is titled "Checklists" and features a prominent blue "New Checklist" button. To the right of this button is a "More Actions" dropdown menu. Below the button is a section labeled "Checklists" with a "New!" dropdown menu.

- Fill in the required "Name" field and "Description" box. In the "Description" box, you will see customizable options such as the ability to insert documents and images, change font and insert tables and equations. At the bottom of the page you will see a "New Window" check box. This feature when selected will open the checklist in a new window. Below that is the "Save" button.

The screenshot shows a web browser window displaying the 'New Checklist' form. The browser's address bar shows the URL: <https://kennesaw.view.usg.edu/d2l/lms/checklist/new.d2l?ou=442132>. The page header includes the Kennesaw State University logo and the course name 'treardo2 Test Course'. The navigation menu includes 'Course Home', 'Content', 'Discussions', 'Assignments', 'Quizzes', 'Other', 'Classlist', 'Grades', and 'Course Admin'. The form itself is titled 'New Checklist' and contains the following elements:

- Name:** A required text input field.
- Description:** A rich text editor with a toolbar containing options for bold, italic, underline, text color, background color, font size, font face, bulleted list, numbered list, link, unlink, insert image, and insert document. A red box labeled 'Row of customizable options' points to this toolbar.
- New Window:** A checkbox with the label 'Open this checklist in a new window when viewed.'.
- Buttons:** 'Save' and 'Cancel' buttons.

4. After filling in the required sections, select the “Save” button. This will take you to a new page. This screen will allow you to edit the checklist. At the top, you will first see the “Checklist Content” tab, and next to that is the “Restrictions” tab. Towards the bottom of the Screen you will see several buttons: “New Category,” “New Item,” and “Reorder.” If none of these have been added, you will see a message below prompting it. At the very bottom of the page is the options to “Save and Close,” “Save,” or “Cancel.”

My Home > treardo2 Test Course

Course Home Content Discussions Assignments Quizzes Other

Classlist

Edit Checklist - Test Checklist

Checklist Contents Restrictions

Checklist Properties

Name *

Test Checklist

Description

Testing

New Window

Open this checklist in a new window when viewed.

Categories and Items

New Category New Item Reorder

You haven't created any categories or items.
Click **New Category** to add a new category or click **New Item** to add a new item.



Save and Close Save Cancel




5. All D2L checklists require at least one Category. To do that, click “New Category.” On the next page, enter a name and optional description. Select “Save.”

New Category

Name *

Description

▶ ||   ▼ Paragra ▼ ...

abc ✓ </>   

Save Save and New Cancel

6. Next, select “New Item.” This section is for any item that will be on the checklist. A “Name” and “Category” are required. There is also a “Due Date” and “Calendar” display option. Select “Save” to exit or “Save and New” to create another new item for the checklist.

New Item

Category *

Test2 ▼

[New Category]

Name *

Description

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🔗
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Paragra
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⋮

abc ✓
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Due Date

2/28/2017

12:43 PM

United States - New York

Calendar

 Display in Calendar

Save

Save and New

Cancel

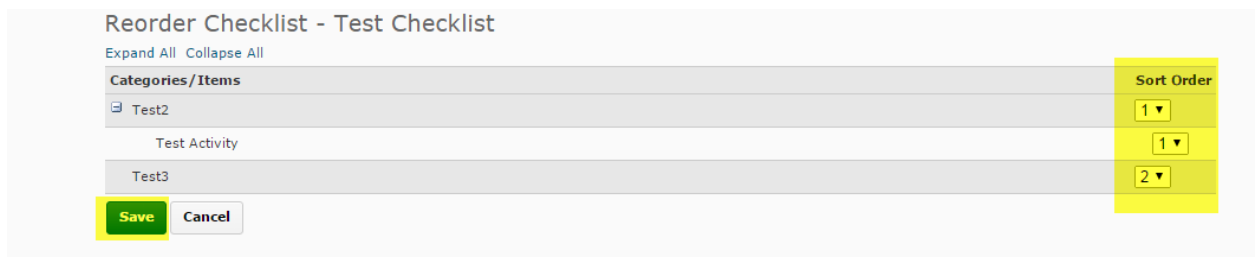
7. After adding a “New item,” it will be listed on the checklist. To the far right is the “Due Date,” if you included one. Repeat step 6 until you have all of your items.

Categories/Items	Due Date
<input type="checkbox"/> Test2	
<input checked="" type="checkbox"/> Test Activity	Feb 28, 2017 11:59 PM
<div style="display: flex; justify-content: space-between; align-items: center; font-size: x-small;"> <input type="checkbox"/> Edit <input type="checkbox"/> Delete </div>	
<div style="display: flex; justify-content: space-around;"> <div style="background-color: #0070c0; color: white; padding: 5px 10px; border-radius: 3px;">Save and Close</div> <div style="border: 1px solid #ccc; padding: 5px 10px; border-radius: 3px;">Save</div> <div style="border: 1px solid #ccc; padding: 5px 10px; border-radius: 3px;">Cancel</div> </div>	

8. To reorder items on your checklist, select “Reorder.”



9. On the following page is the ability to change the order of checklist items. To the right is “Sort Order,” click on the tabs to select the corresponding number for the item. Once reordered, click “Save.”



10. After creating, a “New Category” there are options to edit or delete categories and items if necessary. Next select “Save and Close” when you are finished with your checklist.

