

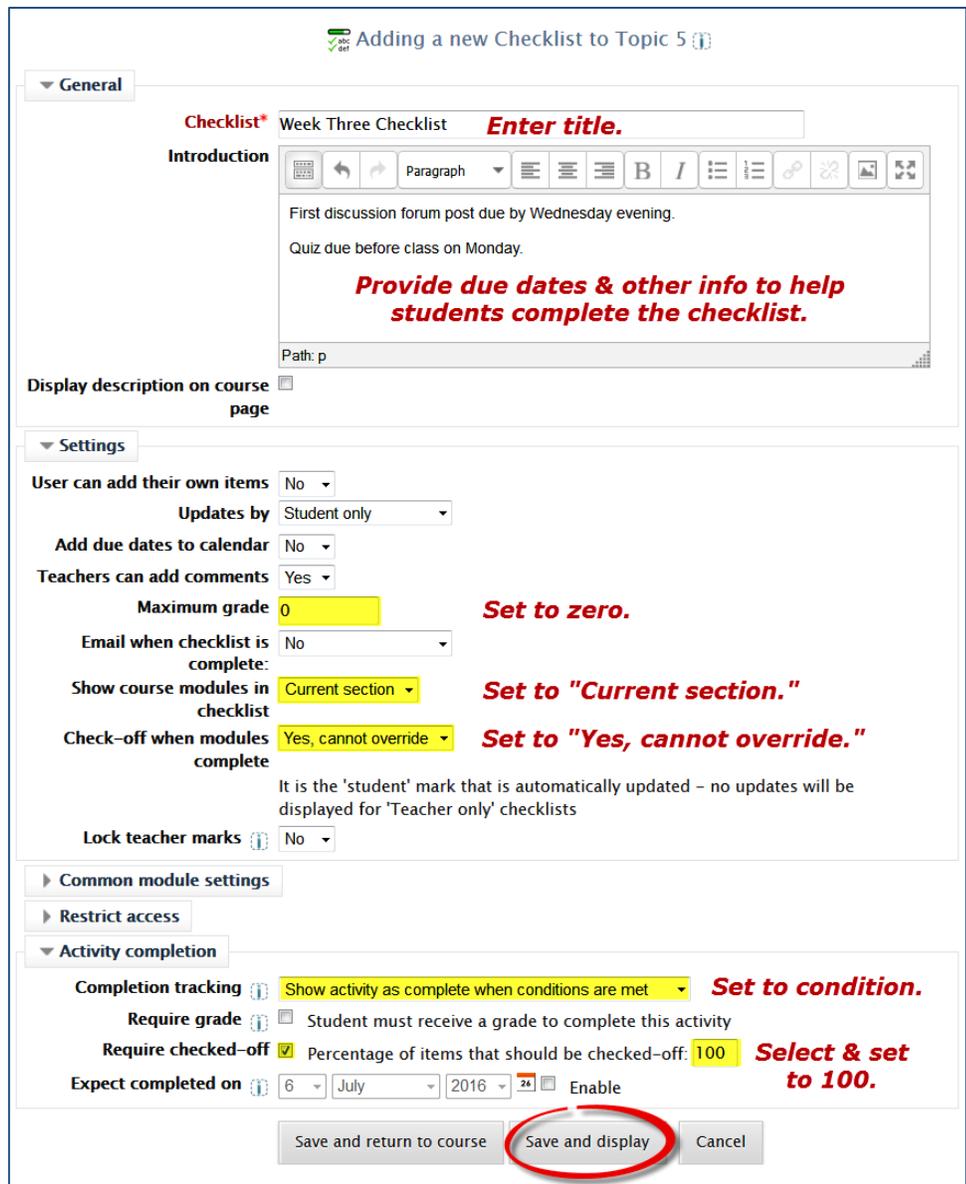
Checklists enable students to track how they are progressing in your course and what they need to work on. For instructors, they let you see at a glance which items your students have completed.

As illustration, we'll set up a checklist for the **Week Three** activities shown here at right. To create a checklist:



1. Set completion tracking conditions for each activity you wish to track so that students have to view a resource or submit a response in order for the item to count as completed. (See [this guide](#) to completion tracking on the [Moodle How-To's](#) page to learn about this useful feature.) For completion tracking, green checkmarks indicate that conditions have been set; gray checks represent items that students can check off themselves as completed. Be sure all of the items you wish to track display green checkmarks.

2. Click on the **+ Add an activity or resource** link and select **Checklist**. Name the checklist, then provide due dates and assignment details in the **Introduction** textbox. Keep in mind—generic information (Monday) will require less updating in future terms than specific dates (November 5).



3. In the **Settings** options area, you need only adjust the three items highlighted here:

- ★ **Maximum grade** defaults to 100; set to **0**.
- ★ Set **Show course modules in checklist** to **Current section** to list all activities and resources posted in the section. Later, you can hide items that don't need to be checked off.
- ★ Set **Check-off when modules complete** to **Yes, cannot override**. Students can't check items off—checkmarks are displayed as they meet the conditions you have set in completion tracking.

4. Set **Completion** tracking for the checklist by requiring

Checklist Tool

100% of the items to be checked off.

5. **Save and display** to view the checklist. Note that each item has a **link** that takes you directly to the activity, and tabs allow you to view students' **progress** and to edit the items in the checklist.

Note also that due dates are not shown. We don't recommend including due dates in activity names because long names make it harder to work in the gradebook. Instead, provide general information about due dates in the **Introduction** textbox.

TIMESAVER TIP: Use the duplicate icon (📄) on the main course page to copy a checklist, then drag and drop it into the next section. The new checklist will list items in the section you moved it to. Rename the checklist and update the **Introduction** as needed.

Checking Student Progress

To see what students have completed, click on the **View progress** tab. Items that have been completed will be checked off as shown here.

Click on the **magnifying glass** below the student name to see more information about a specific student's progress or make a comment.

When you view an individual student's progress, in addition to seeing what they have completed, you also have two options: **Add comments** and **Toggle names & dates**.

Clicking on the **Add comments** tab provides a field next to each item where you can provide a brief note to the student.

Week Three Checklist

View checklist View progress Edit checklist

First discussion forum post due by Wednesday evening.
Quiz due before class on Monday.

All items: 0%

Week Three

- 3.1 Written Exercises
- 3.2 Discussion Forum
- 3.3 Select Topic
- 3.4 Survey
- 3.5 Chapter Quiz

Link icon opens activity.

Week Three Checklist

View checklist View progress Edit checklist

Hide optional items Show progress bars

First name / Last name	Week Three	3.1 Written Exercises	3.2 Discussion Forum	3.3 Select Topic	3.4 Survey	3.5 Chapter Quiz
Student1 One		✓	✓	✓		
Student2 Two						
Student3 Three						
Student4 Four						

Checklist for Student1 One

View all students Add comments Toggle names & dates

First discussion forum post due by Wednesday evening.
Quiz due before class on Monday.

All items: 60%

Week Three

- 3.1 Written Exercises
- 3.2 Discussion Forum
- 3.3 Select Topic
- 3.4 Survey
- 3.5 Chapter Quiz

Week Three Checklist

Preview View progress Edit checklist

Checklist for Student1 One

View all students Add comments Toggle names & dates

First discussion forum post due by Wednesday evening.
Quiz due before class on Monday.

All items: 60%

Week Three

- 3.1 Written Exercises
- 3.2 Discussion Forum Good job on this forum
- 3.3 Select Topic
- 3.4 Survey
- 3.5 Chapter Quiz

Save Save and show next Next

Checklist Tool

Clicking on the [Toggle names & dates tab](#) provides a date and time stamp of when each item was completed by the student.

Editing Items in the Checklist

Hiding an item—If you don't want an item to show in the list, click on the [Edit checklist](#) tab. Click on an eyeball to close it and remove it from the list displayed to students.

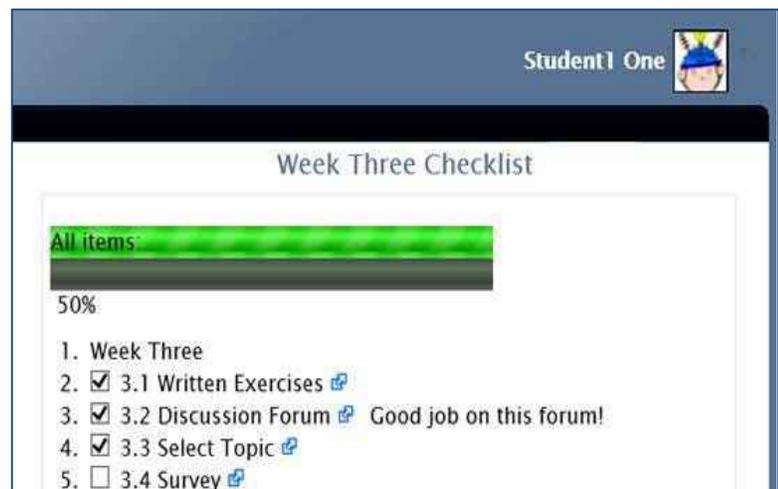
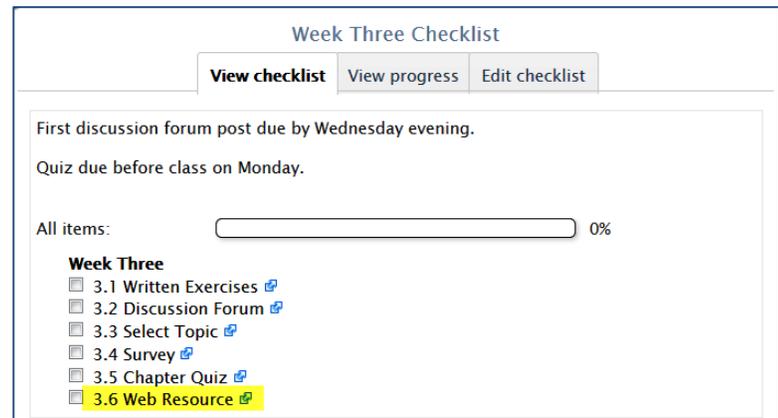
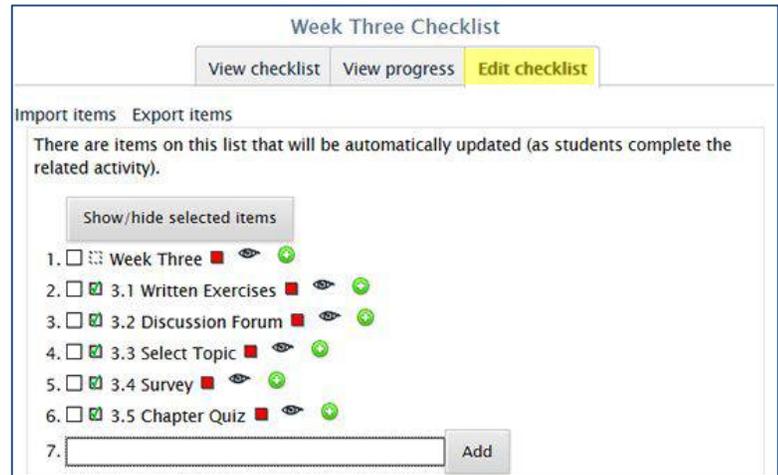
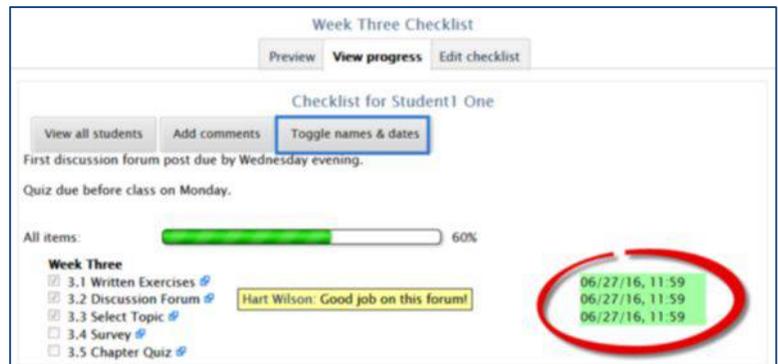
TIP: You may be tempted to hide the section heading (Week Three, in this case)... don't do it! Hiding the heading makes all of the items in the list invisible.

Adding an item—Any items that you add to the section after you've created the checklist will automatically be added to the checklist. In the example shown here, the Web Resource item posted after the checklist was set up was automatically included in the list.

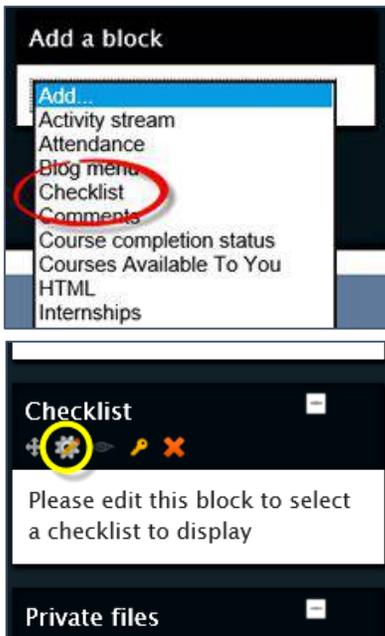
Completing a Checklist

The image at right illustrates what students see when they open the checklist.

With the settings described in this guide, students will not be able to check off any items in the checklist itself—all of the items will be controlled by completion tracking settings on the main course page. Checkmarks will be entered as students fulfill the requirements you set for activities and resources. If you create items without setting conditions for completion tracking, students will be able to manually check them off as complete on the main course page and they'll show as completed in the checklist.



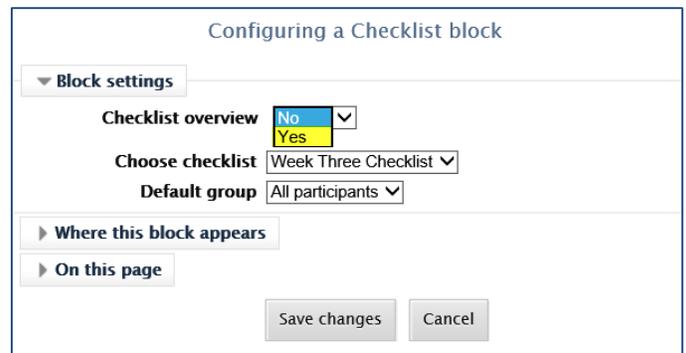
Adding a Checklist Block



You can extend the usefulness of this feature by adding a checklist block to your course page.

1. With editing on, scroll to the bottom of your main course page and open the drop-down menu in the **Add a block** block.
2. Click on **Checklist** and wait a moment while the block is created.
3. Scroll down the column of blocks until you find the new block (shown here).
4. Hover over the block to display the control icons, then click on the **Configure Checklists block** (edit) icon. (Note that these controls also include a move icon if you'd like to drag and drop the block into a different location.)

5. In the **Block settings** option area, select **Yes** from the drop-down menu to display all of the checklists you have created in the course.



6. **Save changes** and admire your handiwork! Click on the name of a checklist to open it.

