Black Hills State University Instructional Design

Checklist

- Select 'Checklist' from the dropdown menu of 'Assessments' to go to the Checklists page
- On the Checklists page, click the "New Checklist" button
- On the New Checklist page, type a name of the new checklist
- Type 'Checklist description'

Note: The checklist items do not go into the description

- If you would like the checklist to open in a new window you can check the checkbox "Open this checklist in a new window when viewed" below the description
- Click "Save" to save the new checklist and for the "Edit Checklist" page to open

Category

Note: Always create a Category before adding an item. Every checklist must have at least one category for items to be added to.
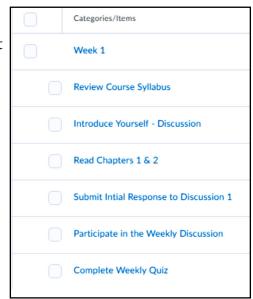
- On the "Edit Checklist" page, click the "New Category" button
- On the "New Category" page, enter a Name
- Click "Save" to save this category.

Items

Note: Every 'Item' belongs to a Category

- Click on 'New Item' > Select the category or create a 'New Category'
- Complete the required fields with necessary information
- Click 'Save'

Note: Students have to manually check each box next to the item. D2L does not check the box automatically when a student completes a task.