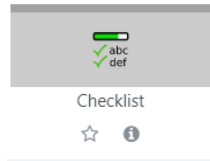


Adding a Checklist in Moodle

1. Go to the module/section you would like to add the checklist to and at the bottom click + **Add an activity or resource.**

2. Click Checklist



3. Give the Checklist a name (I usually name it the same as the module). In the description enter text about the checklist. In my class the Checklist is optional so I make sure to note that.

This checklist is optional to help you track your progress through this section.

Display description on course page ?

4. These are the settings I use:

Settings

User can add their own items

No

Updates by

Student only

Add due dates to calendar

No

Teachers can add comments

Yes

Maximum grade

0

I set the grade to 0 because the Checklist is optional

Email when checklist is complete:

No

Show course modules in checklist

Current section

If you set this to Current section, Moodle will pull all items in the module for the Checklist

Check-off when modules complete

Yes, can override

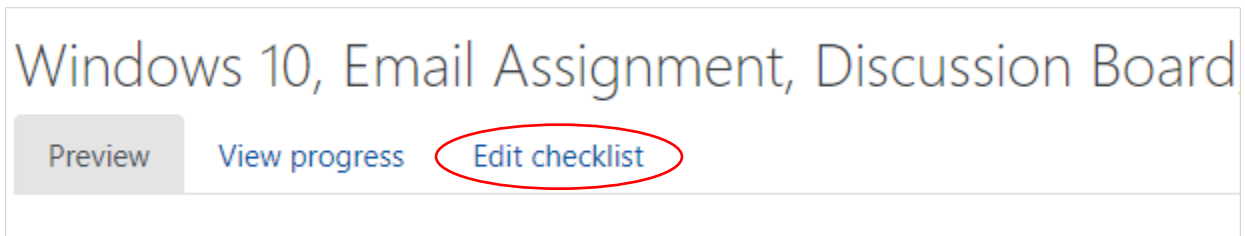
Lock teacher marks

No

It is the 'student' mark that is automatically updated - no updates will be displayed for 'Teacher only' checklists

5. Then hit *Save and Return to course* at the bottom.

6. Now that the Checklist has been created, it will appear at the bottom of that module and can be moved anywhere in the module. I have mine appear at the top.
7. Click on the Checklist and you will see all the items from your module listed there.
8. If you do not want a particular item to appear on the Checklist, you can click on the Edit Checklist tab at the top.



9. Here you can hide items by clicking on the eye.

There are items on this list that will be automatically updated (as students complete the related activity).

Show/hide selected items

- Windows 10, Email Assignment, Discussion Board and Syllabus Quiz - Due: January 24**
- Windows 10, Email Assignment, Discussion Board, and Syllabus Quiz
- Getting Started with Windows® 10 and Microsoft® Edge, 2020 Edition
- Windows Chapter 1 - Guide and Practice Tutorials
- Windows Chapter 1 - Knowledge Check
- Windows Chapter 1 - Concepts Exam
- Windows Chapter 2 - Guide and Practice Tutorials
- Windows Chapter 2 - Knowledge Check
- Windows Chapter 2 - Concepts Exam
- Windows Chapter 3 - Guide and Practice Tutorials
- Windows Chapter 3 - Knowledge Check
- Windows Chapter 3 - Concepts Exam
- Introductions Discussion Board
- Syllabus Quiz
- Email with Zip File Attachment

Link to Open in new window?

10. You can manually add items as well by adding it at the bottom and then clicking Add.
11. If you want to see how your students are doing, you can click the **View Progress** button at the top.