The Checklist Tool in VIULearn allows you to build a checklist of readings, activities or assessments for your students. As students complete items on the checklist, they can manually check the boxes off, allowing them to take responsibility for their learning. There is an

example checklist to the right.

1. You can access the Checklist Tool using the course navigation bar. Choose **Course Materials** and **Checklist.**

2. You will be taken to a new page. To create a new checklist, click the blue **New Checklist** button.

3. Give your checklist a name. You can add a description if you want. It will be visible to students if you do add one. You can also choose to have the checklist always open in a new window using the checkbox. When you are happy your settings, choose **Save**.

4. You must have at least one category before you can add items for the students to check off. Create a new category by clicking on the **New Category** button.

5. Give your category a name. You can add a description, which will be visible to student, if desired.

You can either **Save** your category and go back to the previous screen or choose **Save and New** to save your category and create a new one.

6. Once you have at least one category, you can create an item. Choose **New Item** to create an item.

7. Choose the category for your item, and give your item a name. You can add a description, which will be visible to student, if desired. You can also add a due date to the item, and if you add a due date you can choose to display the due date in the course calendar. You can either **Save** your item and go back to the previous screen or choose **Save and New** to save your item and create a new one.

8. You can edit categories or items by clicking directly on their names. You can also edit items by selecting them using the checkboxes and choosing **Edit**.

9. You can delete items or categories by selecting them using the checkboxes and choosing **Delete.**

10. When you are finished editing your Checklist, choose **Save and Close**.

11. You can add you checklist to your course content by choosing **Course Materials** and **Content**. From there, choose the module that you want the checklist in, and choose **Add Activities** and **Checklist.** Select your Checklist from the list, and select it to add it to content.

