

# Creating a Checklist in Desire2Learn

**Checklist Contents** Restrictions

Cancel Save

**Checklist Properties**

\* Name:

Description:

New Window:  Open this checklist in a new window when viewed.

**Categories and Items**

Categories/Items	Due Date
<input type="checkbox"/> <a href="#">Weekly Course Requirements</a>	
<input type="checkbox"/> <a href="#">Have you completed the readings?</a>	-
<input type="checkbox"/> <a href="#">Have you watched the videos that accompany the lesson?</a>	-

When you create a physical checklist, like a grocery list, you begin by locating a piece of paper. If you have a lengthy list, you probably want to organize it by adding categories of it: “produce” “deli” “dairy” “meats” “pharmacy”. Then below each of those sections you add items. So for the ‘Produce’ section of the checklist you would add “onions” “carrots” “celery” etc.

In the virtual world of Desire2Learn, this concept carries over in the **CHECKLIST** tool.

## Step 1: Begin your list.

From the Checklists tool, click **New** to create a new checklist. Give your checklist a **Name** and, if you need one, add a **Description**. Once you’ve completed this, click the **Save** button.

## Step 2: Organize your checklist.

From inside your checklist, click **New Category**. Categories will allow you to better organize your checklist. Give your checklist a **Name** and, if you need one, add a **Description**. Once you’ve completed this, click the **Save** button.

**NOTE:** In D2L you *must* create a category before adding items to the checklist. The system *will not* allow you add uncategorized items.

## Step 3: Add items to your checklist.

From inside your checklist, click **New Item**. Select a checklist **Category** for which this item will be associated. If needed, you can create new categories from this screen. Give your new item a **Name** and a **Description**. You may assign a **Due Date** by which this item must be completed. Once you’ve completed this, click the **Save** button.