

# Using Checklists

## Introduction

Using checklists in Brightspace is a good way to help your students stay organized. A checklist contains important or required assignments, readings, or other items to complete. Each checklist contains one or more category, into which checklist items are organized.

## Quick Summary

[Part 1: Create a Checklist](#)

[Part 2: Edit Checklist Content](#)

[Part 3: Adding Checklist to a Module](#)

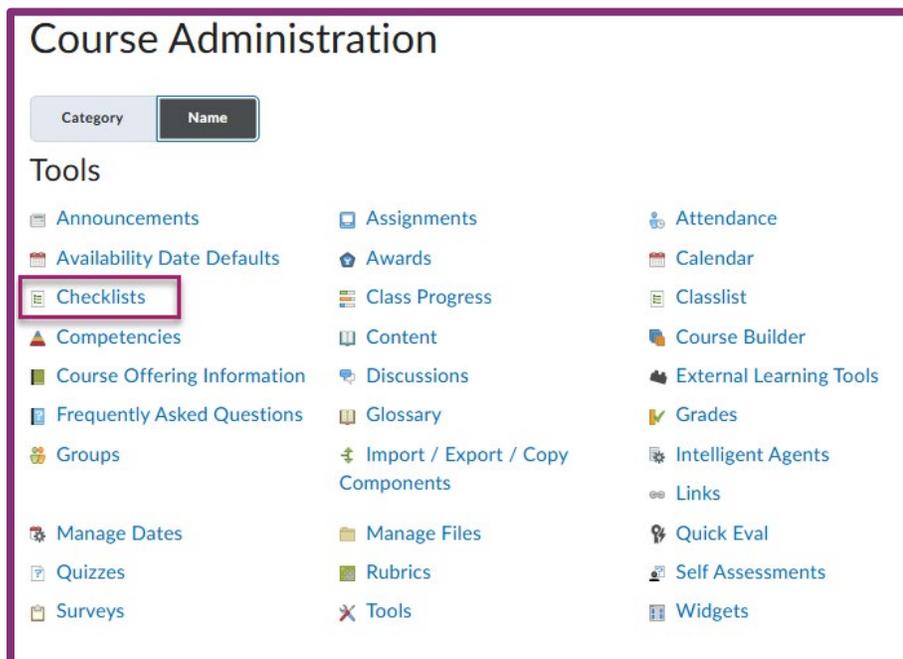
## Video

If you prefer to watch a video, select the link: [Using Checklists](#)

## Part 1: Create a Checklist

### Step 1: Create a Checklist

- Select Course Admin from the team navigation bar.
- Select Checklists.



- Select “New Checklist”

## Step 2: Name Checklist and Write Instructions

- Name the new checklist.
- Optional: Write instructions for students on how to use the checklist or what the checklist is intended for.
- Select save.

The screenshot shows a 'New Checklist' form. At the top, the title 'New Checklist' is displayed. Below it, there is a 'Name' field with a red border containing the text 'Module 1 Checklist'. Underneath is a 'Description' field with a rich text editor toolbar (including bold, italic, underline, and list icons) and a text area containing the text 'This checklist includes what a student needs to read, view, and complete to finish Module 1.' Below the description field is a 'New Window' section with a checkbox labeled 'Open this checklist in a new window when viewed.' At the bottom left, there are two buttons: 'Save' (highlighted with a red border) and 'Cancel'.

## Part 2: Edit Checklist Contents

Checklists can contain categories and/or items. Categories are used as way to organize like items in a checklist. Items are the specific tasks that students should complete. For example, readings could be a category, and the items would be the specific readings students need to complete. Checklists can also be used for assignments with multiple steps. For example, pre-writing could be a category with items such as brainstorming and an outline.

### Add a Category

- Select “New Category”

The screenshot shows the 'Categories and Items' interface. It features three buttons: 'New Category' (highlighted with a red border), 'New Item', and 'Reorder'.

- Add name of category.
- Optional: Add a description of the category.
- Select Save.

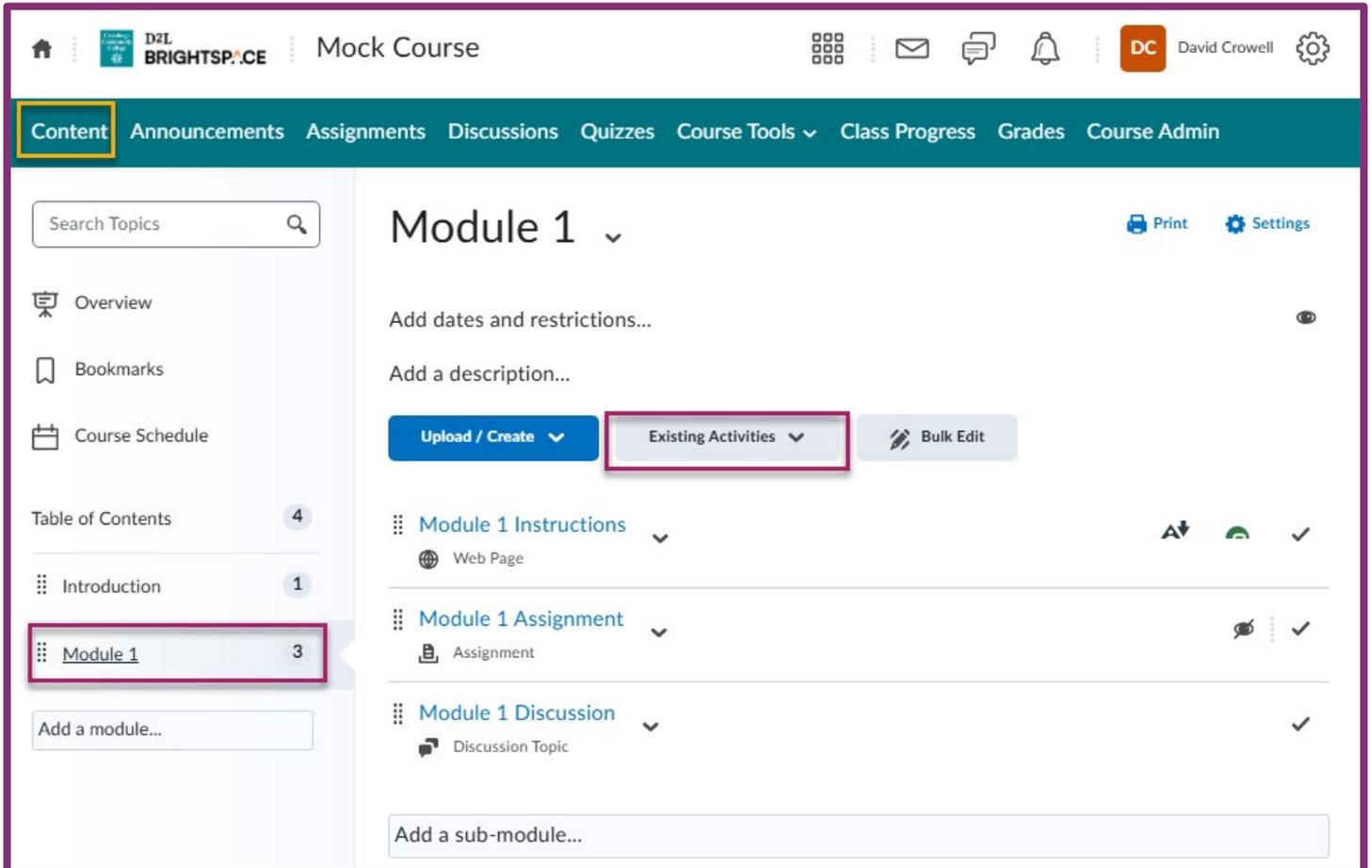


- When finished adding categories and/or items select “Save and Close”.

## Part 3: Adding Checklist to a Module

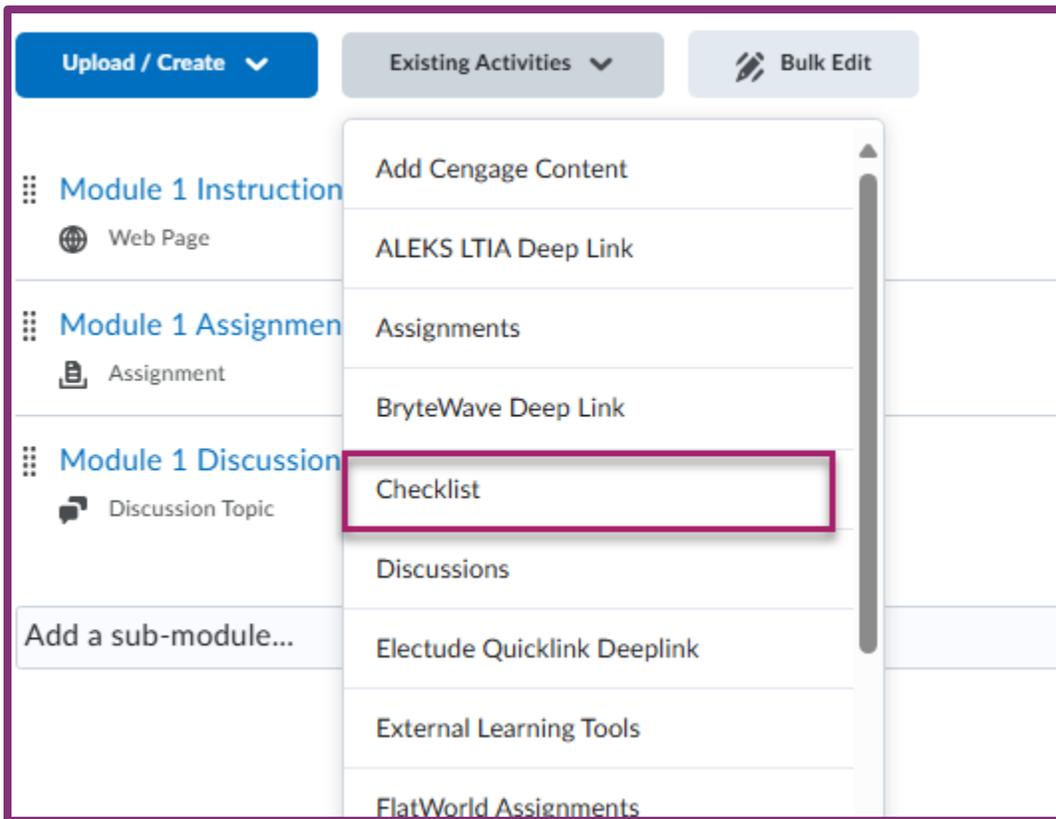
### Step 1: Navigate to Module

- Select Content from the teal navigation bar.
- Select Module.
- Select Add Existing.

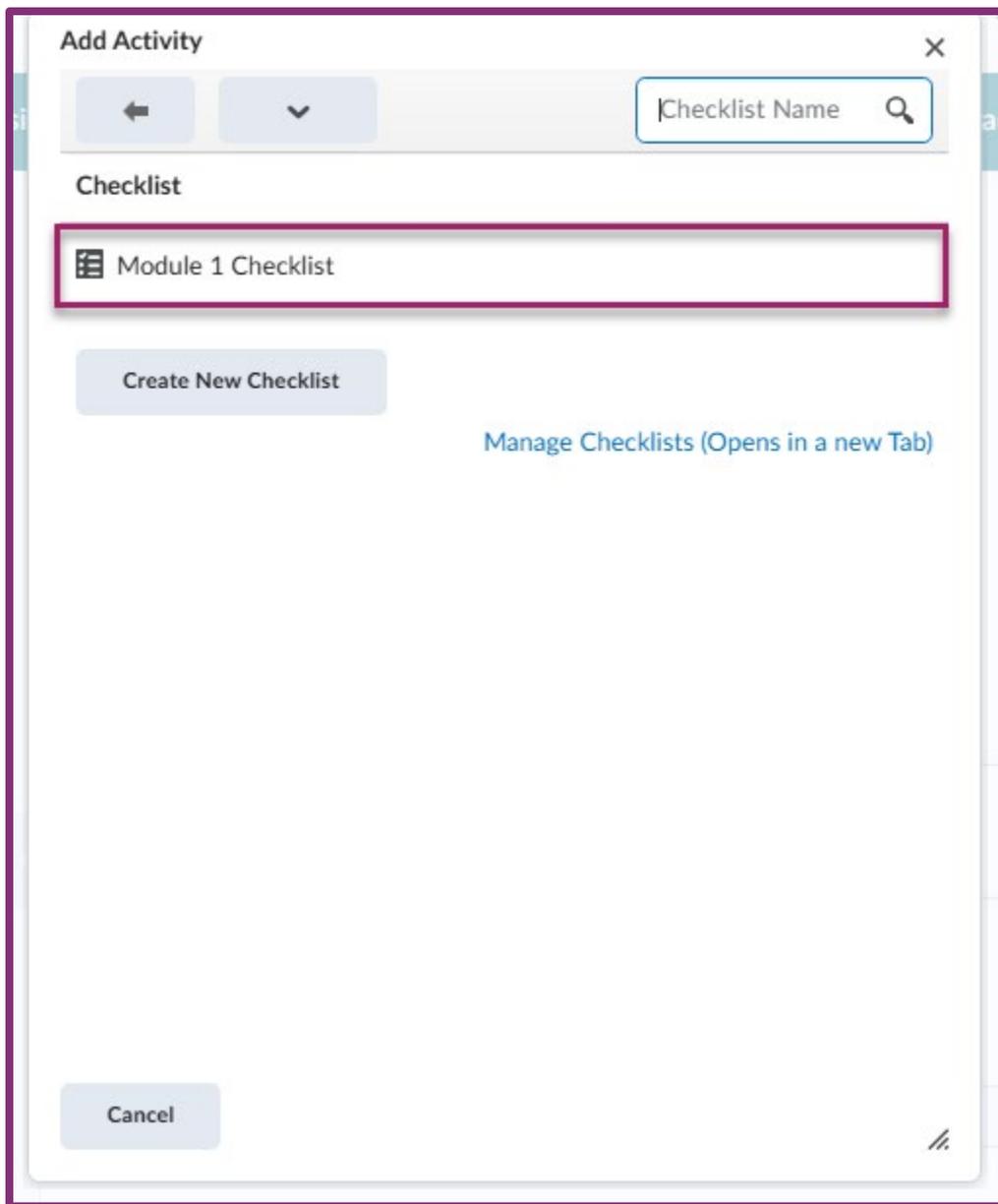


The screenshot displays the Brightspace LMS interface for a course titled "Mock Course". The user is logged in as "David Crowell". The "Content" tab is selected in the teal navigation bar. The left sidebar shows the "Table of Contents" with "Module 1" selected. The main content area shows "Module 1" with options to "Add dates and restrictions...", "Add a description...", and "Existing Activities". The "Existing Activities" button is highlighted with a red box. Below this, there are three items: "Module 1 Instructions" (Web Page), "Module 1 Assignment" (Assignment), and "Module 1 Discussion" (Discussion Topic). The "Module 1" item in the Table of Contents is also highlighted with a red box.

- Select Checklist.



- Select the Checklist to be added to the Module.



## Need Help?

If you need help creating checklists, finding and changing specific settings, or have other technical issues, please contact the Help Desk.

If you would like to discuss the use of checklists, or have an instructional designer review your course, please book a virtual consultation or email us to meet in-person.