How-To Guide - eLearn
http://eLearn.cit.edu.au

Checklist

Contents

About

This activity allows a teacher to create a checklist / task list for students to work through. The teacher can monitor the students' progress, as they (or the students themselves) tick off each of the items in the list. Items can be indented and marked as optional. Students are presented with a simple bar showing how far they have progressed through the required/optional items and can add their own, private, items to the list, if enabled by the teacher.
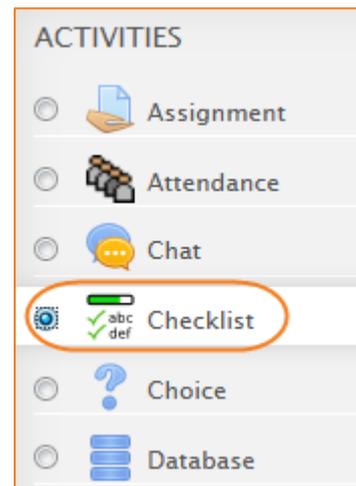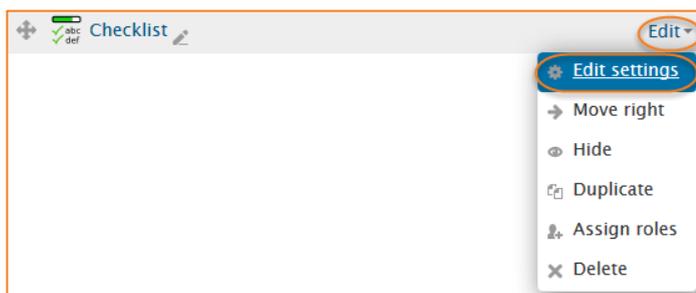
Features include:

- Choose whether students or teachers can check-off items
- Students can add their own notes to their checklist
- Dates can be added to items (and exported to the calendar)
- Teachers can comment on an individual student's items
- Progress is exported to the gradebook
- Choice of colours for each checklist item
- Heading items (without checkboxes)

Adding or editing Checklist in your course

1. In your course, *Turn editing on*.
2. In your selected section, click *Add an activity or resource* and choose *Checklist*.

   ➕ Add an activity or resource

3. If editing an existing checklist, locate the specific activity, select the Edit menu to the right and choose Edit settings. This will open up the settings page for the checklist

✥ ✓abc Checklist ✎	Edit ▾
	⚙ **Edit settings**
	→ Move right
	👁 Hide
	⧉ Duplicate
	⚑ Assign roles
	✕ Delete

   ACTIVITIES
   - ◎ Assignment
   - ◎ Attendance
   - ◎ Chat
   - ◉ ✓abc Checklist
   - ◎ Choice
   - ◎ Database

4. Enter *Checklist* name and *Introduction*.
5. Under *Settings*, here you can choose how you want to use this checklist. You can allow students to add their own items, making this like their own personal checklist. You can choose who updates it, either the teacher can mark things off, the student can mark their own off, or allow them both to mark items off.
6. You can also choose to add any dates included in your list to the calendar, allow teachers to add comments, email completed checklists or even add the modules from your course to the checklist.
7. Click *Save and display*.

Adding items to your checklist

There are 2 ways you can add items to your checklist. You can import them from a .csv file (form of excel spreadsheet), or you can manually add items from within the course.

Adding items from within the course

1. Type each point of your checklist into the field and click *Add*. You can turn on dates by click the *Edit dates* button below.
2. Once you have added your checklists items, you can also change them a little.
   a. Click on the *checkbox* on the left to change the item from required, optional (this will show up in *italics*), or heading (shows up **bold**).
   b. Click on the *coloured box* to change the text colour.
   c. Click on the *left/right arrows* to change the indentation

   ☐ *Change the colour* ■ ↔ ↑↓ ✕

3. Add as many as you like and edit as you like.
4. To preview the list, click on the Preview tab at the top. If students are marking these themselves, this is how it will appear to them.

Importing items to the checklist

1. To import items, our suggestion is to create a single item in your checklist, then export it. This will give you a template of a file to fill in. Follow step 1 above to add an item.

2. Now click on *Export* items in the top right. You will be prompted to download or save a file. This is the file you can use to add items to.

3. The first column is the *Item text*. Here you enter the name of the item. This is a required field of the form.

4. The rest of the columns, which are optional and can be left blank if no changes are wanted, are as follows:

    a. *Indent* – The number here will indicate how much of an indent you want for your list. In my image below, the first 2 items are indented as 0 or 1, and so on and so forth.

    b. *Type* – This changes the item from a required item, to an optional item, or a heading based on the number you choose.

    c. *Due Time* – If this is required, it would be easier to add it once the information is in eLearn as the timestamp is hard to understand.

    d. *Colour* – Enter your colour of choice here. Black, Red, Orange, Green, or Purple.

5. Save the file. In eLearn, click on *Import items* and choose this file to import.

6. Once you have completed the import, you will be taken back to the *Edit checklist* page.

7. From here, you can preview how this will look to students by clicking on the *Preview* tab.
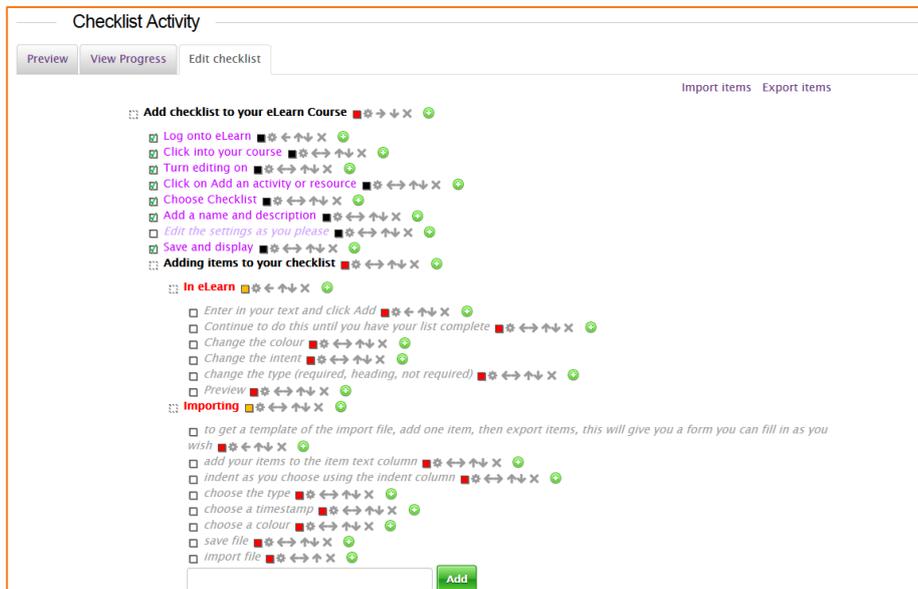
Checking items off – Teachers

If you have set Teacher only, or Student and teacher to mar off (see page 2, step 4), you will be able to check items off as students do them.

There are multiple ways to do this. You can do it per student, per item or all at once. All are done from the *View progress* tab.

Using the edit table

1. To access the editing functionality of the checklist, click on the *Edit checks* button at the top.
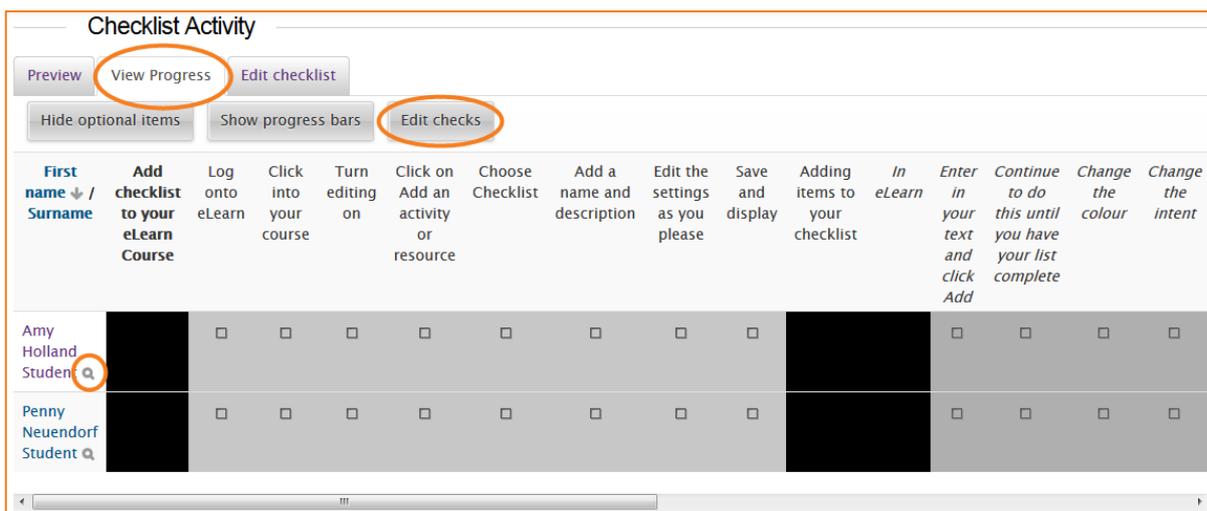
From this page you can edit as follows:

    a. Toggle an entire column to say the whole class as completed it (or not completed it);

    b. Toggle the entire row to say a specific student has (or has not) completed everything; or

    c. Individually change the status of a user and their items.
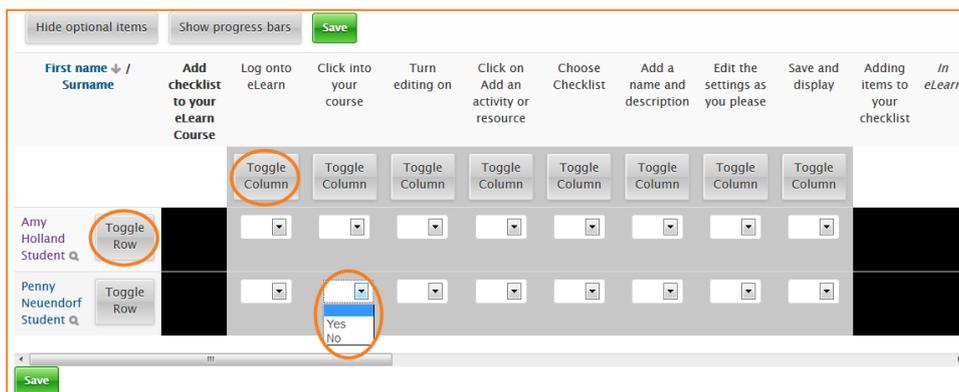
2. Once you have completed, click on the green *Save* button.

From the students page

1. From the *View progress* page, click on the small *magnifying glass* next to a student's name.
2. Here you can enter the results for this particular student.
3. By clicking on the *Add comments* button at the top, you can also add comments (if enabled in the settings – see page 2 step 4).
4. The *Toggle names & dates* button allows you to see who has checked off items and when.

5. When finished, you can click on *Save*, or *Save and show next* to move onto the next student in your class.
6. To get back to the full class list, click on *View all students*.

From the View progress page, you can also view the student's progress bars by clicking on *Show progress bars*.

This view progress page can also be used to view where a student is up to when they need to tick their own items off.

Checking items off – Students

When a student clicks on the checklist activity in their course, they will be presented with a page with all of the items where they will be able to tick items off (if the activity is set up as such, see page 2, step 4).

Required items: [====   ]   14%
All items: [=   ]   4%

Add checklist to your eLearn Course

- ☑☐ Log onto eLearn
- ☐☐ Click into your course
- ☒☐ Turn editing on
- ☐☐ Click on Add an activity or resource
- ☐☐ Choose Checklist
- ☒☐ Add a name and description
- ☐☐ *Edit the settings as you please*
- ☐☐ Save and display

Adding items to your checklist

In eLearn

- ☐☐ *Enter in your text and click Add*
- ☐☐ *Continue to do this until you have your list complete*
- ☐☐ *Change the colour*
- ☐☐ *Change the intent*
- ☐☐ *change the type (required, heading, not required)*
- ☐☐ *Preview*

Importing

- ☐☐ *to get a template of the import file, add one item, then export items, this will give you a form you can fill in as you wish*
- ☐☐ *add your items to the item text column*
- ☐☐ *indent as you choose using the indent column*
- ☐☐ *choose the type*
- ☐☐ *choose a timestamp*
- ☐☐ *choose a colour*
- ☐☐ *save file*
- ☐☐ *import file*