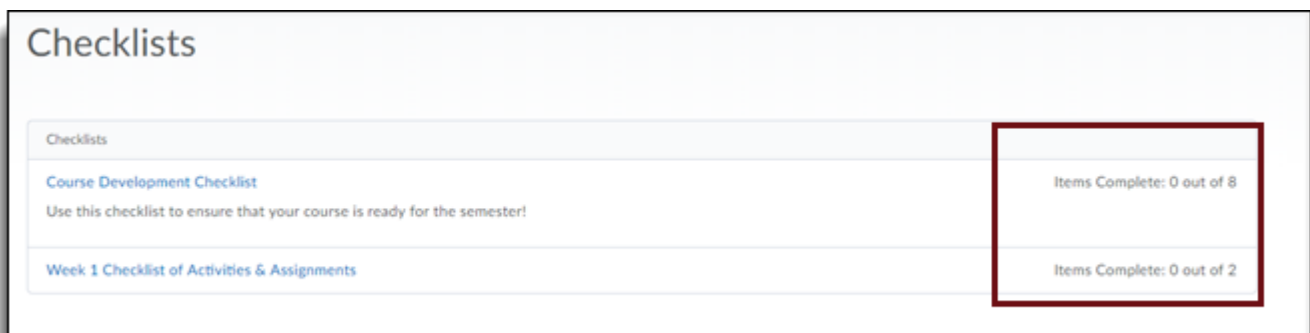


Checklist

A checklist is a way to highlight important or required assignments, readings, or other items for you to complete. The checklist can list all the items you need to complete at once or might have items appear as you complete other tasks within the course.

Using Checklist

1. Under the Resources tab, click Checklist
2. Click on the checklist to view the assignments.
3. On the right hand side of the list a tracker is used to show how many of the items are complete.



4. Once you click on the checklist. Check mark the box when the assignment is completed. This may be mandatory. After you complete your first item on the checklist more items may appear. Be sure to save before leaving the page.

