Creating a checklist

1. Click content

2. Click the module you would like to add the check list to.

3. Click New
4. Click New Checklist
5. Type a title for your checklist

Typing instructions are optional.
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6. Click Publish
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7. Click Add a New List

8. Click Add a New Task to List 1
9. **Click Task 1 and begin to type the new task**

Don't add a Due Date. Your due dates should already be attached to your actual assignments.
10. Click Add a New Task to List 1... for each task you would like to add

11. Click the module title to return to see the checklist in your module
12. Click the checklist to view it