1. Click Resources
2. Click Checklist
3. Click the checklist you would like to edit

![Checklists]

Module 2 Checklist

(Optional)
4. Scroll down to the items on your checklist
5. To edit multiple items at once: Click the check box next to the word edit.

This will allow you to select all of the items at once.
5.1 Click Edit

Categories and Items

- New Category
- New Item
- Reorder
- Edit
- Delete

<table>
<thead>
<tr>
<th>Categories/Items</th>
<th>List 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️ Read Chapter 1</td>
<td>Watch Video for Ch 1</td>
</tr>
<tr>
<td></td>
<td>Complete Discussion 1</td>
</tr>
<tr>
<td></td>
<td>Complete Dropbox 1</td>
</tr>
</tbody>
</table>

Save and Close  Save  Cancel
5.2 Make any changes you would like to make to the title

Don't add dates.
5.3 Click Save

![Save button](image-url)
6. To add a new checklist item: Click New Item
6.1 Type the task in the name box
Editing a Checklist

New Item

Category *
List 1 [New Category]

Name *
Submit Quiz 1

Description

Due Date
8/31/2017 5:34 PM
United States - Detroit

Calendar
Display in Calendar

Save Save and New Cancel
6.2 Click Save
7. To Reorder: Click Reorder
### 7.1 Change the Sort Order on the right side of the screen

Expand All  Collapse All

<table>
<thead>
<tr>
<th>Categories/Items</th>
<th>Sort Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>List 1</td>
<td>1</td>
</tr>
<tr>
<td>Read Chapter 1</td>
<td>1</td>
</tr>
<tr>
<td>Watch Video for Ch 1</td>
<td>2</td>
</tr>
<tr>
<td>Complete Discussion 1</td>
<td>3</td>
</tr>
<tr>
<td>Complete Dropbox 1</td>
<td>4</td>
</tr>
<tr>
<td>Submit Quiz 1</td>
<td>5</td>
</tr>
</tbody>
</table>

[Save]  [Cancel]
7.2 Click Save
8. After making all of the changes, click Save and Close