## EDITING THE NAVBAR TO ADD/DELETE/COMBINE TOOLS

Move your mouse pointer over the toolbar and 3 dots should appear at the end of it which, after clicking on it, should show the option to edit the navbar.

Select edit this navbar and you can add tools, combine tools, and delete tools from the navbar.

When you are finished editing the navbar, hit the blue "save and close" at the bottom of the screen.
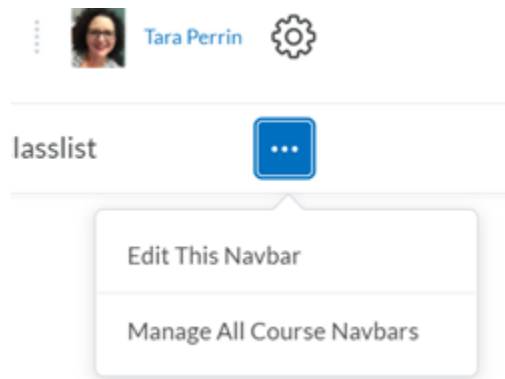
CHECKLIST CHEAT SHEET

TO CREATE A CHECKLIST YOU CAN EITHER:

- Create in module content by selecting the blue "new" button and then select "new checklist"
- Create directly in the checklist tool by selecting "edit course" in the navbar and then choosing "checklist" under assessments.

STEPS TO CREATE THE CHECKLIST:

1. Give the checklist a title. We strongly encourage including in the title the module to which it is tied, i.e. module or mod 1 Assignments Checklist or Mod/Module 1 List of Things to Complete. This is the title that gets published in D2L when inserting the checklist in module content.

2. Provide an introduction for the checklist. This step is not required (unlike title which is required) but recommended
   a. Example if using them to organize module content: "A checklist is provided in each module to assist you in completing the resources, activities, and assessments required for that module. You are encouraged to complete the items in the order in which they are listed, and to check the items off the list as you complete them."

3. After giving the checklist a title, and potentially intro, hit "Save."

4. Now you are ready to add the list itself. To add the list, click on "add a new list"

5. "List 1" is where you give the specific list a title. Try to create a title that is straightforward and/or fits within the context of the module.

6. Select "Add a new task" to put each task necessary to complete the list. You can leave each task name as the default (task 1, task 2, task 3, etc.) or create a name for each by clicking directly on the task name to change it.

   a. If you want to delete a task from the list, select the garbage can icon for that task

7. Click on "Add a description" to provide the information necessary to complete that task. This dialogue text box works like any other in D2L. You can add links, files, audio/video, text, images, video notes, etc.

8. Continuing clicking on "Add a New Task to List 1 (or what you called it)" until the tasks for that list are complete. You do not have to save after, the autosave feature works in checklists.

9. You can add multiple lists within one checklist. If you want to add a second list within the same checklist, select "add a new list" at the bottom of the first list and repeat the steps above.

   a. TIP: Unless you have myriad tasks or want to separate information by type (i.e. lecture materials and readings and then activities) limit the number of lists within a checklist. Much like too many nested submodules in content, having too many lists with only 2 or 3 tasks in each list is more burdensome on the student and can unintendedly create confusion.

10. To reorder items in a checklist:

   1) Select edit course then checklists
   2) Select edit from the drop down menu of the checklist that you want to reorder
   3) Select the reorder button, reorder as needed, and then hit save.
      i. You can also edit anything about any checklist on this page as well, including adding/deleting an entire checklist, adding/deleting items to a specific list, changing names, etc.

Timesaver Tip: ***Checklist creation is best left as the last item(s) to do when creating your course.***