

## **Course Checklist**

## **Overview**

A Checklist provides:

- a learning path
- · instructor feedback to learners with a text comment
- · check off of completed items
- the opportunity to follow your *Checklist* items to stay on track

You can see all activities (hidden and visible) in a unit by viewing the unit Checklist.

Note that only some courses have a *Checklist*. Look for the *Checklist* icon on the course main page for a *Checklist*.

## **Your Progress**

You can follow your own progress with a Checklist.

1. Click on a *Checklist* link at the top of a unit.



2. The Checklist page appears.

The green *progress bar* shows the percentage of the unit that you have completed. Checkboxes are completed (ticked) automatically after you complete an activity.

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To navigate to an activity, click on the associated Activity icon.

If your instructor has left you feedback, it will show next to the activity name.



3. To return to the course page, choose the course name on the *Breadcrumb menu*.



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