

## Course Checklist

### Overview

The course *Checklist* feature provides:

- a learning path for learners, complete with dates of achievement,
- an area for the instructor to comment on and leave feedback for learners ,
- a progress bar to monitor learner progress in a unit,
- the option for learners to check off completed items manually,
- the ability for learners to follow *Checklist* items to stay on track,

Note that only some courses include the *Checklist* feature. Look for the *Checklist* icon on the course main page to determine if your course includes one.



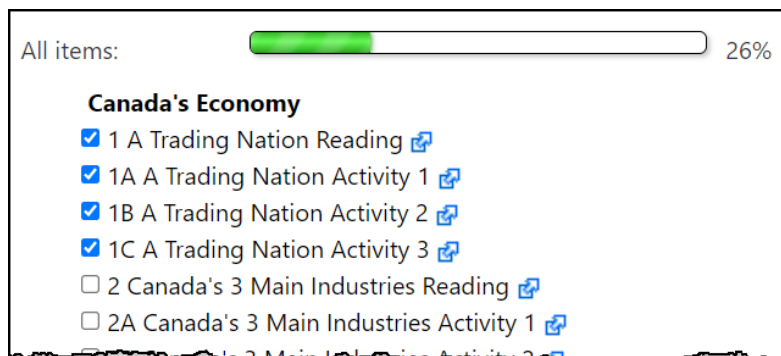
### Learner Progress

Learners can become more responsible for their learning by monitoring their own *Checklist*.

1. After a learner completes an activity, they click on the *Checklist* link.



2. The *Checklist entry* page appears. Activities may automatically tick off the *Checkboxes* upon successful completion, or learners can manually click on an activity *Checkbox* to indicate completion. The *Checkbox* is marked and the *progress bar* fills to a suitable percentage.



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

Dashboard / My courses / Canadian Citizenship Prep (JT) / Canada's Economy  
/ Canada's Economy Unit Checklist

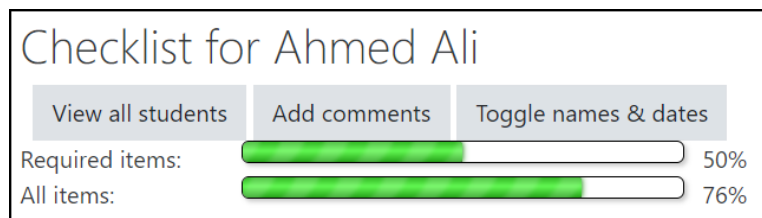
If *Blocks* are allowed in a course, learners will see their own progress bar in the *Checklist* block.



Instructors see all of the learners' progress bars in the *Checklist* block.



4. After an instructor clicks on a learner's name, more details appear.



5. Instructors can click on the *View all students* tab to view class progress.

Applying for Citizenship Unit Checklist

View checklist **View progress** Edit checklist

Hide optional items Show progress bars

First name ↓ / Surname	Applying for Citizenship	Applying for Citizenship Unit Glossary	Applying for Citizenship Forum (from home course)	Applying for Citizenship Forum Task	1 About the Citizenship Test Reading	1A About the Citizenship Test Activity 1	1B About the Citizenship Test Activity 2	1C About the Citizenship Test Activity 3
Ahmed Ali		✓	✓	✓	✓	✓	✓	✓
Beverly Davis		✓			✓	✓	✓	
Charley Ferzam					✓			✓
Eduardo Garcia								
Lee Chan		✓			✓	✓	✓	
Maria Guptez			✓		✓	✓	✓	

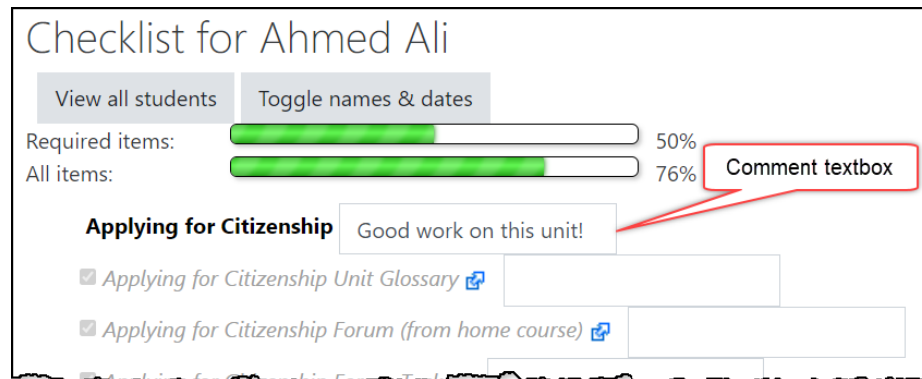
6. On the *Checklist* page for each student, instructors can click on the *Add Comments* tab to add a comment for each *Checklist* item.

Checklist for Ahmed Ali

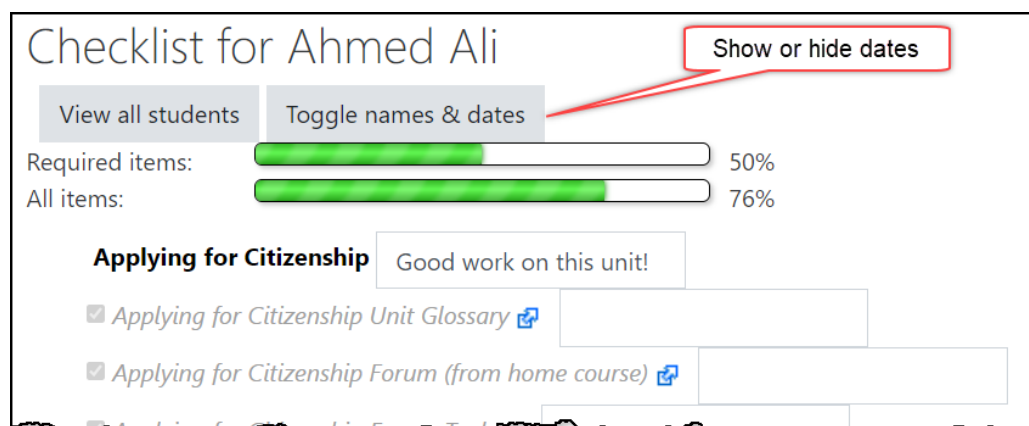
View all students **Add comments** Toggle names & dates

Required items: 50%

All items: 76%



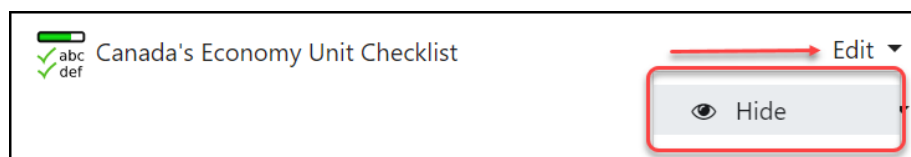
- Instructors must click the *Save* button to confirm their *Checklist* comments.
- Checklist* entry dates can be displayed or hidden by clicking on the *Toggle names & dates* button.



## Hiding and Showing Checklists

Instructors can hide a *Checklist* if it does not match their instructional objectives. They can also follow the same procedure to show the *Checklist*.

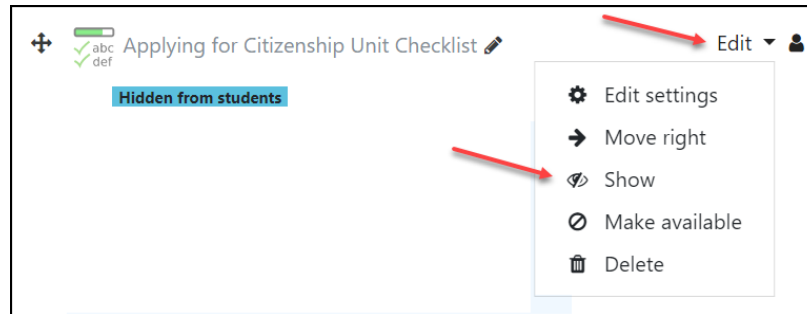
- With editing turned on, click on the *Edit* link beside the *Checklist* and choose *Hide*.



- The *Unit Checklist* is now hidden from learners on the course page.

Note: The *Checklist* block must also be hidden or learners will still see the *Checklist* activity.

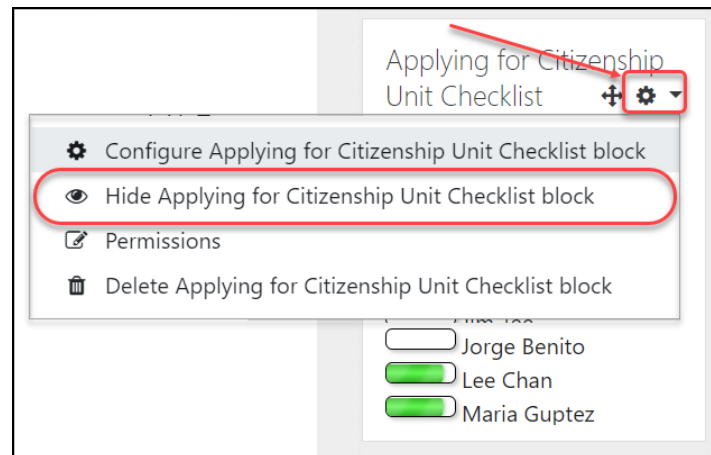
3. If the course in edit mode indicates that it is hidden from students, click on the *Edit* link beside the *Checklist* and choose *Show*.



## Hiding and Showing the Checklist Block

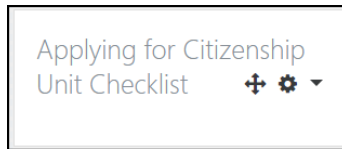
Instructors can hide the *Checklist* block if it does not match their instructional objectives.

1. With editing turned on, click on the *Checklist* block's *Action menu* dropdown arrows and select *Hide "unit name" Checklist block*.

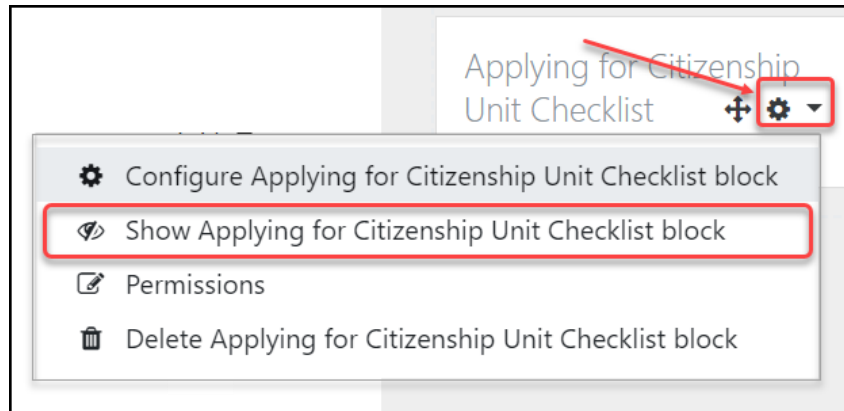


The *Checklist* block is hidden from learners.

If the course in edit mode shows only the title, the block is hidden from learners but can be re-shown.



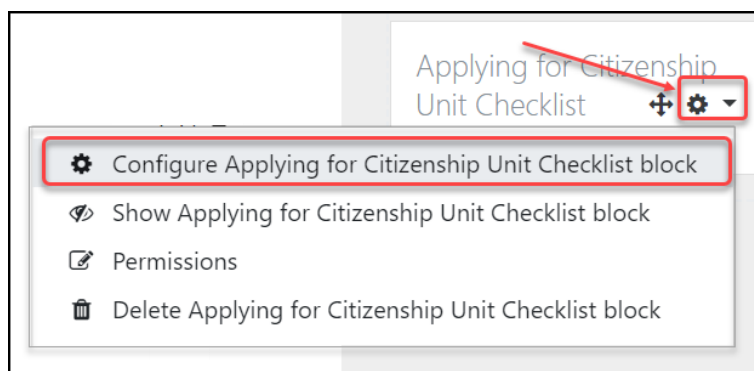
Click on the *Actions menu* in the *Checklist* block and choose *Show*.



## Reconfiguring a Checklist Block in a New Unit

Instructors must reconfigure the course *Checklist* to each unit. In this example, the topic “Applying for Citizenship” has finished. The instructor now reconfigures the *Checklist* to the next Topic, “Canada’s Economy.”

1. With editing turned on, locate the *Checklist* block. Click on the *Action menu* dropdown, and choose the *Configure* option.



2. In the *Block settings* area, choose the desired unit *Checklist* and click on the *Save Changes* button.

▼ Block settings

Checklist overview

Choose checklist

Default group

▶ Where this block appears

▶ On this page

The new unit *Checklist* block now displays the new unit.

Canada's Economy Unit  
Checklist