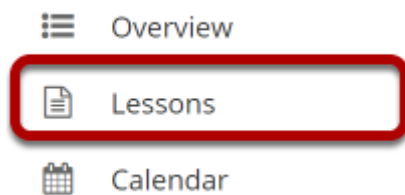# How do I add a checklist on a Lessons page?

Instructors can add Checklist items to a Lessons page. Checklists allow site participants to either manually or automatically check off items as they complete them.
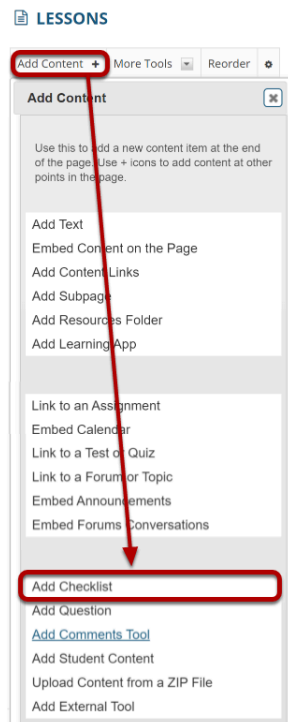
Go to Lessons.

Click on the Lessons tool in the Tool Menu to display the page.

Note: The default or blank Lessons page contains text and images that explain the basic functionality of the Lessons tool.

Click Add Content, and then select Add Checklist.

From the **Add Content** drop-down menu, select **Add Checklist**.

Enter a title.

LESSONS   % Link   ? Help   ✕

Adding Checklist to: **Lessons**

* **Checklist Title**

Week 1 Activities

Hide checklist name. (Optional)

LESSONS   % Link   ? Help   ✕

Adding Checklist to: **Lessons**

* **Checklist Title**

Week 1 Activities

☑ **Hide checklist name from students**

If you don't want students to see the name of the checklist, you may check the box to hide the name. Students will still see the description and checklist items, but not the title.

Enter a checklist description.

Checklist Description

Please check off items as you complete them during the course of the week. This will help you keep track of your progress.

The description typically explains the purpose of the checklist.

Add checklist items.

1. Click the **Add New Checklist Item** button to add a new item.
2. Enter the item title in the empty text field, and then repeat the process to add additional items.

Deleting items.

Checklist Items

⬍ Read Chapters 1-4	🔗	✖
⬍ Post Introduction Message	🔗	✖
⬍ Submit Quiz 1	🔗	✖
⬍ Submit Assignment 1	🔗	✖
⬍ Select Research Topic	🔗	✖
⬍	🔗	**✖**

⊕ Add New Checklist Item

If you need to remove an item from the list, click on the red X to the right of the item.

Reorder items.

Checklist Items

⬍ Read Chapters 1-4	🔗	✖
✛ Submit Quiz 1	🔗	✖
⬍ Post Introduction Message	🔗	✖
⬍ Submit Assignment 1	🔗	✖
⬍ Select Research Topic	🔗	✖
⬍	🔗	✖

⊕ Add New Checklist Item

If you need to reorder items, click on the arrows to the left of the item, and then drag it into the desired order in the list.

Appearance. (Optional)

Optional Settings

Appearance

Indent level 0 ▼

Custom CSS class

Groups

SAVE   Cancel

If you would like to indent the checklist on the page, or designate custom CSS for the checklist, click on **Appearance** to expand those settings.

Groups. (Optional)

Optional Settings

Appearance

Groups

Select groups for which this item should be shown [if none selected, show to all]
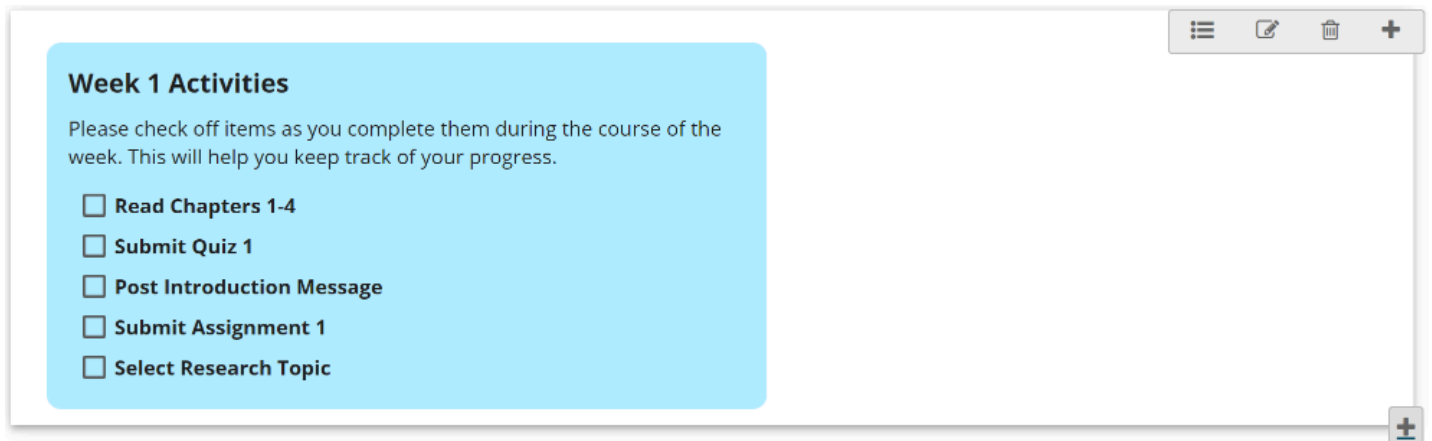
☐ M/W Class
☐ T/TR Class

SAVE   Cancel

If you would like to make the checklist visible to specific groups only, click on **Groups** to expand those settings and select your desired groups.

Click Save.

The checklist will display on the page.

Automatically check off items. (Optional)

First you must make one or more of the items on the page a requirement. For help on making items required, see How do I require completion of a Lessons item?

Edit the Checklist item and select the Link icon next to the item you want to check off automatically.

Checklist Items

⇕ Read Chapters 1-4	🔗	✖
⇕ Post Introduction Message	🔗	✖
⇕ Submit Quiz 1	🔗	✖
⇕ Submit Assignment 1	🔗	✖
⇕ Select Research Topic	🔗	✖
⇕	🔗	✖

⊕ Add New Checklist Item

Choose the desired item from the list of required items on the page, and click Submit.

Edit external link   ✖

ⓘ It is only possible to link to required items.

Select an item to link to

◉ Assignment 1

Submit   Cancel