Topic: New Checklist

The New Checklist feature allows you as a professor to create a checklist within specific content areas. This can be very useful for students as they won’t have to go searching for a checklist and it will be easily accessed with the information it pertains to.

After logging into your D2L Brightspace course, find Content under Materials in your navigation bar.

Step 1:

Click on a module under the Table of Contents to which you want to add a checklist.
Step 2:

Click on the **New** dropdown menu and choose **New Checklist**.

![New dropdown menu]

Step 3:

Enter a title and instructions for the students and click **Publish**.

**Create a Checklist in "Unit 1: Music History"**

**Unit 1 Checklist**

**Instructions**

Please use this checklist to see and keep track of assignments that will be due for Unit 1.

Step 4:

In the window you will be brought to, click **Add a New List**.

![Add a New List... box]
Step 5:

Click **Add a New Task to List 1**.

Step 6:

Add a name, due date, and description for your new task. Click **Update** when you are done filling in all of the information.

Click **New Task to List 1** to continue adding checklist items.

**For More Information**

Please contact the Office of Online & Extended Learning at support@mnstate.edu or 218.477.2603 if you have questions about this material.