

# Using Checklists

## Introduction

Using checklists in Brightspace is a good way to help your students stay organized. A checklist contains important or required assignments, readings, or other items to complete. Each checklist contains one or more category, into which checklist items are organized.

## Quick Summary

[Part 1: Create a Checklist](#)

[Part 2: Edit Checklist Content](#)

[Part 3: Adding Checklist to a Module](#)

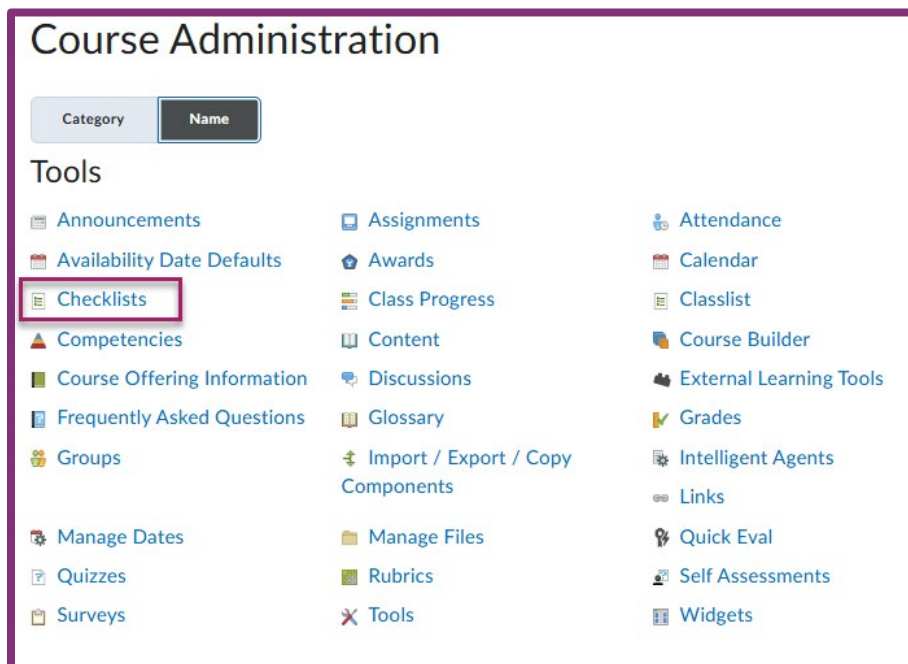
## Video

If you prefer to watch a video, select the link: [Using Checklists](#)

## Part 1: Create a Checklist

### Step 1: Create a Checklist

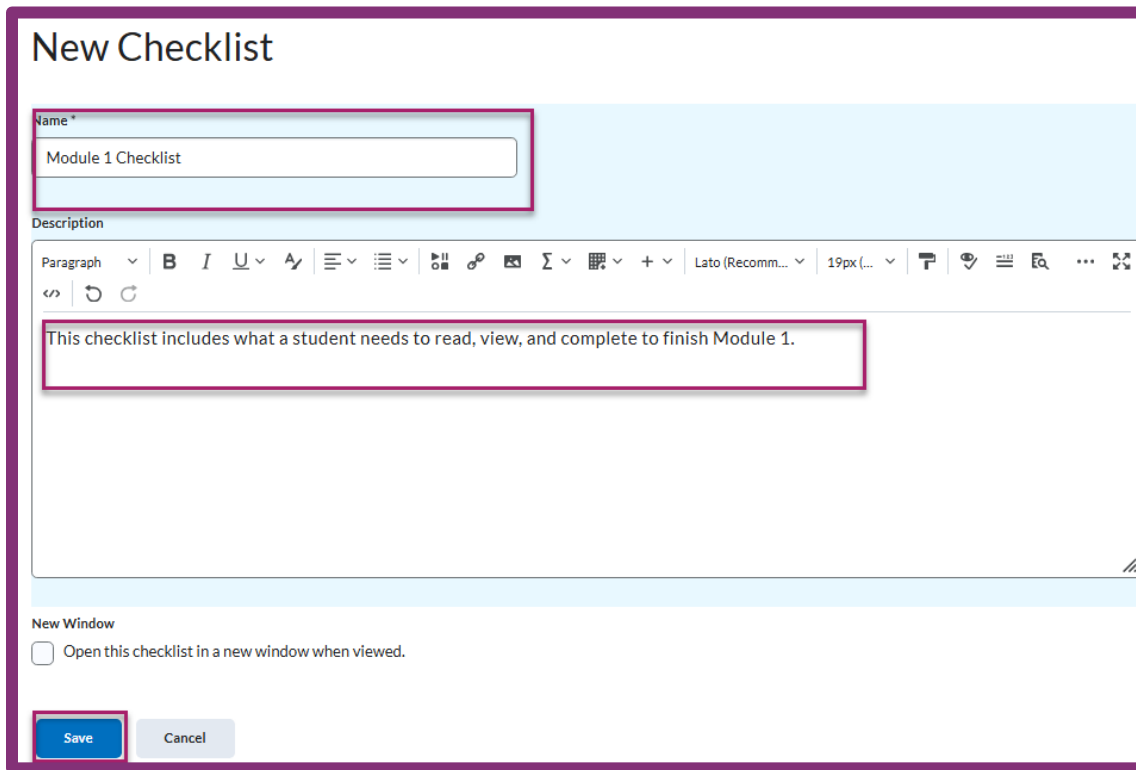
- Select Course Admin from the team navigation bar.
- Select Checklists.



- Select “New Checklist”

## Step 2: Name Checklist and Write Instructions

- Name the new checklist.
- Optional: Write instructions for students on how to use the checklist or what the checklist is intended for.
- Select save.



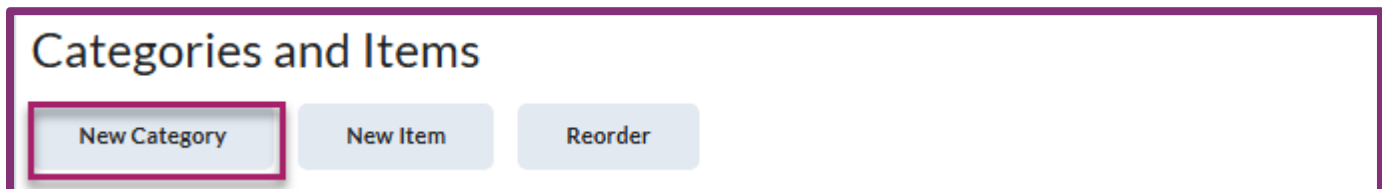
The screenshot shows a 'New Checklist' form. At the top, the title 'New Checklist' is displayed. Below it, there is a 'Name' field with a red box around it containing the text 'Module 1 Checklist'. Underneath the name field is a 'Description' section with a rich text editor. A red box highlights the first line of the description, which reads: 'This checklist includes what a student needs to read, view, and complete to finish Module 1.' Below the description area is a checkbox labeled 'New Window' with the text 'Open this checklist in a new window when viewed.' At the bottom left, there are two buttons: 'Save' (highlighted with a red box) and 'Cancel'.

## Part 2: Edit Checklist Contents

Checklists can contain categories and/or items. Categories are used as way to organize like items in a checklist. Items are the specific tasks that students should complete. For example, readings could be a category, and the items would be the specific readings students need to complete. Checklists can also be used for assignments with multiple steps. For example, pre-writing could be a category with items such as brainstorming and an outline.

### Add a Category

- Select “New Category”



The screenshot shows a section titled 'Categories and Items'. Below the title, there are three buttons: 'New Category' (highlighted with a red box), 'New Item', and 'Reorder'.

- Add name of category.
- Optional: Add a description of the category.
- Select Save.

## New Category

Name \*

Readings

Description

Paragraph **B** *I* U ~~A~~ Lato (Recomm... 19px (...

List of readings students need to complete for Module 1.

Save

Save and New

Cancel

## Add an Item

- Select “New Item”.

## Categories and Items

New Category

New Item

Reorder

- Optional: Select a category
- Name the item. For example, Read chapter 3 in “Book Title”.
- Optional: Add description.
- Optional: Add a due date.
- Optional: Display item in Calendar.
- Select save.

## New Item

Category \*

Readings

[\[New Category\]](#)

Name \*

Read Chapter 3 in “Book Title”

Description

Paragraph **B** *I* U ~~A~~ Lato (Recomm... 19px (...

Due Date

☒

3/18/2025

8:08 PM

Calendar

☒

Display in Calendar

Save

Save and New

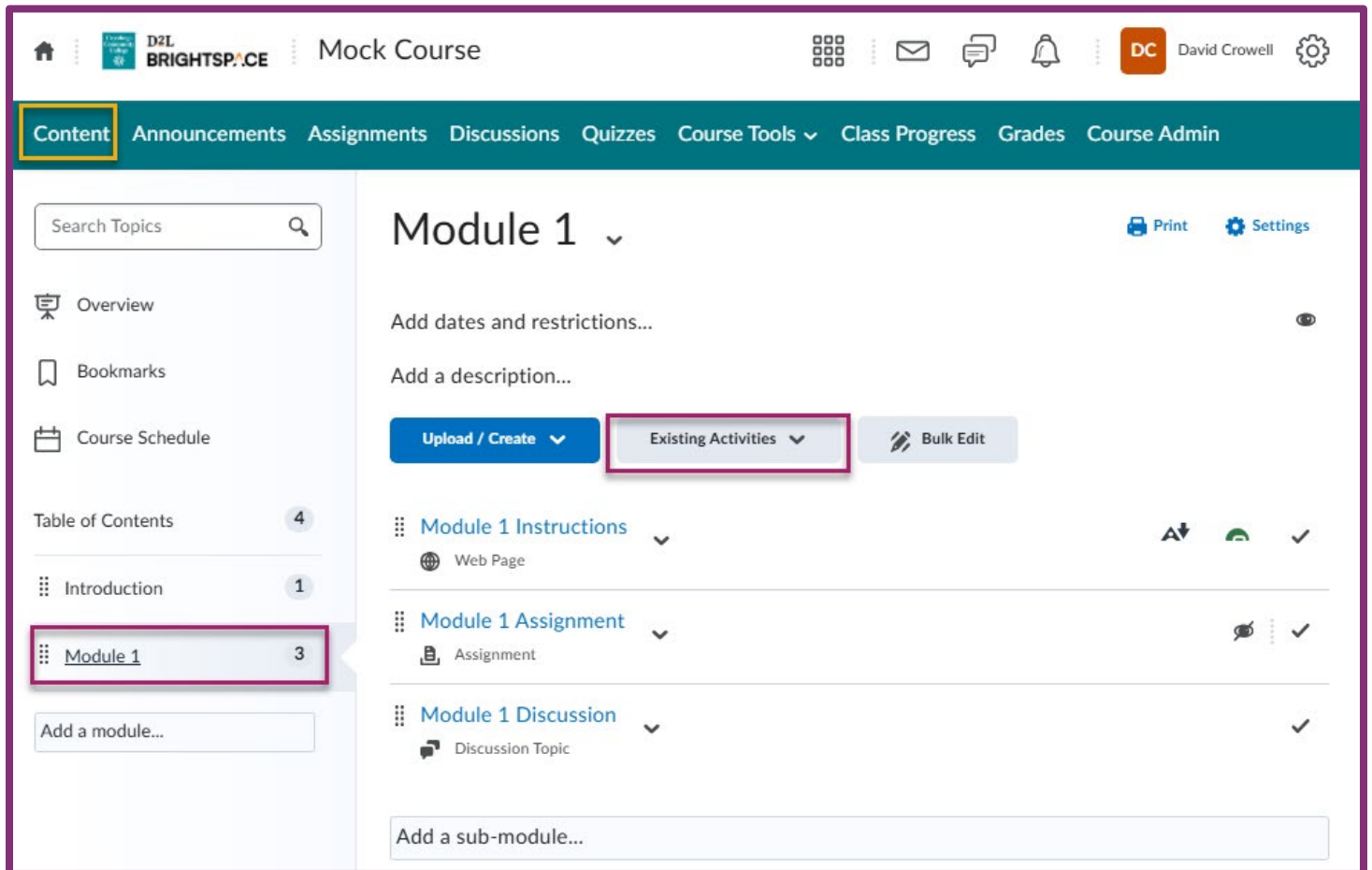
Cancel

- When finished adding categories and/or items select “Save and Close”.

## Part 3: Adding Checklist to a Module

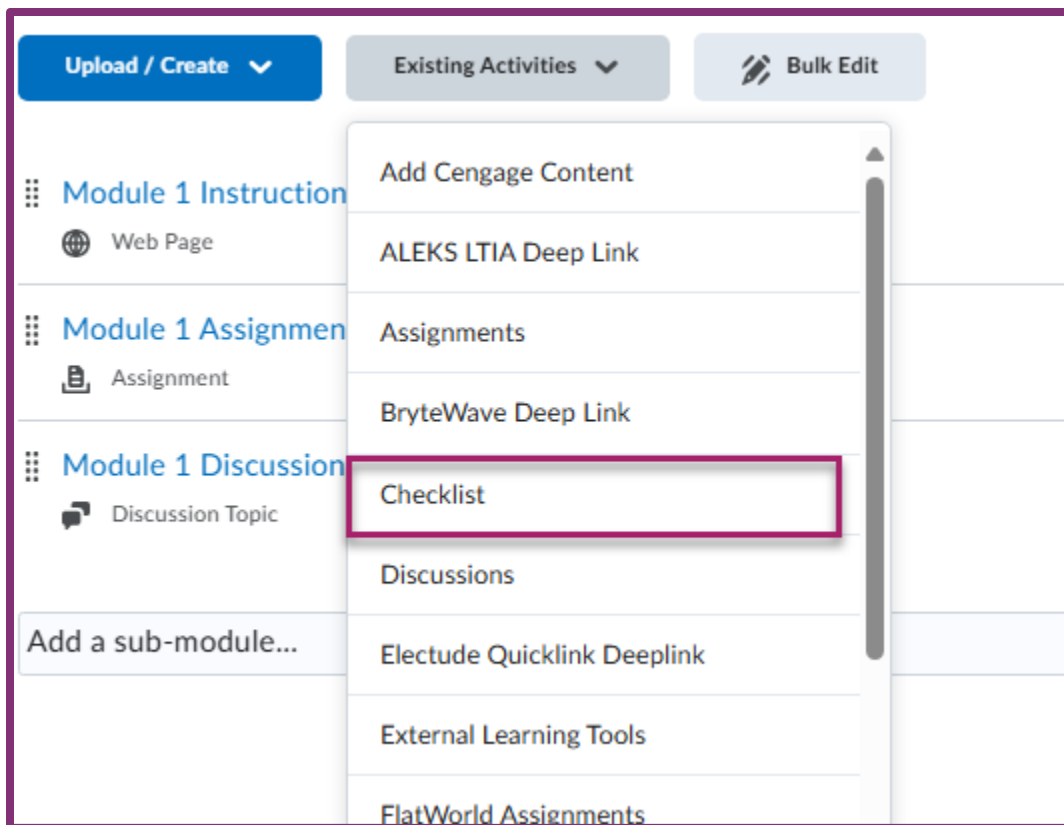
### Step 1: Navigate to Module

- Select Content from the teal navigation bar.
- Select Module.
- Select Add Existing.



The screenshot shows the Brightspace LMS interface. At the top, the navigation bar includes 'Content', 'Announcements', 'Assignments', 'Discussions', 'Quizzes', 'Course Tools', 'Class Progress', 'Grades', and 'Course Admin'. The 'Content' tab is highlighted. Below the navigation bar, the left sidebar shows 'Overview', 'Bookmarks', 'Course Schedule', and 'Table of Contents'. The 'Table of Contents' section lists 'Introduction' (1) and 'Module 1' (3), with 'Module 1' highlighted by a red box. The main content area displays 'Module 1' with a dropdown arrow. Below this, there are buttons for 'Upload / Create', 'Existing Activities' (highlighted with a red box), and 'Bulk Edit'. The 'Existing Activities' button is open, showing a list of activities: 'Module 1 Instructions' (Web Page), 'Module 1 Assignment' (Assignment), and 'Module 1 Discussion' (Discussion Topic). Each activity has a dropdown arrow and a checkmark icon. At the bottom, there is a text input field labeled 'Add a sub-module...'.

- Select Checklist.



- Select the Checklist to be added to the Module.

The image shows a software interface for adding an activity. At the top, there's a title bar 'Add Activity' with a close button (X). Below the title bar, there's a navigation area with a back arrow, a dropdown menu, and a search bar labeled 'Checklist Name' with a magnifying glass icon. The main content area is titled 'Checklist' and contains a single entry, 'Module 1 Checklist', which is highlighted with a red rectangular box. Below this entry is a button labeled 'Create New Checklist'. At the bottom left is a 'Cancel' button. At the bottom right, there's a link that says 'Manage Checklists (Opens in a new Tab)'.

## Need Help?

If you need help creating checklists, finding and changing specific settings, or have other technical issues, please contact the Help Desk.

If you would like to discuss the use of checklists, or have an instructional designer review your course, please book a virtual consultation or email us to meet in-person.