

Checklist

Create checklists to highlight important aspects of your course and create a virtual checklist for students to track their tasks inside the course.

Each course may have multiple checklists with multiple categories and items. You may role switch to the student role to view the Checklist.

Create a New Checklist

1. Select New Checklist.
2. Add a Checklist Name.
3. Add an optional Description.
4. Click Create.
5. You will return to the Checklist Administration page.
6. Depending upon the structure and complexity of your course, one checklist for the entire course may be sufficient.

Create Checklist Categories

1. After creating the checklist(s), you will create the categories for each checklist.
2. Click the underscored name of the checklist.
3. Click New Category.
4. Enter a Category Name and optional Description.
5. You may change the order or delete categories.

Create Checklist Items

1. After creating the checklist categories, you will create the items for each category.
2. Click the underscored name of the Category.
3. Click New Item.
4. Provide an Item Name.
5. Add an optional due date. Select whether or not the date should display in the Course Calendar.
6. Add an optional description.
7. Click Create.

Note: Checklists are arranged alphabetically on the page. There is currently no override for this default. You may enter successive numbers in front of each checklist to order them properly on the page. The items and categories inside each checklist may be arranged in whatever order you choose.

Tasks for Module 1

Successful completion of module 1 requires that you complete all of the following tasks.

Course Readings

- Read Chapter 3 of the text provided
- Read the Module 1 article on e-reserve at the library.
<http://sherrod.etsu.edu>

Discussion Board posts

- Discuss your position on the course discussion board
Due: Apr 15, 2007

Assignments

- Conduct an interview with a civic leader
- Submit your rough draft interview to the Dropbox
Due: Apr 20, 2007

Assessments

- Complete the Assessment for Module 1
Due: Apr 30, 2007
You must score an 80 to continue to Module 2

Figure 1 – Sample Checklist