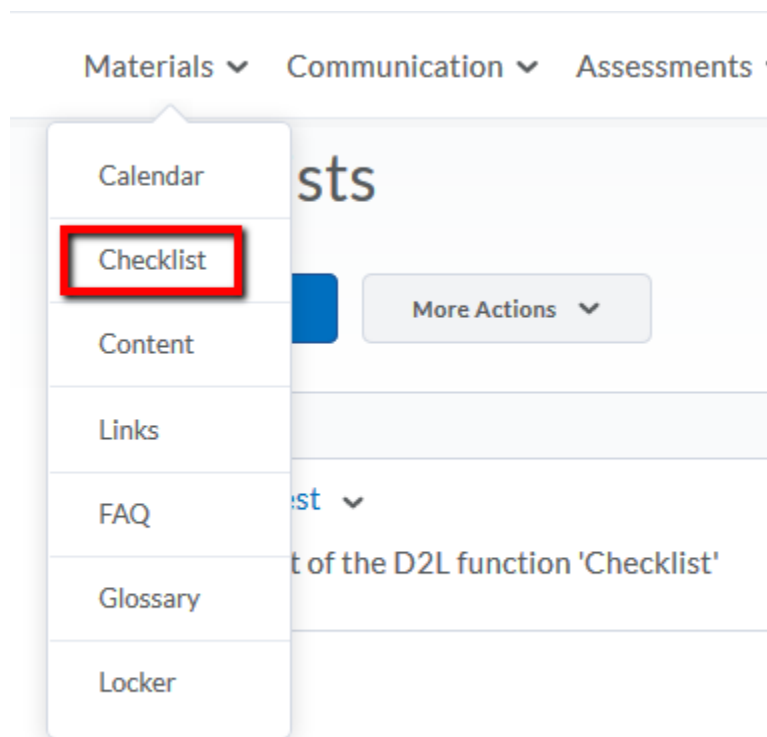


Topic: Checklists

In your D2L Brightspace course, your professor can give you checklists to complete.

To access Checklists, select the **Materials** and click **Checklist**.



The Checklists page holds all checklists and their descriptions and completion progress indicators.

Select the checklist name (in blue text) to open the checklist and view the completion items.

Checklists

New Checklist

More Actions ▾

Checklists

Checklist test ▾

This is a test of the D2L function 'Checklist'

Once you have opened the checklist, you can see all checklist items. Select the item you have completed, and click the save button.

#1 - Click New Checklist

Click **New Checklist** in the D2L Checklist tool window.

Save and Close

Save

Cancel

For More Information

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