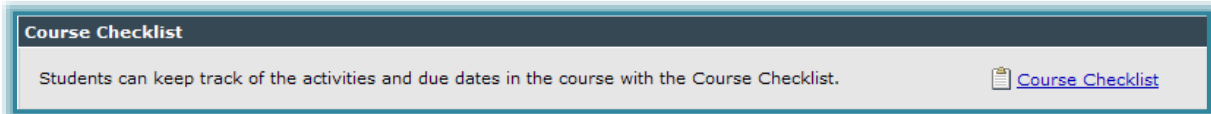


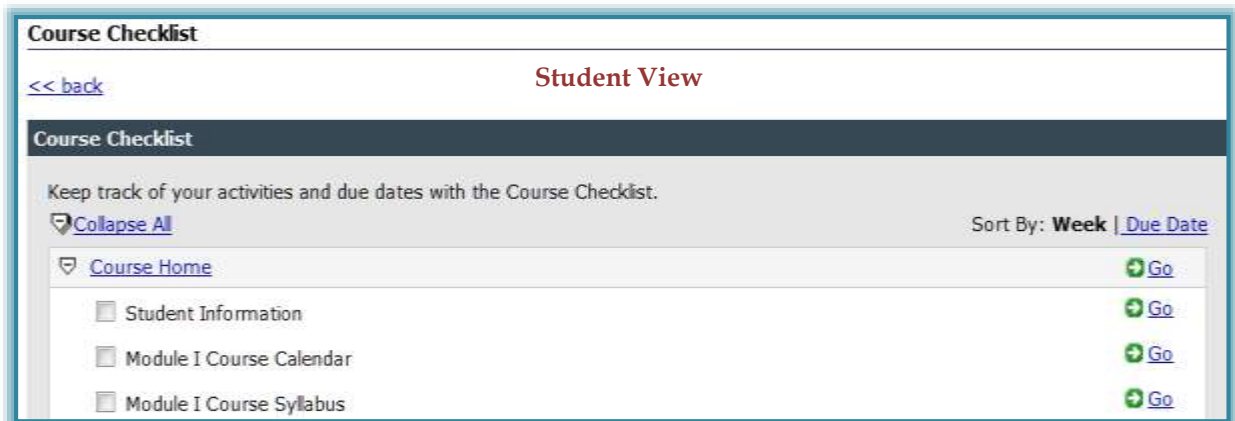
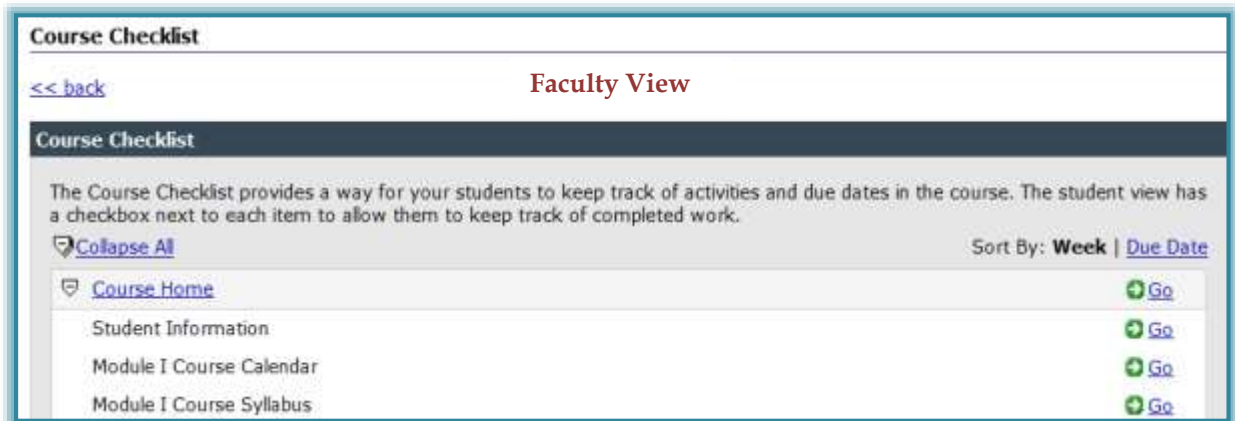
Course Checklist

This feature is located on the Course Home Page. In the student view, the Course Checklist displays a list of all course assignments and the associated due dates. In the student view, a check box will appear beside each item so that students can monitor their progress in regard to assigned course work. This should help students to be aware of assignment due dates and prompt them to complete assignments on time. The instructor will see a list of the Content Items, but a check box will not appear in the instructor view. When the **Go** link is clicked, the pages to the individual Content Item will open.

- Under the **Introduction** on the **Course Home** page, click the **Course Checklist** link (see illustration below).



- A list of items in the course will appear.
- The **Faculty View** will appear without checkboxes (see illustration below).



- The **Student View** will contain checkboxes (see illustration above).
- When the **Students** or **Instructors** click the **Go** button, they will be directed to the course item.
- Due dates to **Course Checklist Items** can be assigned using the **Course Scheduler** or by using the **Toolbox** for individual content items.
- The **Due Date** feature does not restrict student access to **Content Items**.

- ☞ Access to items is controlled through the **Restrict access before/after the date** check boxes.
- ☞ This option can be found in the **Course Scheduler** or **Edit Schedule** window.
- 🖥️ If a **Due Date** isn't assigned to a **Content Item**, the item will still display in the **Course Checklist**.
- 🖥️ The **Course Checklist** can be sorted by **Unit** or by **Due Date**.
- 🖥️ Students have the capability of manually checking off the items in the **Course Checklist**. The only exception is exams.
- 🖥️ Since the checklist is not integrated with the actual content item, students can check off items that have not been completed.