

# Checklist

## Quick Start

A checklist is a way to highlight important or required assignments, readings, or other items for you to complete. The checklist can list all the items you need to complete at once or might have items appear.

Click **Checklist** on navbar.



A screenshot of the 'Checklists' page in the Desire2Learn system. The page title is 'Checklists'. Below the title, there is a 'Checklists' button and a 'View Items' button. The main content area is titled 'Checklists' and contains a sub-section 'Assignments' with a description: 'Checklist of assignments you must complete for this course' and 'Items Complete: 0 out of 4'. Below this, there are sections for 'Essays' and 'Reports', each with a list of items and checkboxes. Annotations with arrows point to the 'Assignments' section and the 'Save' button. Three callout boxes provide additional information: 'You can check items as you complete them. This may be a mandatory task', 'New items might appear as you complete others.', and 'Save before you exit'.