

# 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' interface. The page title is 'Checklists'. Below the title, there is a 'Checklists' icon and a 'Checklists' section. Underneath, there is an 'Assignments' section with a 'View Items' button. The main content area is titled 'Assignments' and contains a description: 'Checklist of assignments you must complete for this course'. Below this, there are sections for 'Essays' and 'Reports', each with a list of items to be completed. Callouts provide instructions: 'You can check items as you complete them. This may be a mandatory task' points to the checkboxes; 'New items might appear as you complete others.' points to the 'Essays' section; and 'Save before you exit' points to the 'Save' button at the bottom right. The interface also includes 'Cancel' and 'Save' buttons at the top and bottom.