# Checklist Creation in D2L

Checklists allow your students to see what they need to do in a module clearly. Please remember that checklists are not for your use, they are for students to better organize their time and keep track of their progress. You won't be able to see the completed items in the checklists.

1. In your course, go to Content and click Upload/Create button. Select New Checklist from the dropdown menu.
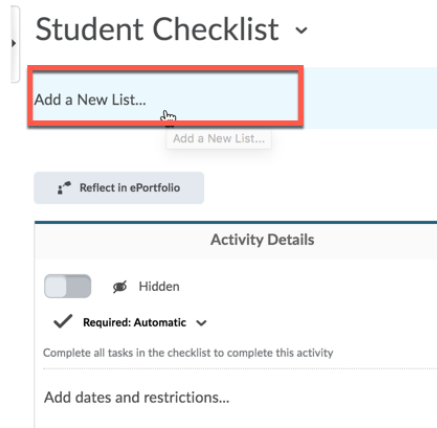   i.
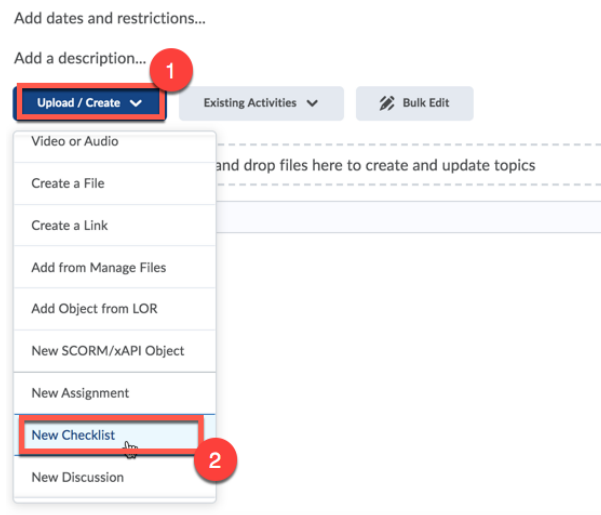
2. Give your checklist a name and enter your description. Click Save once finished.
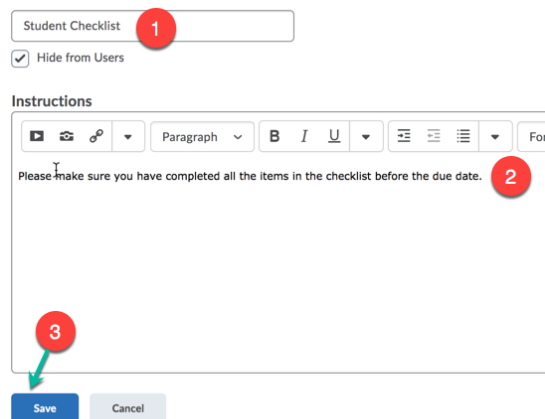
3. Click Add a New List to add new items to your list.

4. You can create new items and add new tasks under them.

If you need further assistance, please contact the Teaching Learning Center at tlc@ccd.edu or by calling 303-352-3201.