

## The Checkbox - the simplest element



A checkbox allows only two choices, since a user may either enter a checkmark or not. If the box is not checked, this represents a 'No' response, so checkboxes should not be used if the observer may not be able to always answer 'Yes' or 'No'.

## Creating a Checkbox element



The first step in creating any element is to navigate to the area where elements are created. This is done by selecting 'Build', and then 'Templates' (Fig. 1)



Figure 1 - The Build Menu

Checkboxes are edited and created by selecting 'Elements' (Fig. 2) which lists all of the current elements and has a a button to create new ones.



Figure 2 - The Elements menu

You then select 'Checkbox' as the element type you wish to create or edit Fig. 3).

	Template	es	Elements	Checklists	S
*	New	Checkbox			
	Delete	- All Element Types -			
	>?	Check	box		J.

Figure 3 - Selecting the Checkbox type of element

There is a checkbox beside each value list and you can select several at a time and then delete them with the *Delete* button. The column '# TEM' shows the number of templates that are using each element.

Mousing over the question mark will show details about a Checkbox (Fig. 4), and if a Checkbox is being used anywhere, you will not be able to delete it.

Templates			s	Elements	Checklists		Value Lists	Reference Sets		
* New Checkbox						Search element by name -				
	Del	Delete # TEM ID			ТҮРЕ	Element Name 🔻			nt Name 🔻	
	>	?	3	tof te	emplates	Theme/	Торіс			
	>	?	1	3043		The teac	her has clear strate	gies to promote appro	priate beha	
	>	?	1	3040		The teac	her demonstrates a	n understanding of th	e importanc	
	>	?	1	3042		The teacher appreciates and values students' varying cultura				
	>	?	1	3045		The teacher promotes a culture of inquiry and innovation, whe				
	>	?	Name : Resources Accessible					e and stimulating phy	sical enviror	
	>	?	Owner Name : Shuster, Paul (pshuster)							
	>	?	Туре	: Checl	kbox			etsonassociates.com	/instruction	
	>	?	# Templates	s : 2 tem	nplate(s) usin	g the elem	ient			
	>	?	Template List : • DCMO-Instruction • 1-eWalk_Overview				chnology			
	>	?	# Walk-throughs : 2 walk-through(s) using the element							
	>	?	Delete Statı	is : You c	an not delete	e the elem	ent			

Figure 4 - Checkbox information

To create a new Checkbox, select the *New* button (Fig. 5).



Figure 5 - Creating a new Checkbox

The 'New' button produces a window (Fig. 6) in which you enter the description of the Checkbox, and then select 'Save & Close' to save the Checkbox and close the edit window.

Edit element	
Element Description (Checkbox)	
New element Enter description	
	1
Save checkbox	4
Save Save & Close Cancel	

Figure 6 - Defining the Checkbox.