

**Creating  
Checklists**

**media-x**  
Powerfully Simple

## Checklists



### How checklists are used

Checklists are not elements, but are lists of items that are *attached* to elements, and they form a series of checkboxes in a list. This enables you to choose as many of the items as you wish, and the list has all the possible options. They are used to record all the detail that could be observed for the element they are attached to. Checklists are used while in the process of building a template, and as you will see, you first add an element to a template, and then you attach a checklist to the element.

### Checklists behavior

Checklists can have several behaviors and these are selected when you use them in a template and not when you create the list of items. Their behavior includes checkboxes, numeric values ( e.g. how many computers), ratings ( e.g. are the computers new, broken, functional, out-of-date), and counters (every time you tap an item in the checklist its numeric value increases by 1).

<input checked="" type="checkbox"/> Using technology	
<input type="checkbox"/> Digital camera	<input checked="" type="checkbox"/> Stand alone workstations
<input checked="" type="checkbox"/> Internet	<input type="checkbox"/> Wireless network
<input type="checkbox"/> Laptop computers	<input checked="" type="checkbox"/> LCD Projectors
<input type="checkbox"/> Palm handhelds	

Figure 1 Checkbox behaviour

<input type="text" value="1"/> Digital camera	<input type="text" value="23"/> Stand alone workstations
<input type="text"/> Internet	<input type="text"/> Wireless network
<input type="text"/> Laptop computers	<input type="text" value="1"/> LCD Projectors
<input type="text"/> Palm handhelds	

Figure 2 Checkbox behaviour on an iPad

<input type="text" value="4"/> Digital camera	<input type="text" value="8"/> Stand alone workstations
<input type="text" value="1"/> Internet	<input type="text" value="0"/> Wireless network
<input type="text" value="0"/> Laptop computers	<input type="text" value="0"/> LCD Projectors
<input type="text" value="0"/> Palm handhelds	

Figure 3 Checklist number behaviour

Technology Teaching Equipment				
Technology Teaching Equipment:				
	Item Name	In workin...	Needs repair	Needs repl...
	Scanner	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
	LCD Projector	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Smart Board	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Digital Camera	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	iPad	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<b>Note:</b>				

Figure 4 Checklist counter behaviour

The various checklist behaviors illustrated here are as they appear on the web, and each handheld device will have a unique way of displaying them. Below is a checklist behaving as checkboxes on an iPad (Fig 1.5):

Concept Development

<input type="checkbox"/> Listening	<input type="checkbox"/> Reading	<input type="checkbox"/> Worksheet
<input checked="" type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Interaction w/ Teacher model	<input type="checkbox"/> Similarities and Differences
<input checked="" type="checkbox"/> Summarizing /Note-Taking	<input type="checkbox"/> Nonlinguistic Representations	<input type="checkbox"/> Generating and testing hypotheses
<input type="checkbox"/> Other		

Figure 5 Checklist Value List behaviour

In reports, the checklists are represented by bar graphs with a legend (Fig 6):

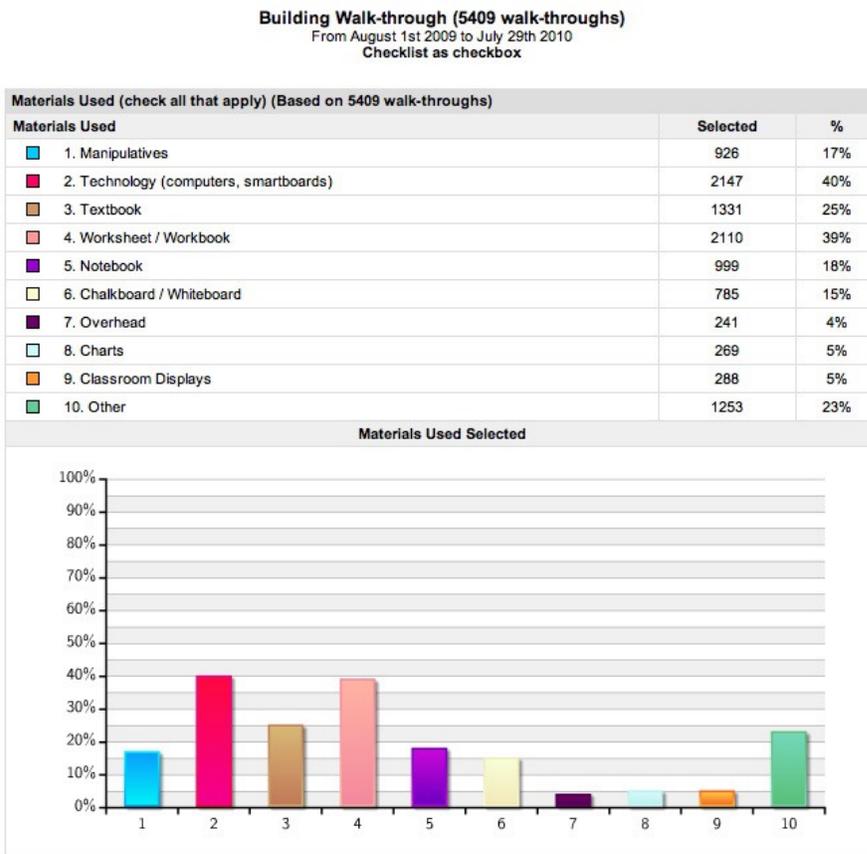


Figure 6 A checklist report

# Creating a checklist

The first step in creating a checklist is to select the Checklist button from the Build Menu (Fig 7):



Figure 7 The Build Menu

This will open the checklist edit window (Fig. 1.8) which has icons for editing existing checklists, for sharing them and for providing information about each checklist (Fig 1.9). To delete one or more checklists you select the checkbox on the far left and then click on the **Delete** button.

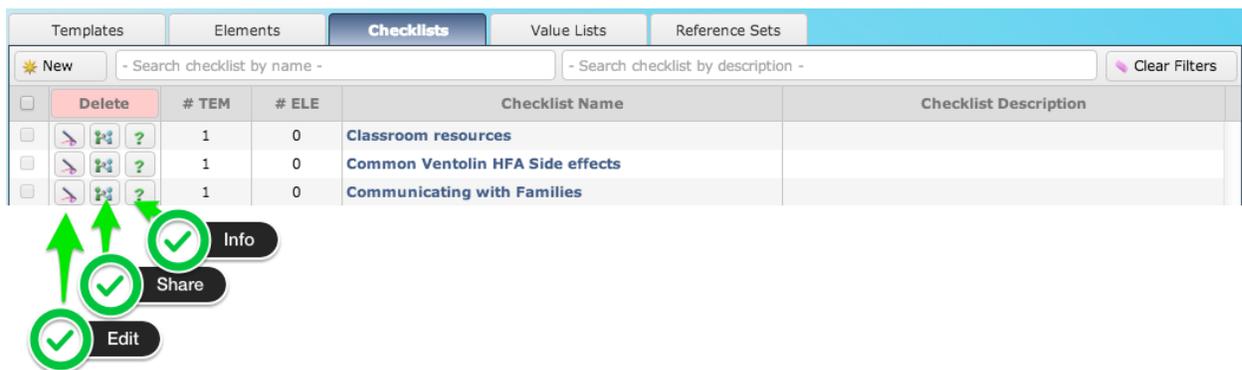


Figure 8 The edit checklist menu

?	<b>Name</b>	: Communicating with Families
?	<b>Description</b>	:
?	<b>Owner Name</b>	: Shuster, Paul (pshuster)
?	<b># Templates</b>	: 1 template(s) using the checklist
?	<b># Elements</b>	: 0 element(s) using the checklist
?	<b>Delete Status</b>	: You can not delete the checklist
?		1      0 <b>Content</b>

Figure 9 Checklist Information

To create a new checklist select *New* (Fig. 8). This presents you with a window with which you can copy an existing checklist and then edit the structure, or name the new checklist and add new content (Fig. 10).

The screenshot shows the 'Edit checklist' window with the following sections and callouts:

- Checklist Name:** A text input field containing 'New Checklist'. A callout with a green checkmark and an arrow points to the field with the text 'Enter name here'.
- Checklist Description:** A text area containing '- Checklist description -'. A callout with a green checkmark and an arrow points to the field with the text 'This is optional'.
- Checklist Content:**
  - A dropdown menu with the text '- Populate this checklist content by making a copy of an existing'. A callout with a green checkmark and an arrow points to the dropdown with the text 'Select here to copy'.
  - A 'Copy' button is located to the right of the dropdown.
  - A text input field containing '- Enter new checklist item -'. A callout with a green checkmark and an arrow points to the field with the text 'Enter new items'.
  - An 'Add' button is located to the right of the input field.
- Table:** A table with two columns: 'Order' and 'Item Name'.

Figure 10 Checklist creation window

When done, you can select Save & Done, but you also have the option to first Save and then Share the checklist with others. (For information on sharing a checklist, refer to the chapter on Sharing)



*Figure 11 Saving a checklist*