

## How to use the Module Self-check in your course

The Learn 16-week template includes a customizable weekly 'Module Self-check' that instructors can deploy for their students. This checklist is an HTML file that allows students to review the requirements of the week and record their progress.

**Module Self-check - use this to help make sure you've completed all of the work for this module**

**Have you:**

- ☒ Read chapter 12?
- ☒ Completed the chapter 12 quiz?
- ☒ Participated in the class discussion?
- ☐ Submitted a rough draft of the final paper?

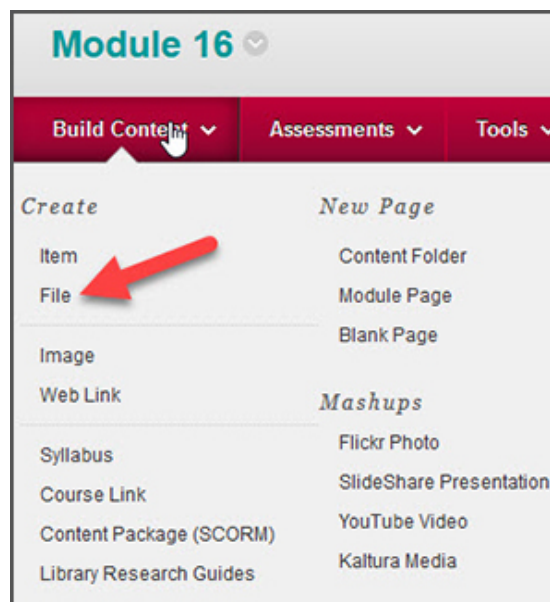
**If so, congratulations! You have completed this module!**

Please note: The Module Self-Check is a tool for students to track their own activity. Their answers are not saved and are not accessible by the instructor. If a finished checklist is refreshed in the browser it will not retain the answers.

## How to deploy and customize the Module Self-check

### 1. Deploy a Module Self-check in your course:

- a) Enter a module and select **Build Content** > **File**.



- b) **Browse Content Collection > Module Checklists** > Select the checklist for the appropriate module > **Submit.**

## Create File

Use the **File** content type to add a file that can be selected and viewed as a page within the course or as a separate page. It can be developed offline and uploaded into a course from a local drive and viewed in the course environment.

\* Indicates a required field.

### SELECT FILE

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Content Collection** to display it as a separate piece of content with no Course page heading.

\* Name

Color of Name  Black

\* Find File






### FILE OPTIONS











Open in New Window ☐ Yes ☒ No

Add alignment to content ☐ Yes ☒ No

### Browse Content Collection

Location:

Type	Name
	images
	Module Checklists
	module01
	module02
	module03

<input type="radio"/>		<a href="#">Module07Checklist.html</a>	May 1, 2019 9:23:47 AM	1 KB
<input type="radio"/>		<a href="#">Module08Checklist.html</a>	May 1, 2019 9:23:47 AM	1 KB
<input type="radio"/>		<a href="#">Module09Checklist.html</a>	May 1, 2019 9:23:47 AM	1 KB
<input type="radio"/>		<a href="#">Module10Checklist.html</a>	May 1, 2019 9:23:47 AM	1 KB
<input type="radio"/>		<a href="#">Module11Checklist.html</a>	May 1, 2019 9:23:47 AM	1 KB
<input type="radio"/>		<a href="#">Module12Checklist.html</a>	May 1, 2019 9:23:47 AM	1 KB
<input type="radio"/>		<a href="#">Module13Checklist.html</a>	May 1, 2019 9:23:47 AM	1 KB
<input type="radio"/>		<a href="#">Module14Checklist.html</a>	May 1, 2019 9:23:47 AM	1 KB
<input type="radio"/>		<a href="#">Module15Checklist.html</a>	May 1, 2019 9:23:47 AM	1 KB
<input checked="" type="radio"/>		<a href="#">Module16Checklist.html</a>	May 1, 2019 9:23:47 AM	1 KB

Displaying 1 to 16 of 16 items [Show All](#) [Edit Paging...](#)

[Cancel](#) [Submit](#)

c) Back on the 'Create File' page, give the checklist a name, select **Open in a New Window**, and **Submit**.

### SELECT FILE

Select a local file by clicking **Browse My Computer** or one from within Course Files by clicking **Browse Course**. Enter the Course environment or **Yes** to display it as a separate piece of content with no Course page heading.

✱ Name

Color of Name

☒ Black

✱ Find File

Selected File

File Name

File Type

Manage Access

Module16Checklist.html

HTML

☒ Give users access to all files and folders in the folder  
☐ Give users access to this file only  
☐ Give users access to selected files in folder

### FILE OPTIONS

Open in New Window

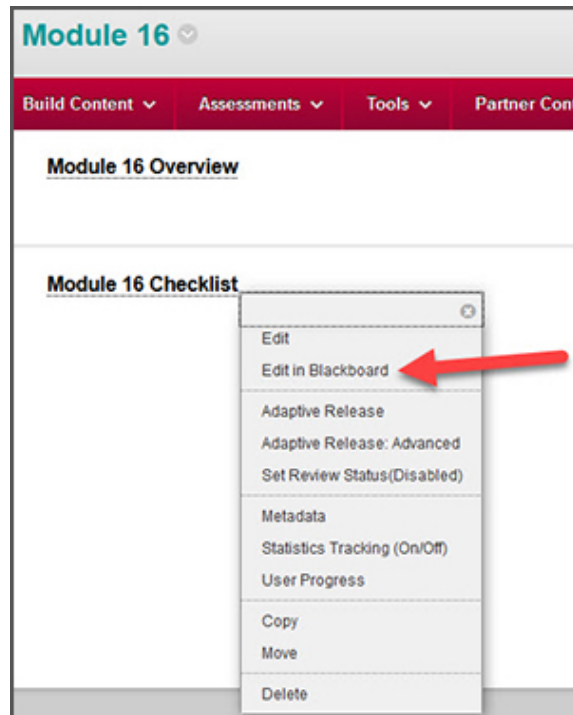
☐ Yes ☒ No

Add alignment to content

☐ Yes ☒ No

## 2. Customize the Module Self-check:

- a) From the grey drop-down menu next to the deployed Self-check, select **Edit in Blackboard**.



- b) Replace the text of the 'completed item #' line with your module activities or tasks.  
c) To add additional items, hit the Enter key after the last 'completed item #.'

**INFORMATION**

*Edit html file name and content.*

\* File Name  Changes here affect the file name in Course Files. To change the link text, edit the item.

Content  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

**Module Self-check - use this to help make sure you've completed all of the work for this module**

Have you:

completed item 1?  
completed item 2?  
Change this text  
Additional item  
One more item  
If so, congratulations! You have completed this module!

*Click Submit to proceed.*

- d) You can replace any of the text on the checklist. We recommend you retain the final line (though you can shorten it) in order to preserve the formatting code.  
e) **Submit**