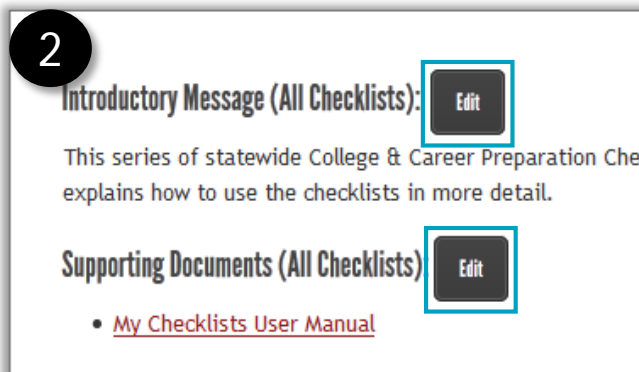
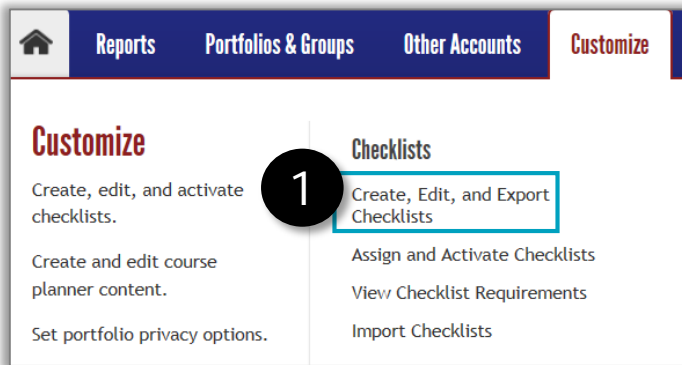


Create Custom Checklists (1 of 3)

Checklists help students track recommended or required activities and see the positive results of their efforts. You can implement state-defined checklists, and/or create your own site-specific checklists. Teachers, advisors, and counselors can also develop custom class or group checklists.

First, go to akcis.org and log in with your Administrator or Staff username and password.



Sequence Number	Checklist Name	View	Activation Status	Reports	Duplicate	Site Visible / Linkable
1	9th Grade Checklist	View	Activation	Reports	Duplicate	Hide
2	10th Grade Checklist	View	Activation	Reports	Duplicate	Hide
3	11th Grade Checklist	View	Activation	Reports	Duplicate	Hide

1. Hover your mouse over the Customize tab and click **Create, Edit and Export Checklists**.
2. The Checklists Editor appears. Here, you can edit the introductory message and supporting documents for all checklists.
3. Further down the page, in the **Default Checklists** section:
 - **View** - allows you to see the checklist's contents
 - **Activation** - enables a user or group of users to view a custom checklist for your site. If you are activating a checklist for more than 20 users at once, activation occurs overnight.
 - **Reports** - generates a user activity report for that checklist
 - **Duplicate** - lets you copy that checklist as a starting point for a new checklist
 - **Hide** - lets you remove that checklist from the user view; do this if you only want users to access the custom checklists you created

Continued on
next page

Create Custom Checklists (2 of 3)

Create Site Checklists (Add New)

Sequence Number	Site Checklist Name	Edit
<input type="text"/>	<input type="text"/>	Add New

Site Checklists

Select | Unselect | Export

	Sequence Number	Site Checklist Name	Edit	View	Activation Status	Re
<input type="checkbox"/>	1	9th Grade Checklist	Edit	View	Activation	

EDIT SITE CHECKLIST

Edit Site Checklist: ACAC Training

Edit Information for Checklist

Checklist Properties

Sequence Number:

Checklist Name:

Hidden? Yes No

If 'Show Career Plan Links' is set to No, any career plan activities will not show the additional link to the CIS Career Plan.

Show Career Plan Links? Yes No

[Update](#) [Cancel](#)

Introductory Text and Message for Teachers/Counselors [Edit](#)

Checklist Message:
Welcome to AKCIS training! Below is a checklist designed to help you figure out some of the most helpful tools in AKCIS to use with
Message for Teachers/Counselors:

Supporting Document(s) [Edit](#)
Supporting Checklist Documents: No Supporting Document uploaded.

Create Checklist Activities (Add New)

Sequence Number	Activity Description	Update	Delete
<input type="text"/>	<input type="text"/>	Update	Delete

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- To create a custom checklist, scroll to the section titled Create Site Checklists (Add New), or Site Checklists, if custom checklists have been created in the past.
 - Enter a **Sequence Number** to set the order in which the custom checklist will display in users' checklist menus.
 - Enter the **Site Checklist Name**.
 - Click **Add New**.
- The new custom checklist displays in the Site Checklists section. To edit a checklist, click **Edit**.
- The Edit Site Checklist screen will appear. Review the checklist properties you entered in step 4. You can edit the introductory text and message for teachers/counselors, as well as upload supporting documents.
- Scroll down to the Checklist Activities section. Enter the sequence number (order of activities), select the **Type of Activity**, and click **Add New**.

Continued on next page

Create Custom Checklists (3 of 3)

Activity Type 'Content Saved'

[← Return](#) [? Help & Tutorials](#)

9

Checklist Activity Display Options

Type of Content
Select one or more content areas (e.g., Occupations and Military Employment), enter the minimum number of work activity to be counted, and enter the minimum number of saved entries (excluding FAQ entries).

Content Type(s):
About Assessments
Alaska Schools
Apprenticeship
Articles
Assessment Link
Career Pathways
Career Plan
Choosing a School
Curriculum
Financial Aid

To select more than one content area, hold the control (PC) or command (Mac) key d

Minimum Number of Words: 0

Minimum Number of Entries: 1

Sequence Number: 1 The order in the full list of checklist activities

Activity Description: Brief title of the action users will take; will link to the activity

Create a meaningful label so you can recognize the activity in the Checklist Activity report.

Short Label:

(20-character maximum. The label is used as a title in the Checklist Activity report.)

Help Message: More details for users on how to complete the activity

Optional: Optional? (checkbox)

Checklist Activity Review Options

User Review and Check Required?
 Parent Review and Check Required?
 Staff Review and Check Required?

Optional - Which account types must review the activity before it is marked complete in the checklist

Link for Checklist Activity

You can add a link to a document for this activity. The link will display in the help message page for the activity.

Type a meaningful title for the link, e.g., 'FAFSA home page'.

Link Text:

Type the web address for the link, e.g., 'http://www.fafsa.ed.gov'.

Link URL:

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[Update](#) [Cancel](#)

8. The Edit Checklist Activity screen will appear. Here you can edit elements of the new checklist activity. See explanations below. Once edits are complete, click **Update**.

9. Click **Return** and repeat steps 7 and 8 until your custom checklist is complete.

User review - verify information is current

Parent review - consider the level of parental engagement

Staff review - confirm staff has verified activity information