Use a Checklist
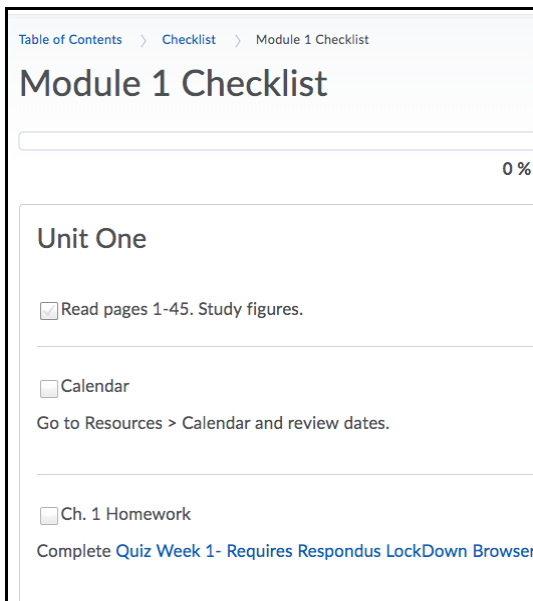
Your instructor may have placed a Checklist in a module to help students manage time effectively.
The checklist should break down the activities into steps or a list, allowing you to view your progress toward completion.
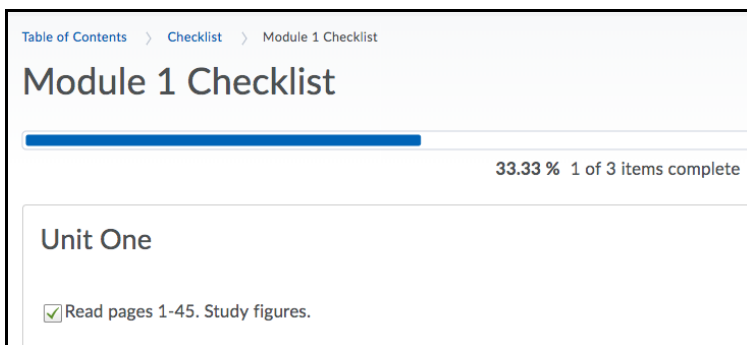
The checklist will visible in a module:
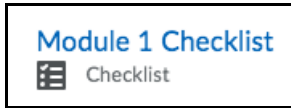
You will see tasks inside the checklist.

As you complete the tasks, check them off and a progress bar will show you how much you have left to do.

The checklist may also have dated items that show in the calendar.