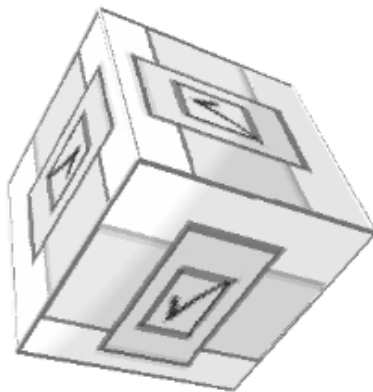


# FH COMPLETE

DAS SOFTWARE-PAKET FÜR FACHHOCHSCHULEN



## Handbook Grading Tool

UAS TECHNIKUM WIEN  
Wien, 8. November 2011



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## 0.1 Quickstart

### 0.1.1 Entering the Final Grade

The grading tool on the CIS of the Technikum Wien serves as the central tool and interface between the lecturer and the administrative assistant for the grade management.

**Please use the tool to enter the final grades:**

1. Select a course under <https://cis.technikum-wien.at>-> my CIS-> My LV. Click on the “Final Grade” symbol on the overview page, (see Fig. 0.14, page 16)
2. Now click on “Final Grade” in the upper left corner of the page section.
3. Now enter the grades and accept them with the ‘->’ - button. (1)
4. Once you have entered all the grades you want to enter at this time (you can return to enter more grades at any time!) you can approve them for the administrative assistant with the “Approve” button (in the table header). (2)  
NOTICE: For reasons of increased security, it is necessary to enter your password when approving grades.<sup>1</sup>
5. Finished!

[ HOME | Mein CIS | Lehrveranstaltungen | Layouts ]

Benotungstool										Studiensemester: WS2007	
Software Engineering											
Zurück											
LV Gesamtnote verwalten											
Noten: 1-5, 7 (nicht beurteilt), 8 (teilgenommen)											
UID	Nachname	Vorname	LE-Noten (LE-ID)		LV-Note	Passwort:	Freigabe	Zeugnisnote	Nachprüfung	Datum	Note
					4						
					1						

(1) (2)

**Abbildung 0.1:** Course Grade

For more information, please see chapter 0.4 on page 10

<sup>1</sup>This refers to your TW password which is used to log into the CIS webpage or the TW computers

## 0.2 Exercises

### 0.2.1 Structure

In general, activities are created as follows: *Activities* can be graded directly (e.g. tests). Alternatively, *activities* can also contain unlimited *assignments* or *checklists*. (However, it is not possible to mix these). A *checklist* may then contain any number of items. (see the slides in Annex page 17ff)

### 0.2.2 Creating and Managing Activities

The screenshot shows the 'Benotungstool' interface for 'Internettechnologien 2'. The top navigation bar includes links for 'HOME', 'Meine CIS', 'Lehrveranstaltungen', and 'Layouts'. The main navigation tabs are 'Übungen (1)', 'Benotung', 'Anwesenheits- und Übersichtstabelle', and 'Statistik'. The 'Übungen (1)' tab is active, showing a subnavigation bar with 'Übersicht (2)'. The main content area is titled 'Übungen anlegen und verwalten'. It is divided into two sections: 'Vorhandene Übungen bearbeiten' and 'Neue Übung anlegen'. The 'Vorhandene Übungen bearbeiten' section contains a table with columns 'Thema', 'Freigeschalten', and 'Auswahl'. It lists exercises like 'Abschlusstest', 'Übung 1', 'Übung 2', etc., with their respective 'Freigeschalten' status (Ja/Nein) and 'Auswahl' checkboxes. A 'Auswahl löschen' button is at the bottom. The 'Neue Übung anlegen' section has input fields for 'Thema' (Übung 04), 'Gewicht' (1), and 'Positiv' (checkbox), followed by an 'Anlegen' button. At the bottom, there's a 'Vorhandene Übungen kopieren' section with dropdowns for 'Übung' and 'Lehreinheit', and a 'kopieren' button.

Abbildung 0.2: Activity Management - Overview

Click on the “Activities” tab (see Fig. 0.2 (1)) - this is also the standard start page. You can see which level you are currently on within the activity in the subnavigation (2).

The overview page displays all the activities that have been created. Clicking the small square in front of the activity name (3) will display all the checklists or assignments in the activity.

Creating a new activity (4): Each activity must be given a name and a point value (for information on how the grades are calculated, see chapter Grading). If you check the “Positive” box, the calculated final grade can only be positive if this activity is completed successfully.

Deleting activities (5): Mark one or more entries to delete them. NOTICE: All the associated data will also be deleted! (sub checklists, assignments, grades already given for the activity, student checklists)

Copying activities (6): It is possible to copy an entire activity including all the sub assignments/checklists, as well as all student upload files in other groups of the same course. Exercises that have been copied once will be synchronized when they are copied again later; i.e. you can adapt an activity in one group and then apply them to the respective activity in another group.<sup>2</sup>

Clicking on an activity name will open the editing view for the activity. You can edit the activity here, as well as create sub assignments or checklists. It is possible to create either type as long as no other sub elements exist. The first type that you create determines which type can subsequently be used within this activity.

However, once a grade has been given for an activity it will no longer be possible to create any further sub elements. (see chapter 0.3, page 7)

## Assignments

The screenshot shows the 'Benotungstool' interface. At the top, there are navigation links: [ HOME | Meine CIS | Lehrveranstaltungen | Layouts ]. Below this, there are dropdown menus for 'Lehrinheit:' and 'Studiensemester: SS2007'. The main content area is titled 'Lehrveranstaltung benoten' and contains a table with tabs: 'Übungen', 'Benotung', 'Anwesenheits- und Übersichtstabelle', and 'Statistik'. The 'Übungen' tab is active, showing a list of exercises. Below the list, there are two main sections: 'Übung bearbeiten' (Edit Exercise) and 'Neue Abgabe anlegen' (Create New Submission). The 'Übung bearbeiten' section has fields for 'Thema' (Übung 2), 'Gewicht' (1), and 'Positiv' (checkbox). The 'Neue Abgabe anlegen' section has fields for 'Thema' (Abgabe 03), 'Freigabe' (von 04.09.2007 17:50 bis 04.09.2007 17:50), 'Gewicht' (1), 'Positiv' (checkbox), and 'Angabedatei' (with a 'Durchsuchen...' button). There are also buttons for 'Speichern', 'Anlegen', and 'Auswahl löschen'.

**Abbildung 0.3:** Creating Assignments

You are in the editing view for an activity (see Fig. 0.3).

To create an assignment you must define the subject, the time by which your student should upload the assignment file, the point value for the assignment within the activity and if it must be completed successfully. In addition, you can also upload an assignment file.<sup>3</sup>

<sup>2</sup>In future we intend to make it possible to also copy activities from other courses and semesters.

<sup>3</sup>The file name is automatically generated and assigned to the respective assignment

Existing assignments can be edited by clicking on the assignment name. (see Fig. 0.4). You can change your assignment file here by overwriting it with another assignment or you can delete it by clicking on the [del] link.

The screenshot shows the 'Benotungstool' interface. At the top, there are navigation links: [ HOME | Meine CIS | Lehrveranstaltungen | Layouts ]. Below this, there are dropdown menus for 'Lehreinheit:' and 'Studiensemester: SS2007'. The main section is titled 'Lehrveranstaltung benoten' and contains tabs for 'Übungen', 'Benotung', 'Anwesenheits- und Übersichtstabelle', and 'Statistik'. The 'Übungen' tab is active, showing a sub-section 'Übung verwalten'. Under this, there is a header 'Ausgewählte Aufgabe bearbeiten'. The form contains the following fields: 'Thema' with the value 'Abgabe 01', 'Freigabe' with the value 'von 22.08.2007 14:27' and a sub-label '(Format: 31.12.2007 14:30)', 'bis 22.10.2007 14:27', 'Gewicht' with the value '1', and 'Angabedatei' with the value 'BIF\_2\_INTI\_SS2007\_Abgabe\_01.doc [del]'. There are two buttons: 'Durchsuchen...' and 'Speichern'.

**Abbildung 0.4:** Editing Assignments

## Checklists

You are in the editing view for an activity (see Fig. 0.5).

To create a checklist you must define the subject, number and point values for the items, the time available for the students to place checkmarks by all the items, as well as whether the statistics for the checkmark distribution should be visible for the students.

If you check the “Student Uploads” box, students will be able to upload a file for the checklists. This works the same as an assignment, except that you do not grade these files separately.

In addition, here you can define the maximum number of students who can select a particular item or the maximum number of items that can be selected per student.

Furthermore, you can also upload an assignment file. <sup>4</sup>

Existing checklists can be edited by clicking on the checklist name. (see Fig. 0.6). You can add, delete or edit items here by clicking on them. You can change your assignment file here by overwriting it with another assignment or you can delete it by clicking on the [del] link.

<sup>4</sup>The file name is automatically generated and assigned to the respective checklist



[ HOME | Meine CIS | Lehrveranstaltungen | Layouts ]

Benotungstool    Lehrinheit: [ ]    Studiensemester: SS2007

Lehrveranstaltung benoten

Übungen    Benotung    Anwesenheits- und Übersichtstabelle    Statistik

Übersicht -> Übung

**Übung verwalten**

**Übung bearbeiten**

Thema: Übung 1  
Gewicht: 1  
Positiv: ☐  
[ Speichern ]

**Vorhandene Aufgaben bearbeiten**

Thema	Freigeschalten	Auswahl
<a href="#">Liste 01</a>	Ja	<input type="checkbox"/>
<a href="#">Liste 02</a>	Nein	<input type="checkbox"/>
<a href="#">Liste 03</a>	Nein	<input type="checkbox"/>

[ Auswahl löschen ]

**Neue Kreuzerliste anlegen**

Thema: Liste 02  
Anzahl der Beispiele: 10  
Anzahl Punkte pro Beispiel: 1  
Max. Studenten/Beispiel: [ ]  
Max. Beispiele/Student: [ ]  
Freigabe: von 24.09.2007 11:30 bis 24.09.2007 11:30  
(Format: 31.12.2007 14:30)  
Abgabe: ☐  
Statistik für Studenten anzeigen: ☐  
Angabedatei: [ ] [ Durchsuchen... ]  
[ Anlegen ]

**Notenschlüssel definieren**  
Notenschlüssel in Prozent / Punkten

Abbildung 0.5: Creating Checklists

## Grading Key

The points for all the items for all the checklists within A SINGLE activity are calculated as a grade based on the grading key. The grading key is defined on the level of the activity that contains the checklists.

The checklists for this activity will not be included in the automatically calculated grade until a grading key is entered.

You can define the grading key in *percentages* or *points* (see Fig. 0.7).

You can toggle between the two modes by clicking the respective link. The underlined mode is active.

In the *percentage* mode you can use the “Set default values“ button to automatically fill out the fields with the default values. Adapt the values if necessary, and do not forget to save.

[ HOME | Meine CIS | Lehrveranstaltungen | Layouts ]

Benotungstool    Lehrinheit:     Studiensemester: SS2007

Lehrveranstaltung benoten

Übungen    Benotung    Anwesenheits- und Übersichtstabelle    Statistik

Übersicht -> Übung -> Liste

**Übung verwalten**

Ausgewählte Aufgabe bearbeiten    Neues Beispiel anlegen

Thema  Liste 01

Freigabe von  24.09.2007 10:32

(Format: 31.12.2007 14:30) bis  24.10.2007 10:32

Max. Studenten/Beispiel

Max. Beispiele/Student

Abgabe ☒

Statistik für Studenten anzeigen ☐

Angabedatei

**Vorhandene Beispiele**

Beispiel	Punkte	Auswahl
<a href="#">Beispiel 01</a>	1.00	<input type="checkbox"/>
<a href="#">Beispiel 02</a>	1.00	<input type="checkbox"/>

Abbildung 0.6: Editing Checklists

**Notenschlüssel definieren**

Notenschlüssel in Prozent / Punkten

Note	Minimum
<input type="text"/> 1	<input type="text"/> 90.00 %
<input type="text"/> 2	<input type="text"/> 75.00 %
<input type="text"/> 3	<input type="text"/> 60.00 %
<input type="text"/> 4	<input type="text"/> 50.00 %
<input type="text"/> 5	<input type="text"/> 0.00 %

**Notenschlüssel definieren**

Notenschlüssel in Prozent / Punkten

Note	Minimum
<input type="text"/> 1	<input type="text"/> 20.00 Punkte
<input type="text"/> 2	<input type="text"/> 16.00 Punkte
<input type="text"/> 3	<input type="text"/> 14.00 Punkte
<input type="text"/> 4	<input type="text"/> 12.00 Punkte
<input type="text"/> 5	<input type="text"/> 10.00 Punkte

Abbildung 0.7: Grading Key in Percentages or Points

## 0.3 Grading

Click on the Grade tab (see Fig. 0.8 (1))

### 0.3.1 Overview and Grading of the Activities

The screenshot shows the 'Benotungsool' interface. At the top, there is a navigation bar with links: [ HOME | Meine CIS | Lehrveranstaltungen | Layouts ]. Below this, the 'Studiensemester' is set to 'WS2007'. The main section is titled 'Lehrveranstaltung benoten'. It contains a tabbed interface with four tabs: 'Übungen', 'Benotung' (marked with a yellow (1)), 'Anwesenheits- und Übersichtstabelle', and 'Statistik'. Below the tabs, there is a breadcrumb trail: 'Notenübersicht -> LE-Noten verwalten -> LV-Noten verwalten'. The 'Studentenaufgaben verwalten' section shows a dropdown menu for 'Aufgabe (Kreuzerlisten, Abgaben):' with 'Übung 01' selected (marked with a yellow (2)). To the right of the dropdown are two buttons: '[benoten]' (marked with a yellow (3)) and '[Abgaben downloaden]'. Below this, a message says 'Bitte wählen Sie den Studenten aus.' followed by a table of students. The table has columns: 'UID', 'Nachname', 'Vorname', and 'Studentenansicht'. The first row is labeled 'Verband A'.

UID	Nachname	Vorname	Studentenansicht
Verband A			
			Studentenansicht
			Studentenansicht
			Studentenansicht
			Studentenansicht
			Studentenansicht
			Studentenansicht
			Studentenansicht
			Studentenansicht

**Abbildung 0.8: Grading Activities**

Select an activity, assignment or checklist from the drop-down menu and click “Grade” (see Fig. 0.8 (2)). A new page will open with a list of all the students and a grade box or check boxes for the checklist items, as well as the student upload file (see Fig. 0.9). Make your entries and save the page with the button at the bottom right. Close the page.

The screenshot shows the 'Grade List' interface. At the top, it displays '1.Semester' and 'Alle Studienrende' with a date '24.09.2007'. Below this is a table with columns: 'Name', 'Beispiel 01', 'Beispiel 02', 'Unterschrift', and an empty column. The first row shows a student's name and two checkboxes. The second row shows a student's name and two checkboxes. The third row shows a student's name and two checkboxes. To the right of the table, there are two buttons: 'Abgabe' and 'Abgabe'. At the bottom right, there is a button labeled 'Änderungen Speichern'.

Name	Beispiel 01	Beispiel 02	Unterschrift	
	<input type="checkbox"/>	<input type="checkbox"/>		Abgabe
	<input type="checkbox"/>	<input type="checkbox"/>		Abgabe

Änderungen Speichern

**Abbildung 0.9: Grade List**

If there is a student upload for an assignment, a further link will be displayed next to the “Grade” link for downloading a ZIP file with all student uploads for this assignment (3).

By clicking on the name of a student, you can assign grades, checklists, participation points and notes for this student in detail. <sup>5</sup>

### 0.3.2 Student View

You can display the student view for the students in your group by clicking on the “Student View” link (to the right of the name in the list). A new window will open displaying the student view of the selected student. In this window, you assume the identity of the student and can perform all the same functions there as the student.

However, this function is only intended for overview/demonstration purposes. Always use the lecturer admin interface as described in section 0.4.1 to make changes to data (add/delete checklists)!

### 0.3.3 Management of Teaching Unit Grades

[ HOME | Meine CIS | Lehrveranstaltungen | Layouts ]

Benotungstool
Studiensemester: WS2007

Lehrveranstaltung benoten

Übungen
Benotung
Anwesenheits- und Übersichtstabelle
Statistik

Übersicht -> LE-Noten verwalten -> LV-Noten verwalten

**LE Gesamtnote verwalten**

Noten: 1-5, 7 (nicht beurteilt), 8 (teilgenommen)

UID	Nachname	Vorname	Gesamtnote			LE-Gesamtnote
<b>BIF-5SPZ1 (2)(3) (1)</b>						
			1	ok	1	->
				neg X	5	->
				neg X	5	->
				neg X	5	->
				neg X	5	->
				neg X	5	->
				neg X	5	->
				neg X	5	->
				neg X	5	->
				neg X	5	->
				neg X	5	->
				neg X	5	->
				neg X	5	->
				neg X	5	->

**Abbildung 0.10: Grading Teaching Units**

<sup>5</sup>The structure is essentially the same as the old “checklist tool”

A final grade for the teaching unit is calculated based on the grades of the individual activities, assignments and checklists using the point values you defined or the grading key in the case of checklists. This score is rounded and suggested as the final grade for the teaching unit. Verify/correct the suggested grades and accept them by clicking the '->' - button. (see Fig. 0.10 (1))

Additional fields: "neg" (2) in the column next to the calculated grade indicates that at least the required, defined positive grade is negative; "ok"/"x" (3) indicates whether all partial scores are available.

## 0.4 Final Grade

Select a course under <https://cis.technikum-wien.at>-> My CIS-> My LV. Click the „Final Grade“ symbol on the overview page to open the „Final Grade“ page.

### 0.4.1 Entering the Final Grade

#### Manually Entering the Final Grade

1. Enter the grade (1) and accept it with the '->' - button.
2. After you have entered all the grades, you can then approve them (see chapter [0.4.2](#) on page 12).

[ HOME | Mein CIS | Lehrveranstaltungen | Layouts ]

Benotungstool

Studiensemester: WS2007

Software Engineering

[Zurück](#)

[LV Gesamtnote verwalten](#)

Noten: 1-5, 7 (nicht beurteilt), 8 (teilgenommen)

UID	Nachname	Vorname	LE-Noten (LE-ID)	LV-Note	Passwort: <span style="color: orange;">(2)</span>	Zeugnisnote	Nachprüfung	Datum	Note
					Freigabe				
				<span style="color: orange;">(1)</span> 4	<input checked="" type="checkbox"/>				<input type="button" value="anlegen"/>
			1	-> 1	<input checked="" type="checkbox"/>	1			<input type="button" value="anlegen"/>

Abbildung 0.11: Grading a Course

#### Importing Grades from the Activity Tool (Checklist Tool)

If an activity has been created and graded in the activity tool (checklist tool) the grade will appear in the final grade. If the course contains multiple teaching units, the average of all the grades will be suggested as the final grade.

The grade fields are already filled out. Click the '->' - button to accept the grades.

#### Importing Grades from Moodle

If a Moodle course has been created and graded, the grade will automatically appear in the final grade. If the course contains multiple Moodle courses, the average of all the grades will be suggested as the final grade. The grade fields are already filled out. Click the '->' - button to accept the grades.

## Importing Grades from Excel

You can also import grades from an Excel file. To do so, use the following steps:

1. Download the Excel file with the grade list from CIS -> Courses -> Attendance and Grade Lists -> Grade List.
2. Enter the grades in the Excel file.
3. Select the student number and grade columns in Excel for those students for whom you want to import the grades. (no heading)

8						
9						
10						
11						
12						
13		Familiennname	Vorname	Gruppe	Kennzeichen	Note
14	1			1A1	0810227079	1
15	2			1A1	0810227086	2
16	3			1A1	0810227090	3
17	4			1A1	0810227069	5
18	5			1A2	0810227010	4
19	6			1A1	0810227054	3
20	7			1C2	0810227015	5
21	8			1C1	0810227043	2
22	9			1C2	0810227030	4
23	10			1A2	0810227077	3
24	11			1C2	0810227060	1
25	12			1A1	0810227039	2
26	13			1A2	0810227055	5
27	14			1C1	0810227089	3
28	15			1B2	0810227084	
29	16			1A2	0810227027	
30	17			1A2	0810227005	
31	18			1C2	0810227014	
32	19			1A1	0810227001	
33	20			1A1	0810227093	
34	21			1A2	0810227071	
35	22			1C1	0810227018	

**Abbildung 0.12:** Importing from Excel

4. Copy the marked columns to the clipboard with <CTRL>+<c> or edit> copy.
5. Finally, click on the „Import“ button to import the grades.



Existing grades are overwritten without a prompt.

In order for the grade import to function properly, it is necessary to change some security settings for the browser:

1. Firefox / Mozilla
  - a) Open a new browser window.
  - b) Enter „about:config“ in the address bar. (A warning message may appear, which you can skip by single clicking the displayed button)
  - c) Search for the entry „signed.applets.codebase\_principal\_support“
  - d) Change the setting to „true“ by double clicking it.



Activating this setting creates a security hole. Therefore, we recommend disabling this setting again after you have finished importing the grades.

## 2. InternetExplorer

- a) It is not necessary to change any settings when using IE. When you click Import a warning message will appear (in IE7) that you will have to confirm by clicking on „Allow access“.

## 3. Safari, Opera

- a) It is NOT POSSIBLE to import grades using the Safari or Opera web browser. Please use Firefox or Internet Explorer.

### 0.4.2 Approving Grades

Once you have entered all the grades you want to enter at this time (you can return to enter more grades at any time!) you can approve them for the administrative assistant with the „Approve“ button (in the table header). (2)



**NOTICE!!** For reasons of increased security it is necessary to enter your password when approving grades.<sup>a</sup>

<sup>a</sup>This refers to your TW password which is used to log into the CIS webpage or the TW computers.

- Valid Grades: 1-5, 7 (not graded), 8 (participated)
- An information email is sent to you and the administrative assistant for the degree program when the grades are approved. The email includes the student number, first name, last name and grade for the new or edited entries.
- Approved entries are marked with a green circle with a check mark.
- If you change a grade that has already been approved, it will be marked with a grey circle with a check mark (as a notice for you that the administrative assistant has not yet been informed by email. However, they will still see the new grade immediately in their system interface.)
- The administrative assistant can import the approved grade as the transcript grade which will then appear in the next field for your verification.
- If the transcript grade differs from the grade you approved, the former is marked with a red border.

### 0.4.3 Entering a Resit (2nd Date)

Once you have entered a final grade for a course, a button will appear (after refreshing the page by approving the grades for example) right next to the transcript grade for entering a resit. Once you have entered the resit, a date and grade as well as the „Edit“ button will appear (see Fig. 0.13 (1),(2)).

Click on the respective button to create or edit a resit. Enter the date and grade in the window (3) that appears and then accept the entries by clicking on the „Save“ button.



[ HOME | Mein CIS | Lehrveranstaltungen | Layouts ]

Benotungstool

Studiensemester: WS2007

[Zurück](#)  
[LV Gesamtnote verwalten](#)  
 Noten: 1-5, 7 (nicht beurteilt), 8 (teilgenommen)

**Prüfung für [ ] anlegen:**  
 Datum: [ ] [YYYY-MM-DD]  
 Note: [ ]  
speichern (3)

UID	Nachname	Vorname	LE-Noten (LE-ID)	LV-Note	Freigabe	Zeugnisnote	Nachprüfung
				4	✓		2008-03-18 4 <span style="float: right;">ändern (2)</span>
			1	1	✓	1	anlegen (1)

**Abbildung 0.13:** Final Grade for a Course - Resit

- When entering the date, please use the following format: YYYY-MM-DD
- Valid grades are once again 1-5, 7 (not graded), 8 (participated) and in addition 9 (not yet entered). If you leave the field for the grade blank, then this is interpreted as 9.
- After entering a new grade, please do not forget to approve it again by clicking on the the "Approve" button (4).

## **0.5 Attendance and Overview Table**

This section is still under construction. The current tables are essentially the same as those used in the old “checklist tool”.

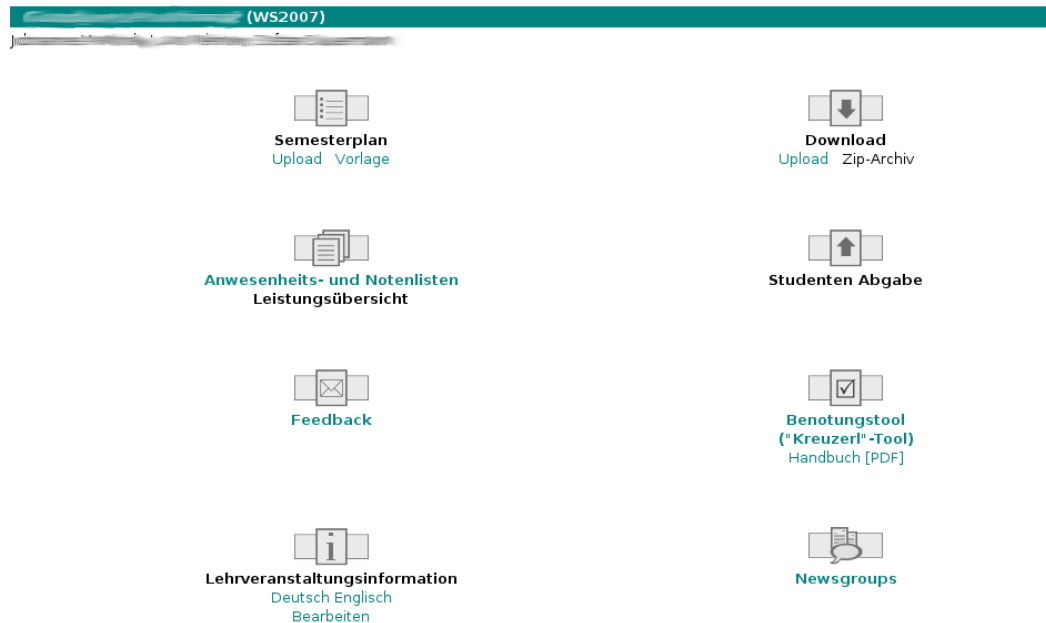
## **0.6 Statistics**

In this section you can view the statistics for the entered checkmarks for the individual checklists just as they are displayed for the students if you have checked the box "Statistics" in a checklist.

## 0.7 Annex

You will find the grading tool here:

<https://cis.technikum-wien.at> -> My Cis -> My Course. Click on a course to view its overview page. There you will find the link to the grading tool.



**Abbildung 0.14:** Course Overview

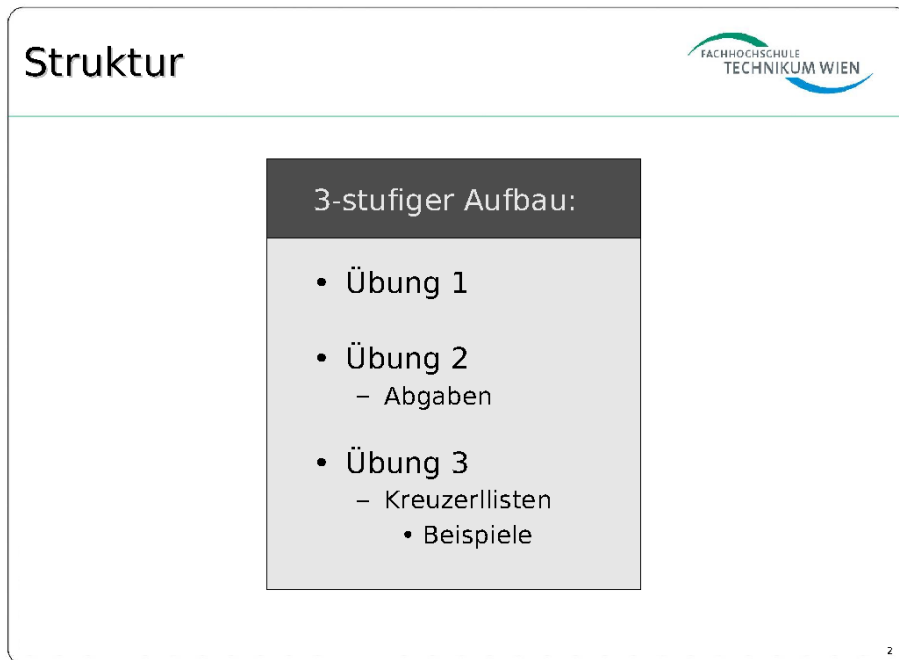


Abbildung 0.15: Presentation: Structure

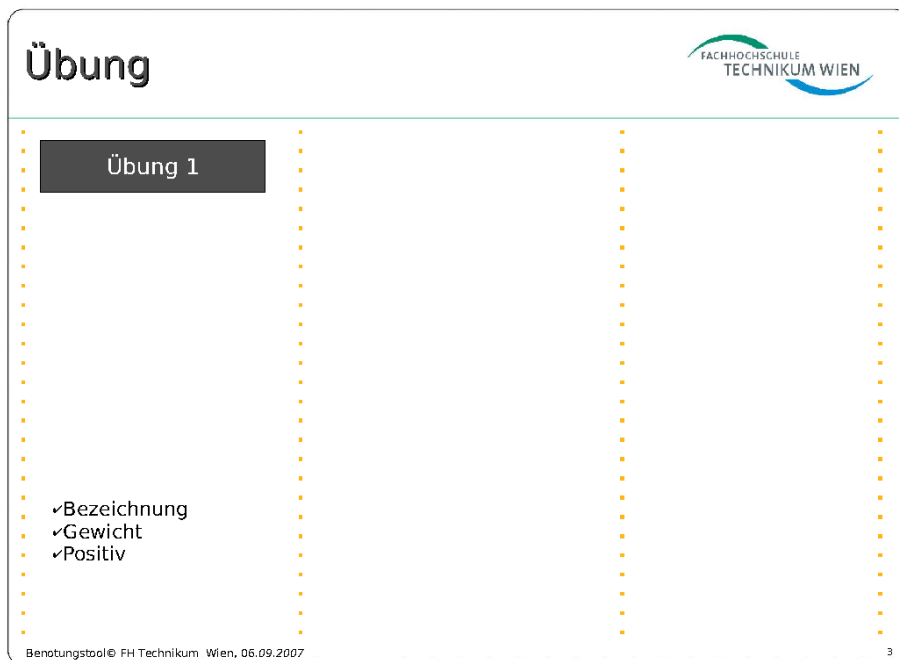


Abbildung 0.16: Presentation: Activity

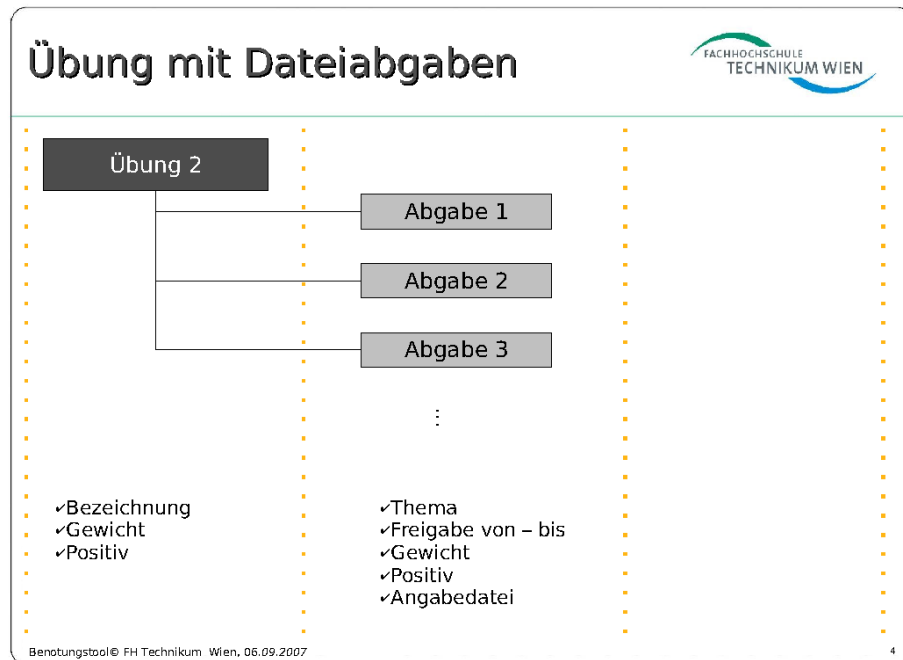


Abbildung 0.17: Presentation: Activity with an Assignment

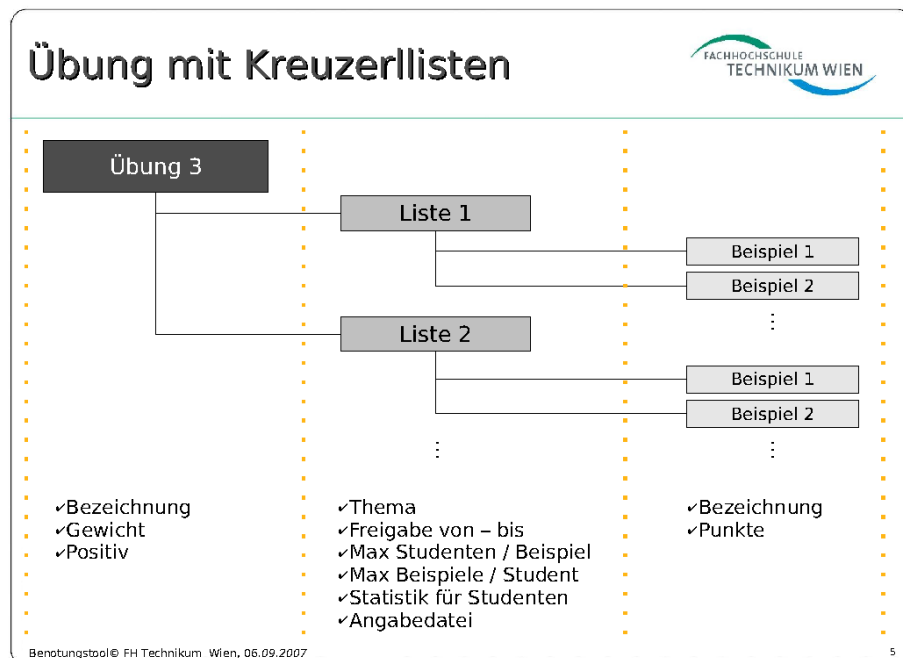


Abbildung 0.18: Presentation: Activity with Checklists