

# How to Use the Internship Checklist (Students)

## Creating a New Checklist

Start by clicking the link “Create Checklist” in the application navigation bar.

Fill in the internship information.

Click the “Create Checklist” button at the bottom of the form to finish creating the checklist. You will then be taken to the checklist.

## Editing a Checklist

On the home page, click a row in the Open Checklists table to go to the edit checklist page and begin editing the checklist.

Items in the checklist can be checked off by clicking the checkboxes. Completing checkboxes will increase the completion percentage for the checklist.

Click the save changes button at the bottom of the form to save all changes to the checklist. Nothing will be saved without clicking this button.

## Editing Internship Information

While editing a checklist, the relevant internship information will be displayed at the top of the form. This information box will have a button that says “Edit Internship”. Click this button to be taken to the edit internship page.

Edit information in the fields that you desired to change. Note that changing answers to any of the radio button questions will change which items (checkboxes) the checklist will have.

Click the save changes button at the bottom of the form to save all changes to the internship information. Nothing will be saved without clicking this button.