Introduction to Classlist

Use the Classlist tool to view and manage information about your class participants. In the Classlist you can view your class roster, student profiles, and student progress. You can also email and instant message course participants and perform other student-management related tasks.

The Classlist is separated into three different tabs:

- **All** – Displays students and instructors enrolled in the course.
- **Staff** – Only displays the instructor for the course
- **Students** – All students enrolled in the course

You can view who is online by looking at the classlist. The green dot 🍓 to the right of the name line indicates the user is logged on to the D2L system.

When using the classlist to email students, D2L does not automatically send a copy of the email to your CougarMail. Make sure you set your preferences so that you will get a copy or BCC yourself. To set your email preferences, click on the preferences link in your Welcome Box, click the Email tab, and check the box to send a copy of each outgoing message. *We recommend that you keep all correspondence with students for at least 60 days after the session ends.*
**Instant Messaging Students**

1. Click the checkbox next to the students you want to send an instant message.

2. Click **Instant Message** at the top or bottom of the list.

3. Type a message in the text box.

4. Click **Send**.
Emailing Students

1. There are several ways to send an email depending on who you want to send it to:

   a. To email everyone on a particular tab, click Email Classlist.

   ![Email Classlist](image)

   b. To email multiple students, click the checkbox next to the students you want to email and click Email at the top or bottom of the list.

   ![Classlist](image)

   c. To email one individual, click on their name in the classlist.

2. To add additional recipients, type their email addresses separated by a semi-colon or click Address Book to select recipients.

   ![Compose New Message](image)
3. Type a **Subject** and a message in the **Body**.

![Composing a new message]

4. To add an attachment, click **Upload** or drag and drop the file from your computer.

![Adding attachments]

5. Click **Send** in the top left corner.
Print a List of Students

1. Click the checkbox next to the students you want to print and click Print.

2. Click Print.
Impersonate a Student
By impersonating a student, you can log in as that student.

1. Select **Impersonate** from the context menu of the student you want to impersonate.

![Impersonate Table]

2. Click **OK** to end your session and log in as the student.

![Impersonation Confirmation]

3. Once you are finished impersonating the student, scroll to the top of the window, click on the student’s name, and select **Stop Impersonating** from the personal menu.

![Stop Impersonating]
**View Last Accessed Date**

This date is shown in the classlist. It is the date and time when the student was last active in the course. It is updated when the student clicks on various course tools and the course homepage.

![Classlist Screen Shot](image.png)
View Student Progress in the Course

1. To track a student’s activity in D2L, select View Progress from the context menu for that student.

2. From this page you can view their progress for each tool and the system login history. To learn more, see the User Progress quick guide.
View a Personal Profile

You can view other user profiles by clicking on the profile picture in the classlist for each enrolled user.

1. To view other user profiles, click on the profile picture in the classlist next to the user’s name.
**View Enrollment Statistics**

1. Click **Enrollment Statistics** to view enrollment and withdrawal information.

2. This page shows enrollment and withdrawal information.