

## Overview

Updated 01/08/2015. Version 10.3

The Classlist is a central area for viewing information about students. You can use the Classlist to send email to your students, view their profiles, add teaching assistants to your course, and print the class list. You can also use it to see a list of all students enrolled in your course and which students are online.

## How to Access the Classlist

Click **Track** on the course navigation bar, and then click **Classlist**.

## In This Guide

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For more D2L resources, go to <http://cte.siu.edu/idblog/instructor-resources/d2l-resources-instructors/>.

The screenshot shows the D2L Classlist interface. At the top, there is a navigation bar with options like COURSE HOME, MH CAMPUS, BRYTEWAVE, INSTRUCTION, ACTIVITIES, TRACK, LIVE HELP, and EDIT COURSE. Below this, the 'Classlist' title is displayed along with 'Print', 'Settings', and 'Help' icons. A toolbar contains 'Add Participants', 'Enrollment Statistics', and 'Email Classlist'. There are tabs for 'All', 'Instructor', 'Students', 'Teaching Assistants', and 'INC Students'. A 'View By' dropdown is set to 'User'. A search bar is present with a 'Show Search Options' link. The main area is a table with columns: Image, Last Name, First Name, Username, Email, Role, and Last Accessed. Three rows are visible: 'Student, Demo', 'Stark, Arya', and 'Poe, Edgar'. The 'Poe, Edgar' row has a green dot in the 'Image' column, indicating the user is online. Callout boxes provide the following information:

- Use these tabs to filter users by role (pointing to the tabs)
- Add a teaching assistant to your course (pointing to 'Add Participants')
- Email all users in the currently selected tab (pointing to 'Email Classlist')
- Email selected student(s) (pointing to the 'Email' icon in the toolbar)
- Click the student's profile picture to view her/his profile (pointing to the profile picture of Poe, Edgar)
- Print a list of the users in the selected tab (pointing to the 'Print' icon in the toolbar)
- Indicates that the user is currently online (pointing to the green dot in the 'Image' column)
- Displays the last date and time a user accessed the course (pointing to the 'Last Accessed' column)



## Checking who is Online



The  Online Status icon is displayed beside the names of users who are currently logged into D2L.

## Sending an Email

### Send an Email to Your Entire Class

1. From the “Classlist” page, click the **Email Classlist** button (Figure 1). A page will open that displays a list of students who will receive the email.
2. Click **Send Email** at the bottom of the page.
3. Enter your subject and message in the appropriate fields. To add an attachment, click **Upload** and locate the file on your computer (Figure 2).
4. When you have finished your email, click **Send** in the upper-left corner (Figure 3).

### Send an Email to Selected Students

1. From the “Classlist” page, select the checkbox next to the students you want to email.
2. Click  **Email** (Figure 4).
3. Enter your subject and message in the appropriate fields. To add an attachment, click  **Upload** and locate the file on your computer.
4. When you have finished your email, click **Send** in the upper-left corner (Figure 3).

## Viewing Student Profiles

To view a student’s profile, simply click the picture or picture placeholder next to his or her name (Figure 5).

**Note:** Students must fill out their profiles manually in order for information to appear here.

## Adding a Teaching Assistant

Teaching assistants in Desire2Learn have the same ability to build course content and see and assess student work as instructors.

**Note:** Instructors have the ability to add a teaching assistant to their class, but they cannot remove one, so be careful to select the correct person. To request the removal of a teaching assistant, go to <http://www.itd.depaul.edu/lmsforms/allforms.aspx>.

1. On the “Classlist” page, click **Add Participants**.
2. Click **Add existing users** (Figure 6).

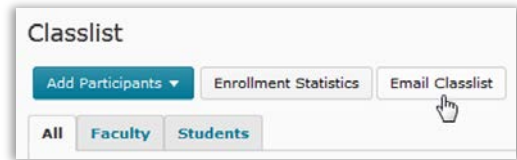


Figure 1

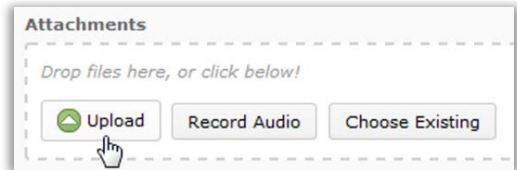


Figure 2

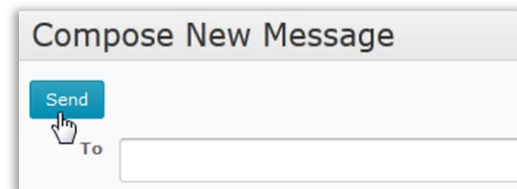


Figure 3

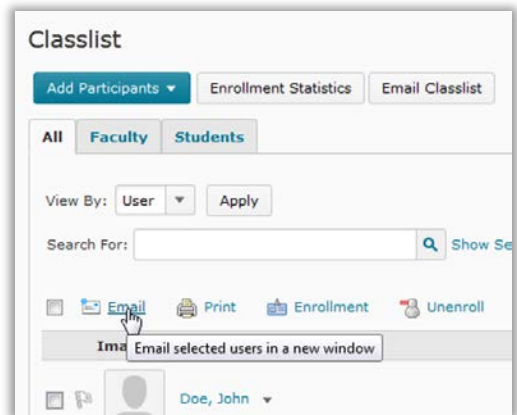


Figure 4



Figure 5

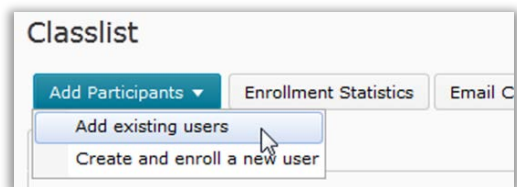


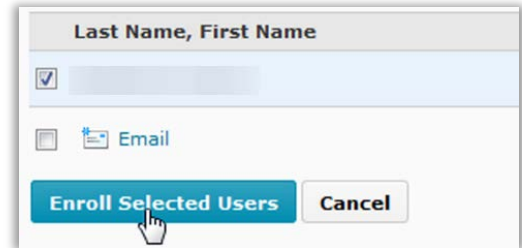
Figure 6

3. In the “Search for” field, enter the name of the participant you would like to add, and then click search icon (Figure 7).
4. Select the participant from the list of results by selecting the checkbox to the left of his or her name.
5. In the “Select a Role” drop-down menu, select **Teaching Assistant**.
6. Click **Enroll Selected Users** (Figure 8).
7. Click **Done**.



The screenshot shows the 'Add Existing Users' search interface. It features a search bar with the text 'Search For:' and a search icon. Below the search bar, there are three checkboxes under the heading 'Search In': 'First Name' (checked), 'Last Name' (checked), and 'Email' (checked). A link for 'Hide Search Options' is visible to the right of the search bar.

Figure 7



The screenshot shows the user selection interface. It features a table with a header 'Last Name, First Name'. The first row of the table has a checked checkbox on the left. Below the table, there is an 'Email' icon and the text 'Email'. At the bottom, there are two buttons: 'Enroll Selected Users' (highlighted in blue) and 'Cancel'. A mouse cursor is pointing at the 'Enroll Selected Users' button.

Figure 8