D2L Quickguide: The Classlist

Overview
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.

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