

## Overview

Updated 09/13/2016. Version 10.6.x

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 tabs: COURSE HOME, MI | CAMPUS, CONTENT, INSTRUCTION, ACTIVITIES, TRACK, HELP, and COURSE ADMIN. Below this, the 'Classlist' page has several tabs: Add Participants, Class Engagement, Enrollment Statistics, and Email Classlist. A secondary set of tabs includes All, Instructor, Students, Teaching Assistants, and INC Students. The 'Teaching Assistants' tab is currently selected. Below the tabs, there is a 'View By:' dropdown set to 'User' and a search bar. A table of users is displayed with columns for Image, Last Name, First Name, Username, Email, Role, and Last Accessed. Annotations with arrows point to various elements: 'Use these tabs to filter users by role' points to the secondary tabs; 'Add a teaching assistant to your course' points to the 'Add Participants' tab; 'Email all users in the currently selected tab' points to the 'Email Classlist' tab; 'Email selected student(s)' points to the 'Email' icon in the table; 'Click the student's profile picture to view her/his profile' points to a profile picture; 'Print a list of the users in the selected tab' points to the 'Print' icon; 'Indicates that the user is currently online' points to a green dot in the 'Last Accessed' column; and 'Displays the last date and time a user accessed the course' points to the 'Last Accessed' column header.

| Image | Last Name ▲, First Name | Username            | Email                    | Role    | Last Accessed        |
|-------|-------------------------|---------------------|--------------------------|---------|----------------------|
|       | Alcott, Louisa          | louisa.alcott       | louisamay88@gmail.com    | Student |                      |
|       | Poe, Edgar              | edgar.poe           | edgarpoe789@gmail.com    | Student | Sep 13, 2016 1:18 PM |
|       | Shakespeare, William    | william.shakespeare | wshakespeare17@gmail.com | Student | Jul 24, 2014 3:17 PM |

## 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

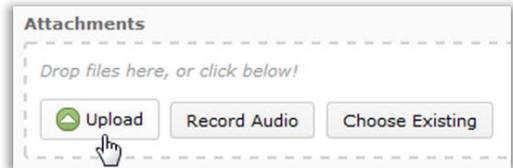


Figure 2

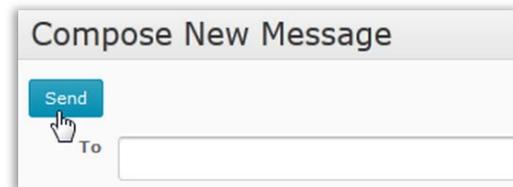


Figure 3

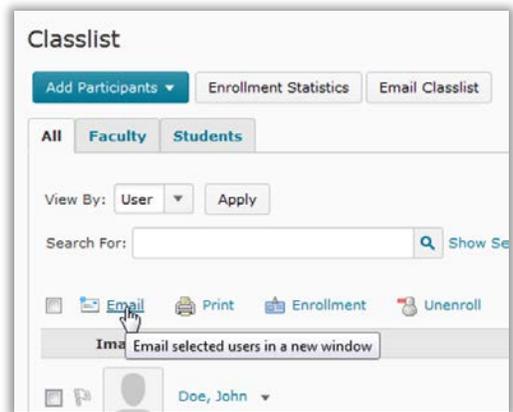


Figure 4



Figure 5



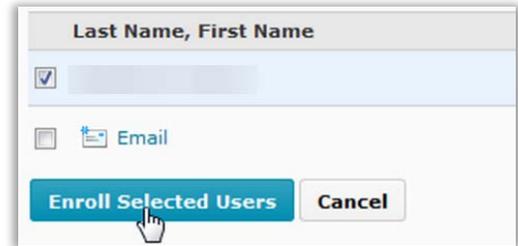
Figure 6

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 on the right side.

Figure 7



The screenshot shows the user selection and enrollment interface. It displays a list of users with a header 'Last Name, First Name'. A checkbox is checked next to the first user. Below the list, there is an 'Email' icon and a button labeled 'Enroll Selected Users' which is being clicked by a mouse cursor. A 'Cancel' button is also present.

Figure 8