D2L Quickguide: The Classlist

Overview

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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/.

Use these tabs to filter users by role

Add a teaching assistant to your course

Email all users in the currently selected tab

Email selected student(s)

Click the student's profile picture to view her/his profile

Print a list of the users in the selected tab

Indicates that the user is currently online

Displays the last date and time a user accessed the course

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**.
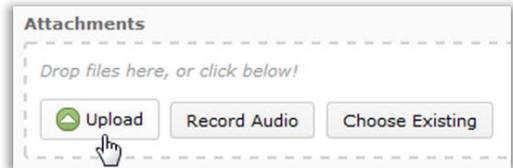2. Click **Add existing users** (Figure 6).
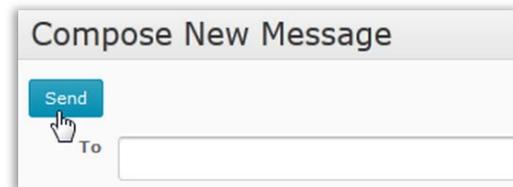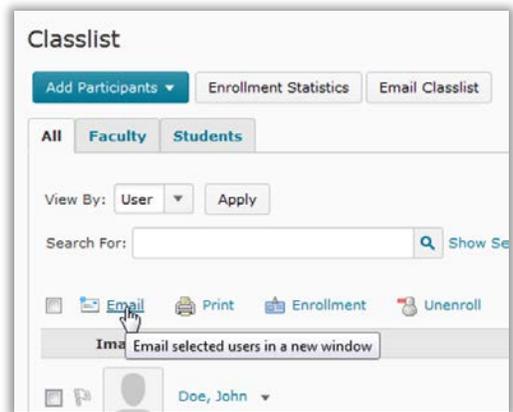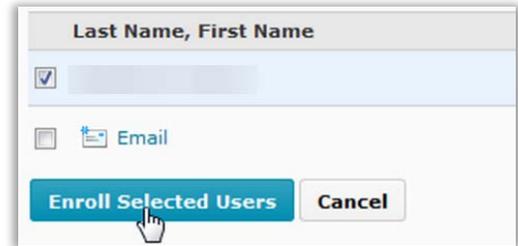

Figure 1

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**.

Figure 7

Figure 8