

## CLASSLIST: Using the Classlist features

The **Classlist** provides you and your students with a list of course participants, including instructors, students, staff, mentors and visitors. The **Classlist** is automatically updated from BSU's Integrated Student Records System (ISRS) one business night after official registration.

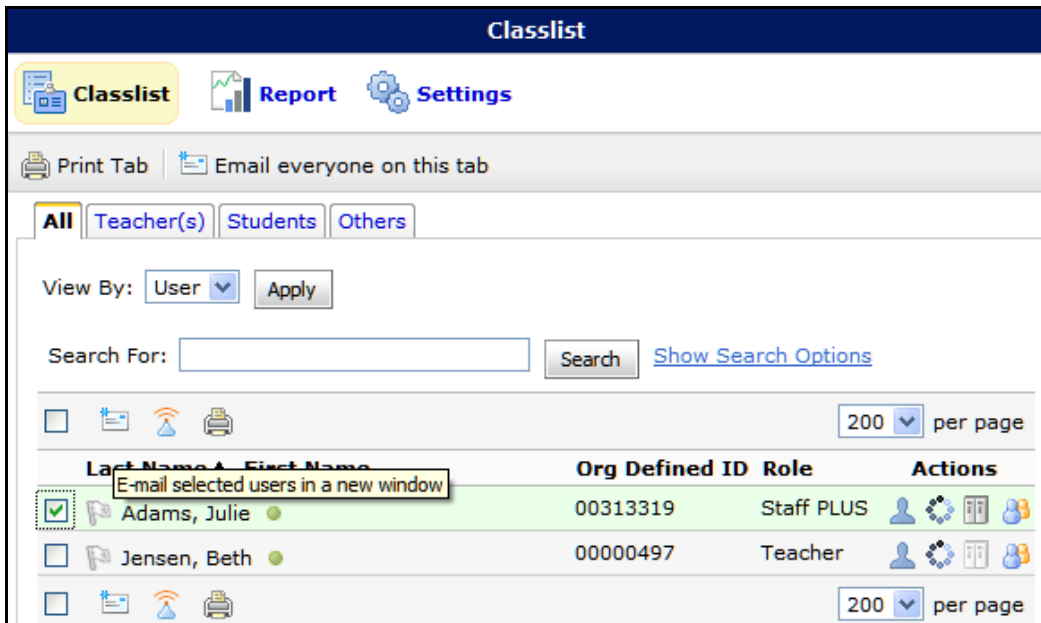
The **Classlist** includes various tools which provide information and allow interaction among class members. For example, instructors and students can easily email and/or page each other. In addition, instructors can view student group enrollments and check student progress in the course.

### Communication









Course participants can contact each other directly from the **Classlist**. For example, you can go to the **Classlist**, see who is currently online and send those users an email or page.

#### To email a user:

1. Select a user by clicking in the box to the left of the user's name.




The screenshot shows the D2L Classlist interface. At the top, there are tabs for 'Classlist', 'Report', and 'Settings'. Below these are options for 'Print Tab' and 'Email everyone on this tab'. There are filters for 'All', 'Teacher(s)', 'Students', and 'Others'. A 'View By' dropdown is set to 'User' with an 'Apply' button. A search bar is present with a 'Search' button and a link to 'Show Search Options'. The table below has columns for 'Last Name', 'First Name', 'Org Defined ID', 'Role', and 'Actions'. Two users are listed: 'Adams, Julie' (Staff PLUS) and 'Jensen, Beth' (Teacher). A tooltip is shown over the 'Email selected users in a new window' icon in the Actions column for Julie Adams. The table is paginated to show 200 items per page.


Last Name	First Name	Org Defined ID	Role	Actions
Adams, Julie		00313319	Staff PLUS	<input checked="" type="checkbox"/>    
Jensen, Beth		00000497	Teacher	<input type="checkbox"/>    

2. Click the  **Email selected users in a new window** icon.



3. The main email screen will open with the user's email address already in the 'To' field.
4. Compose your message, and then click **Send**.

**Note:** To send a mass mailing to course participants, select the  **Email everyone on this tab** link.

#### **To page a user:**

1. Select a user by clicking in the box to the left of the user's name.
2. Click the  **Page selected users in a new window** icon.
3. Compose your message, and then click **Send**.


#### **To print a list of users:**

1. To print a list of all users (listed on a particular tab), click the  **Print Tab** icon and then the **Print** button.
2. To print the names of selected users, click on the box to the left of the users' names. Then click the  **Print** icon and after that, the **Print** button.

## **Progress Reports**

The Classlist allows you to keep track of student progress in each tool area. For example, you can see which Content topics a student has accessed, how many discussion items the student has authored and/or read in each topic, etc.

#### **To view student progress:**

1. Click the  **View Progress for Student Name** icon to the right of a student's name.
2. From the dropdown, select the tool you wish to view (i.e. Discussions, Content).
3. Scroll down (past Login Summary and Details) to the tool-specific student progress information.

**NOTE:** You can use the Login Summary and Details information to determine when (how often) a student has logged into D2L. **This information is for logins to the D2L system and not for the selected course.**