Classlist and Email in D2L Brightspace

Webinar Recording: (47 minutes)
Topics in this webinar

• Viewing and Ordering Classlist
• Unenrollment History
• Exporting the classlist (*hint* use the gradebook)
• Composing an email
• Viewing ‘Sent Mail’ history
• Email Settings
Classlist and Email

- The Classlist tool in D2L Brightspace enables teachers and students to interact with each other.
- You can email students.
- The Classlist in Brightspace provides additional options, including Instant Message.
- When viewing the Classlist, teachers can choose to email all or select students.
- Teachers can see the history of students who withdrew from the course from the Enrollments tab.
Where are Classlist and Email?

1. From the course navigation bar, click the “Communications” menu.
2. Then select the Classlist or the Email link to navigate to the tool.
Resources

Knowledge Article:

- KA 1089 About Classlist
- KA 900 About Email

Related Articles:

- KA 916 (how to export the classlist from the gradebook)
- KA 1152 (covers how to view grades for an unenrolled student)
Next Up:
Quiz Import (D2L Brightspace)

This webinar has provided an overview of the Classlist and Email tools in D2L Brightspace.

The next webinar will be an overview of Quiz Import on August 15 @ 2:00 pm (Register Here).
Faculty Resources on Sharepoint

Faculty have access to recorded webinars and other D2L Brightspace-related information on a Minnesota State Sharepoint site.

How to access IMS Sharepoint site:

- Go to https://mnsceu.sharepoint.com/sites/IMS/
- When prompted for username and password
- Enter YourStarID@minnstate.edu as username
- Enter your StarID password
Faculty Resources Screen Shot