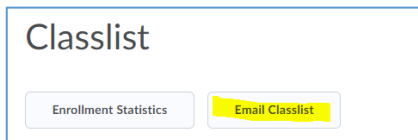


D2L Classlist

You can use the **Classlist** to send emails, view user progress, and view enrollment statistics.

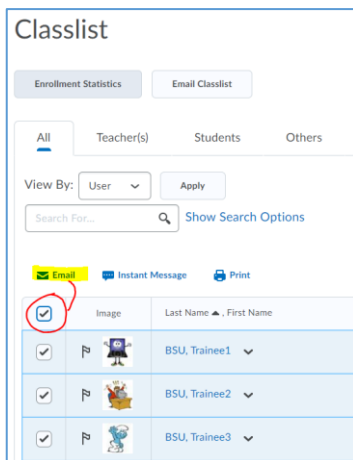
Send an Email to the Entire Class

1. Click the **Communications** menu
2. Click **Classlist**
3. Click the **Email Classlist** button at the top of the list



4. Scroll to the bottom of the list and click the **Send Email** button
5. Student email addresses will display in the Bcc field
6. Enter or edit the **Subject** line, and type your **Message**, and click the **Send** button in the top left of the window

Alternately, to send an email to the entire class, you can **select all students** using the check box at the top of the list, then **click the Email button**. **NOTE:** Be sure you are viewing all students on the current page.



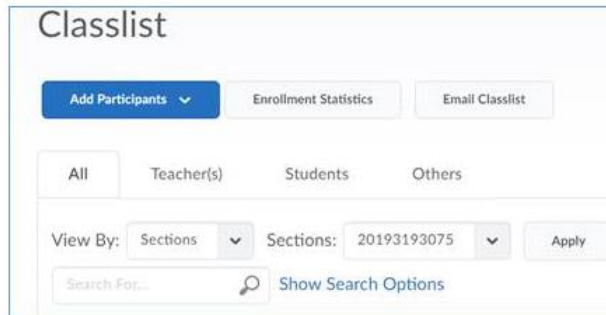
Send an Email to Select Users from Classlist

1. Select the individual(s) you want to email by clicking the **box** in front of their name(s)
2. Click the **Email** button at the top of the list
3. Enter or edit the **Subject** line, and type your **Message**, and click the **Send** button in the top left of the window

Sorting Users

The Classlist has tabs that allow you to view individuals, groups or sections.

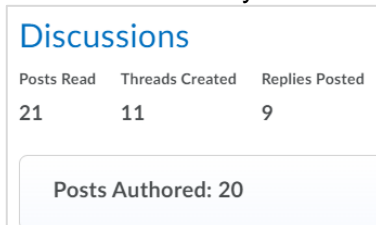
1. Click on the tab you want to view, such as **Students**.
2. If you want to communicate with one group or one section within a course, you can use the **View By:** menu.
 - a. Click the “**View by:**” filter, and choose “**group/sections.**”
 - b. Click **Apply**
 - c. **Select the group/section** you want to view, and click **Apply** again.
 - d. Select all of the students, and click the Email button to compose a message.
 - e. To return to the full classlist, select “**View by: User**” and then click **Apply**



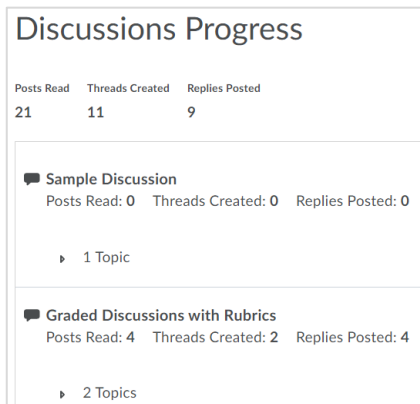
View User Progress

This tool allows you to view the progress of a single user including their discussion posts, assignment submissions, or access the amount of time that individual users have spent viewing content. You may use this page to show a student their grade progress.

1. On the Classlist, click the arrow next to the user’s name and click **View Progress**.
2. A Progress Summary page will open with each activity listed.
3. Scroll to the activity of interest, such as **Discussions**.



4. Click on **Discussions**, you will see that student’s individual posts by topic.



View Class Progress

1. Click **Assessments** in the navbar

2. Click **Class Progress**
3. A summary of each student's progress will display
4. Click on a student's name to view more detailed progress for that student

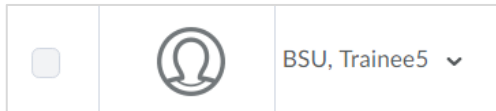
The screenshot shows the 'Class Progress' page with a table of student progress. The table has columns for Name, Assignment Submissions, Content Completed, Discussions, and Quizzing. Each row represents a student with their respective progress bars and statistics.

Name	Assignment Submissions	Content Completed	Discussions	Quizzing
BSU, Trainee1 BSUTrainee1	83 %	24 % Completed: 11 / 45	21 read 11 threads 9 replies	72 %
BSU, Trainee2 BSUTrainee2	93 %	18 % Completed: 8 / 45	18 read 6 threads 5 replies	69 %
BSU, Trainee3 BSUTrainee3	90 %	2 % Completed: 1 / 45	8 read 3 threads 2 replies	40 %

Enrollment Statistics

This feature allows you to see a summary of the users that have been enrolled or withdrawn from your course.

1. From the Classlist, click the **Enrollment Statistics** button located on the top.
2. Scroll to the lower part of the page to view student withdrawals.



3. Click the arrow next to their name.
4. Click View Grades to see their grades before they withdrew.

Additional Resources

Go to [eLearning Website](#) for detailed tutorials on many D2L topics.

<https://www.bemidjistate.edu/academics/distance/elearning/d2l-handouts-and-videos/>