**D2L QuickGuide: Classlist**

**Overview**
The Classlist tool is a central area for viewing information about students enrolled in your class, and is automatically populated from Banner. You can use it to see a list of all students enrolled in your course and which students are online at that particular time. You can also use the Classlist to send emails to your students, view their user profiles, view their progress in your course, and add participants (such as teaching assistants or other faculty) to your course. You can also print your roster from Classlist.

**How to Access Classlist**
Click Classlist on your course navigation bar.

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### Checking Who is Online
The Online Status icon is a green dot displayed beside the names of users who are currently logged in to D2L. (Figure 1).

### Sending an Email
Email can be sent from D2L to your students’ campus email inbox. Responses will route to your faculty campus email inbox. D2L does not have an email inbox feature.

**Note:** To automatically receive a copy of all emails you send from D2L, see “D2L QuickGuide: Personal Settings”.

### Send an Email to Your Entire Class
1. From the Classlist page, click the Email button at the top of the page (Figure 2). This will automatically select everyone enrolled in your course.
2. At the bottom of the class roster, click the Send Email button (Figure 3).
3. Enter your subject and message in the appropriate fields.
4. You can change the priority level of the email by selecting Low, Normal, or High from the dropdown box in the bottom right corner.
5. When you have finished your email, click **Send** in the upper left corner.

**Note:** You may receive an error message that “The email address of 1 user could not be added.” The user is the Demo Student, who does not have an email account.

### Send an Email to Selected Students

1. From the Classlist page, select the checkbox next to the students you want to email (Figure 5).
2. Click the **Email** icon at the top of the list (Figure 6).
3. Enter your subject and message in the appropriate fields.
4. You can change the priority level of the email by selecting Low, Normal, or High from the dropdown box in the bottom right corner.
5. When you have finished your email, click **Send** in the upper left corner.

### Viewing Student Information

#### View a Student Profile

To view a student’s profile, simply click the picture or picture placeholder next to his or her name. Completing a personal profile is optional, and not all students choose to do so.

#### View Student Progress

The View Progress tool allows you to view how students have interacted with different course components. These components can include which Content topics a student has viewed, number of discussion posts written and read, and checklist items completed.

1. Click the dropdown arrow beside the student’s name whose progress you want to check and select **View Progress** (Figure 7).
2. By default, you’ll see a Progress Summary first (Figure 8). This gives you an overview...
3. Click any of the topics listed under Summary to see more details about the student’s progress in different course components, such as **Discussions** (Figure 9).

**Preview Content as Student**

You can see your course from a student’s perspective by “impersonating” the Demo Student.

1. Locate the Demo Student, and select **Impersonate** from the dropdown menu (Figure 10).
2. Click **Yes** to impersonate.
3. Return to the course homepage.
4. Preview your course from a student’s perspective.
5. Restore Instructor view by clicking **Restore** under Demo Student on the Minibar in the very top right corner of the course homepage (Figure 11).

**Adding a Participant**

Occasionally, instructors need to add assistants or student auditors to a class. In most cases, the auditors are students who are making up an “Incomplete” from a previous semester.

1. On the Classlist page, click **Add Participants** (Figure 12).
2. Select **Add existing users** (Figure 12).
3. In the search field, enter the name of the participant you would like to add, and then click **Search** (Figure 13).
4. Select the participant from the list of results by selecting the checkbox to the left of his or her name (Figure 14).
5. In the Role drop-down menu, select the appropriate role (such as **Auditor**).

**Note:** The Auditor role will allow a student to audit the class without being officially enrolled (for example, when they need to make up an incomplete). The Observer/Reviewer role will allow another instructor to observe and view the course without appearing to the students as an instructor in the course.

6. Click **Enroll Selected Users** (Figure 14).