Classlist

The Classlist tool lists all users enrolled in a course. Apart from being able to see all your classmates and who is online, you can use this tool to send a quick class or individual email.
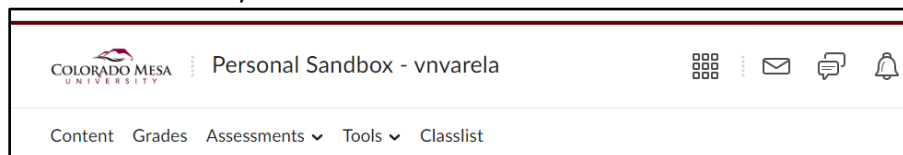
Contents
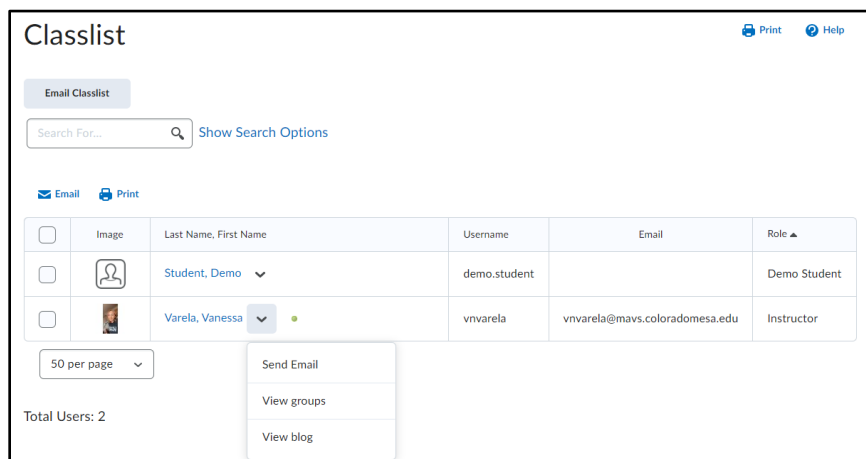
Tutorial Video(s)

- [Using the Classlist Tool](#)

Find and contact other learners in your course

1. Use the Classlist to view who is enrolled in your course, send email messages, view shared groups, and read their blogs if they have one.
2. On the navbar, click **Classlist**.

3. Next to the person you want to contact there is an arrow button. Click it.
4. Click **Send Email**.

5. Enter your message. To add an attachment to your email, click **Browse**.
6. Click **Send**.