

Classlist

The Classlist tool lists all the enrolled students in a course. Apart from being able to see the last date and time a user accessed the course, the instructor can also check user progress, see who is online, and send a quick class or individual email.

Contents

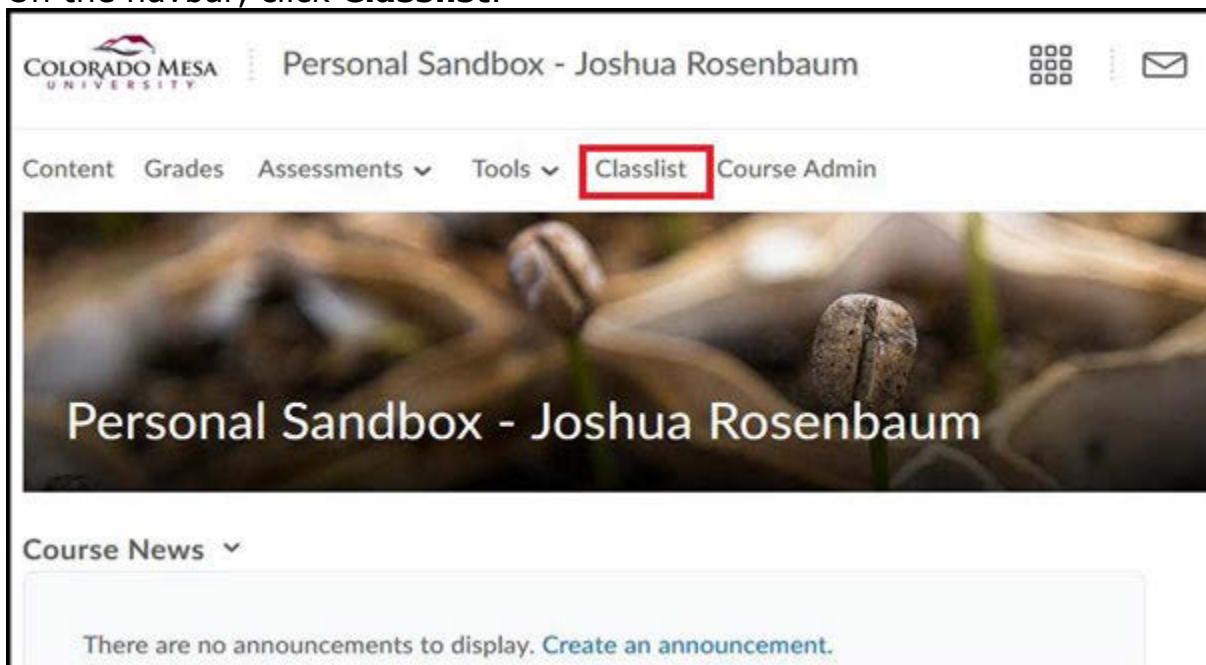
Classlist.....	1
Contents	1
Tutorial Video(s)	1
Contact Learner	1
Check User Progress	3

Tutorial Video(s)

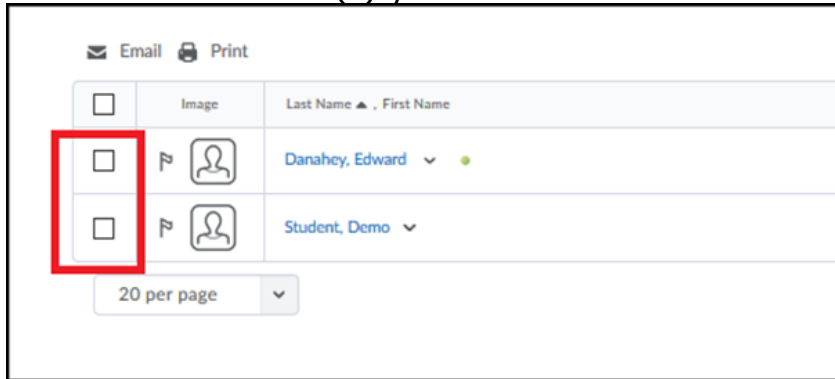
- [Contact Learner Video](#)
- [Class Progress – Use and Modify User Progress](#)

Contact Learner

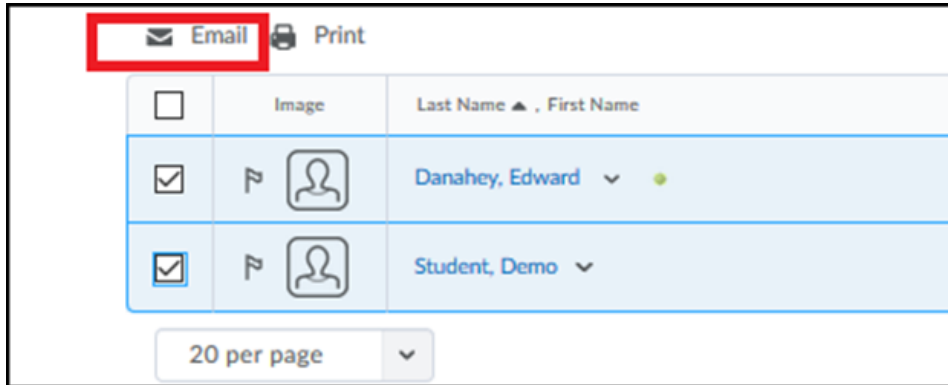
1. On the navbar, click **Classlist**.



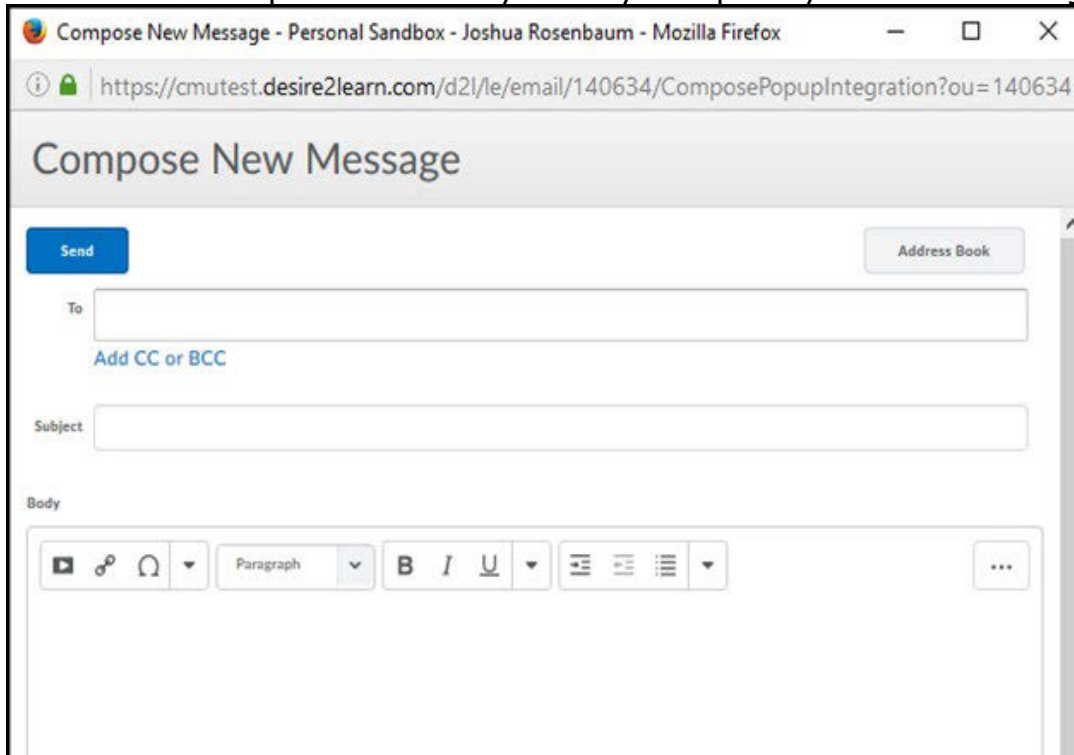
2. Select which learner(s) you wish to contact.



3. Once selected choose **Email**.



4. A new window opens in which you may compose your new message to the users.

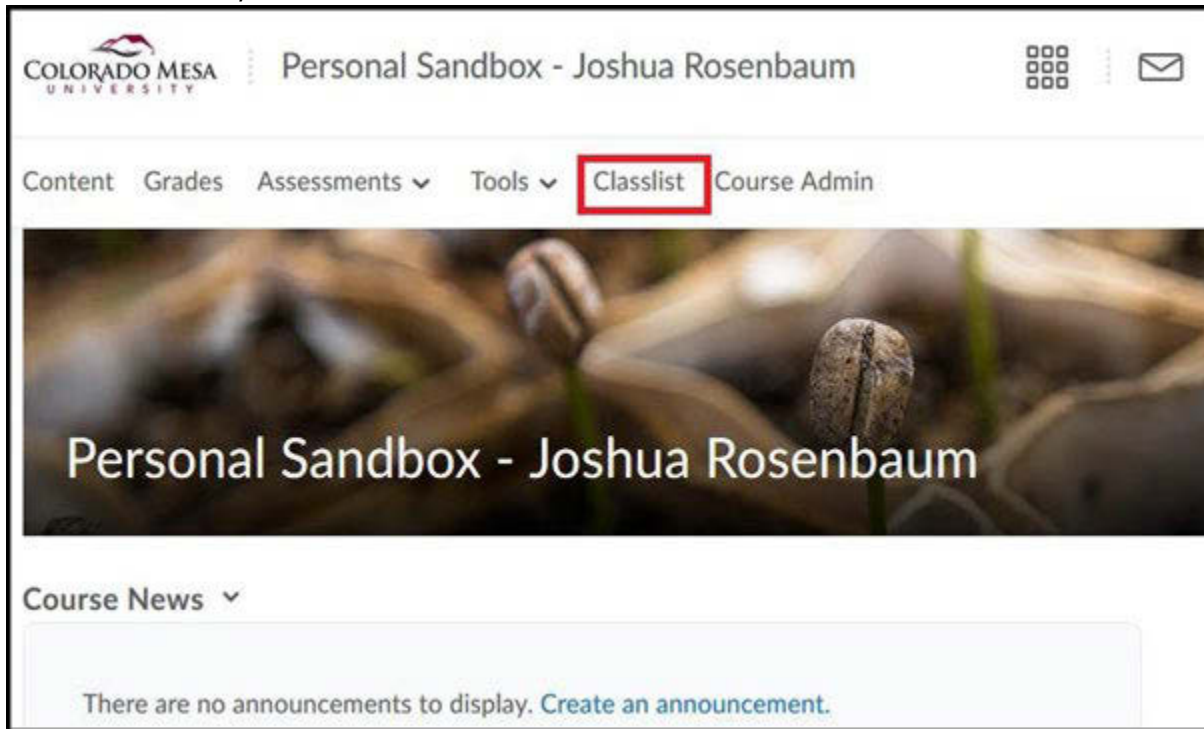


Note: you cannot send an email if you are in a Quiz attempt.

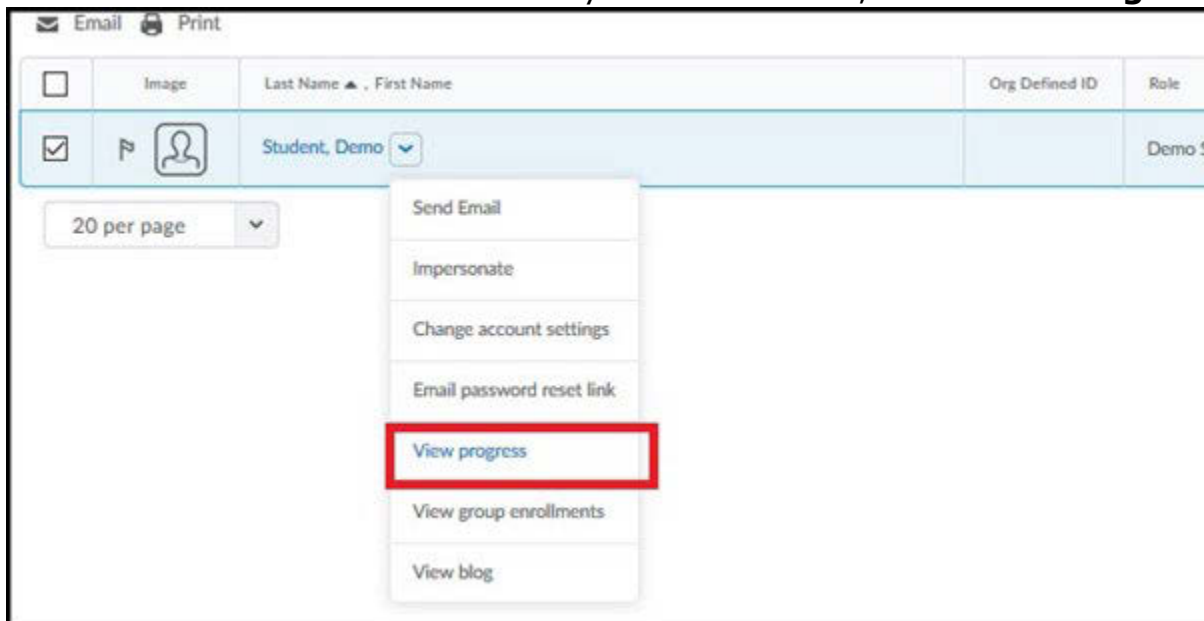
Check User Progress

Your view of the Class Progress tool may differ depending on whether you access the Class Progress tool from the org level or the org unit level, as well as depending on your roles and permissions.

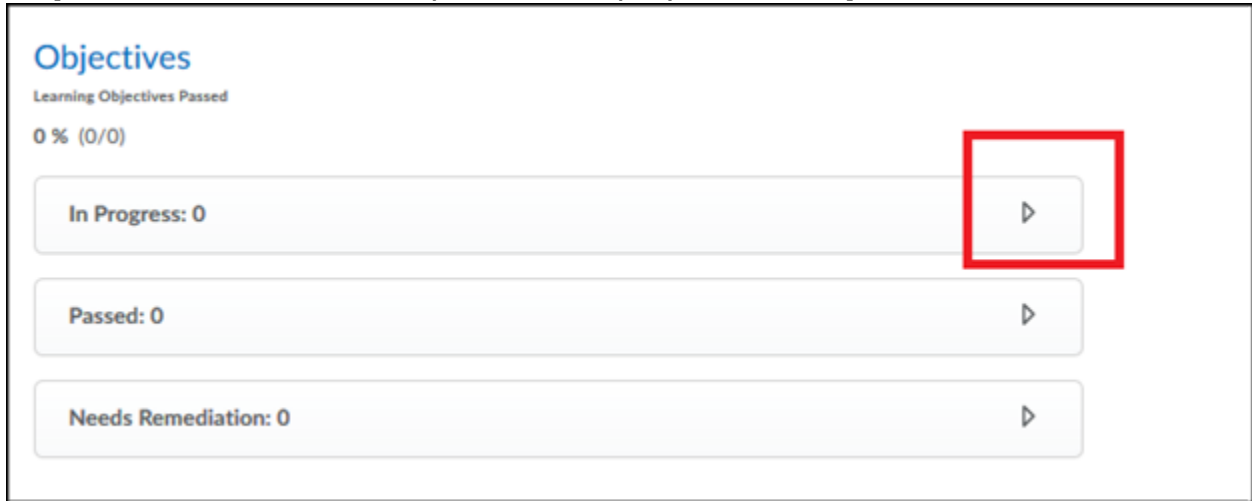
1. On the navbar, click **Classlist**.



2. From the context menu of the user you want to view, click **View Progress**.



3. To view progress on a specific progress indicator, click the indicator from the **Reports List** area. The report will display in the **Report Details** area.



4. Click the expandable and collapsible links to expand or collapse the report details.