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.
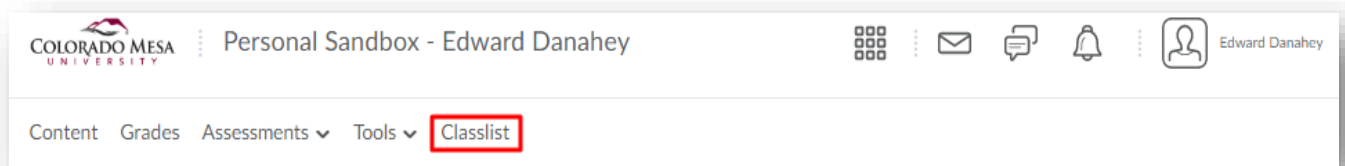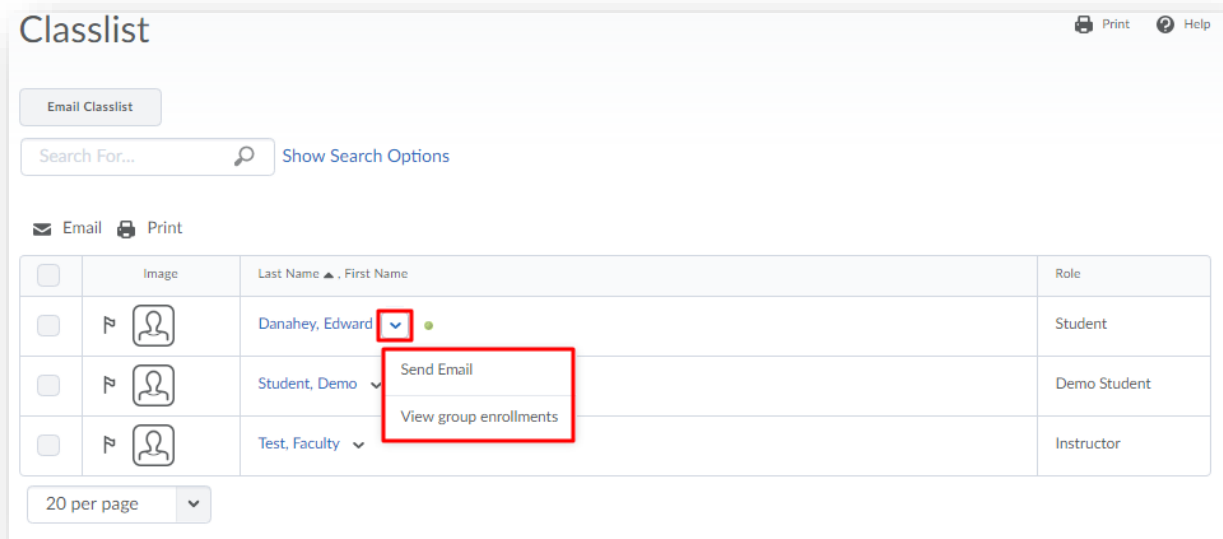
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Find and contact other learners in your course

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

3. On the **All** tab, select the check boxes beside the users you want to contact.
4. Click **Email**.

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