

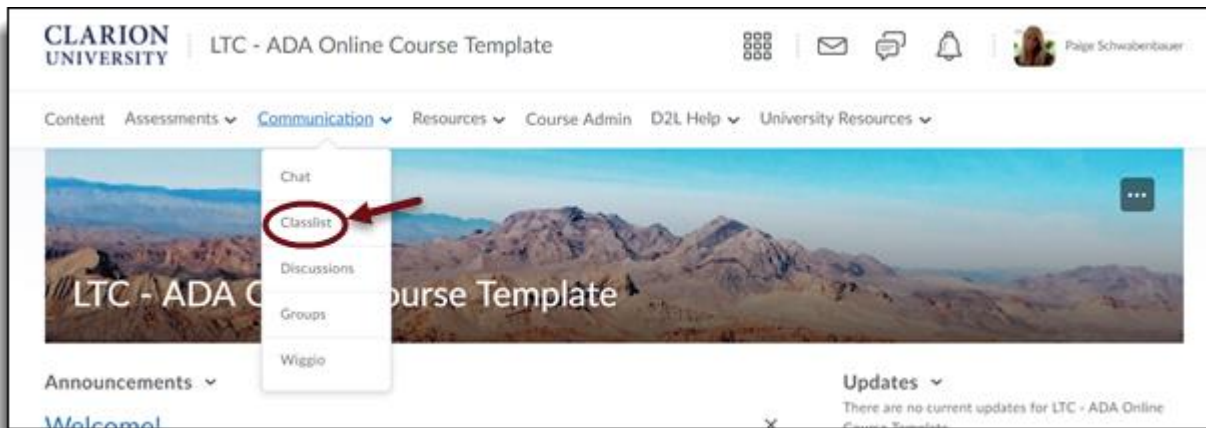
Classlist

Use the Classlist tool to view who's enrolled in your course, check users' online statuses, and send email messages. You can also use the Classlist tool to change user account settings.

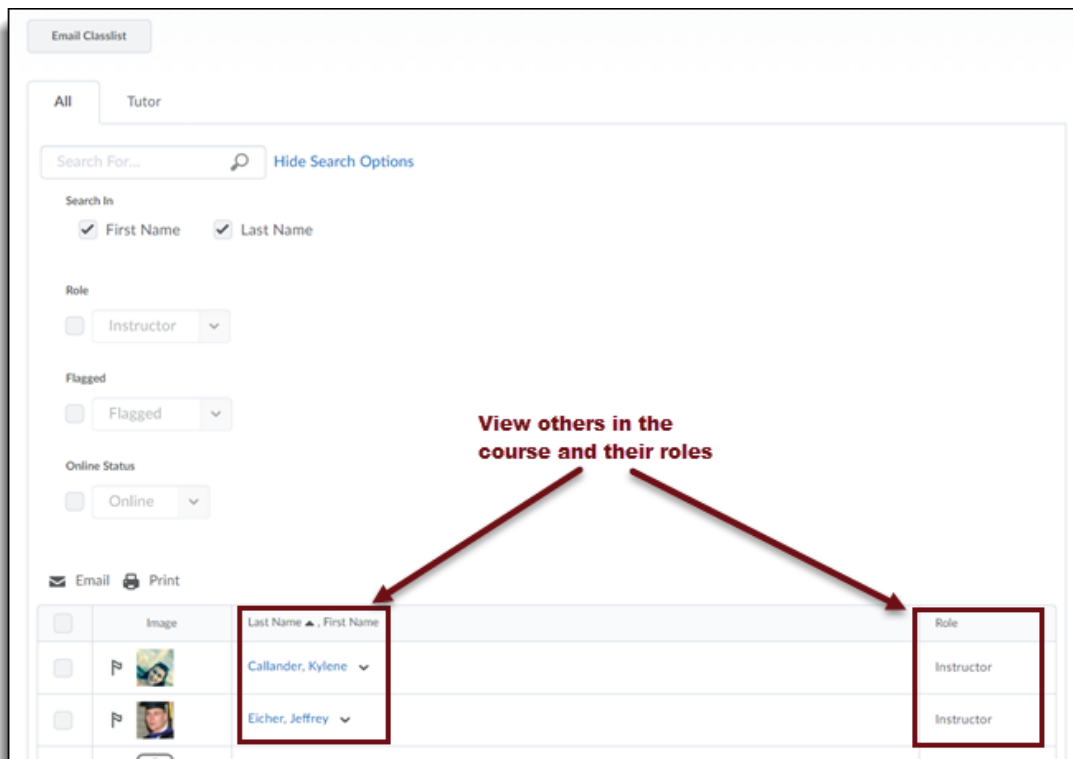
[Viewing Classlist](#) | [Emailing from Classlist](#)

Viewing Classlist

1. In the navbar at the top of the page, select **Classlist** from the **Communications** drop down menu.



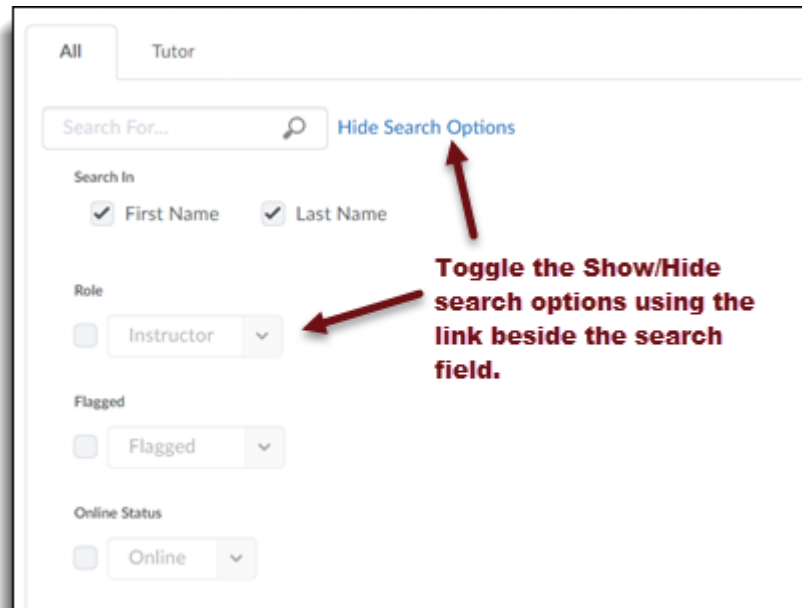
2. Here you will be able to view both students and instructors that are enrolled in the course.



3. The green dot beside a person's name indicates that they are online.



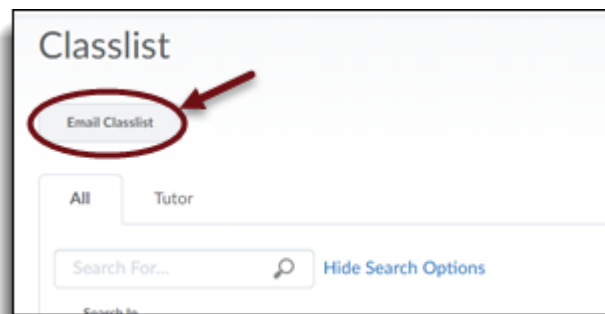
4. You can search for a specific person using the search tool and options.



Sending Email from Your D2L Course

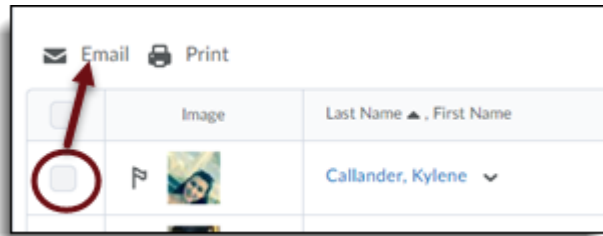
The email tool in D2L is configured as send-only. **You cannot receive any email messages through D2L.** You will need to use your Eagle Mail account for receiving email from your instructor or other students in your courses.

1. To email all students in your course, select Email at the top of the frame.



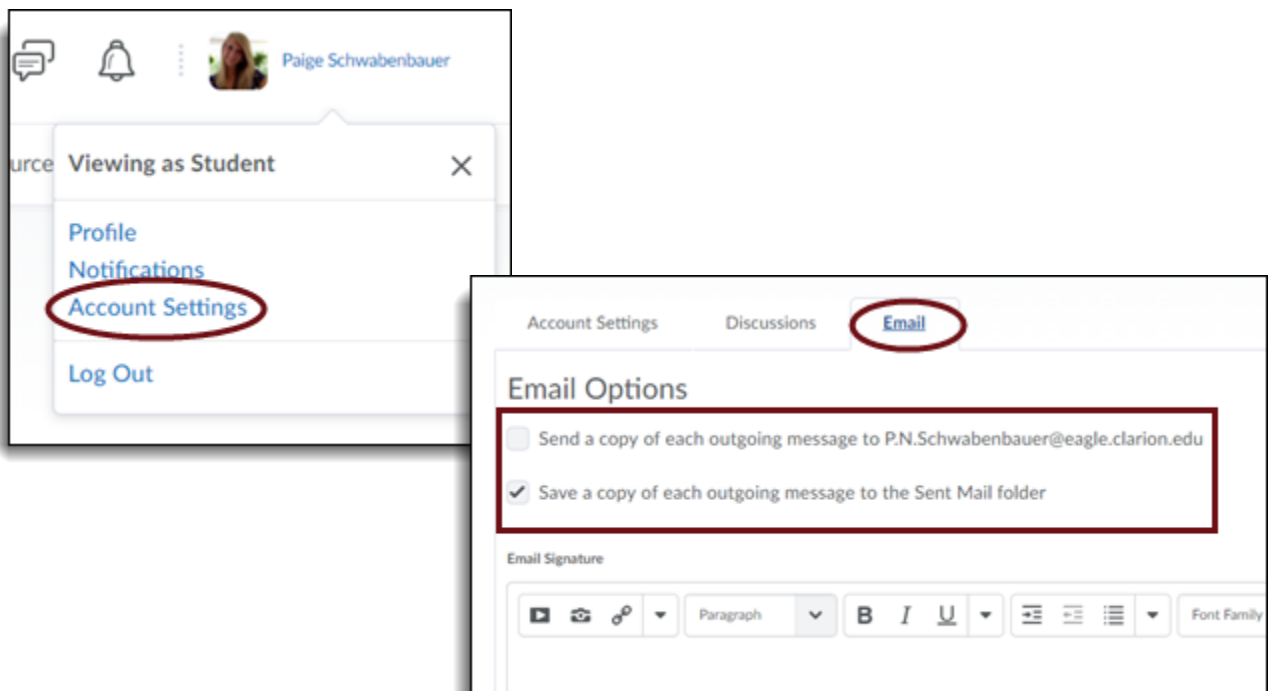
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- To email specific instructor(s) or student(s), select the checkbox(es) next to their names, then click the small Email icon at the top or bottom of the classlist.



- A new window will pop up. The Bcc: field will be filled in automatically. You do not have to type anything into the To: field. Type the subject in the subject line, then type your message in the box provided.
 - Optional: You can also attach files to send to the recipient(s) if desired. To do so, click the Browse button and select the file you want to send. Then click the Add button.
- When you are ready, click the Send button to send the email.

Note: Email options are found under Account Settings. You can choose to save or send a copy of each email to your Eagle Mail account.



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