Classlist

To view your courses classlist, from your course home page, click on Communication then Classlist.

You will now see a list of all the students and instructors enrolled in your course. There many useful tools you have on this page. First, the green dot next to someone’s name means they are currently online.

If you would like to send an email to one or more classmates, put a check mark in the box next to their name and click the Email button.
If you only want to email one person, you can also click the dropdown arrow next to that person’s name and choose **Send Email**.

![Send Email dropdown](image)

Just like sending emails, you can page a person, which works like instant messaging. Put a check mark next to the person’s name and click the **Page** button.

![Email, Page, Print buttons](image)

If you have a large class and need to find someone quickly, you can utilize the search feature. **Type in the person’s name and click the magnifying glass to search for them.**

![Search For... button](image)

To view a student’s profile, you can **click on the image** next to the students name and it will take you to their profile.