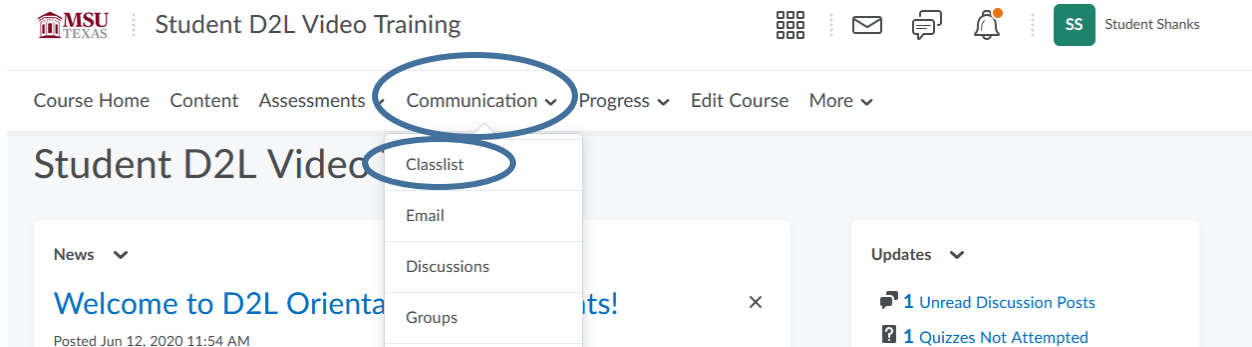# Classlist

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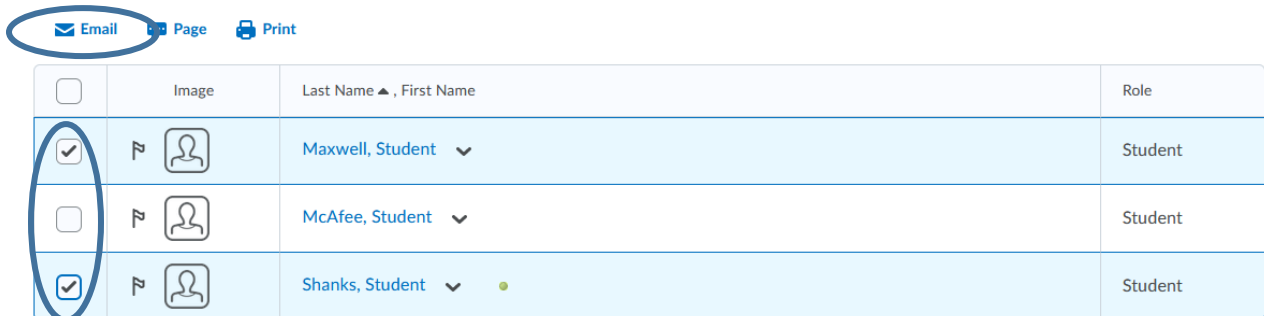


## Status:

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.
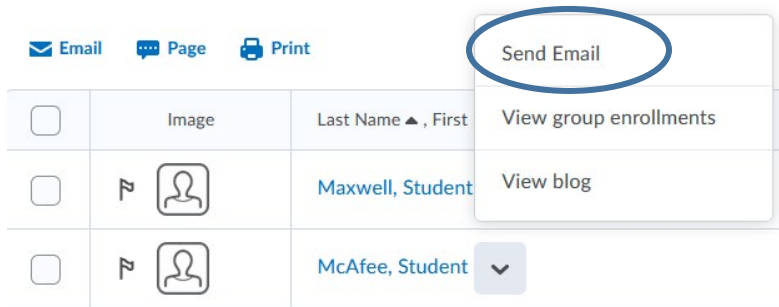


## Email:

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.
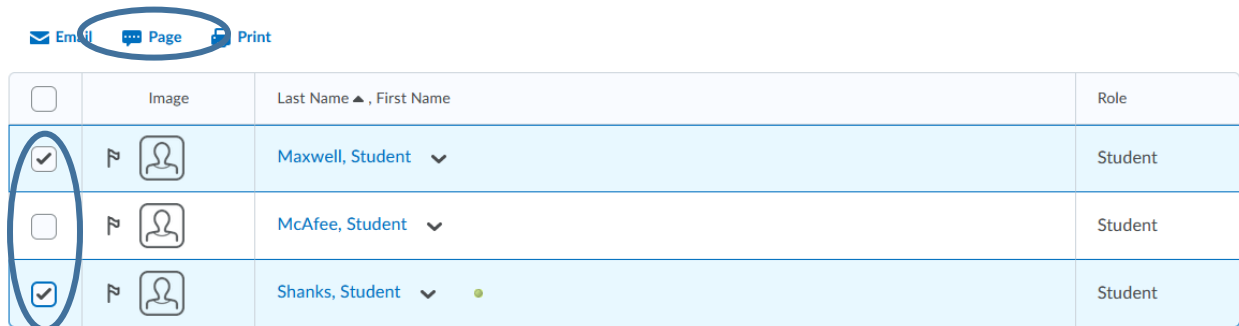
If you only want to email one person, you can also click the **dropdown arrow** next to that person's name and choose **Send Email**.

Email    Page    Print

| | Image | Last Name ▲ , First |
|---|---|---|
| ☐ | ⚑ 👤 | Maxwell, Student |
| ☐ | ⚑ 👤 | McAfee, Student ⌄ |

Send Email

View group enrollments

View blog

## Page:

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

| | Image | Last Name ▲ , First Name | Role |
|---|---|---|---|
| ☑ | ⚑ 👤 | Maxwell, Student ⌄ | Student |
| ☐ | ⚑ 👤 | McAfee, Student ⌄ | Student |
| ☑ | ⚑ 👤 | Shanks, Student ⌄ ● | Student |

## Search:

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...  🔍  Show Search Options

## Profile:

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.

| | | | |
|---|---|---|---|
| ☐ | ⚑ 👤 | Shanks, Student ⌄ ● | |