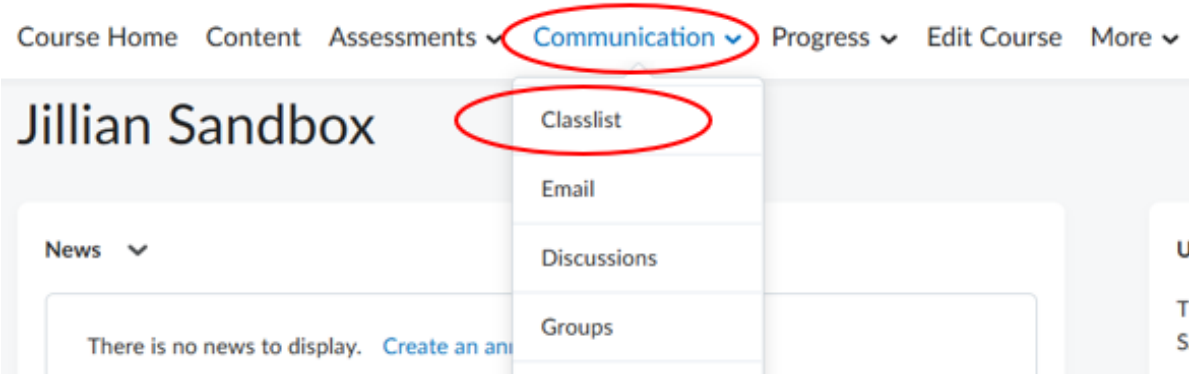




Classlist – Useful Information

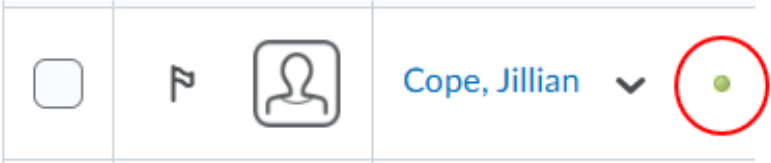
Classlist:

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



Status:

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



Email:

If you would like to send an email to one or more students, check the box next to their name and click the **Email** button.

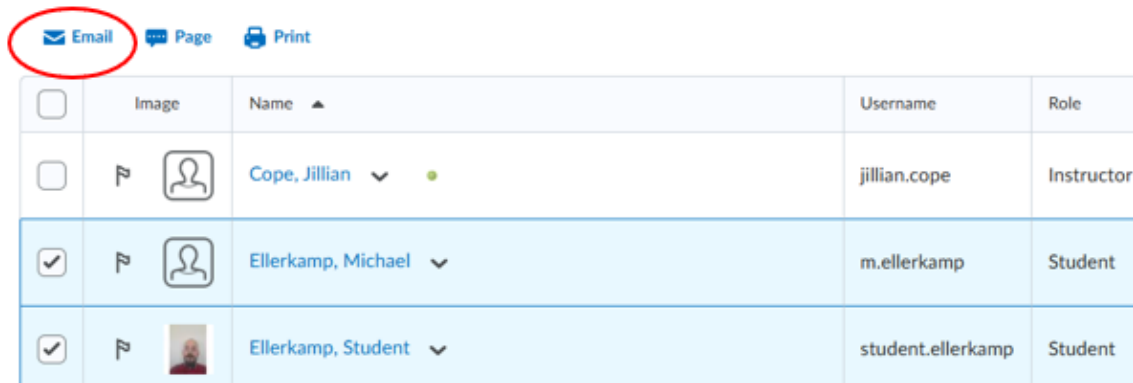
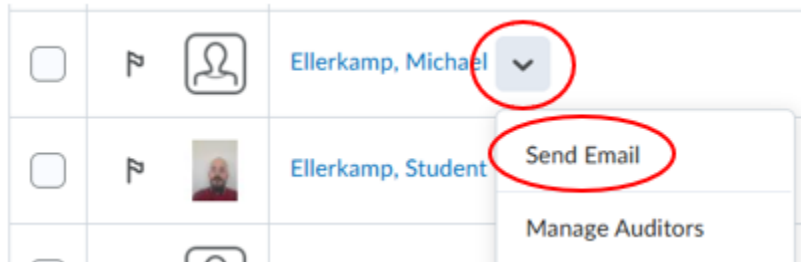


	Image	Name ▲	Username	Role
<input type="checkbox"/>		Cope, Jillian ▼ ●	jillian.cope	Instructor
<input checked="" type="checkbox"/>		Ellerkamp, Michael ▼	m.ellerkamp	Student
<input checked="" type="checkbox"/>		Ellerkamp, Student ▼	student.ellerkamp	Student

If you want to email only one student, you can click the drop-down arrow next to the person's name and select **Send Email**.



<input type="checkbox"/>		Ellerkamp, Michael ▼		
<input type="checkbox"/>		Ellerkamp, Student	Send Email	
			Manage Auditors	

Page:

Similar to sending emails, you can page a student, which works like instant messaging. Check the box next to the person's name and then select the **Page** button.

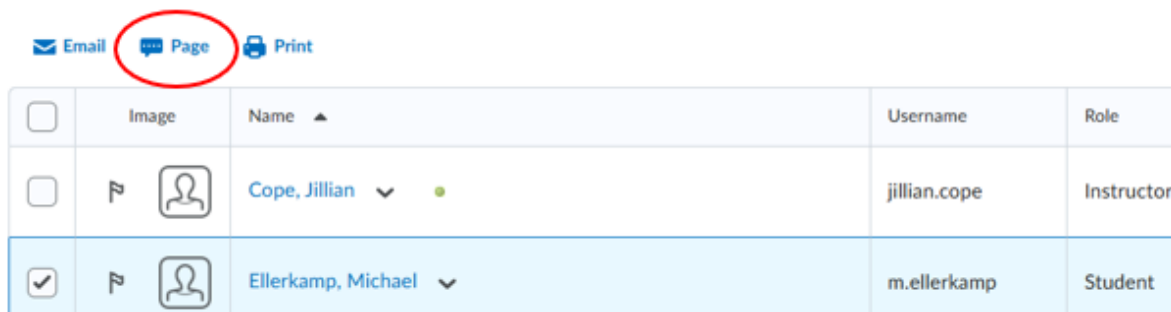






	Image	Name ▲	Username	Role
<input type="checkbox"/>		Cope, Jillian ▼ ●	jillian.cope	Instructor
<input checked="" type="checkbox"/>		Ellerkamp, Michael ▼	m.ellerkamp	Student


Search:

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

Search For...  Show Search Options


5 Search Results Clear Search

 Email  Page  Print

<input type="checkbox"/>	Image	Name ▲
<input type="checkbox"/>		Cope, Jillian ▼ ●

Profile:

To view a student's profile, you can click on the image next to the student's name, which will take you to their profile.

<input type="checkbox"/>		Ellerkamp, Michael ▼
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