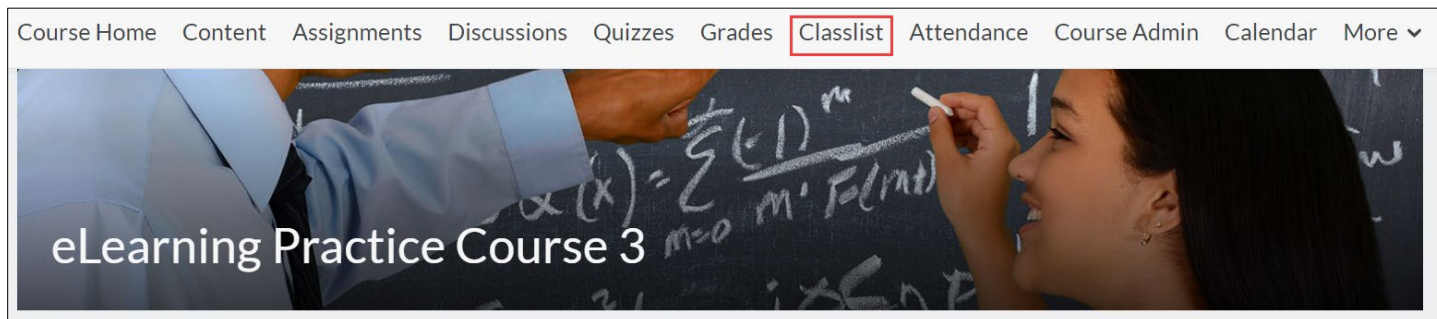


Classlist

Classlist houses the online status of anyone who is currently enrolled in the class. Two other great features of Classlist are sending email messages to individual students, groups of students, or the entire class, and checking any student's progress in the course.

On the Course Home page, select **Classlist** from the navigation bar.



The **Online Status** icon displays beside the names of other users who are currently online.

<input type="checkbox"/>	Last Name ▲, First Name	Org Defined ID	Role	Last Accessed
<input type="checkbox"/>	Barrentine, David ▼	S00015025	Instructor	Jan 28, 2019 8:12 AM
<input type="checkbox"/>	Faculty, Faculty ▼	faculty	Instructor	Dec 21, 2018 4:52 PM
<input type="checkbox"/>	Ghosh, Soma ▼	S01841042	Instructor	Feb 26, 2020 12:44 PM
<input type="checkbox"/>	Hardman, Amanda ▼ <input checked="" type="checkbox"/>	S01860116	Instructor	Jan 16, 2020 2:09 PM
<input type="checkbox"/>	STUDENT, D2L DEMO ▼		-	
<input type="checkbox"/>	Student10, ACC ▼	Student10	Student	Dec 14, 2016 12:50 PM
<input type="checkbox"/>	Student21, ACC ▼	student21	Student	Jul 16, 2018 8:44 AM

Send an email from Classlist

Step 1: Select the check boxes beside the users you want to send an email and select **Email**.

<input type="checkbox"/>	Last Name ▲, First Name	Org Defined ID	Role	Last Accessed
<input type="checkbox"/>	Barrentine, David ▼	S00015025	Instructor	Mar 18, 2020 12:16 PM
<input checked="" type="checkbox"/>	Ghosh, Soma ▼	S01841042	Student	
<input checked="" type="checkbox"/>	Grewe Jr, Brian ▼	S01847095	Student	
<input checked="" type="checkbox"/>	Hardman, Amanda ▼	S01860116	Student	
<input checked="" type="checkbox"/>	Idol, Cara ▼	S00628452	Student	Oct 3, 2018 11:55 AM
<input type="checkbox"/>	STUDENT.D2L DEMO ▼			

Step 2: By default, the course name is entered into the Subject field, you can change this if you wish. Enter your **Subject** and **message** in the appropriate fields. You can select the **Upload** button or drag-and-drop a file into the dotted lines to add an attachment. When done, select **Send** located on the top left corner of the window to send your message.

Compose New Message

Send
Address Book

To:

Cc:

Bcc: "Brian Grewe Jr" <brian.grewe@arapahoe.edu> × "Soma Ghosh" <soma.ghosh@arapahoe.edu> ×
"Cara Idol" <cara.idol@arapahoe.edu> × "Amanda Hardman" <amanda.hardman@arapahoe.edu> ×

Subject ACCELearning Course 2

Body

Message goes here.

Priority: Normal ▼

Attachments

Drop files here, or click below!

Viewing User Progress

Use this feature to view the progress of users enrolled in your courses. You can see student progress by selecting the dropdown menu next to a student's name in Classlist and selecting **View Progress**.

For more information on **User Progress**, see the documentation titled User Progress.

<input type="checkbox"/>	Faculty, Faculty	
<input type="checkbox"/>	Ghosh, Soma	Send Email
<input type="checkbox"/>	Hardman, Amanda	View profile
<input type="checkbox"/>	STUDENT, D2L D	View progress
<input type="checkbox"/>	Student10, ACC	View group enrollments
<input type="checkbox"/>		

