Follow the steps below to use the Classlist & Email tool to view student-specific information and to interact with students via e-mail.

Sending E-mail

1. From the course home page, select Communication--->Classlist & Email in the navigation area at the top of the screen.
   **Result:** The Classlist & Email screen displays.
2. Do you wish to send e-mail to the whole class, or to selected individuals?
   - If the whole class, click the Email Classlist button at the top of the display.
     **Result:** The Email Classlist screen displays. Click the blue Send Email button and go to Step 6.
   - If selected individuals, go to Step 3.
3. From the [number of student] per page drop-down menu above the list of students, select a number greater than the number of students in the class.
   **Result:** All students in the class are displayed in the Classlist & Email screen.
4. Check the box(es) next to the name(s) of all students whom you wish to contact.
5. Click the Email link in the tool list above the list of students.
   **Result:** The Compose New Message dialog box displays.
6. Review the e-mail addresses in the BCC field to make sure the message is going to the correct recipients.
   - **Option:** Click the X next to any addresses that should not be included.
   - **Option:** Key additional e-mail addresses manually into the To, Cc, or Bcc fields.
7. Edit and/or add to the Subject field for the message.
8. Key or paste content for the e-mail message into the Body field text-entry box.
   - **Option:** Select a message Priority from the drop-down menu.
   - **Option:** Drag-and-drop file Attachment(s) for the message.
   - **Option:** Click the Record Audio button to create up to one minute of attached audio.
9. Click the blue Send button at the top of the dialog box.
   **Result:** The e-mail message is sent to the recipients.

Check Online Status

- A green dot next to a person’s name indicates that the person is currently logged in to Desire2Learn.
- The Last Accessed column displays a time stamp for each student’s last login to the course.

The following tools are found via the links above the class list:

- The Page link opens the Send Message dialog box. Key an instant message to the selected student(s).
- The Print link opens the Print Classlist dialog box to print Classlist entries for the selected student(s).
The following tools are found via the drop-down menu to the right of each student’s name in the class list:

- **View Progress** displays the **User Progress** screen, which contains a quick overview of the student’s progress on assignments, quizzes, and other course content. Use the **Change** button to view progress for various individual tools.
- **View Group Enrollments** displays the **Group Enrollments** dialog box, which lists the currently enrolled groups for the student.
- **View Blog** displays the public blog entries created by the student.