

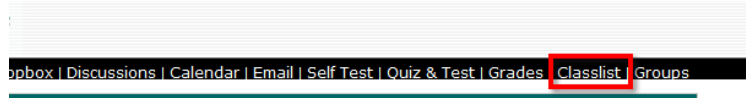
Classlist Tool

The Classlist tool is a central area from where one can:

- Email the instructor.
- Locate classmates and send them an email.
- Find classmates who are currently online.
- View personal progress.

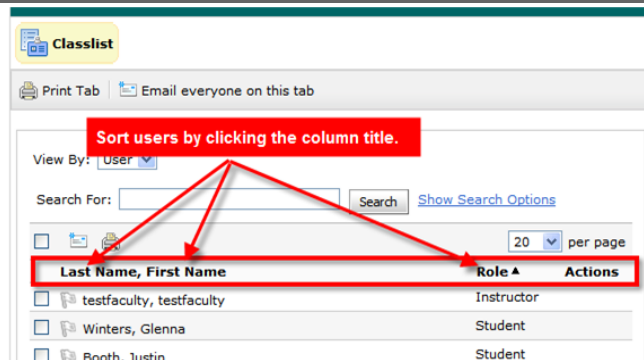
Accessing the Classlist Tool

From within the course, click the Classlist link on the navigation bar.



Sorting

1. Users displayed in the Classlist tool can be sorted by Last Name, First Name, or Role.

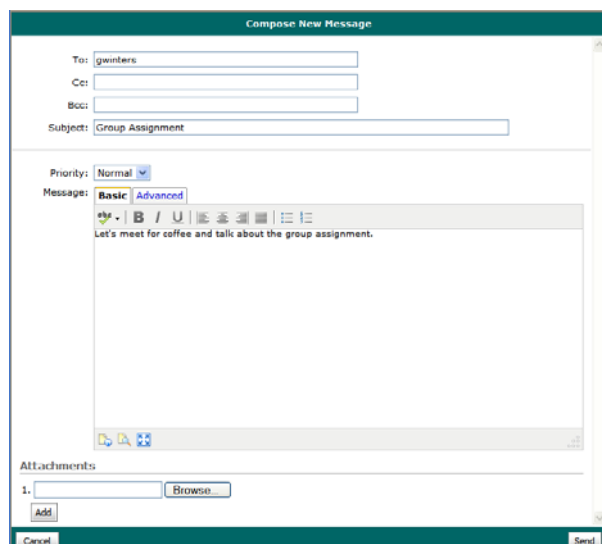
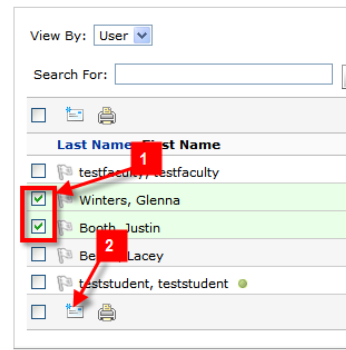


Emailing a Classmate or Faculty in the Classlist

1. From the Classlist tool, click the checkbox next to the name of the person to be emailed.
2. Click the email icon at the bottom of the list

The Compose New Message page displays in a new window.

2. Type your subject and message in the appropriate fields and add an attachment if needed.
3. Click Send.

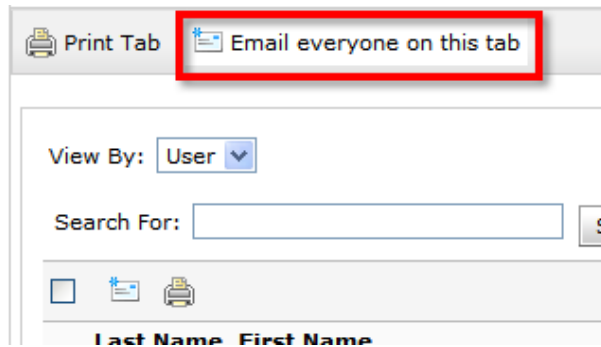


Emailing the entire class

1. At the top of the Classlist tool, select "Email everyone on this tab"

The Compose New Message box will open with the entire classlist in the To: box.

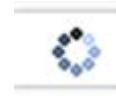
2. Type in the subject and message in the appropriate fields and add an attachment if needed.
3. Click Send



Viewing User Progress

Use this page to view a user's progress with Discussion Tool, Dropbox Tool, Course Grades, Quizzes and Tests for a specific class.

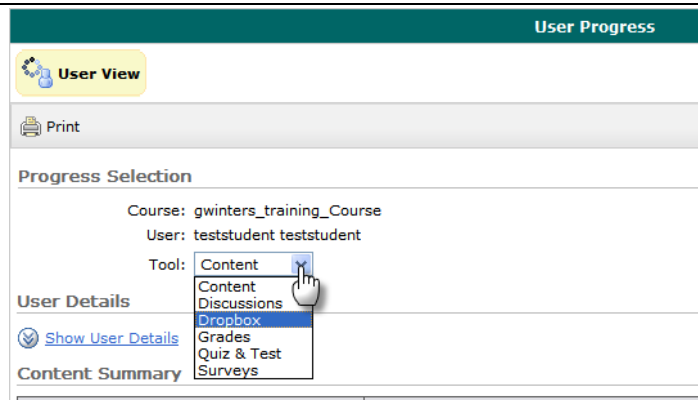
1. Click the View Progress icon (🔄) beside your name.



2. Under Progress Selection, choose the tool you would like to see progress on.

The progress will be displayed

Note: Instructors have access to the profile of every student.



See Who is Logged In

To see who is currently logged into the course, look at the names of the individuals on the class list.

The individuals currently logged in will have a green dot next to their name.

