

What is the Classlist?

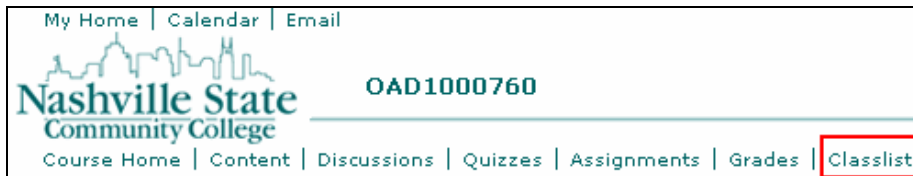
The Classlist tool is a central area from where you can:

- Locate classmates and send them a page or email.
- Find classmates who are currently online.
- Create, edit, and view personal profiles.
- Check what groups users belong to.

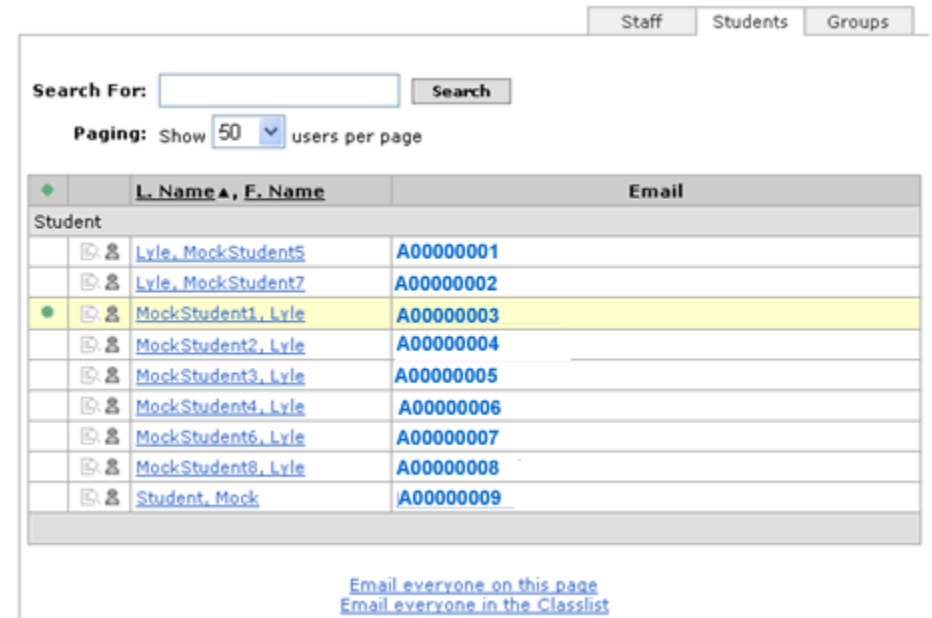
Note Depending on the permissions set by your site's administrator you may not be able to see all of the Classlist options.

Accessing the Classlist

From your Course Home page, click the **Classlist** link on the navigation bar.



The Classlist page for your course displays.



How do I find classmates or other users?


To locate a classmate or instructor using the Classlist tool, select the **Student** or **Staff** tab and type their first or last name (or a portion of their name) in the **Search for** field, and click **Search**.

A list of classmates or staff associated with the search criteria you entered displays.


Staff Students Groups

Search For:

Paging: Show users per page

	L. Name ▲, F. Name	Email
Student		
	MockStudent6, Lyle	Lyle.MockStudent6

How do I know who is online?

The **Online Status** icon () displays beside the names of classmates who are currently online.


Send a Page or Email

Send an email to someone in the Classlist

1. **Click on the user's A# in the second column under Email.**

The Compose New Message page displays.

Compose New Message

 **Address Book**


To:

Cc:

Bcc:

Subject:

Priority:

In HTML 

Attachments

1. [Remove](#)

2. Type your subject and message in the **Message** text box.
3. Click **Send**.

Note You can add attachments to the email by clicking the **Browse** button.

Send a page to someone in the Classlist

1. Click on the user's name in the first column of the classlist.

The Send Page pop-up displays.

Send Page


To:

Message:

Cancel
Send

2. Type your message in the **Message** text box.
3. Click **Send**.

Viewing Groups

1. You can find out what groups your classmates belong to by clicking the **View Group** icon () beside their names.

The Group List page for the user selected displays.

Group List for Lyle MockStudent1

Group Project 1

1. Group Project 3

Close
Print





You can also click the **Groups** tab at the top of the Classlist page to view a list of all groups.

Staff
Students
Groups

Group Type:

Search For: Search

Paging: Show users per page

	L. Name ▲, F. Name	Email
Group Project 1		
<u>Group 1</u>		
Student		
	MockStudent7.Lyle	A00000007
	MockStudent4.Lyle	A00000004
Group 2		
<u>Group 2</u>		
Student		
	MockStudent3.Lyle	A00000003
	MockStudent6.Lyle	A00000006