

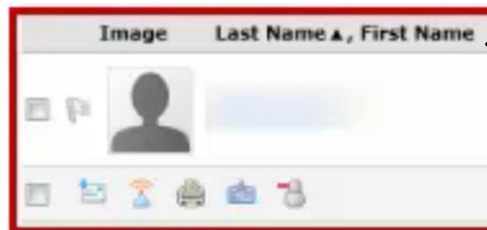
Class Lists

Step 1: Class List Search

In this tutorial, we will learn how to utilize Classlist tab in D2L. As an instructor in D2L, it is important to keep information concerning your students organized. A practical way to do this is to utilize the class list tool.



1A. From the course home page, click on the Classlist tab at the top of the page.



1B. On this page, you will see a list of all the students enrolled in your courses.



1C. The list is usually organized into tabs separating the users into categories such as students, instructors and teaching assistants.



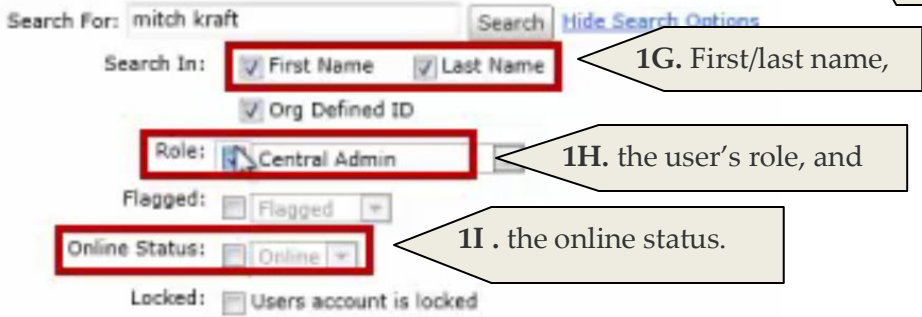
1D. From the Classlist tool you can view user profiles, blogs, group enrollments, and progress by clicking on the appropriate icons located to the right of the user.



1E. A helpful tool in finding certain users is the View by Field. You may search for users by either "user" or by "group." This will change the users displayed in the list. You may also narrow down the list by typing in a certain user's name in the search field.



1F. Next to this field is a link called Show search options. By clicking on this, you may restrict the search to certain areas including...



1G. First/last name,

1H. the user's role, and

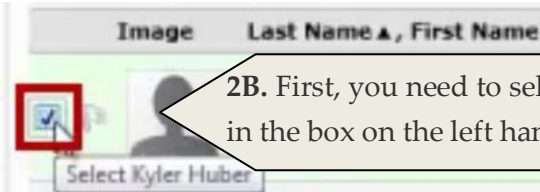
1I. the online status.

Step 2: Selected User Icons.

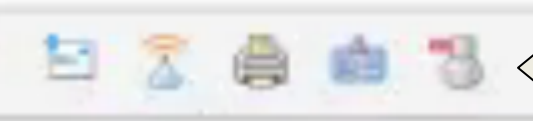


2A. Suppose you wish to email or print a list of selected users. D2L will allow you to do so. Under the search field you will notice a few icons. We will refer to these as the "selected user's"

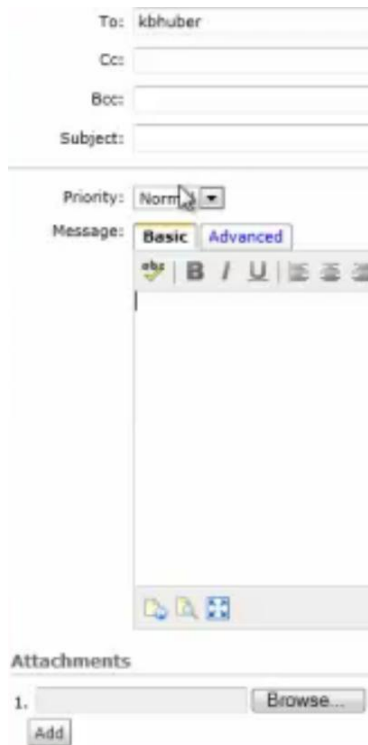
These icons allow you to print lists of particular users, email them, change their role, unenrole them, and even page them in a different window.



2B. First, you need to select which users you wish to edit the settings for. Click in the box on the left hand side of the students in order to select them.



2C. Now select to either email, print the lists, unenrole, change role, or view in a different window.



2D. You may also email students by simply clicking on their name. A window will appear where you may type an email in the text editor; including attachments if you desire.

Step 3: Adding Participants



3A. At the top of the page next to Class list is the Add Participants button. This is where you can enroll other users into your course.

Select one of the following tasks:

Add an existing user

3B. Click Add an existing User.

Search for a user already enrolled in the org

[Import users from a file on your computer](#)

Enroll existing users in your course by impo

Enrollment Options

Set all roles to:

Send: Enrollment email

Add Existing Participant

Search For: [Hide Search](#)

Search In: First Name Last Name
 Org Defined ID

3C. This brings you to a page where you will search for the users and select what role they will be playing.

Add Existing Participant

Search For: [Hide Search Options](#)

Search In: First Name Last Name
 Org Defined ID

You must perform a search.

3D. If you have the need to add someone to your course, click "Enroll Selected Users."

3E. The next button over is "Report" tab.

Summary

| Role Name ▲ | Enrollments | Withdrawals |
|----------------------|-------------|-------------|
| CSEL Tchg Asst | 0 | 0 |
| E-Mentor | 0 | 0 |
| Guest Observer | 0 | 0 |
| Guest Participant | 0 | 0 |
| K-12 Student | 0 | 0 |
| Tech Fellow | 0 | 0 |
| Univ Instructor | 1 | 0 |
| Univ Student | | 0 |
| Univ Student - Incom | 0 | 0 |
| Univ Tchg Asst | 0 | 0 |
| Total | 1 | 0 |

3F. This page shows a summary of the number of enrollments and withdraws that your course undergoes.

20 per page

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3G. Click on the Classlist button. The last item we will discuss under Classlist is the actions.



3H. Under actions, the first action is progress.

User Details

[Hide User Details](#)

Name: [blurred]
Role: [blurred]
Org Defined ID: [blurred]
Email: [blurred]
Link to Course: [Go to Course](#)

Checklist Summary

| Items | Result |
|-----------------------|--------|
| # Items Completed | - |
| # Items Not Completed | - |
| # Items Overdue | - |
| Total # Items | 0 |

Checklist Details

3I. This shows the details of the user and the items that he/she has completed, not completed or have that are overdue.

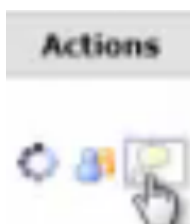


3J. The next action is group enrollments.

Group Enrollments for Kyle Huber

This participant is not enrolled in any groups.

3K. A window appears that will display any and all groups that the user is involved in.



3L. Lastly, there's the blog action.

Entry List

[Entry List](#) [Add Entry](#) [Preview Blog](#)

[All Entries](#) [Public Entries](#) [Private Entries](#)

3M. This will bring you to a page where you can create and view entries about certain users. This is helpful in keeping notes on users and also helps other users to view information that may pertain to group projects.

In this tutorial, we learned how to edit class lists in D2L.