Overview of the Classlist

- This tutorial will explain how to use the classlist.

- To begin, select a course using the drop down menu within the navigation bar or the My Courses widget, within the My Home page.

- When the course page appears click the drop down arrow on resources.

- Click Classlist.

- Within the Classlist, you will be able to view the contact information of the students, instructors, teaching assistants, tech-fellow, k-12 student, guest, and all of the users.

  - Below and above this contact information you can select any of the listed hyperlinks: email, page, print, enrollment, and unenroll.

- You may also view enrollment statistics and directly e-mail from the Classlist.

  - The enrollment statistics will display the enrollments, by role name, along with the amount of withdrawals from the class.
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- To finish viewing enrollment statistics, click “Done” to go back to the Classlist site.

- To view the user’s progress,
  - You may either select “User Progress” underneath the Resources dropdown list.
  - Or, Once in the Classlist, use the dropdown list beside the student’s name and select “View Progress”.

- When you select “User Progress”, D2L will display a page that provides you with detailed information about the student’s progress in the course.