

Classlist

The Classlist stores information about faculty and students enrolled in your course. You may use the checklist to view online status for a student and send emails to your class. You will also use the classlist to set up groups in your course.

View participants in your class

There are potentially three tabs in your Classlist – Staff, Students and Groups. The groups tab will appear only if you have set up groups in your course site. Click each tab to view the participants who fall into that category. Participants with a green dot next to their names are currently online. (In the example below, Myra Jones is online.)

Email participants through the Classlist

You may choose to email individual users through the classlist, all users who fall within a particular category or tab (i.e. all students) or you may email everyone in the classlist.

To email one user:

1. Locate the user in the classlist.
2. Click the username in the Email column (sherry.martinez in the following example.)
3. Compose the message.
4. Click send.

To email all users in one category:

1. Click on the tab that you wish to email.
2. Click the Email everyone on this page link at the bottom of the page. The usernames will be automatically added to the email message.
3. Compose the message.
4. Click send.

To email all users in the course:

1. Click the Email everyone in the classlist link at the bottom of the page. The usernames will be automatically added to the email message.
2. Compose the message.
3. Click send.

ATS-SDB-001-Myra's Training Course Manage Groups

[Add Participant](#) [Import Participants](#)

Staff Students Groups

Search For:

Paging: Show users per page

		L. Name ▲, F. Name	Email
Teaching Assistant			
<input type="checkbox"/>		Martinez, Sherry	sherry.martinez
Instructor			
<input type="checkbox"/>		Frakes, Lee	lee2
<input checked="" type="checkbox"/>		Jones, Myra	myra.jones

Figure 1 – Email users through the Classlist

Add participants through the Classlist

Students who are registered through the Student Information System will be automatically added to your classlist but you may choose to add another instructor, a teaching assistant, or even another student to your course.

1. Select Add Participant.
2. Click any part of the name or username in the search field. Click Search.
3. Place a check next to the name of the user you wish to add.
4. Choose the proper role from the drop-down list.
5. Click Enroll.

Note: *You will not be able to remove an instructor from your course or change the role of any user so please choose with care. You may contact the HelpDesk if you need to change a role or remove another instructor.*

Results

Set all roles to:

Enroll	L. Name	F. Name	Username	Email	Role
<input type="checkbox"/>	Jones	Lisa	joneslm	joneslm@etsu.edu	Guest
<input checked="" type="checkbox"/>	Jones	Myra	mjones	mjones@etsu.edu	Guest

- Instructor
- Student
- Student (I)
- Teaching Assistant

Figure 2 – Add participants through the Classlist