



University Information
Technology Services

D2L Brightspace

Using the Classlist

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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University Information Technology Services

D2L Brightspace® - Using the Classlist

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Introduction

The D2L Brightspace Classlist displays users and their roles in your course. You can view a report of users in each role, add users, change users' roles, and send email messages to users from the *Classlist*.

Objectives

The following learning objectives are covered in this document:

- Accessing the Classlist
- Adding participants to the course
- Removing participants from the course
- Changing participant rolls in the course
- Emailing participants from the Classlist

Accessing the Classlist

The *Classlist* can be found on the *Navbar* of your D2L Brightspace Course. The following explains how to access the Classlist.

1. Log into D2L Brightspace using your **NetID Credentials**.
2. Navigate to the *Course Home Page* for the course that you wish to access.
3. Click on **Classlist**, located on your course *NavBar*.

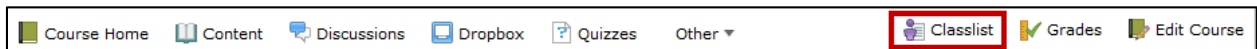


Figure 1 - Click on Classlist

4. You will be taken to the *Classlist*. The layout for the *Classlist* is as follows:
 - a. **Add Participants** – Add participants into your course
 - b. **Email Classlist** – Send an email to all users enrolled in your course
 - c. **Search For** – Search for participants enrolled in your course
 - d. **Email** – Email selected participants enrolled in your course
 - e. **Enrollment** – Change participants roles in your course
 - f. **Unenroll** – Remove participants from your course
 - g. **Name Field** – Displays the names of participants in your course
 - h. **Username Field** – Displays the *NetIDs* of participants in your course
 - i. **Role Field** – Displays the roles of participants in your course
 - j. **Last Accessed** – Shows the date the participants last accessed the course

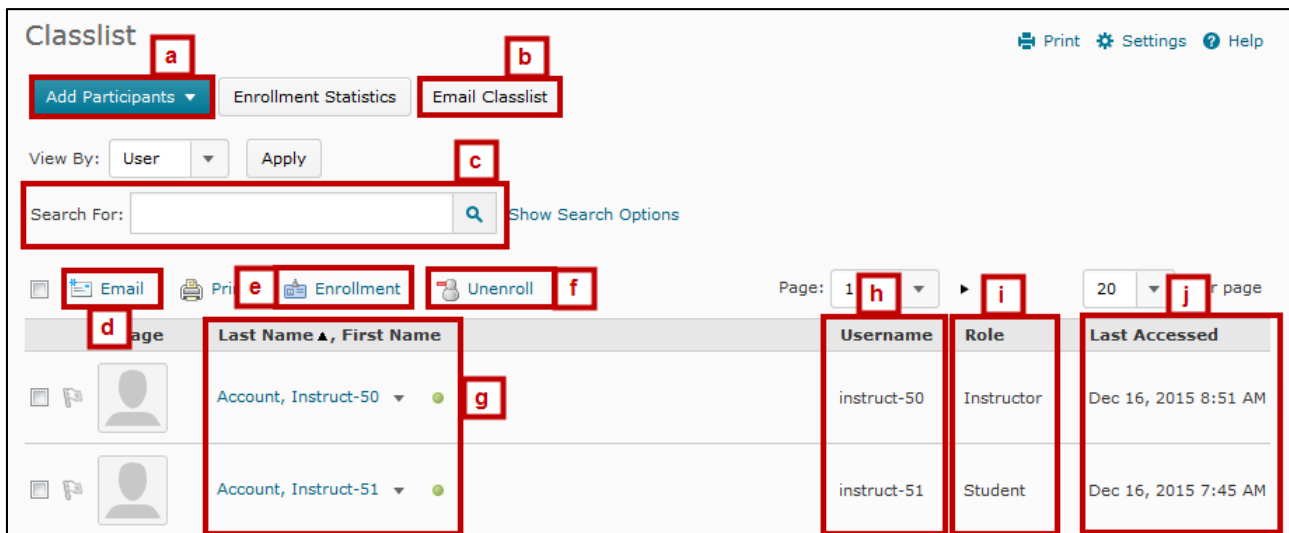
A screenshot of the D2L Brightspace Classlist interface. The interface includes a top navigation bar with 'Print', 'Settings', and 'Help' options. Below this is a toolbar with buttons for 'Add Participants', 'Enrollment Statistics', and 'Email Classlist'. A search bar is present with a search icon and a 'Show Search Options' link. Below the search bar are buttons for 'Email', 'Print', 'Enrollment', and 'Unenroll'. The main content area is a table with columns for 'Name', 'Username', 'Role', and 'Last Accessed'. The table contains two rows of data. The 'Name' column is expanded to show a dropdown menu for each row. The 'Username', 'Role', and 'Last Accessed' columns are also highlighted with red boxes. The page number '1' and '20 of page' are visible at the bottom right of the table area.

Figure 2 - The Classlist

Adding Participants to the Course

The following explains how to add participants into your course.

1. From the *Classlist* page, click on **Add Participants**.

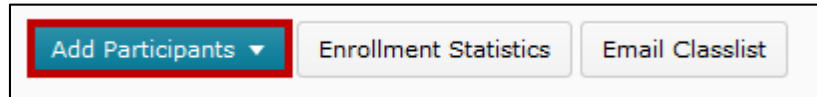


Figure 3 - Add Participants

2. Click on **Add existing users**.

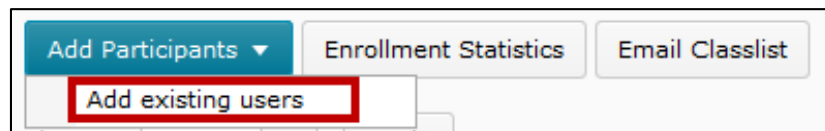


Figure 4 - Add Existing Users

3. You will be taken to the *Add Existing Users* page. From here, type the **name** or **NetID** of the user you wish to add in the *Search For* field.

A screenshot of the 'Add Existing Users' page. The 'Search For:' field contains 'Kyle Williams' and is highlighted with a red border. To the right is a search button with a magnifying glass icon and a 'Hide Search Options' link. Below the search field are three checked checkboxes: 'First Name', 'Last Name', and 'Username'.

Figure 5 - Search For Field

4. Click on the **Search** button.

A screenshot of the 'Add Existing Users' page. The search button, which has a magnifying glass icon, is highlighted with a red border. The search field contains 'Kyle Williams'. Below the search field are three checked checkboxes: 'First Name', 'Last Name', and 'Username'.

Figure 6 - Search Button

5. Place a **check** next to the user that you wish to add to the course.

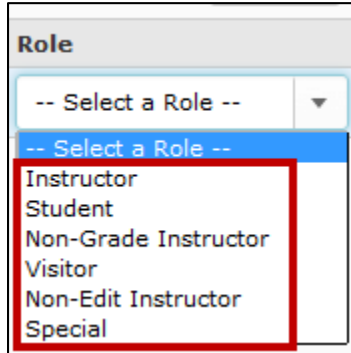


Last Name, First Name	Username	Role
<input checked="" type="checkbox"/> Williams, Kyle	kwill368	-- Select a Role --

20 per page

Figure 7 - Select User

6. Select an appropriate role for the user in the **Role** drop-down. Roles for the course are as follows:



Role

-- Select a Role --

- Select a Role --
- Instructor
- Student
- Non-Grade Instructor
- Visitor
- Non-Edit Instructor
- Special

Figure 8 - Select Role

7. Click on **Enroll Selected Users**.



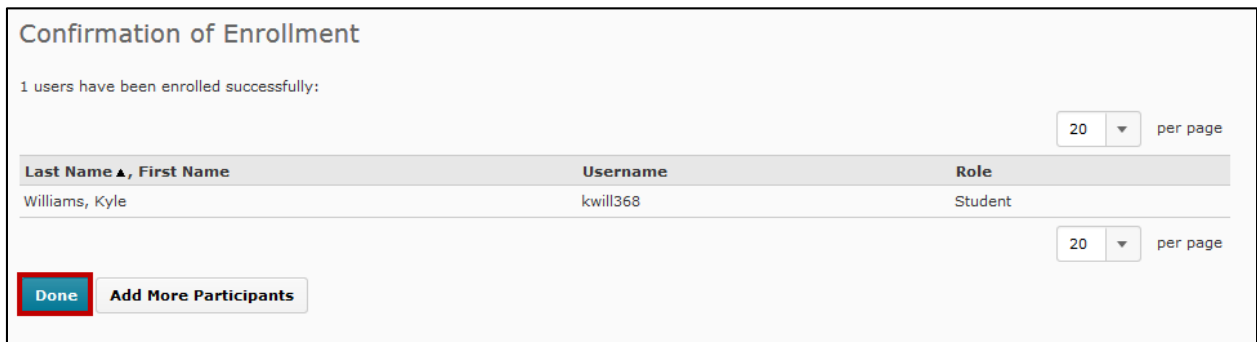
Last Name, First Name	Username	Role
<input checked="" type="checkbox"/> Williams, Kyle	kwill368	Student

20 per page

Enroll Selected Users Cancel

Figure 9 - Enroll Selected User

8. The participant will be added to the course. To return to the *Classlist*, click on **Done**.



Confirmation of Enrollment

1 users have been enrolled successfully:

20 per page

Last Name ▲, First Name	Username	Role
Williams, Kyle	kwill368	Student

20 per page

Done Add More Participants

Figure 10 - Click Done

Removing Participants

The following explains how to remove participants from your course.

1. In the *Classlist*, place a **check** next to the participant you wish to remove from the course.

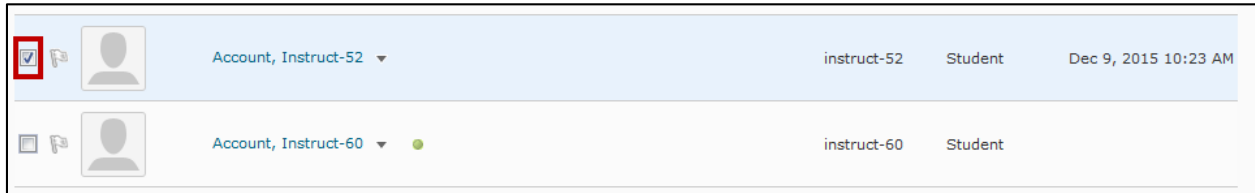


Figure 11 - Select the Participant

2. Click on **Unenroll**.

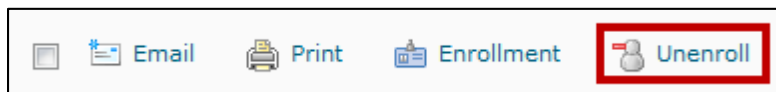


Figure 12 - Unenroll

3. In the *Confirmation* screen that appears, you will be asked to confirm if you wish to unenroll the selected user. Click **Yes** to confirm.

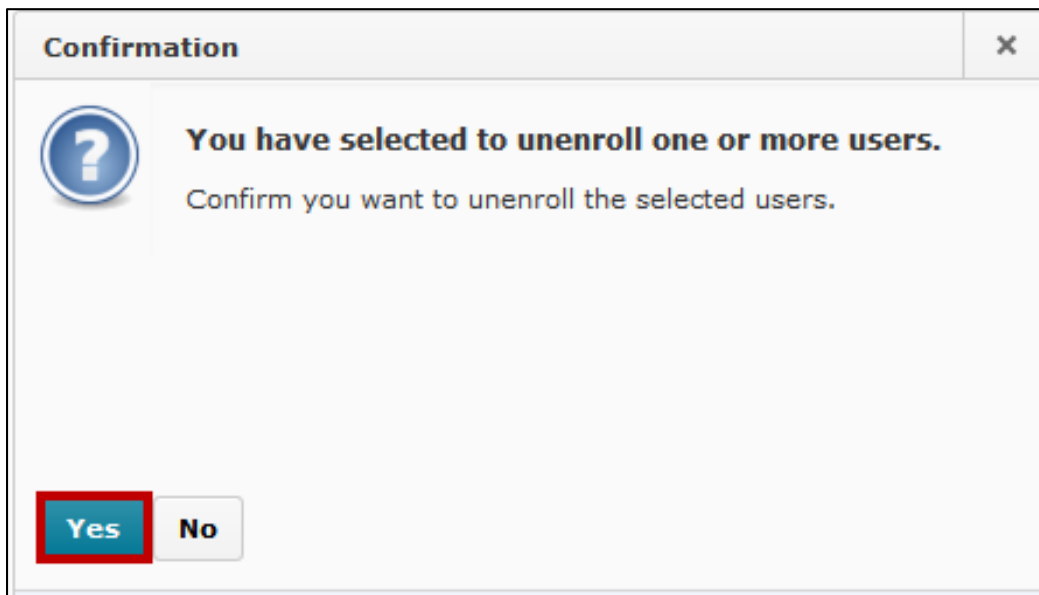


Figure 13 - Click Yes

4. The participant will be removed from the course.

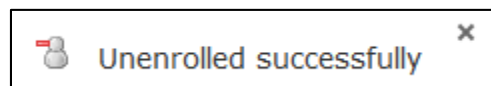


Figure 14 - Unenrolled Successfully

Changing Participant Roles

The following explains how to change participant roles in the *Classlist*.

1. In the *Classlist*, place a **check** next to the name of the participant in which you wish to change roles for.

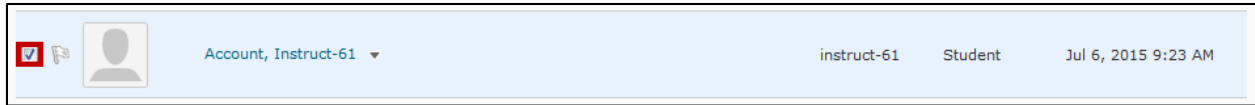


Figure 15 - Select the Participant

2. Click on **Enrollment**.



Figure 16 - Enrollment

3. In the **New Role** dropdown, select the new role for the participant.

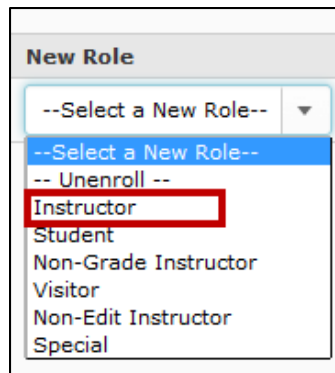


Figure 17 - Change Role

4. Click on **Save**.

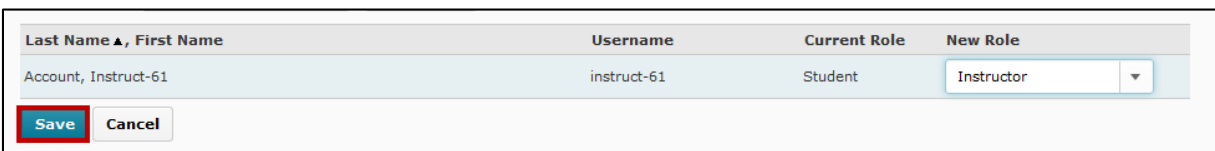


Figure 18 - Click on Save

5. The participant's role will be switched.



Figure 19 - Roll Switch

Emailing the Classlist

The following explains how to send an email to everyone in the classlist.

1. From the *Classlist*, click on **Email Classlist**.

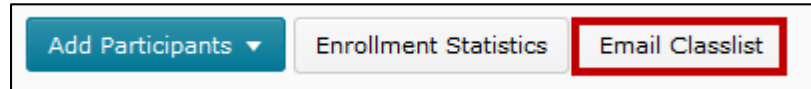


Figure 20 - Email Classlist

2. The *Email Classlist* window appears. Click on **Send Email**.

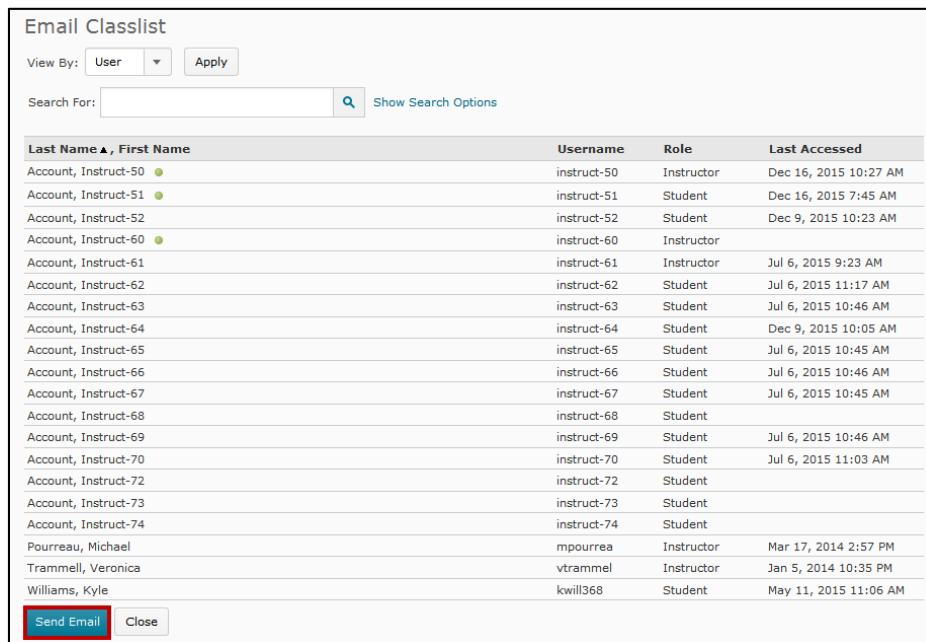


Figure 21 - Send Email

3. The *Compose New Message* window appears with all participants in the course appearing in the *Bcc* field. Enter your email *Subject* and *Body* in the **Subject** and **Body** fields.

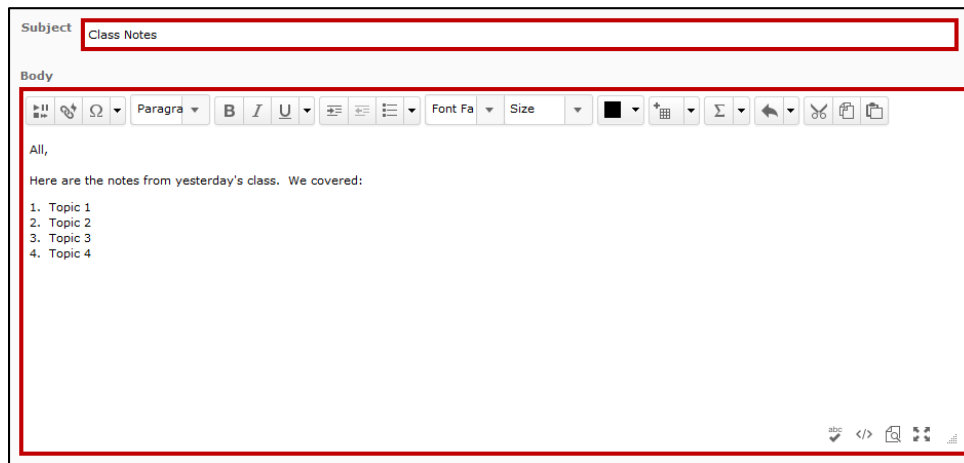


Figure 22 - Subject and Body Fields

4. Click on **Send**.

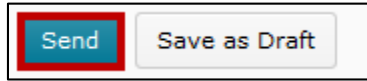


Figure 23 - Click on Send

5. Your email will be sent to the class.

Emailing Specific Participants from the Classlist

The following explains how to email specific participants using the classlist.

1. In the *Classlist*, place a **check** next to the name(s) of the participant(s) that you wish to email.

Image	Last Name ▲, First Name	Username	Role	Last Accessed
	Account, Instruct-50 ▾ ●	instruct-50	Instructor	Dec 16, 2015 10:28 AM
<input checked="" type="checkbox"/>	Account, Instruct-51 ▾ ●	instruct-51	Student	Dec 16, 2015 7:45 AM
<input checked="" type="checkbox"/>	Account, Instruct-52 ▾	instruct-52	Student	Dec 9, 2015 10:23 AM

Figure 24 - Select Participants

2. Click on **Email**.

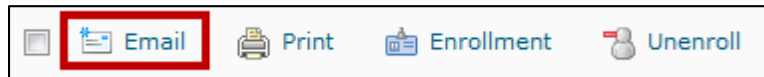


Figure 25 - Click on Email

3. The *Compose New Message* window will open with the participants appearing in the *Bcc* field. Enter an email *Subject* and *Body* in the email **Subject** and **Body** fields.

A screenshot of a 'Compose New Message' window. The 'Subject' field contains 'Late assignments'. The 'Body' field contains the text: 'All, I have not received Assignment 1 from last Tuesday. Please turn in ASAP before points are deducted.' The window includes a rich text editor toolbar with various icons and options.

Figure 26 - Email Subject and Body

4. Click on **Send**.

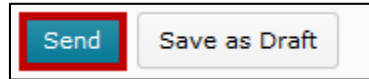


Figure 27 - Click Send

5. Your email will be sent to the participants.

Additional Help

For additional support, please contact the KSU Service Desk:

KSU Service Desk for Faculty & Staff

- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: <http://uits.kennesaw.edu>