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 roles 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

   ![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.

   ![Add Participants](image)
   
   Figure 3 - Add Participants

2. Click on Add existing users.

   ![Add Existing Users](image)
   
   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.

   ![Search For Field](image)
   
   Figure 5 - Search For Field

4. Click on the Search button.

   ![Search Button](image)
   
   Figure 6 - Search Button
5. Place a **check** next to the user that you wish to add to the course.

![Select User](image1.png)

**Figure 7 - Select User**

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

![Select Role](image2.png)

**Figure 8 - Select Role**

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

![Enroll Selected User](image3.png)

**Figure 9 - Enroll Selected User**

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

![Click Done](image4.png)

**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](image1.png)

2. Click on Unenroll.

![Figure 12 - Unenroll](image2.png)

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](image3.png)

4. The participant will be removed from the course.

![Figure 14 - Unenrolled Successfully](image4.png)
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.

   ![Select the Participant](image15.png)

   Figure 15 - Select the Participant

2. Click on Enrollment.

   ![Enrollment](image16.png)

   Figure 16 - Enrollment

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

   ![Change Role](image17.png)

   Figure 17 - Change Role

4. Click on Save.

   ![Click on Save](image18.png)

   Figure 18 - Click on Save

5. The participant’s role will be switched.

   ![Roll Switch](image19.png)

   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.

![Email Classlist](image)

**Figure 20 - Email Classlist**

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

![Email Classlist](image)

**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.

![Compose New Message](image)

**Figure 22 - Subject and Body Fields**
4. Click on **Send**.

![Send](image)

**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.

![Classlist](image)

**Figure 24 - Select Participants**

2. Click on **Email**.

![Email](image)

**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.

![Compose New Message](image)

**Figure 26 - Email Subject and Body**
4. Click on **Send**.

![Send](image)

**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