D2L Brightspace - Daylight Experience

Using the Classlist
# Table of Contents

- Objectives ............................................................................................................................................. 4
- Accessing the Classlist .......................................................................................................................... 5
- Adding Participants to the Course ........................................................................................................ 6
- Removing Participants ............................................................................................................................ 7
- Changing Participant Roles .................................................................................................................. 8
- Emailing the Classlist ........................................................................................................................... 9
- Emailing Specific Participants from the Classlist ................................................................................. 10
- Additional Help ..................................................................................................................................... 11

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Introduction
The Classlist displays users and their roles in your course. You can view a list 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 Classlist, located on your course NavBar.

![Figure 1 - Click on Classlist](image)

4. You will be taken to the Classlist. The layout for the Classlist is as follows:
   a. **Add Participants** – Add participants into your course (See Figure 2).
   b. **Email Classlist** – Send an email to all users enrolled in your course (See Figure 2).
   c. **Search For** – Search for participants enrolled in your course (See Figure 2).
   d. **Email** – Email selected participants enrolled in your course (See Figure 2).
   e. **Enrollment** – Change participants’ roles in your course (See Figure 2).
   f. **Unenroll** – Remove participants from your course (See Figure 2).
   g. **Name Field** – Displays the names of participants in your course (See Figure 2).
   h. **Username Field** – Displays the NetIDs of participants in your course (See Figure 2).
   i. **Role Field** – Displays the roles of participants in your course (See Figure 2).
   j. **Last Accessed** – Shows the date the participants last accessed the course (See Figure 2).

![Figure 2 - The Classlist](image)
Adding Participants to the Course
The following explains how to add participants into your course:

1. From the Classlist page, click on Add Participants (See Figure 3).
2. Click Add existing users (See Figure 3).

![Figure 3 - Adding Participants]

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 (See Figure 4).

4. Click the Search button (See Figure 4).

![Figure 4 - Search Button]

5. Place a check next to the user that you wish to add to the course (See Figure 5).
6. Select an appropriate role for the user in the Select a Role drop-down (See Figure 5):
7. Click Enroll Selected Users (See Figure 5).

![Figure 5 - Enroll Selected User]
8. The participant will be added to the course. To return to the Classlist, click Done.

![Confirmation of Enrollment](image)

**Figure 6 - Click Done**

**Removing Participants**
The following explains how to remove participants from your course:

1. Place a check next to the participant you wish to remove from the course (See Figure 7).
2. Click Unenroll (Figure 7).

![Unenrolling Users](image)

**Figure 7 - Unenrolling Users**

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.

![Confirmation](image)

**Figure 8 - Click Yes**

4. The participant will be removed from the course.

![Unenrolled Successfully](image)

**Figure 9 - 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 (See Figure 10).

2. Click Enrollment (See Figure 10).

3. In the New Role drop-down, select the new role for the participant.

4. Click Save.

5. The participant’s role will be switched.
Emailing the Classlist

The following explains how to send an email to everyone in the Classlist:

1. From the Classlist, click Email Classlist.

![Email Classlist](Figure 14 - Email Classlist)

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

![Send Email](Figure 15 - 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.

![Subject and Body Fields](Figure 16 - Subject and Body Fields)

   *All,*
   
   Here are the notes from yesterday's class. We covered:
   
   1. Topic 1
   2. Topic 2
   3. Topic 3

![Click on Send](Figure 17 - Click on Send)

4. Click 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 (See Figure 18).

2. Click Email (See Figure 18).

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 (See Figure 19).

4. Click Send (See Figure 19).

5. Your email will be sent to the participants.
Additional Help
For additional help or installation issues, 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