

Overview of Classlist in Brightspace (by D2L)

Both instructors and students have access to the Classlist page. However, students cannot access all the information that instructors can. This overview includes all Classlist tools available to instructors.

The screenshot shows the Brightspace Classlist interface. At the top, there are buttons for 'Print' (3), 'Settings', and 'Help'. Below that are 'Enrollment Statistics 1' and 'Email Classlist 2'. A 'View By:' dropdown is set to 'User' with an 'Apply' button and a '4' next to it. A search bar contains '5 search For...' and a 'Show Search Options' link. Below the search bar are 'Email 6', 'Page 7', and 'Print 8' buttons. The main table has columns: 'Image' (with a '9' next to a checkbox), 'Last Name, First Name', 'Username', 'Role' (with an up arrow and '11'), and 'Last Accessed'. The table lists five users: Sullivan, Anne (Instructor), Chu, Picka (Student), Valley, Bow (Student), and Student, Mah (Student). At the bottom, there is a 'Page: 1 of 2' dropdown with a right arrow and '14', and a '10 per page' dropdown with '15'.

<input type="checkbox"/> 9	Image	Last Name, First Name	Username	Role ▲ 11	Last Accessed
<input type="checkbox"/> 10		Sullivan, Anne ▾	asullivan	Instructor	Nov 29, 2017 2:28 PM
<input type="checkbox"/>		Chu, Picka ▾ 12		Student	Sep 2, 2015 12:46 PM
<input type="checkbox"/>		Valley, Bow ▾	bow.valley	Student	
<input type="checkbox"/>		Student, Mah ▾ ● 13	401 student	Student	

1 - Find out who has withdrawn from the course and if they had any grades entered in the grade book before withdrawal.

2 - Send e-mail to everyone on the list.

3 - Print everyone on the list.

4 - Filter list by group or section if applicable.

5 - Search the list for an individual by their personal information.

6, 7, 8 - Print, send instant message (*Page*), send e-mail to selected names.

9 - Select or unselect all people on the list.

10 - Select or unselect one person at a time.

11 - Re-order the list by any of the column headings.

12 - Open a popup menu with options for sending email, viewing progress, group enrollments and blog.

13 - Green dot indicates who is currently online.

14 - If you have more students, the Classlist will have multiple pages. Use the arrows to navigate between pages.

15 - Number of people listed in one page. With large classes, you can change this number to display all/more students in one page.