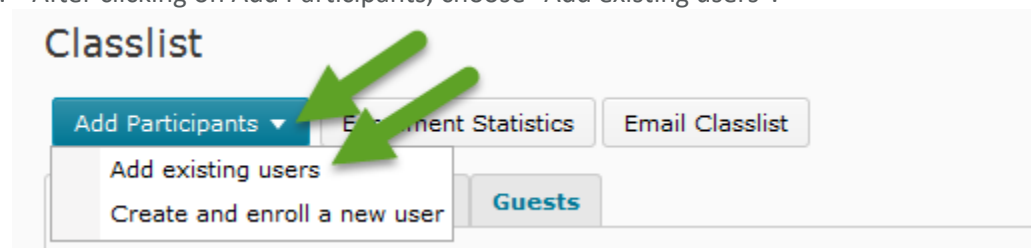


Introduction to the Classlist

Classlist is a directory of names, e-mails, and group settings which provides you with quick access to a full list of the participants in your course.

Add additional users

1. Click the Classlist link in the top navigation bar of your course.
2. After clicking on Add Participants, choose "Add existing users".



3. Use the search field under Add Existing Users to find an individual.
4. Check the box to the left of the individual's name and select their role from the menu at the right.
5. Click the Enroll Selected Users button at the bottom.

NOTE: In "for credit" courses, do not add students to your classlist. They will populate from PeopleSoft.

Send individual or bulk e-mail to users

After accessing the Classlist from the top navigation bar of your course, click the check box next to the name of participants in the course and send an e-mail. Once the appropriate boxes are checked, click on the Email button.

