Send Email from Classlist

Send Email to Everyone on Tab
1. Click on the tab name of the users you would like to send email to.

<table>
<thead>
<tr>
<th>All</th>
<th>Students</th>
<th>Instructors</th>
<th>Staff</th>
<th>Assistants</th>
<th>Student Support</th>
</tr>
</thead>
</table>

2. Click  
3. Fill out appropriate fields in email message window that pops up.
4. Click Send.

Notes
- The names and email addresses are in the Bcc line.
- The course name is populated in the Subject Line. You may delete or add to it.

Send Email to Select Users
1. Check the box in front of the user or users who you would like to email.

2. Click the  
3. Fill out appropriate fields in email message window that pops up.
4. Click Send.

Send Email to an Individual
1. Click on the user’s name in the Classlist.
2. Fill out appropriate fields in email message window that pops up.
3. Click Send.

Note
- The name and email address are placed in the To line.
How to View User Profiles

1. Click the profile image to the left of the student name in the classlist.
2. You will then see the user’s profile page.
   
   NOTE: You will only see the information that the user has chosen to enter in their profile.

3. Click Go Back to return to Classlist page.
How to View User Progress

1. Click the icon to the right of the user’s name.
2. You will then see the User Progress page.

3. In the Progress Selection area you can choose which Tool you would like to view information about. In the example, above the Content Tool is displayed.
How to Add Participants

Students officially enrolled in your course will be added automatically. This function should only be used to add fellow instructors, graduate assistants, interpreters, etc., who are not officially enrolled in your course but need access.

1. Click Add Participants.
2. Click ‘Add an existing user’.
3. The ‘Add Existing Participant’ screen will appear:

   ![Add Existing Participant Screen]

   a. **Step 1** – Search for the user by name or email.
   b. **Step 2** – Put a check in the box in front of the user’s name you would like to add.
   c. **Step 3** – Select the appropriate Role for the user in your course.

<table>
<thead>
<tr>
<th>Role Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant</td>
<td>Add content as well as access the grade book.</td>
</tr>
<tr>
<td>Content Builder</td>
<td>Add content, NO access to grade book.</td>
</tr>
</tbody>
</table>
Add/Remove Participants from Classlist

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Full course access.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Staff</strong></td>
<td>Full course access. This role is intended for Staff members who may be leaders of organizations.</td>
</tr>
<tr>
<td><strong>Student Audit</strong></td>
<td>Not officially registered for course and no grade associated with student.</td>
</tr>
<tr>
<td><strong>Student Support</strong></td>
<td>Intended for such roles as interpreter, note taker, etc. They will only have access to course content and will not appear in grade book.</td>
</tr>
</tbody>
</table>

d. **Step 4** – Click ‘Enroll Selected Users’ button.

**How to Remove Participants**

**Students officially enrolled in your course will be removed automatically if they drop the course.** This function should only be used to remove participants that you enrolled.

1. Select the checkbox to the left of the user's name.
2. Click

3. Click Yes in the ‘Confirmation’ window
Viewing Reports
The Reports area provides a summary of course enrollments and withdrawals.

To Access the Reports Area

1. Click on the top tool menu.

Tip: Click the View grades or View progress icon beside a user’s name in the Withdrawals area to view their grades and progress at the time they withdrew.
Change Tab Settings
The Tab Settings area lets you select which of the tab options created by your organization you want to display in your course’s classlist.

To Change Which Tabs Appear in a Course’s Classlist

1. Select Settings from the top tool menu
2. Change the Display status of the drop-down you want to appear or be hidden from the classlist.
3. Click Save.

![Settings Tab Selection](image-url)