

DISTRIBUTED
LEARNING
| 2019



USING BRIGHTSPACE TOOLS

Classlist

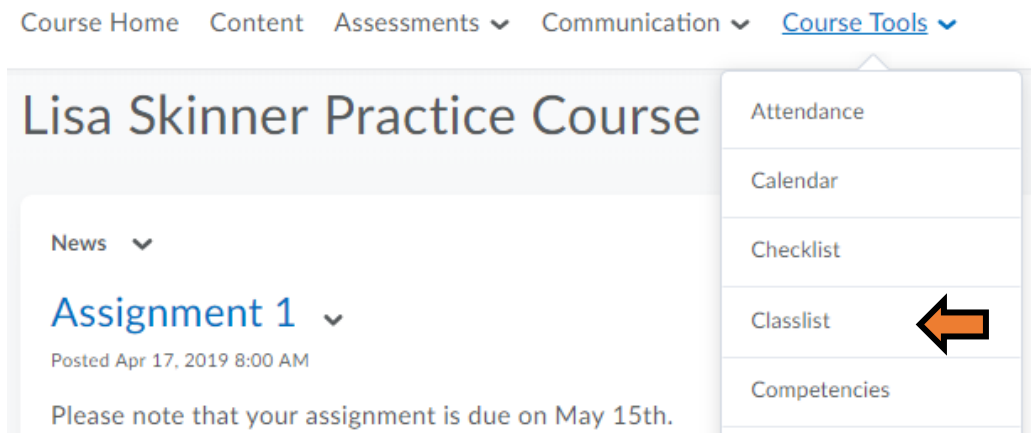
cna

Classlist

In the Classlist, you can view the students who are enrolled in the course, monitor their progress and activity and send emails to individual students or the entire class.

ACCESSING THE CLASSLIST

To access the Classlist, click on Course Tools on the navbar and click Classlist.



Classlist

[Print](#) [Settings](#) [Help](#)

[Enrolment Statistics](#) [Email Classlist](#)

All | [Students](#) | [Instructor](#)

View By: [User](#) | [Apply](#)


Search For... [Show Search Options](#)

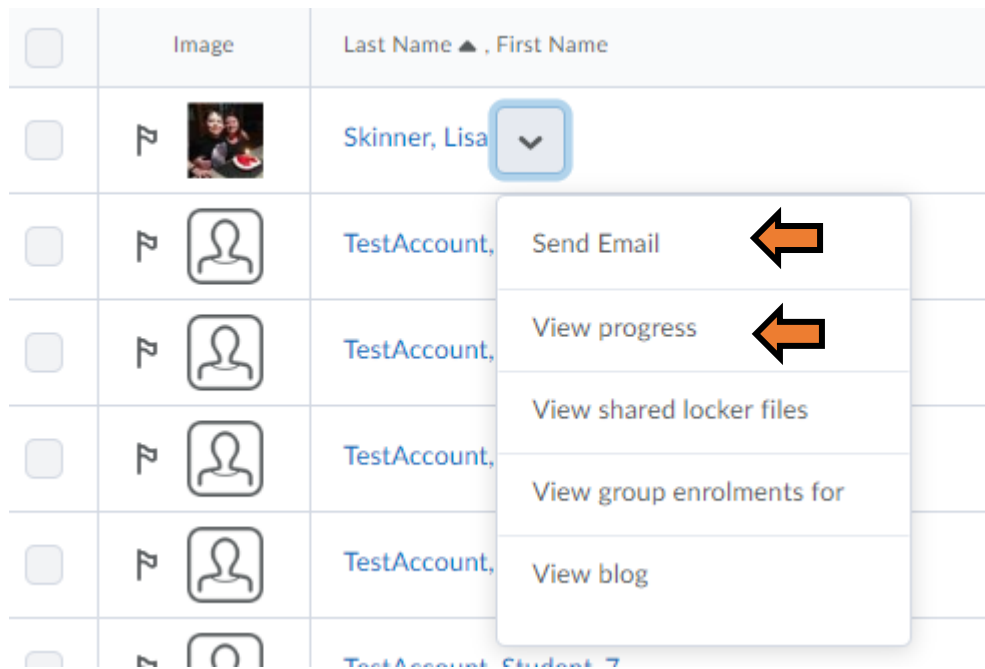
[Email](#) [Page](#) [Print](#)

| <input type="checkbox"/> | Image | Last Name ▲, First Name | Username | CNA ID | Role | Last Accessed |
|--------------------------|-------|--------------------------|--------------|-----------|------------|----------------------|
| <input type="checkbox"/> | | Skinner, Lisa ▼ | lisa.skinner | CC962429 | Instructor | Apr 17, 2019 7:34 PM |
| <input type="checkbox"/> | | TestAccount, Student_2 ▼ | Student_2 | Student_2 | Student | |
| <input type="checkbox"/> | | TestAccount, Student_3 ▼ | Student_3 | Student_3 | Student | |
| <input type="checkbox"/> | | TestAccount, Student_5 ▼ | Student_5 | Student_5 | Student | May 24, 2017 4:45 PM |
| <input type="checkbox"/> | | TestAccount, Student_6 ▼ | Student_6 | Student_6 | Student | |
| <input type="checkbox"/> | | TestAccount, Student_7 ▼ | Student_7 | Student_7 | Student | |

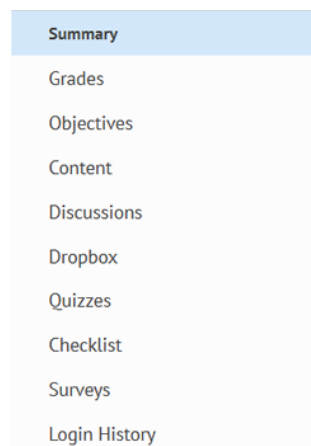
100 per page ▼

The Classlist tool is a convenient starting point for viewing information on the students. For example:

- Identify what students are online by the Online Status icon  which will be displayed by the students' name.
- Communicate with students on the Classlist by email.
- On the Classlist page, click **View Progress** from the context menu of the user you want to view. It also gives you the ability to view shared locker files, group enrolments and blogs.



When you click on View Progress it will open up a Summary window where you can look at various areas of the students' progress.



EMAIL

From the Classlist area, you can send email messages to one, several, or all class members at once. When you email multiple class members, D2L adds their email addresses and names in the BCC field for privacy issues.

Email the Entire Classlist

1. Click the **Email Classlist** button at the top of the page. A page will open that displays a list of class members who will receive the email.

Classlist

Enrolment Statistics **Email Classlist** ←

All Students Instructor

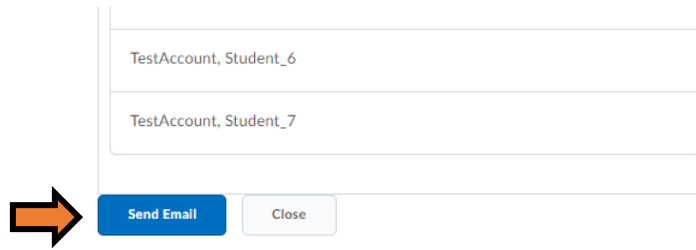
View By: User Apply

Search For... Show Search Options

Email Page Print

| <input type="checkbox"/> | Image | Last Name ▲, First Name |
|--------------------------|-------|--------------------------|
| <input type="checkbox"/> | | Skinner, Lisa ▼ |
| <input type="checkbox"/> | | TestAccount, Student_2 ▼ |

2. Click the **Send Email** button at the bottom of the page. A "Compose New Message" window will open with the email addresses for everyone in your class listed in the BCC field.



2. Enter a title for your email in the Subject field.
3. Enter the content of your message in the Body field.
4. Click the **Upload** button to include an attachment, then locate a file to attach it to the message .Click the **Send** button in the upper-left corner of the page when you are done.

Compose New Message

Send Save as Draft

To

Cc

Bcc "Lisa Skinner" <lisa.skinner@d2l.cna.nl.ca> x "Student_2 TestAccount" <Student_2@d2l.cna.nl.ca> x "Student_3 TestAccount" <Student_3@d2l.cna.nl.ca> x "Student_5 TestAccount" <Student_5@d2l.cna.nl.ca> x "Student_6 TestAccount" <Student_6@d2l.cna.nl.ca> x "Student_7 TestAccount" <Student_7@d2l.cna.nl.ca> x

Subject

Body

Paragraph B I U Font Family Size

Attachments

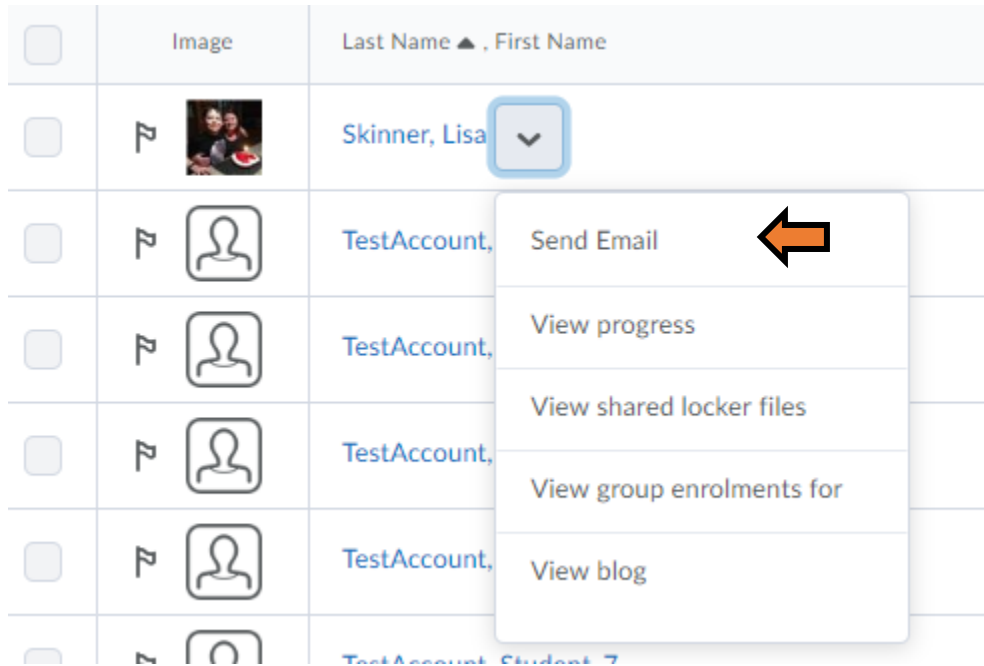
Drop files here, or click below!

Upload Choose Existing

Cancel

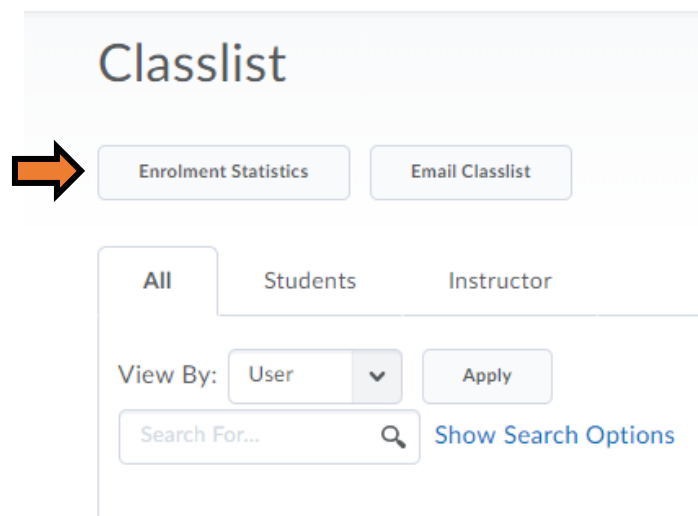
Email Individual Students

If you need to email an individual student you can click the student's name on the Classlist or you can click the dropdown arrow next to the students name and click send email.



View Enrolment

The Enrollment Statistics area provides a summary of course enrollments and withdrawals. On the Classlist page, click **Enrollment Statistics** to access this area.



This will give you a snapshot of the number of students in the class and any withdrawals from the course.

Enrolment Statistics

Done

| Role Name ▲ | Enrolment | Withdrawals |
|--------------|-----------|-------------|
| Enrollment | 0 | 0 |
| Instructor | 0 | 0 |
| Instructor | 1 | 0 |
| Instructor | 0 | 0 |
| Invigilator | 0 | 0 |
| Manager | 0 | 0 |
| Student | 0 | 0 |
| Student | 24 | 6 |
| Total | 25 | 6 |