Classlist Tool Guide

WHAT IS THE CLASSLIST TOOL?

You can use the Classlist tool to view those students enrolled in your course, to identify who is currently working online and contact those users via email and the Pager tool (instant messages). From the Classlist tool you can view user profiles, ePortfolios, blogs, and shared locker files; access the User Progress tool; print a classlist; and check enrollment reports.

WHY USE THE CLASSLIST TOOL?

The Classlist tool is a convenient starting point for viewing information about your users. For example:

- Identify who is online using the ⬤ **Online Status** icon which is displayed beside the name of the user currently online.
- Communicate with those on your Classlist using the 📶 **Pager** tool or send an 📧 **Email.**
- On the Classlist page, click 📊 **View Progress** from the context menu of the user you want to view.

To view information about your users, use the content dropdown menu beside user's names or at the top of the Classlist. Remember that the options that you see here are determined by the permissions set in your system for users with your role.

USER STORY

Mr. Brown is a manager responsible for employees' completion of a course. To ensure all the required employees in his organization have been successfully enrolled into a training course, he refers to the Classlist tool to ensure all individuals are listed. Mr. Brown is able to identify if any employees have been missed and quickly enrolls them into the course to ensure required corporate training is being provided to all employees.

CLASSLIST OPTIONS

Depending on your permissions, the Classlist tool enables you to add or remove course participants, change user roles, create new users, and import users from a TXT or CSV file. You can use the options in the context menu beside each user's name to manage user auditors, view user progress, view group enrollments, and impersonate users.
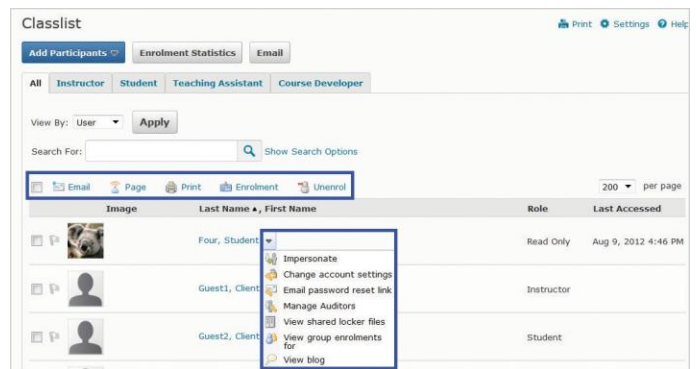
VIEWEING CLASSLIST ENROLLMENT STATISTICS

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

CLASSLIST TAB MANAGEMENT

Classlist Tab Management can be accessed through the Admin Tools cog and enables you to set up tabs for use in the Classlist tool. You can set up any number of tabs and define which roles you want to include in the tab. You can force all org units to use the tabs or give

individual users permission to control which tabs to include in a particular org unit's Classlist. As well, users with the permission to manage Classlist tabs can create new tabs and assign roles to them. Within the Classlist **Settings**, users can choose to display or not display tabs.

USING THE CLASSLIST TOOL

Action	Description
Print	Prints a list of selected users in the course.
Email	Email selected users.
Page	Page selected users. **TIP** Check for the ● **Online** icon beside users' names before paging them.
Enrollment	Change selected users' role.
Unenroll	Un-enroll selected users from the course. **TIP** You can view profile, grade, and user progress information for users that were unenrolled from a course in the Reports area.
Impersonate	Impersonate the selected user. Impersonating a user enables you to view, create, and edit content as if you were that user.
Change account settings	Changes users' password, and enables you to send them an email containing a link to reset their password.
Email password reset link	Sends users an email containing a link to reset their password.
View progress	View the User Progress page for a quick overview of a user's progress on dropbox folders, quizzes, and other course content.
View shared locker files	View locker files shared by the selected user. Users share locker content by selecting the **Make uploaded file(s) public to others** option when adding files to their locker.
View group enrollments	View which groups a user is enrolled in.
View blog	View the selected user's blog. You can only view items the user has made public.

WHAT TOOLS INTERACT WITH CHECKLIST?

The Classlist tool interacts with:
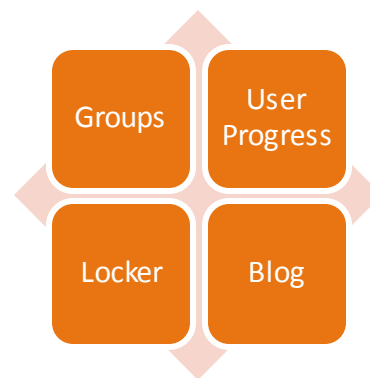
Groups

User Progress

Locker

Blog

About D2L

A global leader in EdTech, D2L is the creator of Brightspace, the world's first integrated learning platform. The company partners with thought-leading organizations to improve learning through data-driven technology that helps deliver a personalized experience to every learner, regardless of geography or ability. D2L's open and extensible platform is used by more than 1,100 clients and 13 million individual learners in higher education, K–12, healthcare, government, and the enterprise sector—including Fortune 1000 companies. The company has operations in the United States, Canada, Europe, Australia, Brazil, and Singapore.