

Teaching Learning Center

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Classlist

In each course, under “Classlist” is how to view classmates and instructors. This tool is also the BEST WAY to send internal messages to a classmate or your instructor.

Classlist

The screenshot shows the D2L Classlist interface. At the top, there are three tabs: "Add Participants" (blue), "Class Engagement", and "Enrollment Statistics". Below these are three sub-tabs: "All" (selected), "Student", and "Instructor". A search bar with "Search For..." and a magnifying glass icon is present, along with a link "Show Search Options". Below the search bar are four icons: "Email" (envelope), "Print" (printer), "Enrollment" (calendar), and "Unenroll" (person with minus sign). The main table has four columns: "Image", "Last Name ▲, First Name", and "Username". The table lists four users: "AA Demo Student, CCD" (username: AACCD.DemoStudent), "Binns, Jane" (username: jbinns1), "Cordrey, Sally" (username: Sally.Cordrey), and "Maxwell, Jennifer" (username: jmaxwell8). Each user row has a checkbox, a profile picture icon, and a dropdown arrow next to the name. Green arrows point to the search bar, the "Email" icon, and the dropdown arrows for Jane Binns, Sally Cordrey, and Jennifer Maxwell. At the bottom, there is a "35 per page" dropdown menu.

	Image	Last Name ▲, First Name	Username
<input type="checkbox"/>		AA Demo Student, CCD ▼	AACCD.DemoStudent
<input type="checkbox"/>		Binns, Jane ▼	jbinns1
<input type="checkbox"/>		Cordrey, Sally ▼	Sally.Cordrey
<input type="checkbox"/>		Maxwell, Jennifer ▼	jmaxwell8

Click on a user's name in Classlist and this will take you to the screen where you can send an internal message to that person.

Internal messaging ONLY works in D2L. Do NOT type in an external email address in D2L email. It will NOT be sent.