How to access Classlist

Click on Communication on the navbar and select Classlist.

The Classlist screen appears. The default is setting is All Users, which will display Faculty and Students in the course.
D2L Classlist for Students

Click on the **Students** tab to display students who are registered in the class.

Click on the **Faculty** tab to see only faculty members.
D2L Classlist for Students

Click on the **View By** arrow to get a classlist by users or within a group.

Check the **checkbox** next to the name(s) of students or faculty and you have the following options:

- To Email
- To Page
- To Print

Also, to select All Users, click the **checkbox** next to the Email icon.