

## Emailing Students Via the Classlist

The Classlist area of D2L provides a way to quickly send emails to individual students, groups of students or the whole class. The emails are sent to the students' UW Colleges email accounts. Note that this is for sending emails only; to access student responses to these emails you will need to open your UW Colleges Outlook email account.


1. Click on the **Classlist** link in the D2L navigation bar of your course site.



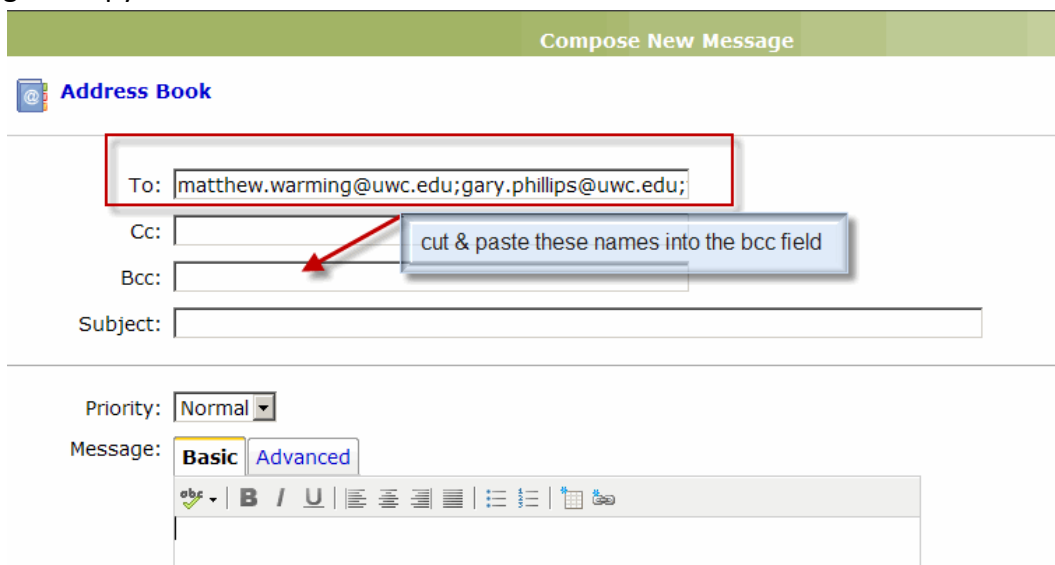
2. On the Classlist page, click to place a checkmark next to the name(s) of the student(s) you wish to email. To email the whole class at once, click on the “Email everyone on this tab” button or click in the box to the left of the Compose Email icon. This will select all students’ names and take you to the Compose Message window. Tip: If you have a large class, set the display to “50 per page” so you can see all of the names at once on one screen. (a green dot next to a person’s name means that they are currently online.)

### Classlist


The screenshot shows the D2L Classlist interface. At the top, there are navigation links: Classlist, Add Participants, Report, and Settings. Below these are buttons for Print Tab and Email everyone on this tab. A callout box points to the 'Email everyone on this tab' button with the text 'click here to compose an email to all class members at once'. Below the buttons are controls for View By (set to User) and Search For (with a search button and a link to Show Search Options). A callout box points to the search input field with the text 'click here to compose an email to selected users'. On the right, there is a dropdown menu set to 50 per page. Below these controls is a table of students with columns for Last Name, First Name, Username, Role, and Actions. The first few rows are highlighted in green, indicating they are online. Each row has a checkbox in the first column and a set of icons in the Actions column. A red box highlights the checkbox in the first row, and a callout box points to it with the text 'click here to compose an email to selected users'.

3. If you are emailing only some of your students, click the “Email Selected Users in New Window” icon. 

4. In the **Compose New Message** window you will notice that the names of the selected recipients are already in the To: box of the message. For student email address confidentiality it is recommended that you cut and paste the email addresses from the To: field into the Bcc: field. In the To: box type in your own UWC email address so you get a copy of the email.



Compose New Message

 Address Book

To: matthew.warming@uwc.edu;gary.phillips@uwc.edu;






Cc:

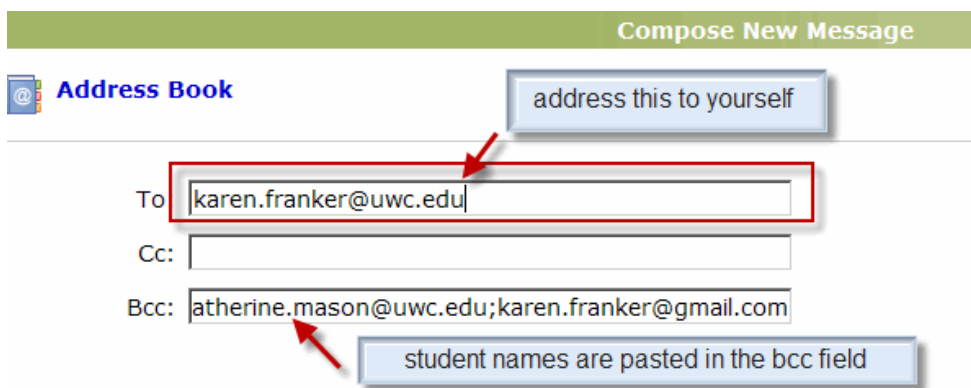
Bcc:

Subject:


Priority: Normal

Message: **Basic** Advanced

abc | **B** / U |  |  |  |  | 



Compose New Message

 Address Book

To: karen.franker@uwc.edu

Cc:

Bcc: atherine.mason@uwc.edu;karen.franker@gmail.com

address this to yourself

student names are pasted in the bcc field

5. Type a subject in the Subject box and compose a message in the Message area. Note that you can add attachments via the Attachments area (click on the Browse button to locate your file.)

The screenshot shows a 'Compose New Message' interface. At the top, there is a green header bar with the text 'Compose New Message'. Below this is an 'Address Book' icon and label. The form contains several input fields: 'To:' with the email 'karen.franker@uwc.edu', 'Cc:' (empty), 'Bcc:' with 'atherine.mason@uwc.edu;karen.franker@gmail.com', and 'Subject:' with 'Change in This Week's Assignment'. Below the subject field is a 'Priority:' dropdown menu set to 'Normal'. A red box highlights the dropdown, and a blue callout box with an arrow pointing to it says 'can change to High Priority as needed'. The 'Message:' section has two tabs, 'Basic' and 'Advanced', with 'Basic' selected. The message body contains the text: 'Note that there has been a change in this week's assignment. You are to work with your small group and post your finished project to the class discussion board.' Below the message body is an 'Attachments' section with an empty input field, a 'Browse...' button, and an 'Add' button. A red box highlights the 'Browse...' button, and a blue callout box with an arrow pointing to it says 'browse to select files to attach as needed; use Add to attach more than one file'. At the bottom of the form are 'Cancel' and 'Send' buttons. A red box highlights the 'Send' button, and a red arrow points to it from the right.

6. If you wish your message to be sent as High Priority select **High** from the Priority pull-down list.
7. Click the **Send** button when you are ready to send the message.