Use Classlist
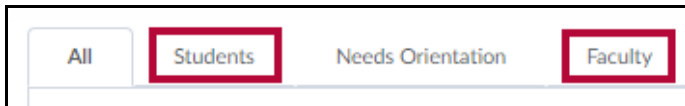
Classlist is the roster of the students, instructors, and others enrolled in the course.

1. Click on **Collaboration** on the navbar and select **Classlist**.
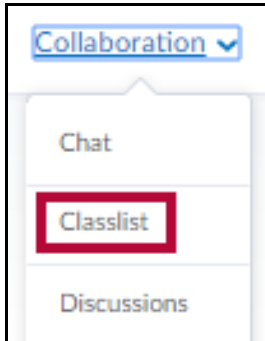
2. The Classlist screen appears.(not shown)
3. Click on the **Students** tab to display students who are registered in the class. Click on the **Faculty** tab to see only faculty members.

4. Click on the **View By** drop-down arrow to see the Classlist sorted by **User,** by **Group** or by **Section**.
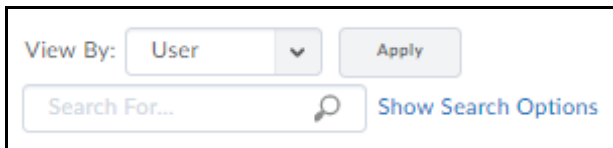
5. Click the Apply button to apply your search choices. You may enter a name in the search field to search for a specific person. Click the magnifying glass to start the search.

6. Check the box next to the name(s) of students or faculty and select one of the following options:
   - Email.
   - Instant Message.
   - Print.