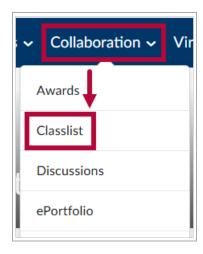
Use Classlist

Last Modified on 11/14/2025 12:46 pm CST

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

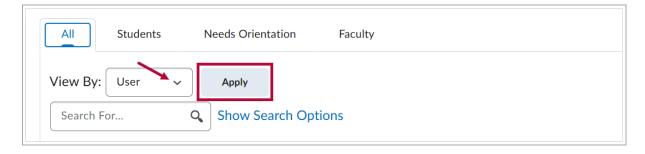
1. Click on [Collaboration] on the Navbar and select [Classlist].



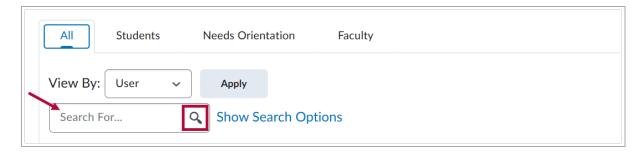
2. Click on the **[Students]** tab to display students who are registered in the class. Click on the **[Faculty]** tab to see only faculty members.



3. Click on the [View By] dropdown to see the Classlist sorted by User, by Group or by Section. Click the [Apply] button to apply your search choices.



4. You may enter a name in the **Search For** field to search for a specific person. Click the magnifying glass to start the search.



5. Check the box next to the name(s) of students or faculty and select **[Email].** This will open the **Compose New Message** screen. Please refer to the <u>Send Emails in D2L using the Classlist (https://vlac.lonestar.edu/help/send-emails-through-classlist-in-d2l)</u> for the next steps.

NOTE: The **Page** feature is currenly disabled. Use **Email** to communicate with your professor and your classmates.

