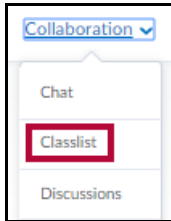


Use Classlist

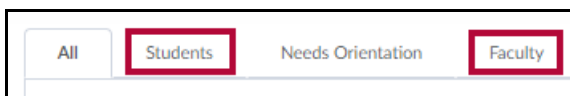
Last Modified on 11/30/2020 4:47 pm CST

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

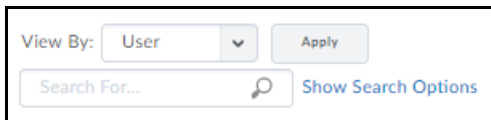
1. Click on **Collaboration** on the navbar and select **Classlist**.



2. The Classlist screen appears.
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:
 - o Email.
 - o Instant Message.
 - o Print.

