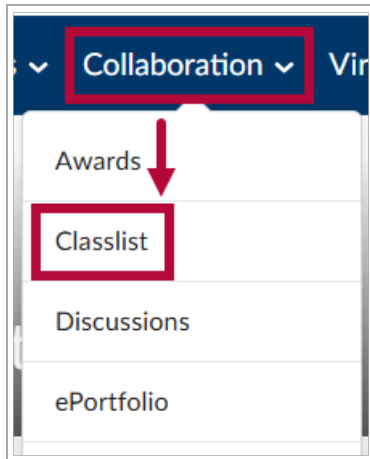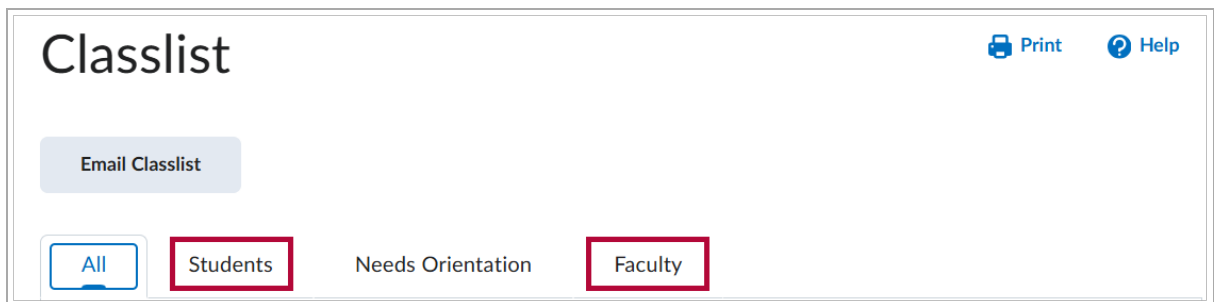# Use Classlist

Last Modified on 12/05/2025 11:04 am CST

Classlist is the roster of the students, instructors, and others enrolled in the course.
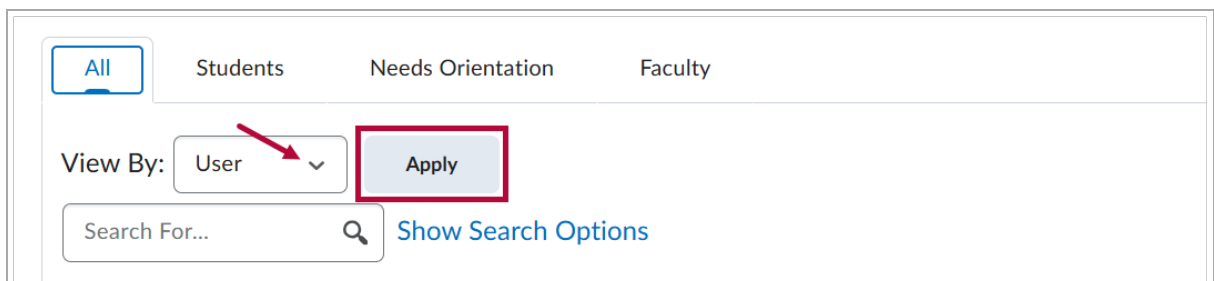
1. Click on **[Collaboration]** on the **Navbar** and select **[Classlist].**

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 [Send Emails in D2L using the Classlist (https://vlac.lonestar.edu/help/send-emails-through-classlist-in-d2l)](https://vlac.lonestar.edu/help/send-emails-through-classlist-in-d2l) for the next steps.