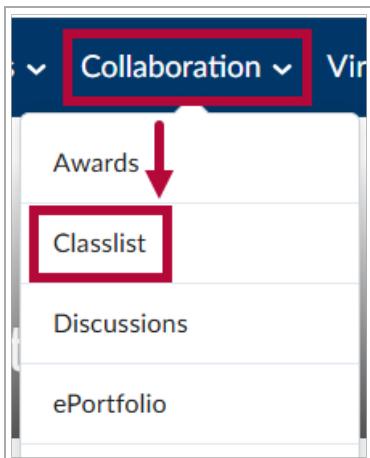


# Use Classlist

Last Modified on 02/04/2026 10:42 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.

Email Classlist

All Students Needs Orientation Faculty

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.

All Students Needs Orientation Faculty

View By: User

Search For...

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.

All Students Needs Orientation Faculty

View By: User

Search For...  Show Search Options



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>) article for the next steps.

View By: User

Search For...  Show Search Options

Email  Print

<input type="checkbox"/>	Image	Name ▲	Role
			Faculty