

What is the Classlist?

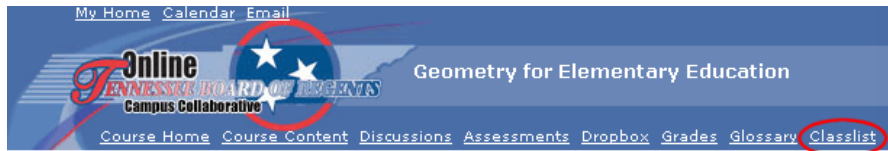
The Classlist tool is a central area from where you can:

- Locate classmates and send them a page or email.
- Find classmates who are currently online.
- Create, edit, and view personal profiles.
- Create, edit, and view personal home pages.
- Check what groups and sections users belong to.
- View shared locker content.

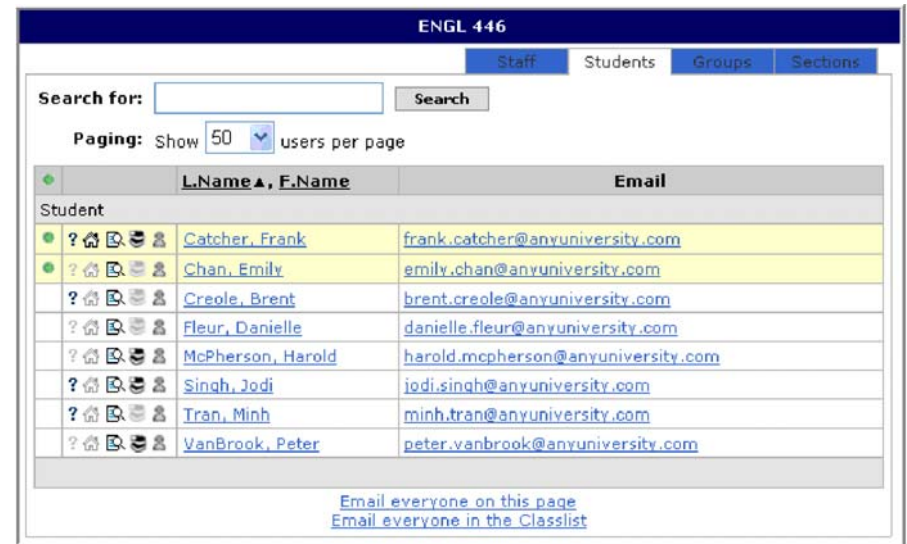
Note Depending on the permissions set by your site's administrator you may not be able to see all of the Classlist options.

Accessing the Classlist

From your Course Home page, click the **Classlist** link on the navigation bar.



The Classlist page for your course displays.



How do I find classmates or other users?

To locate a classmate or instructor using the Classlist tool, select the **Student** or **Staff** tab and type their first or last name (or a portion of their name) in the **Search for** field, and click **Search**.

A list of classmates or staff associated with the search criteria you entered displays.






A list of classmates or staff associated with the entered displays.

Note You can add attachments to the email by clicking the **Browse** button.



How do I know who is online?

The **Online Status** icon () displays beside the names of classmates who are currently online.

Send an Email

Send an email to someone in the Classlist

1. Click on the user's email address.

The Compose New Message page displays.

Compose New Message

Address Book

To: Catcher, Frank <frank.catcher@anyuniversity.com>
Cc:
Bcc:
Subject:

Priority: Normal
 In HTML

Attachments


1. [Remove](#)

2. Type your subject and message in the appropriate fields.
3. Click **Send**.

Updating your Profile

Use the Profile feature to share personal details with peers and instructors.

From the Classlist page:

1. Click the **Edit Profile** icon () beside your name in the Classlist.

The Edit Profile page displays.




2. Update your information in the text fields.
3. To upload a picture, click the **Browse** button, locate the image, and click **Open**.
4. Click **Save Changes**.

Viewing profiles

In the RODP, students can only view their own profile. Faculty can see all profiles for students in their classes.

Creating and editing your personal home page

Note: Student homepages are not available in all courses.




Click the **Edit My Homepage** icon () beside your name to create a new personal home page or to upload an existing one.

The My Homepage page displays.






Create a new home page

From your My Homepage page:

1. Click the **New** icon ().
2. Type a name for your home page.
3. Click **Create**.
4. Click the **Make this my homepage** icon () to set the new home page as your default home page.
5. Click the **Edit** icon () and use the HTML Editor page to add content to your home page.

Upload an existing home page

From your My Homepage page:

1. Click the **Upload** icon ().
2. Click **Browse**, and locate your file.
3. Click **Upload**.
4. Click the **Make this my homepage** icon () to set the uploaded home page as your default home page.
5. Click the **Edit** icon () and use the HTML Editor page to make changes as desired.

Note Ensure that you have also uploaded all supporting files and images and referenced them properly. You must link to images. They cannot be inserted or imported directly into your personal home page.

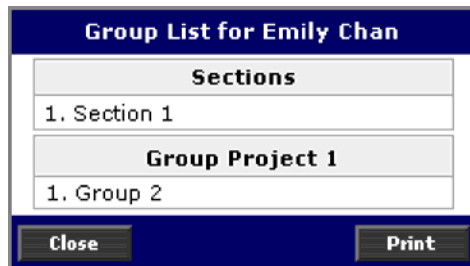
Viewing homepages

Click the View Homepage icon (🏠) beside the name of the person whose home page you want to view.

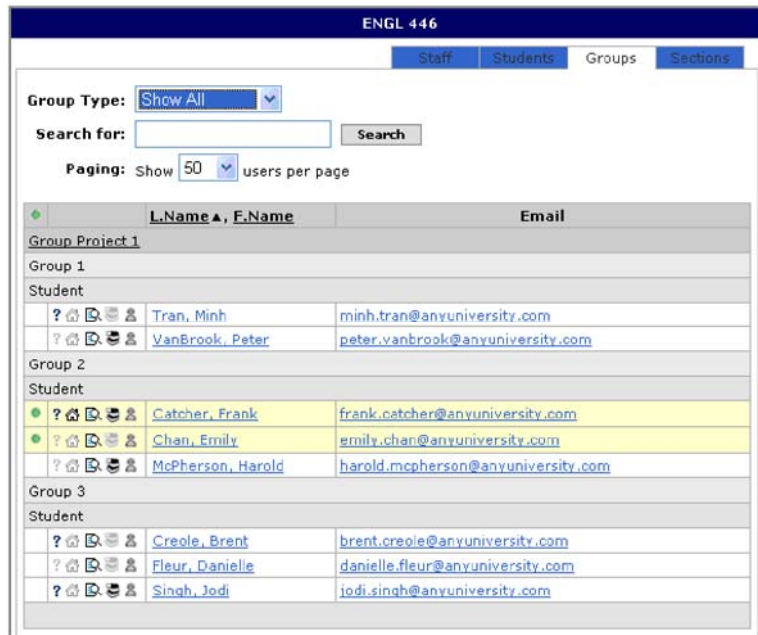
Viewing Groups and Sections

You can find out what groups or sections your classmates belong to by clicking the **View Group** icon (👤) beside their names.

The Group List page for the user selected displays.



You can also click the **Groups** tab at the top of the Classlist page to view a list of all groups, or the **Sections** tab to view a list of all sections.



Viewing shared Locker files

D2L lockers are not implemented in the RODP.