



## Sending Emails to Students from the Classlist – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the Classlist and Email tools in D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

### Scenario

This tutorial will cover the steps involved in sending emails (through the D2L email) to a student or a group of students using the **Classlist** tool.

**NOTE:** If you want to email students at the beginning of term, for example in advance of the first day of classes, you should do this through myCamosun. Students do NOT have access to their D2L courses until the first day of class and will not receive email from D2L unless they have previously forwarded their D2L email to a personal email.

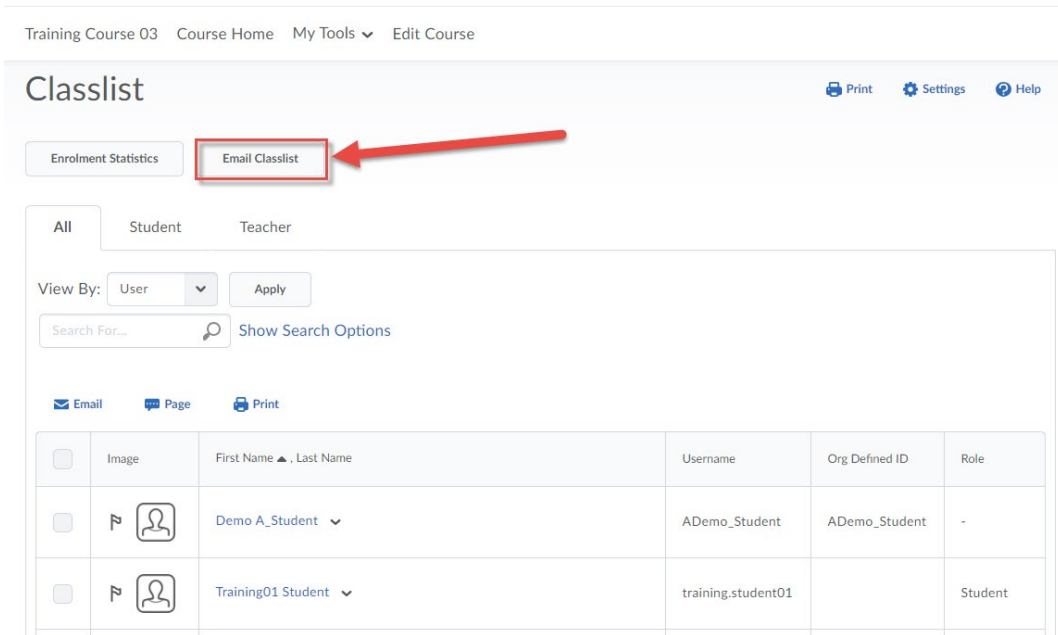
### Steps

1. Go to your course homepage, and in the **My Tools** drop-down, select **Classlist**.

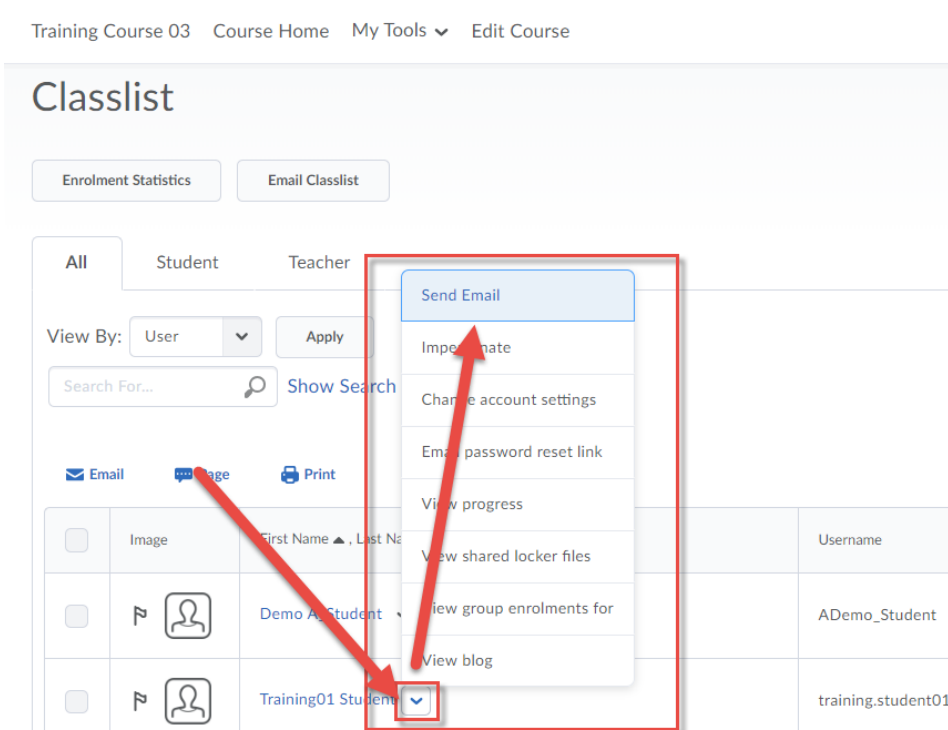
The screenshot shows the D2L course homepage for 'Training Course 03'. The user is logged in as Emily Schudel. The 'My Tools' dropdown menu is open, and the 'Classlist' option is highlighted with a red box and a red arrow. The menu items include: Calendar, Classlist, Content, Discussions, Dropbox, Email, Glossary, Grades, Groups, Locker, Manage Files, and Quizzes. The main content area shows a 'Welcome to D2L' news item and a 'Territorial Acknowledgement' section.



- To email the entire class, click **Email Classlist** at the top of the page. This will open the **Email** tool



- To send an email to an individual student, click on a student's drop-down menu (the down arrow) and select **Send Email**.



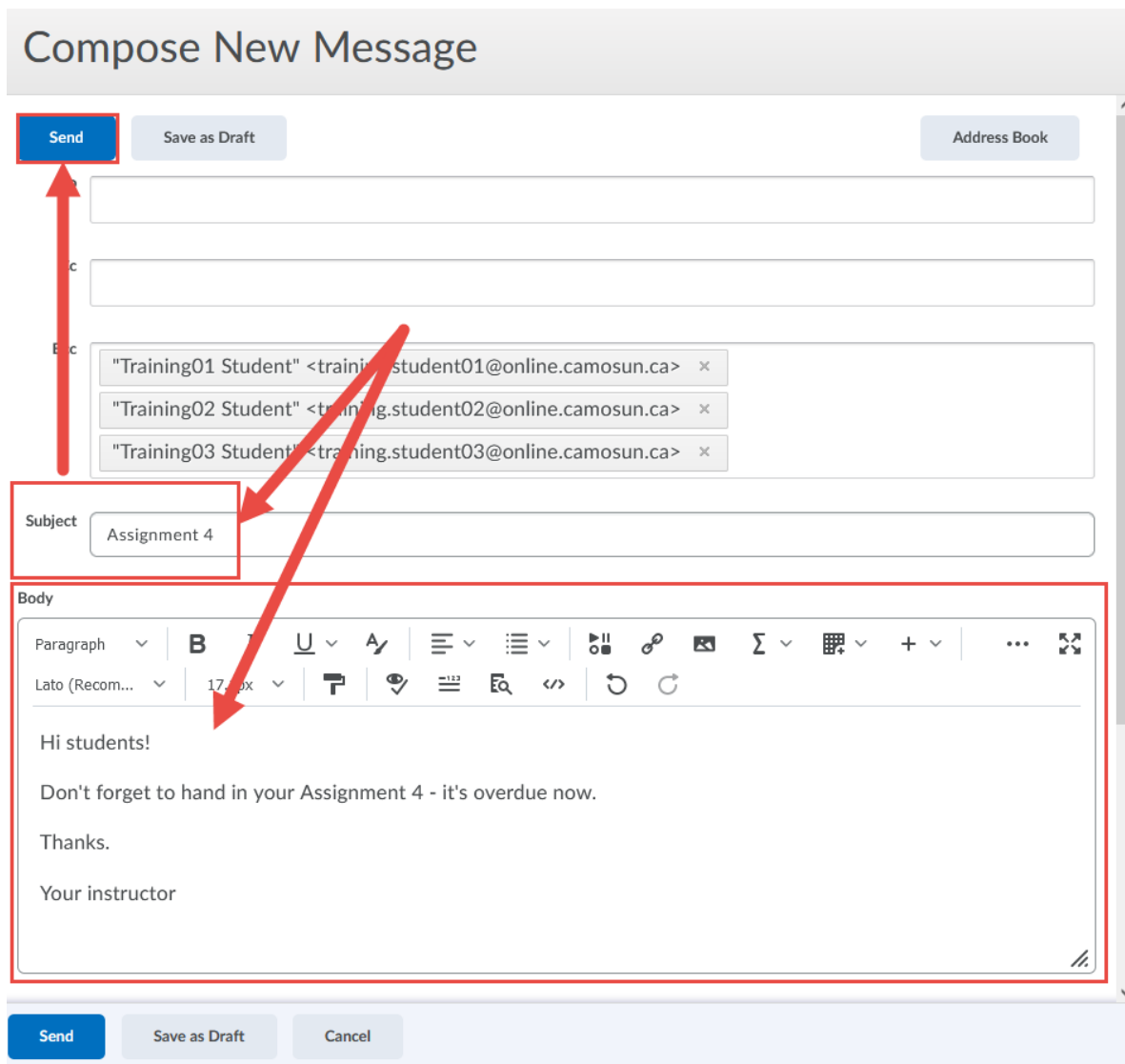
4. Finally, you can also select more than one student to email using the checkboxes next to student names, and then clicking **Email**.

The screenshot shows a user management interface. At the top, there are two tabs: "Enrolment Statistics" and "Email Classlist". Below these are filters for "All", "Student", and "Teacher", with "All" selected. A "View By:" dropdown is set to "User" with an "Apply" button. A search bar contains "Search For..." and a "Show Search Options" link. Below the search bar are three buttons: "Email" (highlighted with a red box and an arrow), "Page", and "Print". The main area is a table with columns: "Image", "First Name ▲ Last Name", "Username", "Org Defined ID", and "Role". The table contains several rows, with three rows highlighted in blue. The first highlighted row has a checked checkbox in the "Image" column. The second and third highlighted rows also have checked checkboxes. A red box highlights the "Image" column for these three rows, and a red arrow points from the "Email" button to the first checked checkbox.

Image	First Name ▲ Last Name	Username	Org Defined ID	Role
<input type="checkbox"/>	Dem... Student ▾	ADemo_Student	ADemo_Student	-
<input checked="" type="checkbox"/>	Training01 Student ▾	training.student01		Student
<input checked="" type="checkbox"/>	Training02 Student ▾	training.student02		Student
<input checked="" type="checkbox"/>	Training03 Student ▾	training.student03		Student
<input type="checkbox"/>	Training04 Teacher ▾	training.teacher04		Teacher



5. Once the **Email** tool is open, give your message a **Subject**, type in your message, and click **Send**.



## Things to Remember

Unless a student has set their email to forward to an external email (see the tutorial *Setting your D2L Email to Forward to an External Email* for more information), they will receive your email in the D2L email tool. This means that your students will FIRST need to have access to D2L before they can receive the email, and second, that they will need to be checking D2L for email in order to see your emails to them.



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