



Sending Emails to Students from the Classlist – D2L Tutorial

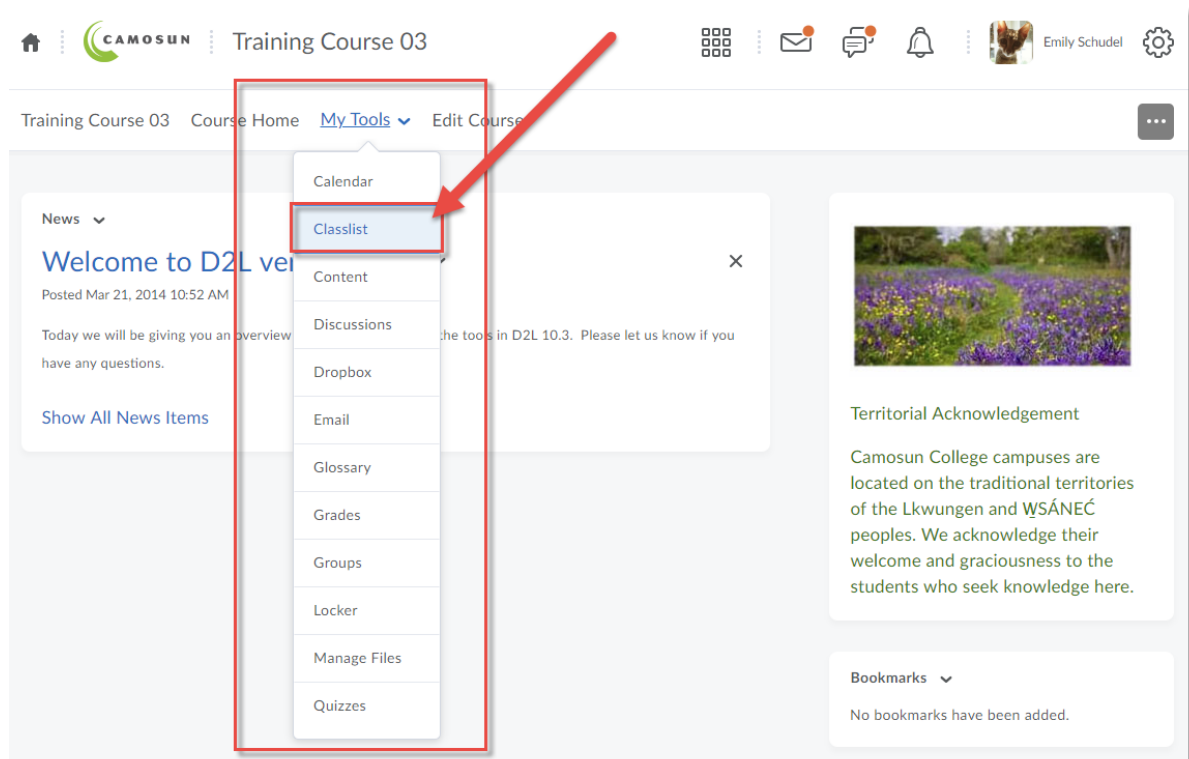
This tutorial is designed for faculty who have previous experience using the Classlist and Email tools in D2L. For further information, please contact elearning@camosun.ca for assistance.

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.

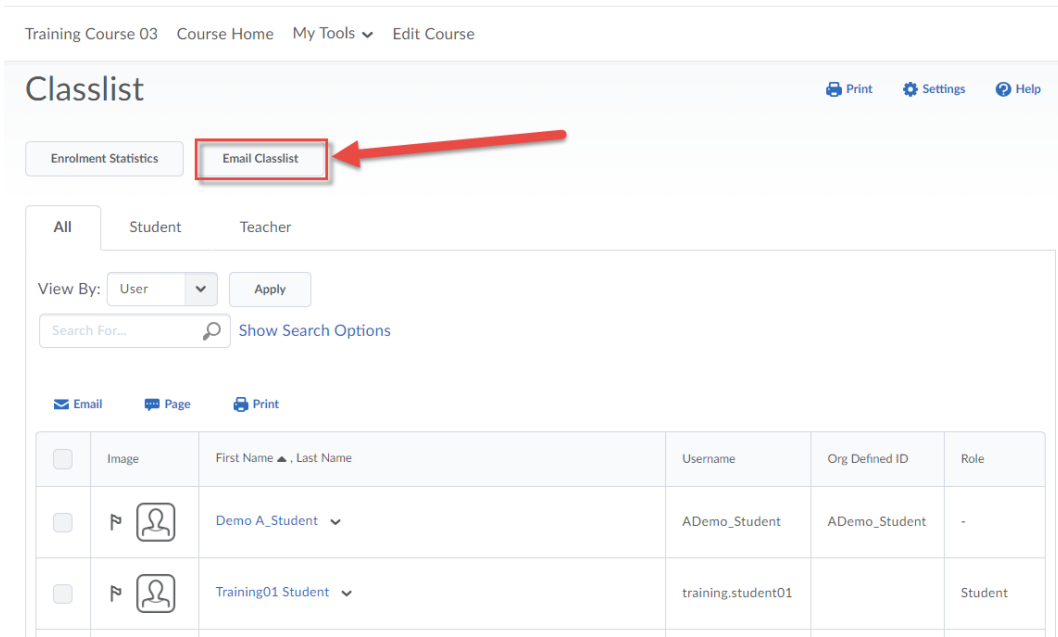
Steps

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

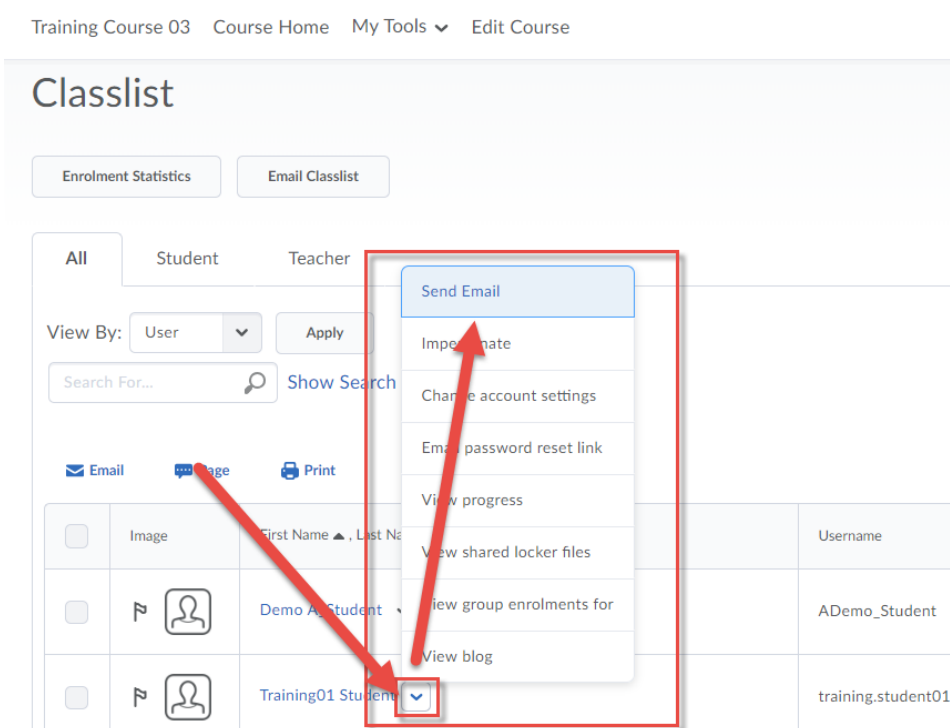


This content is licensed under a [Creative Commons Attribution 4.0 International Licence](https://creativecommons.org/licenses/by/4.0/). Icons by the [Noun](https://nounproject.com/) Project.

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



3. 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 the 'Email Classlist' interface. At the top, there are tabs for 'Enrolment Statistics' and 'Email Classlist'. Below these are filters for 'All', 'Student', and 'Teacher', with 'Student' selected. A 'View By' dropdown is set to 'User' with an 'Apply' button. A search bar is labeled 'Search For...' with a magnifying glass icon and a link to 'Show Search Options'. Below the search bar are three buttons: 'Email' (highlighted with a red box and a red arrow), 'Page' (with a speech bubble icon), and 'Print' (with a printer icon). 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 and their checkboxes checked. These rows are for 'Training01 Student', 'Training02 Student', and 'Training03 Student'. A red arrow points from the 'Email' button to the checked checkboxes. The table also includes a 'Demo Student' row and a 'Training03 Teacher' row.

	Image	First Name ▲, Last Name	Username	Org Defined ID	Role
<input type="checkbox"/>		Demo 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"/>		Training03 Teacher	training.teacher03		Teacher



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

The screenshot shows the 'Compose New Message' window. At the top left, the 'Send' button is highlighted with a red box and a red arrow points to it from below. To its right are 'Save as Draft' and 'Address Book' buttons. Below these are input fields for 'To', 'Cc', and 'Bcc'. The 'Bcc' field contains three email addresses: 'training.student01', 'training.student02', and 'training.student03'. Below the 'Cc' field is the 'Subject' field, which contains the text 'Assignment 4'. A red box surrounds the 'Subject' field, and a red arrow points to it from the left. Below the 'Subject' field is the 'Body' section, which contains a rich text editor. A red box surrounds the entire 'Body' section, and a red arrow points to it from the left. The body text reads: 'Hi students!', 'Don't forget to hand in your Assignment 4 - it is overdue now.', 'Thanks!', and 'Your instructor'. At the bottom right of the body is a 'Priority' dropdown menu set to 'Normal'. At the bottom left is a 'Cancel' button.

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.



This content is licensed under a [Creative Commons Attribution 4.0 International Licence](https://creativecommons.org/licenses/by/4.0/). Icons by the [Noun Project](https://nounsproject.com/).