



Sending Emails to Instructors using the Classlist – Student D2L Tutorial

This tutorial is designed for students using D2L for their courses. For further information, please contact elarning@camosun.ca for assistance.

Scenario

This tutorial will cover the steps involved in sending emails to your instructor(s) using the **Classlist** tool.

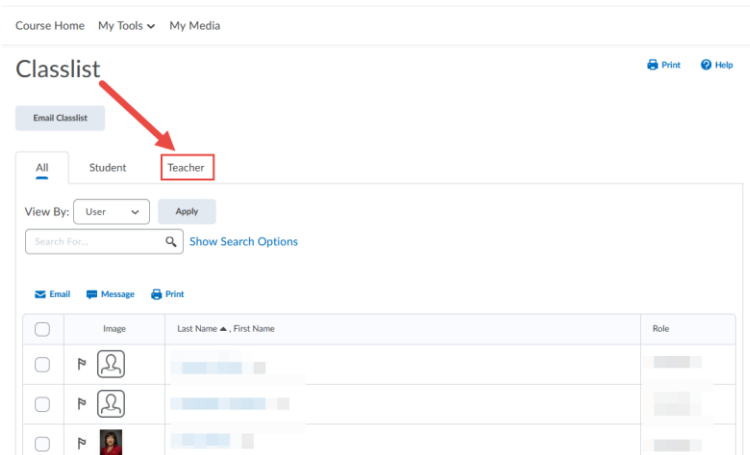
Steps

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

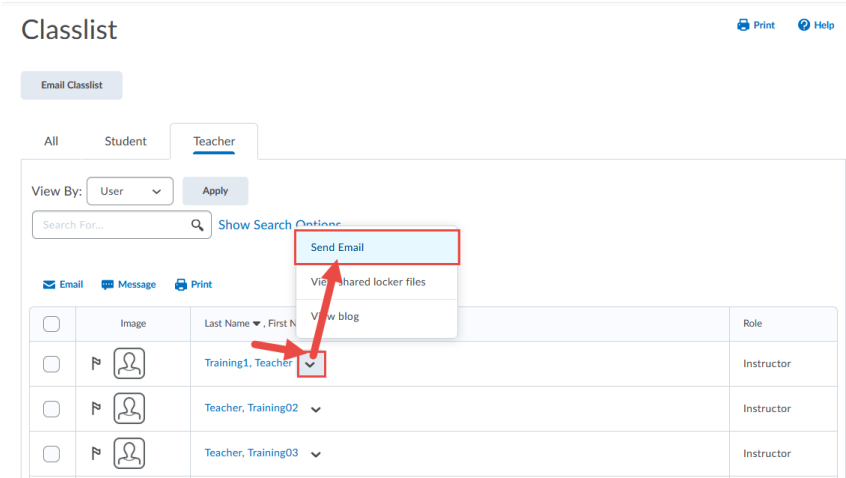
The screenshot shows the D2L course homepage for 'Training Course 03'. The 'My Tools' dropdown menu is open, and the 'Classlist' option is highlighted with a red box and a red arrow. Other options in the menu include Calendar, Content, Discussions, Assignments, Email, Glossary, Grades, Groups, Locker, Quizzes, and TextAid. The page also features a 'Territorial Acknowledgement' section with a photo of a landscape and text about Camosun College's location on traditional territories.



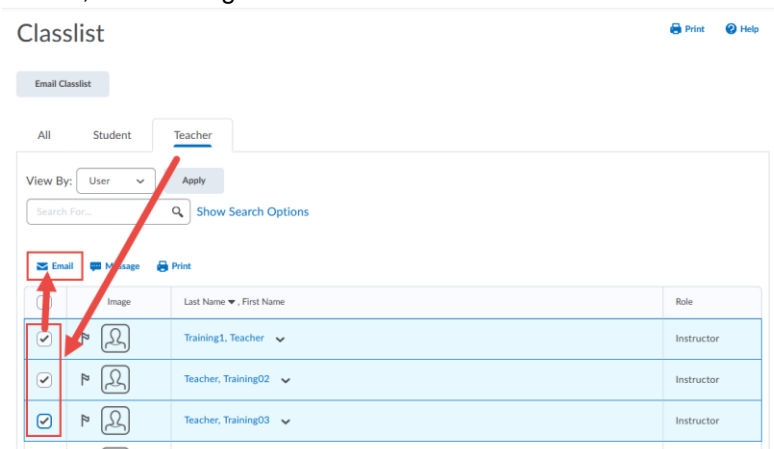
2. In the Classlist, click the **Teacher** tab.



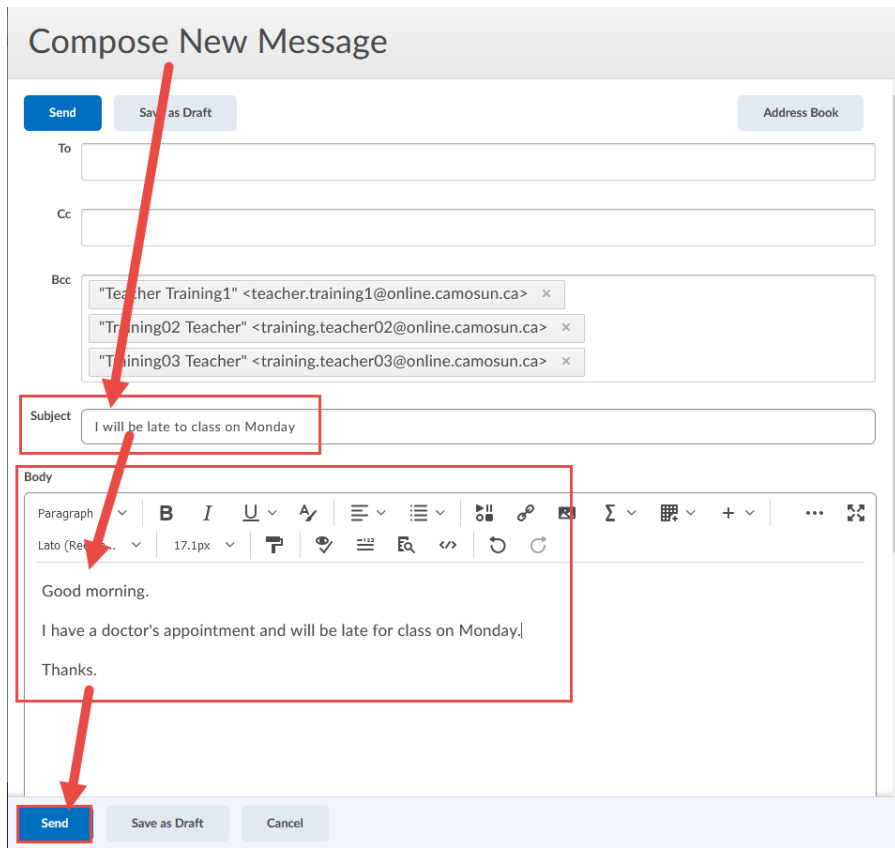
3. Click on the drop-down menu (the down arrow) next to your instructor's name and select **Send Email**.



4. OR, you can select more than one instructor to email by selecting the checkboxes next to their names, and clicking **Email**.



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



Things to Remember

You will NOT be able to email fellow students using the D2L Email tool. To contact students, use the Message tool – see the tutorial *Using the Message Tool* for more information.



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