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.

Steps

1. Go to your course homepage, and in the **My Tools** drop-down, select **Classlist**.
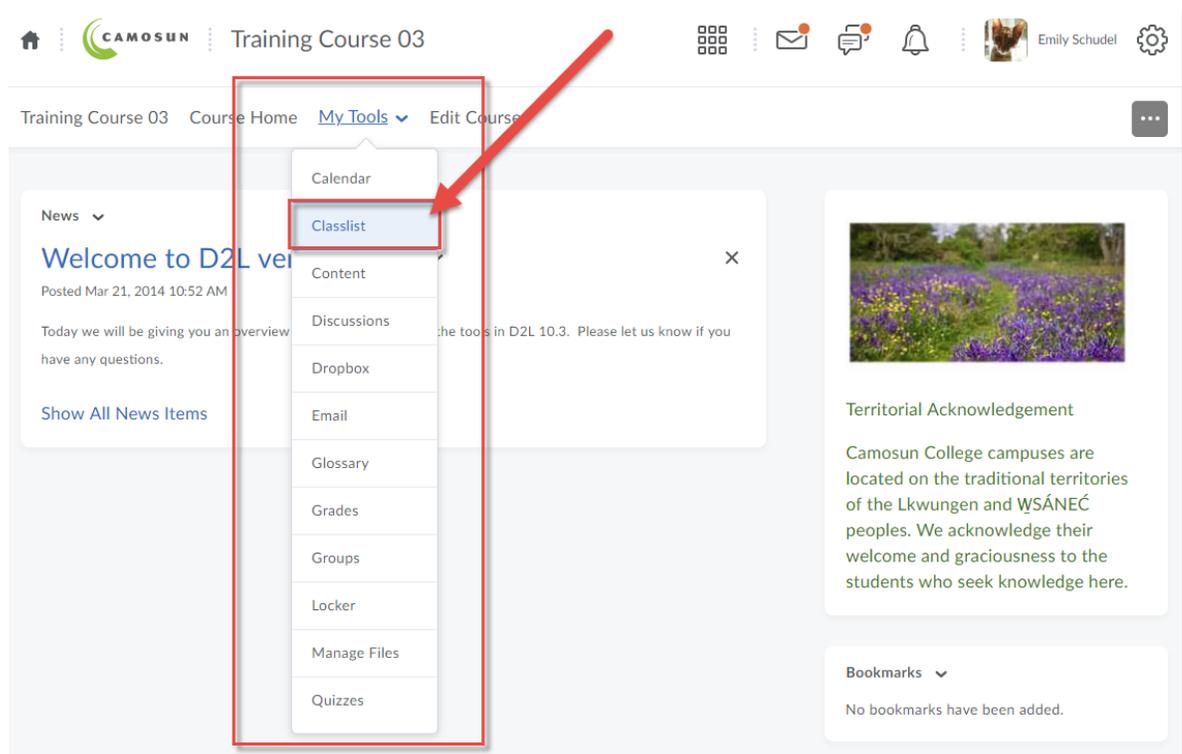
2. To email the entire class, click **Email Classlist** at the top of the page. This will open the **Email** tool

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**.

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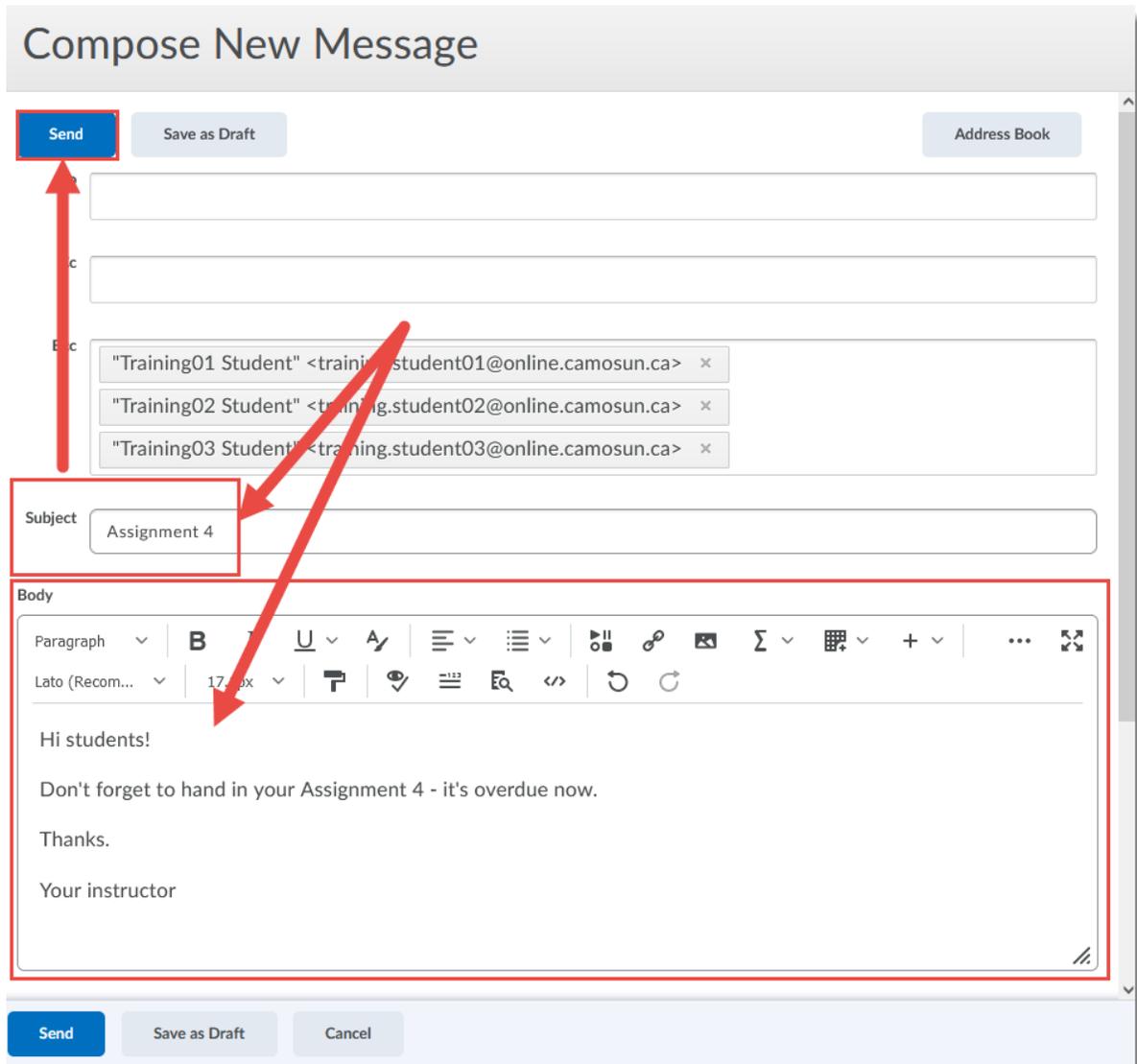
Things to Remember

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.