



Sending Emails to Students from the Classlist – D2L Tutorial

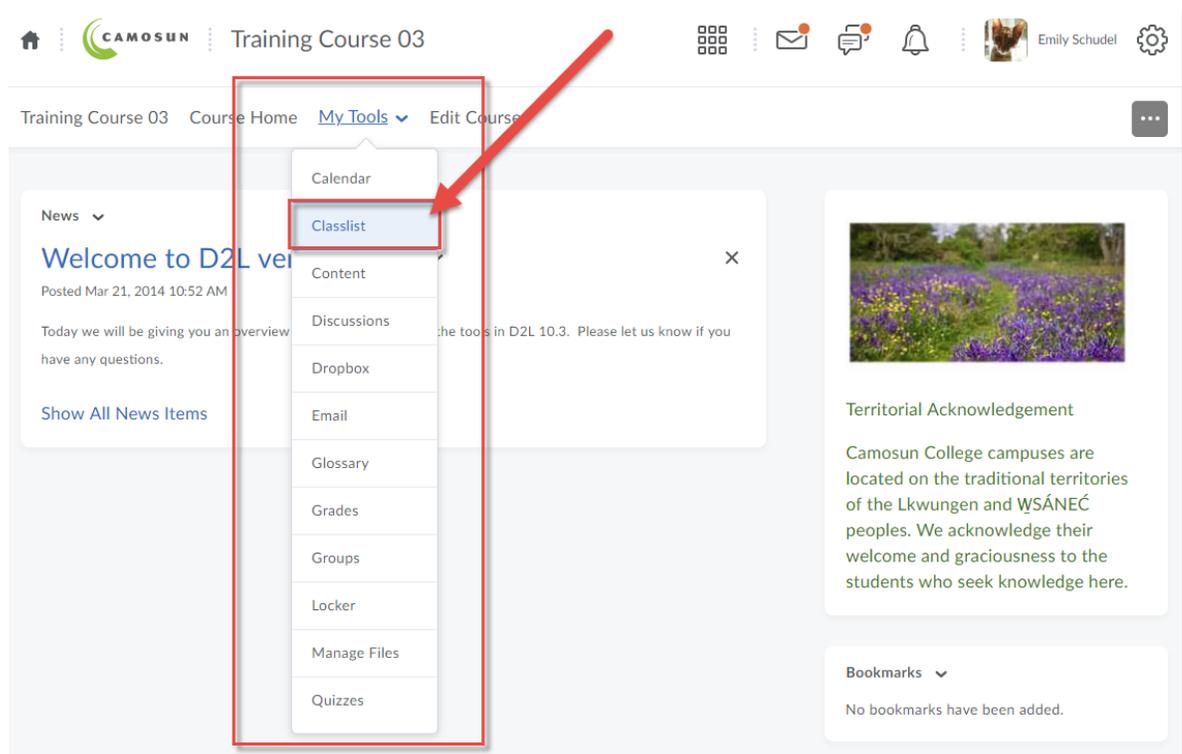
This tutorial is designed for faculty who have previous experience using the Classlist and Email tools in D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

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**.



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

The screenshot shows the 'Classlist' page for 'Training Course 03'. At the top, there are navigation links: 'Training Course 03', 'Course Home', 'My Tools', and 'Edit Course'. Below this, the page title 'Classlist' is displayed with 'Print', 'Settings', and 'Help' icons. A navigation bar contains 'Enrolment Statistics' and 'Email Classlist', with the latter highlighted by a red box and a red arrow pointing to it. Below the navigation bar, there are tabs for 'All', 'Student', and 'Teacher', and a 'View By: User' dropdown menu. A search bar is present with the text 'Search For...' and a 'Show Search Options' link. Below the search bar, there are icons for 'Email', 'Page', and 'Print'. The main content is a table with columns: 'Image', 'First Name Last Name', 'Username', 'Org Defined ID', and 'Role'. The table contains two rows of student data: 'Demo A Student' and 'Training01 Student'.

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

The screenshot shows the 'Classlist' page for 'Training Course 03'. At the top, there are navigation links: 'Training Course 03', 'Course Home', 'My Tools', and 'Edit Course'. Below this, the page title 'Classlist' is displayed with 'Enrolment Statistics' and 'Email Classlist' buttons. Below the buttons, there are tabs for 'All', 'Student', and 'Teacher', and a 'View By: User' dropdown menu. A search bar is present with the text 'Search For...' and a 'Show Search' link. Below the search bar, there are icons for 'Email', 'Page', and 'Print'. The main content is a table with columns: 'Image', 'First Name Last Name', 'Username', and 'Role'. The table contains two rows of student data: 'Demo A Student' and 'Training01 Student'. A red box highlights the drop-down menu for 'Training01 Student', which is open, showing a list of options: 'Send Email', 'Impersonate', 'Change account settings', 'Email password reset link', 'View progress', 'View shared locker files', 'View group enrolments for', and 'View blog'. A red arrow points to the 'Send Email' option.



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

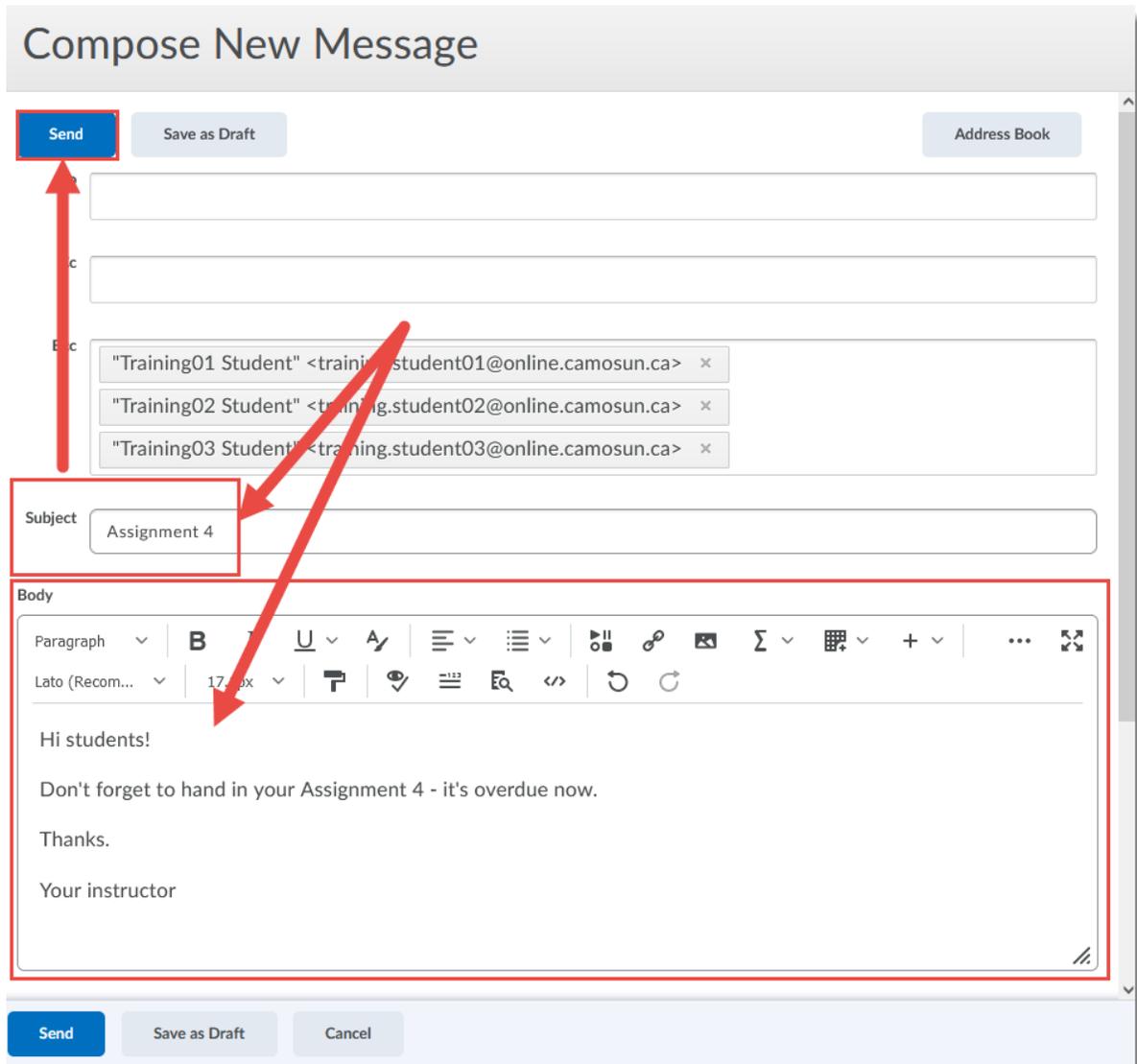
The screenshot shows a user management interface. At the top, there are two buttons: "Enrolment Statistics" and "Email Classlist". Below these are tabs for "All", "Student", and "Teacher", with "All" selected. A "View By:" dropdown is set to "User" with an "Apply" button. A search bar contains "Search For..." and a "Show Search Options" link. Below the search bar are three buttons: "Email" (highlighted with a red box), "Page", and "Print". A table of users is displayed below. The table has columns for "Image", "First Name ▲ Last Name", "Username", "Org Defined ID", and "Role". The first row is "Demo_A_Student" with role "-". The next three rows are "Training01 Student", "Training02 Student", and "Training03 Student", all with role "Student". Each of these three rows has a checked checkbox in the first column. A red box highlights the "Email" button and the checkboxes for the three training students. Red arrows point from the "Email" button to the checkboxes.

Image	First Name ▲ Last Name	Username	Org Defined ID	Role
<input type="checkbox"/>	Demo_A_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



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- 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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