Class List Tool

Classlist Tool

You can use the Classlist tool to view those students enrolled in your course, to identify who is currently working online and contact those users via email and the pager tool (instant messages). From the Classlist tool you can view user profiles, ePortfolios, blogs, shared locker files; user progress; print a classlist; and check enrollment reports.
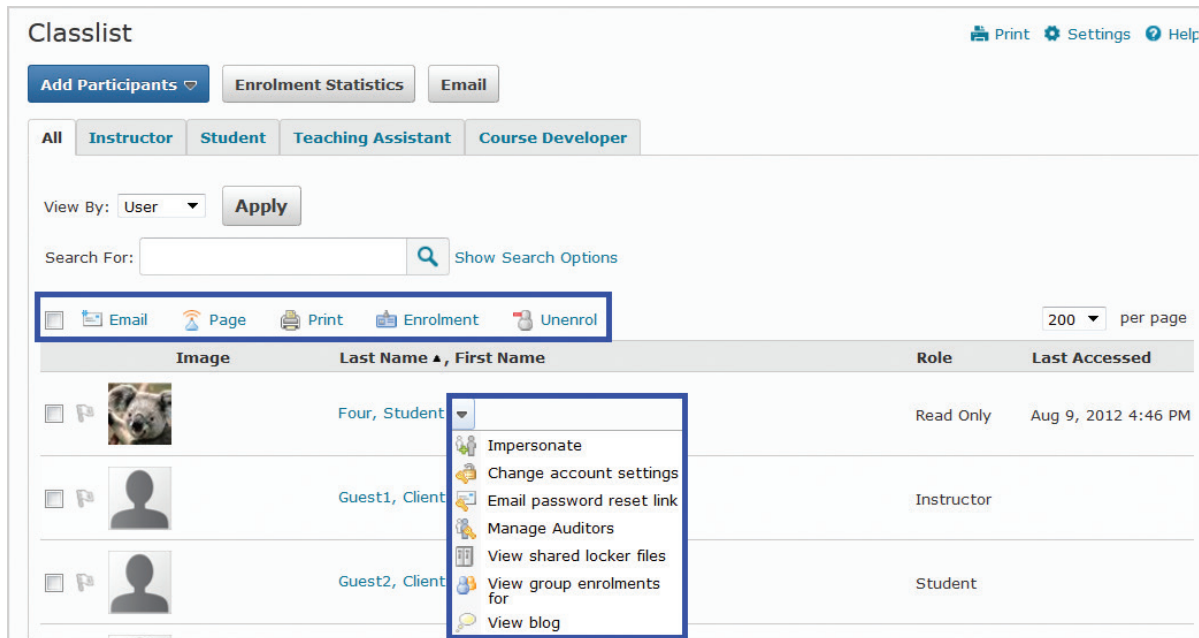
Why use the Classlist tool?

The Classlist tool is a convenient starting point for viewing information about your users. For example:

- Identify who is online using the 🟢 **Online Status** icon which is displayed beside the name of the user currently online.
- Communicate with those on your Classlist using the 📶 **Pager** tool or send an 📧 **Email**.
- On the Classlist page, click ⚙ **View Progress** from the context menu of the user you want to view.

Classlist Tool Options

Depending on your permissions, the Classlist tool enables you to add or remove course participants, change user roles, create new users, and import users from a TXT or CSV file. You can use the options in the context menu beside each user's name to manage user auditors, view user progress, view group enrollments, and impersonate users.

To view information about your users, use the content dropdown menu beside user's names or at the top of the Classlist.

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Viewing Classlist Enrollment Statistics

The Enrollment Statistics area provides a summary of course enrollments and withdrawals. On the Classlist page, click **Enrollment Statistics** to access this area.

Classlist Tab Management

The Classlist Tab Management area enables you to set up tabs for use in the Classlist tool. You can set up any number of tabs and define which roles you want to include in the tab. You can force all org units to use the tabs or give individual users permission to control which tabs to include in a particular org unit's classlist. As well, users with the permission Manage Classlist tabs can create new tabs and assign roles to them.

Using the Classlist Tool

To view information about your users, use the context menu beside users' names or at the top of the Classlist.

Action	Description
🖨 **Print**	Prints a list of selected users in the course.
✉ **Email**	Email selected users.
📶 **Page**	Page selected users.
	Tip Check for the ● **Online** icon beside users' names before paging them.
🪪 **Enrollment**	Change selected users' role or to unenroll them from the course.
Unenroll	Un-enroll selected users from the course.
	Tip You can view profile, grade, and user progress information for users that were unenrolled from a course in the Reports area.
👥 **Impersonate**	Impersonate the selected user. Impersonating a user enables you to view, create, and edit content as if you were that user.
Change account settings	Changes users' password, and enables you to send them an email containing a link to reset their password.
Email account rest ligk	Sends users an email containing a link to reset their password.
⚙ **View progress**	View the User Progress page for a quick overview of a user's progress on assignments, quizzes, and other course content.
View shared locker files	View locker files shared by the selected user. Users share locker content by selecting the **Make uploaded file(s) public to others** option when adding files to their locker.
👥 **View group enrollments**	View which groups a user is enrolled in.
🔍 **View blog**	View the selected user's blog. You can only view items the user has made public.