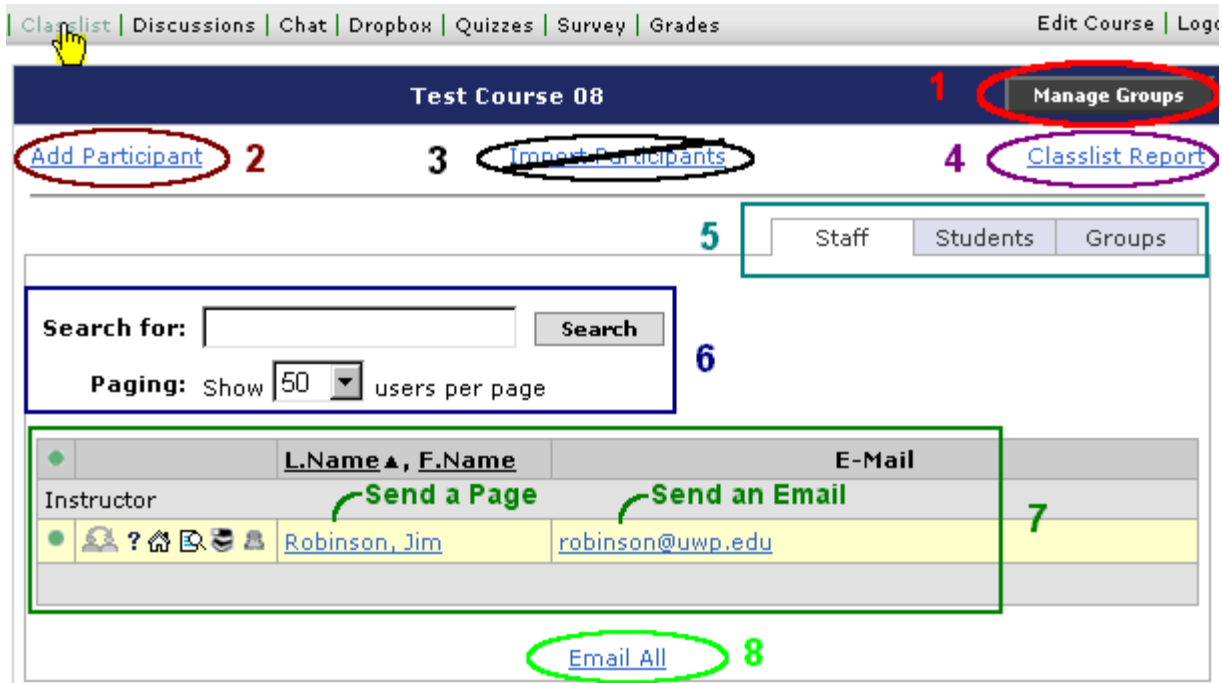


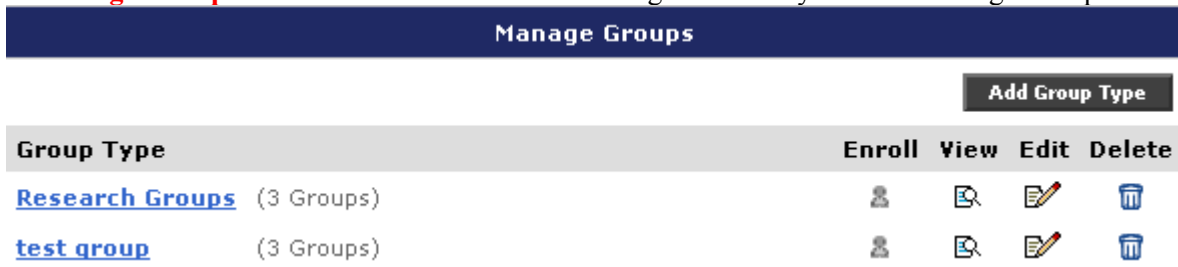
D2L Classlist

The Classlist page has several functions as outlined in the graphic below. This document will explain them in detail starting with the default page that shows the Staff Roster.



- 1. Manage Groups
- 2. Add Participant
- 3. Import Participants
- 4. Classlist Report
- 5. Roster Category Tabs
- 6. Search Feature
- 7. Roster
- 8. Email All Feature

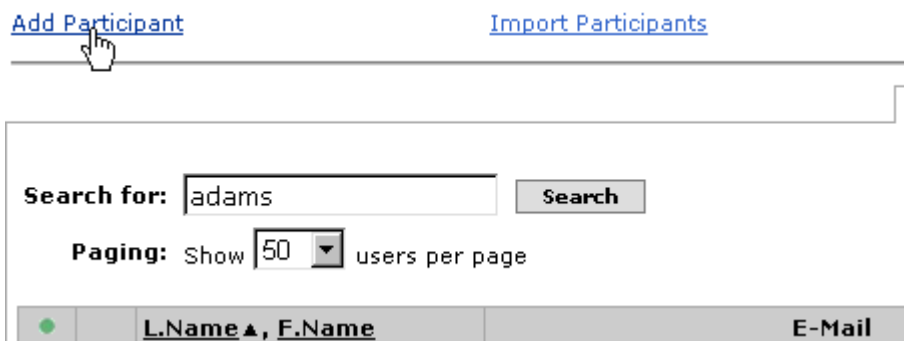
1. **Manage Groups** is a Discussion feature and clicking on it takes you to the Manage Groups area.



An in-depth tutorial on this area is located at: <http://www.uww.edu/d2l/scos/t06/d140/d140/>

3. Import Participants: Not Applicable - DO NOT USE. The official roster for your course is automatically updated during a process that occurs each night whereby information is sent from the Peoplesoft system to D2L.

2. Add Participant: Although students are enrolled and un-enrolled automatically you do have the option of adding someone who is not on the official class roster manually using this feature. The search engine looks for matches of either the last name or e-mail name



If the search produces a match it (or they) is displayed. Place a checkmark beside the name of the person you want to add and click the “Enroll” button to add them to your roster. Note the “Send Enrollment e-mail” checkbox – deselect it if you do not want an enrollment confirmation e-mail send to the student you are adding.

Enrollment Options

Send enrollment e-mail

Results

Set all roles to: Student ▾

Enroll

Enroll	L.Name	F.Name	Username	E-Mail	Role
<input type="checkbox"/>	adams	chris	adamsyz	dave_robinski@hotmail.com	Student ▾

4. Classlist Report: The Classlist Report offers the information shown below.

ClassList Report

ClassList Summary:

Role Name	Enrollments
Instructor	1
Student	4

ClassList Withdrawals:

Date	Name	Role	Student Id	Grades	Previous Group Membership
Aug 23, 2004	Pat Eaton	Student	002		

5. Roster Category Tabs: Choosing one of these tabs is how you and your students can view either staff (instructor), student or group information within the Classlist window. All three screens provide the same access to D2L features.

Staff Students Groups

student or group information within the Classlist window. All three screens provide the same access to D2L features.

6. Search Feature: When you search for someone and they are found and displayed – only their record is displayed. Then to be able to see the full roster again, you must do another search with a blank field.

Search for: **Search**

Paging: Show 50 ▾ users per page

Search for: **Search**

Paging: Show 50 ▾ users per page

L.Name ▲, F.Name
Student
adams, chris dave robin

[Email All](#)

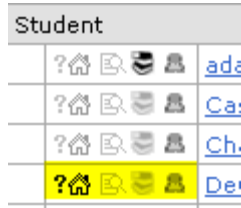
L.Name ▲, F.Name	
Student	
adams, chris dav	
Castor, Theresa cas	
Chang, Tsun-Mei cha	
Dewey, John rob	

7. Roster: The roster has two hyperlinks for each person. Click on the person's name to send them a page or on their e-mail address to send them an e-mail. In addition there are a series of icons to the left of people's names. Their use depends on your role as instructor or student. For an instructor you would



	L.Name ▲, F.Name	E-Mail
Instructor	Send a Page	Send an Email
	Robinson, Jim	robinson@uwp.edu

see the icons as shown in the graphics above. Students see the available icons shown in the graphics below.



NOTE: Yellow high-lighting and a green dot beside a name indicates that a user is currently online.



Impersonate User: This feature allows you to be logged in as the user you choose to impersonate without having to know their username or password.



When you are ready to restore your session, click **Restore Session**.



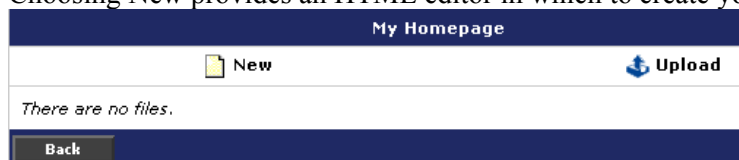
When you click the icon a pop-up window appears that provides you with the ability to end the impersonation. You may find the window gets hidden behind other windows on the desktop by the time you want to quit the impersonation. Simply find the icon representing it on the taskbar and click on it to bring it to the front so you can restore your login.



NOTE: Although this is a great way to see the site as your students do, be cautious as anything you do while impersonating them will be done in their name (i.e. submitting homework or sending an email or pager message).

? Edit My Profile: This offers a place to provide personal information.

Home Edit My Homepage: **Edit My Homepage:** You may create a personal homepage and post it to this area. Choosing New provides an HTML editor in which to create your homepage and Upload lets you upload any file type.



View User Progress: This opens the View User Progress window. It has seven categories which all have sub-menus that are accessible by clicking on the "Show/Hide" + - signs. There is an icon to see copious in-depth details and another to define the legend for the color-coded bar graphs. Lastly, there is a pull down menu at the top so you can select the next student in the class for which you desire to view user progress.



Total Topics	Topics Visited
26	18



View Locker: You add files to the Locker by clicking the Locker link on the top navigation bar and choosing the Upload New File option. You have a choice of making the uploaded file Public or not. Public files are denoted by a green Checkmark. There is a Toggle Public button if you want to change its status.

File Name	Public?	File Size	Last Modified Date
auto_forward_link.txt Description: Auto Forward meta tag	✓	1 KB	Jul 31, 2003 10:20 AM
streams_fail.txt Description: Streams fail content		7 KB	Nov 5, 2003 8:49 AM
stinger.exe Description: anti virus software	✓	800 KB	Jul 27, 2004 3:22 PM
server_error_when_trying_to_edit_topic_Bb_upload.bmp Description: graphic	✓	1 MB	Aug 31, 2004 1:21 PM

Only files in the locker defined as “public” will be visible to others in your course. To view those files they would click on the View locker icon to the left of your name.

File Name	File Size	Last Modified Date
auto_forward_link.txt Description: : Auto Forward meta tag	1 KB	Jul 31, 2003 10:20 AM
stinger.exe Description: : anti virus software	800 KB	Jul 27, 2004 3:22 PM
server_error_when_trying_to_edit_topic_Bb_upload.bmp Description: : graphic	1 MB	Aug 31, 2004 1:21 PM



View Group: This feature generates a pop-up window that identifies the particular group(s) for which the person is a member. All students are loaded through the Peoplesoft/D2L roster interface are automatically a member of a group that is identified by name with the official class listing code.

Group List for [Name]

UWPKS_1051_1_HUMA_200_HUMA_498

1. Capstone

Close Print

Group List for John Dewey

Research Groups

1. Group 3

test group

1. Group 2

Close Print

8. Email All Feature: This enables you to send an email to everyone on the class roster. After you send the email you should see a confirmation message.

Compose - Microsoft Internet Explorer

Your message has been sent to the following recipients:

To: dave_robincki@hotmail.com

If, when trying to send an email, you get a HTML 500 - Internal Server Error then your mail was not sent. It is an issue that the D2L support staff in Madison is aware of and they are working to correct it. It is an inconsistent error.

Error: Internal Error

There was an error processing the page you requested

Please contact technical support, informing them of the page you reached and how you got this error message.

Error: HTML 500 - Internal Server Error

[My Home](#)

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