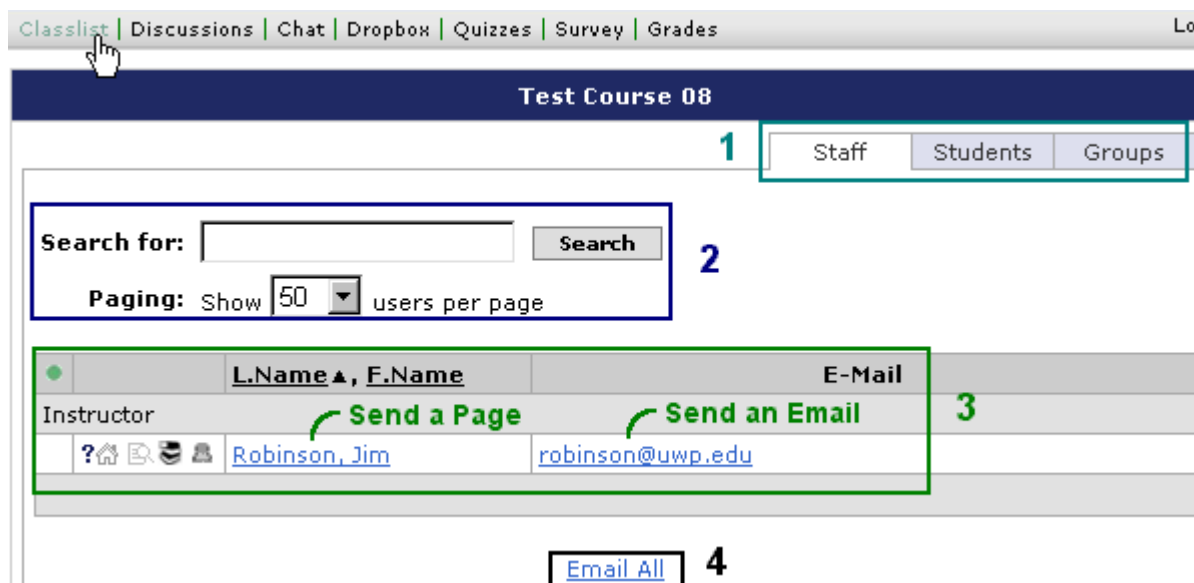


D2L Classlist

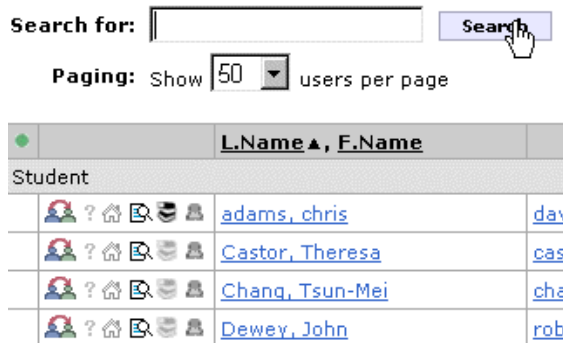
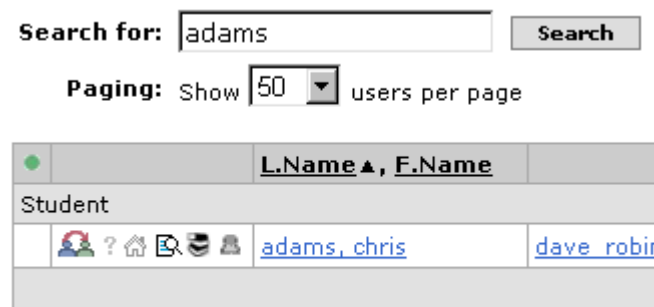
The Classlist page has four key features:

1. Roster Category Tabs
2. Search Feature
3. Roster
4. Email All



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

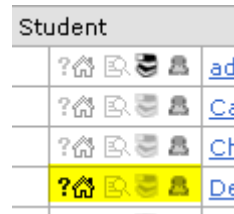
2. Search Feature: When you search for someone and they are found and displayed – only their record is displayed. Then to be able to see the full roster again, you must do another search with a blank field.



3. 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. They are all explained in detail below.

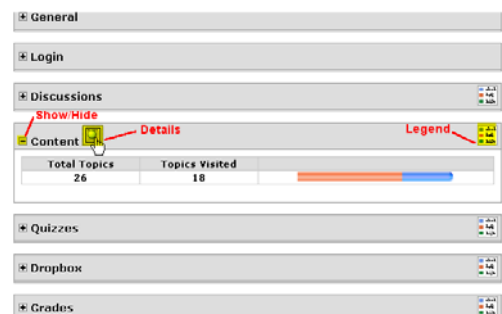


? Edit My Profile: This offers a place to provide personal information.

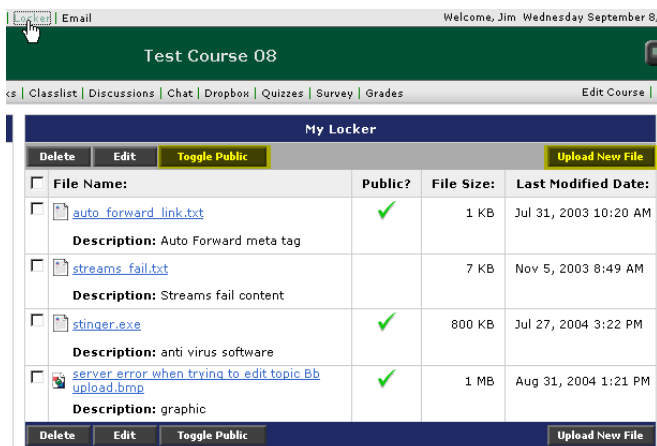
🏠 Edit My Homepage: You may create a personal homepage and post it to this area. Choosing New provides an HTML editor in which to create your homepage and Upload lets you upload any file type.



📊 View User Progress: This opens the View User Progress window and is an instructor only tool. It compiles Login, Discussion, Content, Quiz, Dropbox, and Grade information.



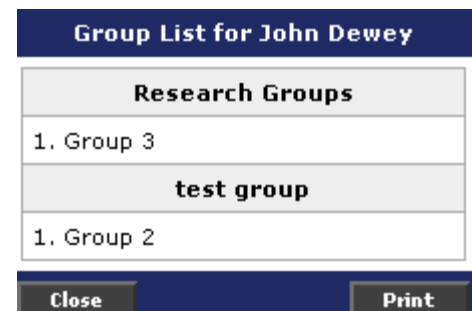
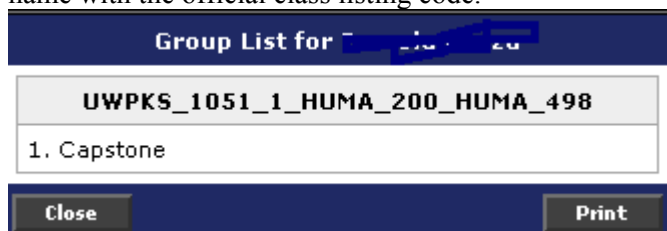
🔒 View Locker: You add files to the Locker by clicking the Locker link on the top navigation bar and choosing the Upload New File option. You have a choice of making the uploaded file Public or not. Public files are denoted by a green Checkmark. There is a Toggle Public button if you want to change its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



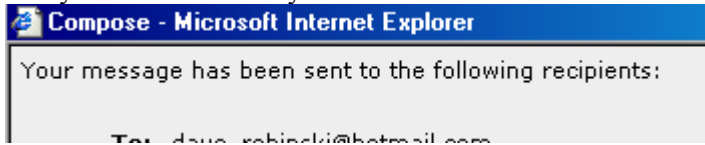
Only files in the locker defined as “public” will be visible to others in your course. To view those files they would click on the View locker icon to the left of your name.



👤 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.



4. 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.



If, when trying to send an email, you get a HTML 500 - Internal Server Error then you mail was not send. 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.

