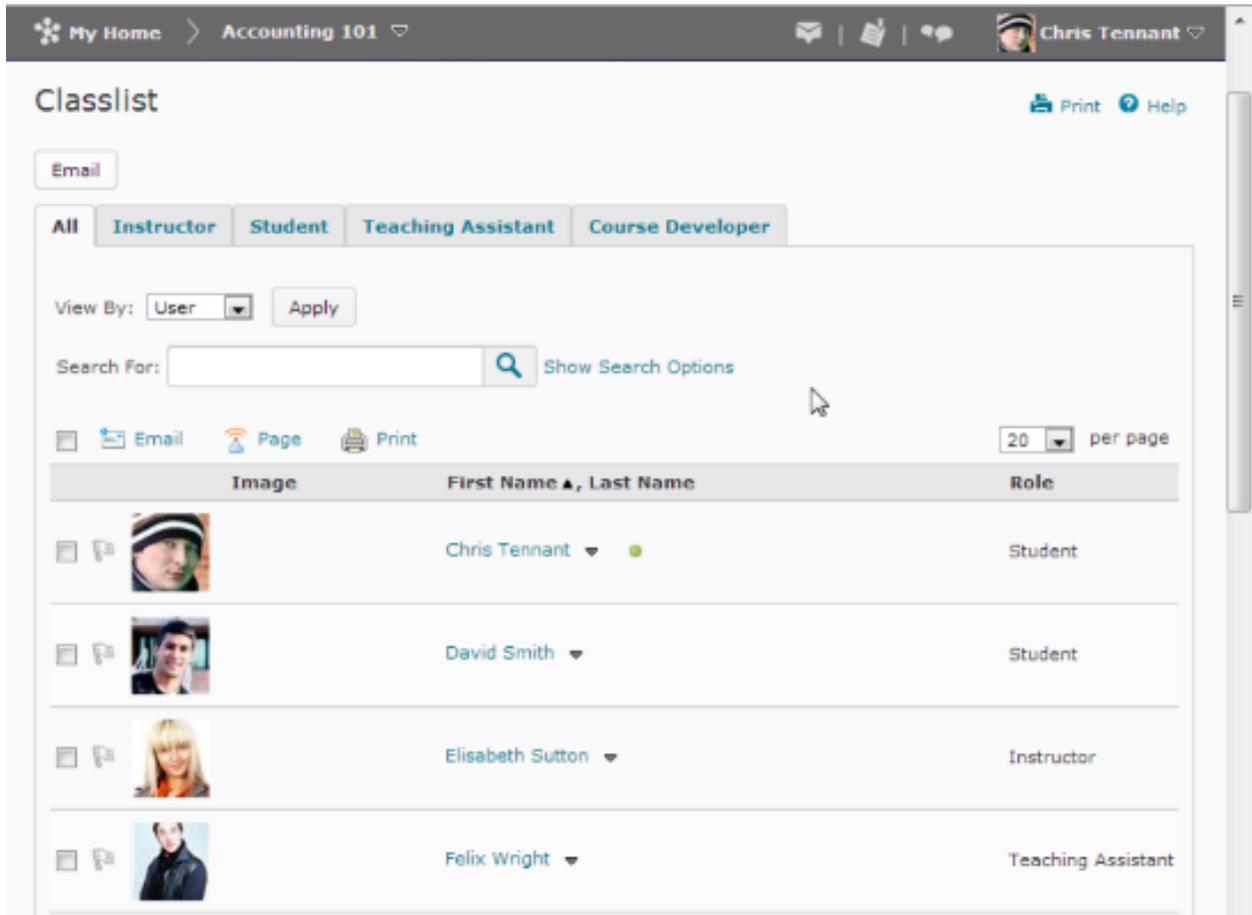


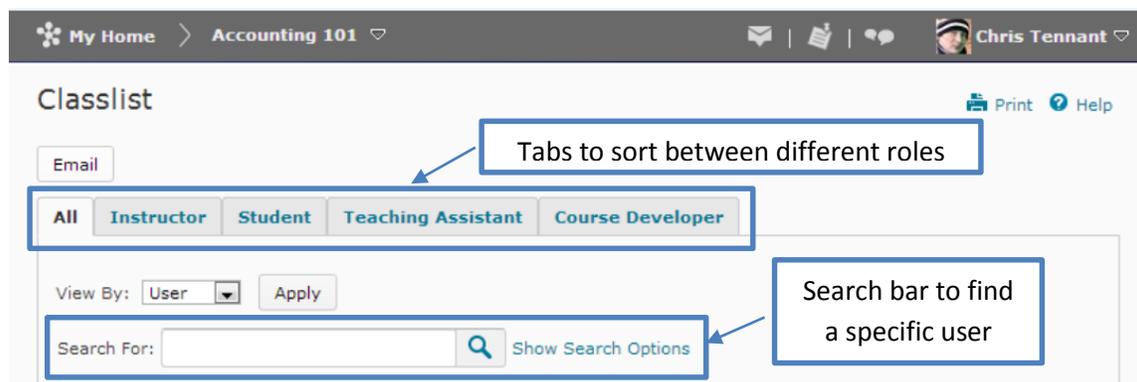
# USING CLASSLIST

**Classlist** allows you to see everyone who is participating in your course. This includes classmates and other roles, such as instructors and teaching assistants.



## Finding a User

Click the tabs at the top of the page to sort between different roles or you can use the search bar to find a specific user by name.



# USING CLASSLIST

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## Sending Messages using Classlist

1. Select the user(s) you want to contact by clicking the **checkbox** next to their name. If you are only emailing one person, you may click on the person's name to email them individually.
2. Click the appropriate messaging method.
  - a. Click **Email** to send mail to the user's inbox.
  - b. Click **Page** to send the users an instant message within the system.

