## 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.

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Image	First Name A, Last Name	Role	
n b 🥘	Chris Tennant 🔻 😐	Student	
■ P 💽	Chris Tennant 👻 😐 David Smith 👻	Student Student	
	Chris Tennant 👻 🔹 David Smith 👻 Elisabeth Sutton 👻	Student Student Instructor	
	Chris Tennant 👻 🔹 David Smith 👻 Elisabeth Sutton 👻 Felix Wright 👻	Student Student Instructor Teaching Assistant	

## 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.

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View By: User  Apply Search For: Show Search Options	Search bar to find a specific user				

## 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.

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