



iLearn: Emailing the Classlist

Center for Innovation in Teaching and Learning

Emailing the Classlist

Instructors can send email messages to one, several, or all Classlist members at once. If class members reply to an email, their messages will go to the sender's Outlook inbox.

1. Click **Course Tools** in the purple navigation bar, then click **Classlist**
2. You can send messages to individual students or the entire classlist:
 - To email specific students, click the checkbox beside their names, then click **Email**.

Email
 Instant Message
 Print
 Enrollment
 Unenroll

<input type="checkbox"/>	Image	Last Name ▲	First Name	Username	Role
<input checked="" type="checkbox"/>		Ariana,	Student ▼	student.eight	Student
<input type="checkbox"/>		Brandon,	Student ▼	student.thirteen	Student
<input checked="" type="checkbox"/>		Carter,	Student ▼	student.eleven	Student

Figure: Click the checkbox beside a student's name to select them.

- To email the entire class, click **Email Classlist**, then click **Send Email**.

Add Participants ▼
 Class Engagement
 Enrollment Statistics
 Email Classlist

All
 Students
 Instructor
 TA's & Mentors

Figure: Click Email Classlist to send a message to all students in the classlist.

3. Type your subject and text. Then, click **Send**

Notes:

- When emailing multiple class members, D2L adds the email addresses in the BCC field. Keep them there so that individual users are not identified when sharing sensitive information.