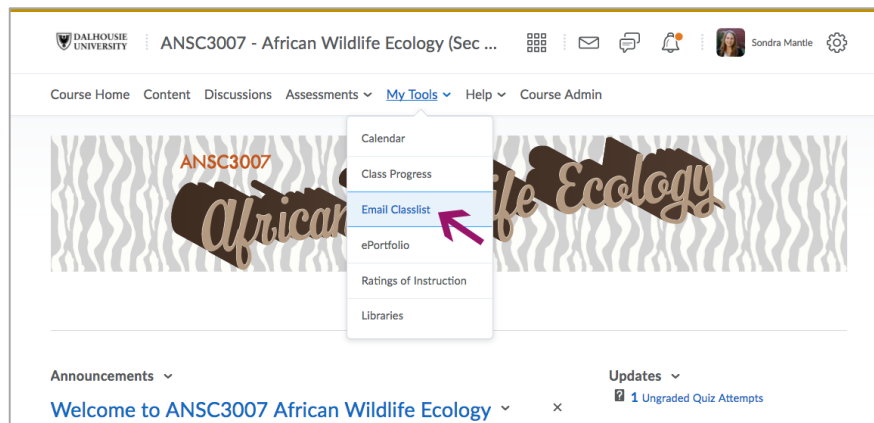




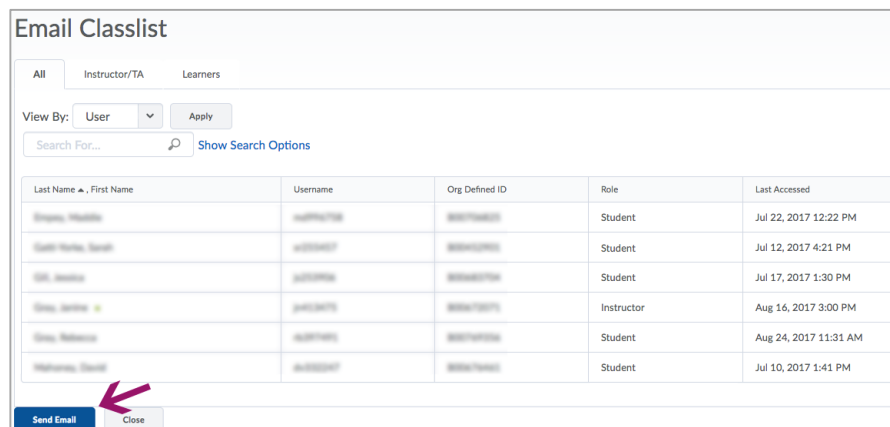
Emailing Your Classlist

The Classlist Tool in Brightspace serves multiple purposes, from viewing your course enrolments to seeing a user's last access date. One of its greatest advantages is the ability to email your entire class. To email your class using the Classlist Tool:

1. Select My Tools/Email Classlist.



2. Click on the blue "Send Email" button to compose your message.



3. In the "Body" section, type your message. If there are any students you do not wish to email, select the small "x" by their email address. By default, the email addresses will all appear in the Bcc field and the subject line will be the course name and number.
4. When ready to send, click the blue "Send" button.

Note: Brightspace does not keep a sent folder, so no record of your sent email will be retained.

The Classlist can also be found by clicking on Course Admin/ Classlist ("Email Classlist" is available at the top of the page).



The Classlist Widget

Adding the Classlist Widget in your course will give students the ability to identify or contact their classmates.

To add the Classlist Widget to your course homepage (after you have made it editable):

1. Click on the pencil in the bottom right corner of your course homepage.
2. At the bottom of the page in the Widgets section, click the “Add Widgets” button to add the Classlist widget.
3. Locate the “Classlist” widget, check the box beside it, and select the “Add” button.
4. Select the “Save and Close” button.
5. The Classlist Widget should now appear on your homepage.