Emailing Students Via the Classlist

The Classlist area of D2L provides a way to quickly send emails to individual students, groups of students or the whole class. The emails are sent to the students' UW Colleges email accounts. Note that this is for sending emails only; to access student responses to these emails you will need to open your UW Colleges Outlook email account.

1. Click on the Classlist link on the Tools dropdown list on the nav bar in your course site.

2. On the Classlist page, click to place a checkmark next to the name(s) of the student(s) you wish to email. To email the whole class at once, click in the box to the left of the Email icon. This will select all students’ names and take you to the Compose Message window when you click on the Email button. Tip: If you have a large class, set the display to “50 per page” so you can see all of the names at once on one screen. (a green dot next to a person’s name means that they are currently online.)
3. If you are emailing only some of your students, click the “Email Selected Users in New Window” icon. A window showing the recipients will appear. Click on the Blue “Send Email” button to open the “Compose an email” window.

4. In the **Compose New Message** window you will notice that the names of the selected recipients are already in the Bcc: box of the message. In Settings the instructor can choose “send copy of email to self.”

5. Type a subject in the Subject box and compose a message in the Message area. Note that you can add attachments via the Attachments area (click on the Browse button to locate your file.)
6. If you wish your message to be sent as High Priority select **High** from the Priority pull-down list.

7. Click the **Send** button when you are ready to send the message.