



Educational Technology Student Orientation to D2L

Accessing the Classlist

Step 1

From your Course Home page, CLICK the **Classlist** link in the navigation bar.

The screenshot shows the course home page with the following elements:

- Header: ROSALIND FRANKLIN UNIVERSITY OF MEDICINE AND SCIENCE, My Home, Email, Locker, Calendar, FAQ, Links, Quizzes, Help, Surveys, Logout
- Course Title: D2L103F - Basic D2L Training
- Navigation Bar: Course Home, Content, Discussions, Chat, Dropbox, **Classlist** (highlighted), Glossary, Checklist, Grades
- Left Sidebar: Welcome (Welcome, Brian!), My Settings (My Preferences, My Personal Homepage, My Profile), Events (No Events, Open my Events), Updates (5 New Email Messages, 0 Unread Discussion Messages, 0 Quizzes Available)
- Right Sidebar: Search, News (Welcome - Jun 20, 2006: This is a news item specific to this course. It is totally controlled by the course management team.)

Step 2

The Classlist main page will open. SELECT the **Students** tab to view list of students. SELECT the **Staff** tab to view list of Course Directors and faculty.

The screenshot shows the Classlist page with the following elements:

- Header: D2L103F - Basic D2L Training
- Tabs: Staff, **Students** (highlighted)
- Search for: Search
- Paging: Show 50 users per page
- Table:

	L.Name ▲, F.Name	Email
Student		
	Brown, Brian	...n.edu
	Comfort, Brett	...klin.edu
	director, master	...franklin.edu
	Formacandy, Brian	brian.formacandy@d2l.rosalindfranklin.edu
	Franklin, Assistant	assistant.franklin@d2l.rosalindfranklin.edu

Classmates who are currently online are highlighted in yellow.

[Email everyone on this page](#)
[Email everyone in the Classlist](#)