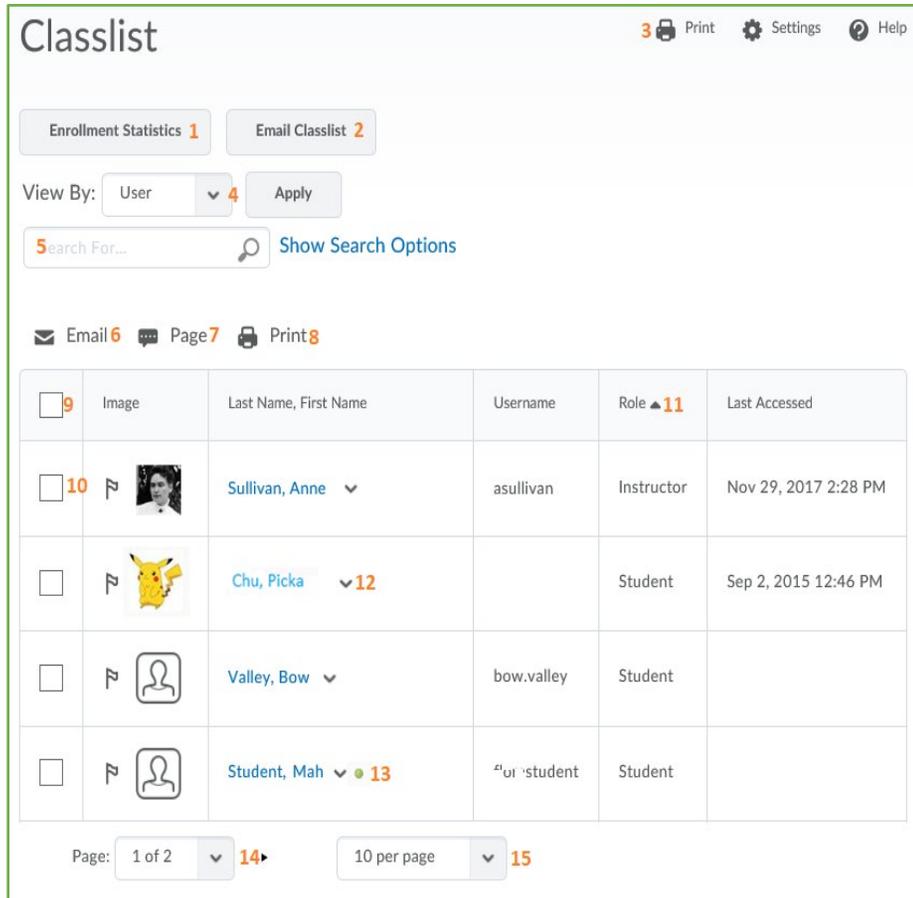Both instructors and students have access to the *Classlist* page. However, students cannot access all the information that instructors can. This overview includes all *Classlist* tools available to instructors.

1 - Find out who has withdrawn from the course and if they had any grades entered in the grade book before withdrawal.

2 - Send e-mail to everyone on the list.

3 - Print everyone on the list.

4 - Filter list by group or section if applicable.

5 – Search the list for an individual by their personal information.

6, 7, 8 – Print, send instant message (*Page*), send e-mail to selected names.

9 - Select or unselect all people on the list.

10 - Select or unselect one person at a time.

11 - Re-order the list by any of the column headings.

12 - Open a popup menu with options for sending email to, viewing progress, group enrollments and blog for the student.

13 – Green dot indicates who is currently online.

14 - If you have more students, the Classlist will have multiple pages. Use the arrows to navigate between pages.

15 - Number of people listed in one page. With large classes, you can change this number to display all/more students in one page.