

You can use the Classlist to see who's enrolled in your course. You can also use it to check who's online and to send emails and pages.

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Accessing the Classlist

To access the Classlist, click the **Classlist** link on the course navigation bar.

Checking who's online


The  **Online Status** icon displays beside the names of other users who are currently online.

Sending an email

- 1 Select the users you want to email.
- 2 Click the  **Email selected users** icon.
- 3 Type your subject and message in the appropriate fields.
- 4 Click **Send**.

Tip Click the **Browse** button to add an attachment.

Sending a page

- 1 Select the users you want to page and click the  **Page selected users** icon.
- 2 Type your **Message**.
- 3 Click **Send**.