



# Classlist

## Quick-Start Guide: MMC Brightspace

Use the **Classlist** tool in your Brightspace course to see the class roster, add students to your course roster, and email your students.

### Your Course Roster is called Classlist

To access the Classlist, select **More Tools** in your course navigation bar (navbar) and select **Classlist**. You will then see your class roster.

The screenshot shows the 'Classlist' interface with the following components:

- Buttons: Add Participants, Class Engagement, Enrollment Statistics, Email Classlist
- View By: User (dropdown), Apply
- Search For... (input field), Show Search Options
- Actions: Email, Print, Enrollment, Unenroll
- Table with columns: Image, Last Name, First Name, Username, Role, Last Accessed
- Footer: 20 per page (dropdown)

| <input type="checkbox"/> | Image | Last Name ▲, First Name | Username | Role       | Last Accessed         |
|--------------------------|-------|-------------------------|----------|------------|-----------------------|
| <input type="checkbox"/> |       | Tester, Test5           | tst464   | Student    |                       |
| <input type="checkbox"/> |       | Tester, Takhi S         | tst284   | Instructor | Jan 28, 2021 10:43 AM |
| <input type="checkbox"/> |       | Tester, Taifa S         | tst287   | Student    | Jan 28, 2021 10:34 AM |

The functions available from the Classlist are

- View enrolled students
- Add students
- Monitor student engagement in Brightspace
- Email students collectively or individually

### Adding Site Members

Adding students:

1. From the **Add Participants** dropdown menu, select **Add existing users**
2. On the following screen, enter the student's MMC ID in the **Search** field, then press the **Return** key or click on the magnifying glass icon.

3. When the student's name appears, select the checkbox next to the individual. Assign one of the **Roles** below:
  - Manual Instructor
  - Course Administrator
  - Teaching Assistant
  - Manual Student
4. Lastly, select the Course **Section** and click **Enroll Selected Users**.

The new student will then be enrolled in the site.

## Emailing Your Course

The Classlist provides an easy way to email one or more of the students in your class.

For all students:

1. Select **Email Classlist** from the navbar.
2. Select **Send Email** at the bottom of the screen.
3. Compose your message and add any attachments.
4. Add a subject and **Send**.

To email one or more students:

1. In **Classlist**, click on the checkbox next to the name of the student(s) you wish to contact.
2. Click the **Email** link located above the roster.
3. Enter your subject/message, then click **Send**.

## Additional Resources

For additional information, visit this [Brightspace website](#):