



## Classlist

### Quick-Start Guide: MMC Brightspace

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

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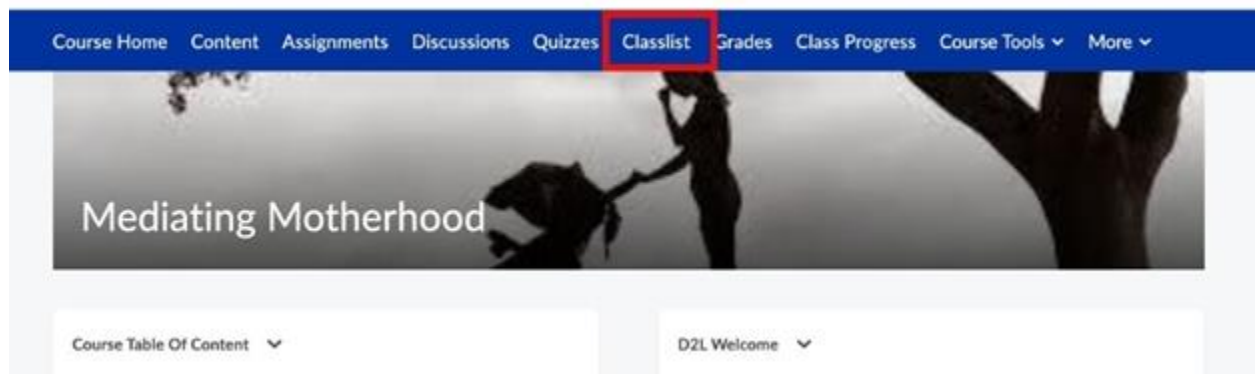
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### Access Classlist

Your course roster is called **Classlist**. It is automatically updated when students add or drop your course; it may take 24 hours for your roster to reflect these changes.

To access **Classlist**, go to the blue navigation bar towards the top of your course site, and select Classlist. You will then see your class roster.

An orange dot next to a name indicates the person is currently active in Brightspace.



Contact Brightspace Support


Email: [brightspace@mmm.edu](mailto:brightspace@mmm.edu)

# Check enrollment statistics

Select the "Enrollment Statistics" button at the top of the Classlist page.

## Classlist

[Enrollment Statistics](#) [Email Classlist](#)

 [Show Search Options](#)

The enrollment statistics page is split into a summary detail and a Withdrawals detail. The summary section shows how many users of each specific role have been added into the course or have been unenrolled from the course. The Withdrawals section indicates the specific accounts that have been unenrolled from the course for whatever reason - specific to role. You can view the grades or attendance of an enrolled learner from the Withdrawals section, by navigating to the downward more options arrow next to each student.

### Enrollment Statistics

[Done](#)

Role Name ▲	Enrollments	Withdrawals
Facilitator	0	0
Faculty	2	0
Learner	0	0
Student	3	0
<b>Total</b>	<b>5</b>	<b>0</b>

### Withdrawals

No participants withdrew from this course.

# Email your students

**Classlist** provides an easy way to email all of your students at once.

1. Select the grey "Email Classlist" button.
2. Select "Send Email" at the bottom of the screen.
3. A pop up box will appear populated with your students' emails in the BCC field. The subject of the message will automatically include the course title. Compose your message and add any attachments.
4. Send.

## To email individuals or groups of students

1. In Classlist, select the checkbox of the name of the student(s) you wish to contact.
2. Click the "Email" icon located above the roster.
3. A pop up box will appear populated with your students' emails in the BCC field. The subject of the message will automatically include the course title. Compose your message and add any attachments.
4. Send.

## Additional Resources and Support

- **Brightspace help pages**
  - [Email learners in Brightspace learning environment](#) - follow second set of instructions **Email learners using the Classlist tool.**
- **Brightspace video tutorials**
  - [Classlist - Contact Learners - Instructors](#)
- **Brightspace Open Office Hours**
  - Come ask questions during our open office hours - no need to make an appointment ahead of time
  - Thursdays starting August 26, 10-11:30am
  - [Zoom link](#)

- **Contact us**

- Email [dmilano@mmm.edu](mailto:dmilano@mmm.edu) with questions or to set up a one on one consultation