

## What is the Classlist?

The Classlist tool is a central area from where you can:

- Locate classmates and send them a page or email.
- Find classmates who are currently online.
- Create, edit, and view personal profiles.
- Create, edit, and view personal home pages.
- Check what groups and sections users belong to.
- View shared locker content.

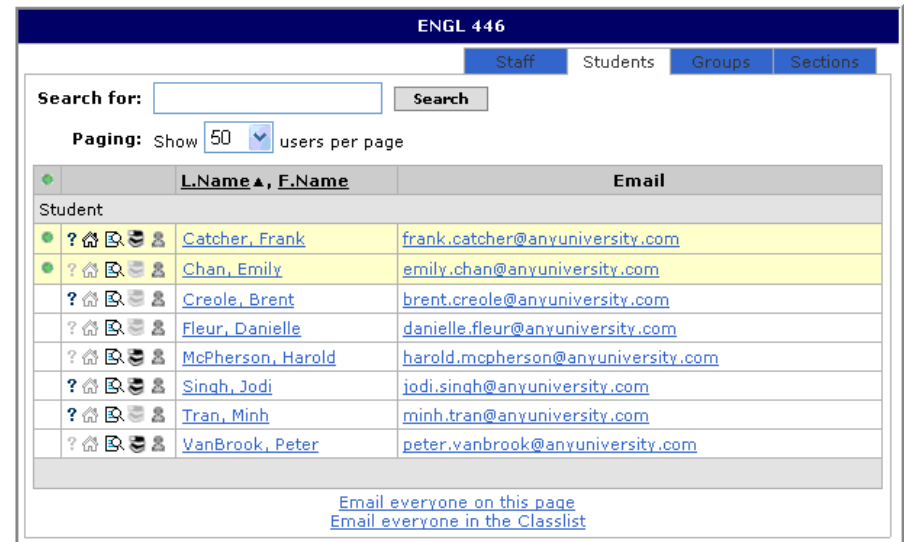
**Note** Depending on the permissions set by your site's administrator you may not be able to see all of the Classlist options.

## Accessing the Classlist

From your Course Home page, click the **Classlist** link on the navigation bar.



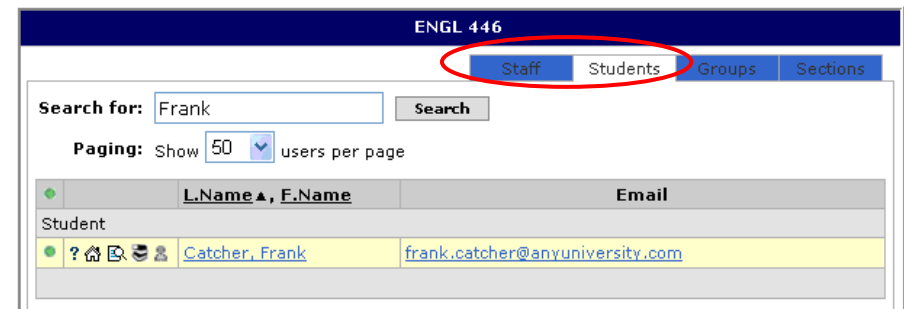
The Classlist page for your course displays.




## How do I find classmates or other users?

To locate a classmate or instructor using the Classlist tool, select the **Student** or **Staff** tab and type their first or last name (or a portion of their name) in the **Search for** field, and click **Search**.

A list of classmates or staff associated with the search criteria you entered displays.



### How do I know who is online?

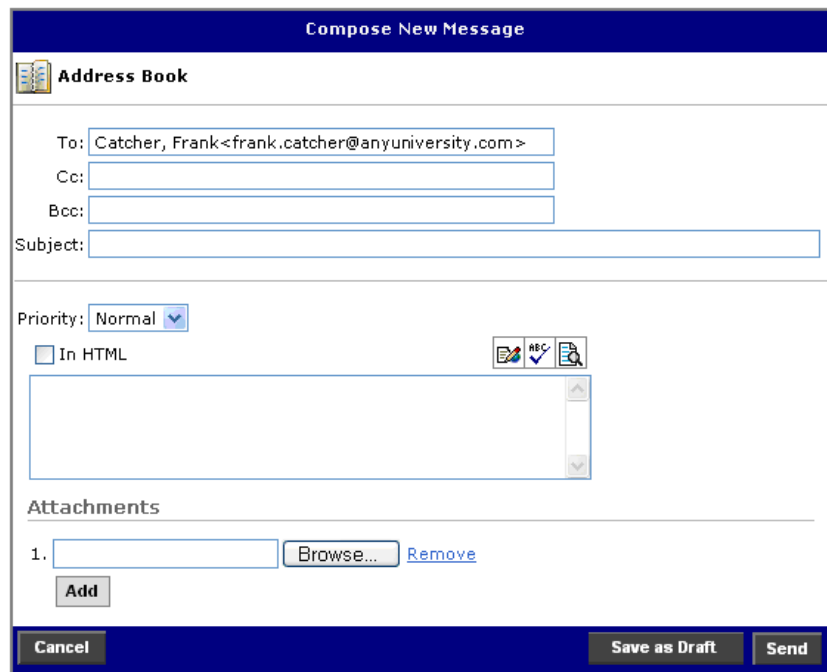
The **Online Status** icon (  ) displays beside the names of classmates who are currently online.

### Send a Page or Email

#### Send an email to someone in the Classlist

1. Click on the user's email address.

*The Compose New Message page displays.*



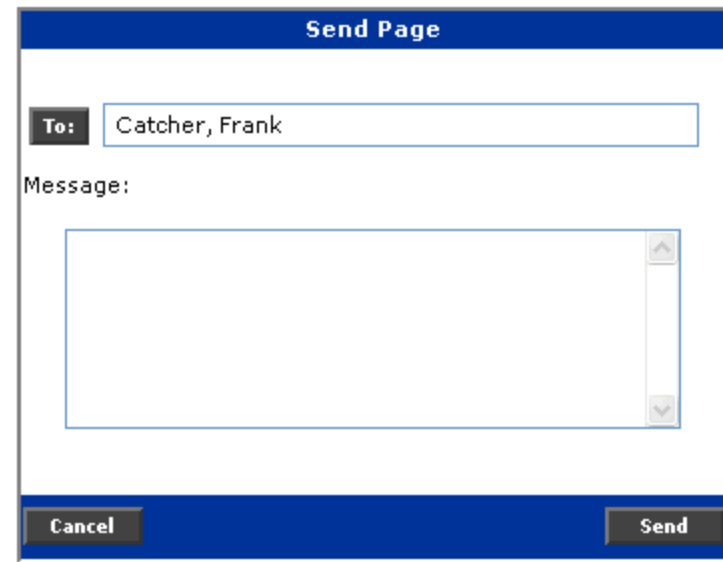
2. Type your subject and message in the appropriate fields.
3. Click **Send**.

**Note** You can add attachments to the email by clicking the **Browse** button.

#### Send a page to someone in the Classlist

1. Click on the user's name.

*The Send Page pop-up displays.*




2. Type your message in the **Message** text box.
3. Click **Send**.

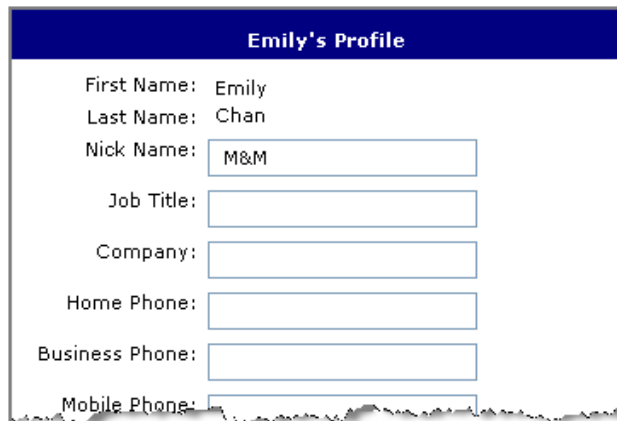
### Updating your Profile

Use the Profile feature to share personal details with peers and instructors.

From the Classlist page:

1. Click the **Edit Profile** icon (  ) beside your name in the Classlist.

*The Edit Profile page displays.*



**Emily's Profile**

First Name: Emily  
 Last Name: Chan  
 Nick Name:   
 Job Title:   
 Company:   
 Home Phone:   
 Business Phone:   
 Mobile Phone:

2. Update your information in the text fields.
3. To upload a picture, click the **Browse** button, locate the image, and click **Open**.
4. Click **Save Changes**.


### Viewing profiles

Click the **View Profile** icon (?) beside the name of the person whose profile you want to view.


### Creating and editing your personal home page

Click the **Edit My Homepage** icon (🏠) beside your name to create a new personal home page or to upload an existing one.

*The My Homepage page displays.*



**My Homepage**

 Sample Home Page.html 153 bytes

### Create a new home page

From your My Homepage page:

1. Click the **New** icon (📄).
2. Type a name for your home page.
3. Click **Create**.
4. Click the **Make this my homepage** icon (🏠) to set the new home page as your default home page.
5. Click the **Edit** icon (✍️) and use the HTML Editor page to add content to your home page.

### Upload an existing home page

From your My Homepage page:

1. Click the **Upload** icon (📁).
2. Click **Browse**, and locate your file.
3. Click **Upload**.
4. Click the **Make this my homepage** icon (🏠) to set the uploaded home page as your default home page.
5. Click the **Edit** icon (✍️) and use the HTML Editor page to make changes as desired.

**Note** Ensure that you have also uploaded all supporting files and images and referenced them properly. You must link to images. They cannot be inserted or imported directly into your personal home page.

### Viewing homepages

Click the **View Homepage** icon (🏠) beside the name of the person whose home page you want to view.

## Viewing Groups and Sections

You can find out what groups or sections your classmates belong to by clicking the **View Group** icon (👤) beside their names.

*The Group List page for the user selected displays.*

**Group List for Emily Chan**

Sections
1. Section 1

Group Project 1
1. Group 2

Close
Print

You can also click the **Groups** tab at the top of the Classlist page to view a list of all groups, or the **Sections** tab to view a list of all sections.

ENGL 446

Staff
Students
Groups
Sections

Group Type: Show All ▼

Search for:  Search

Paging: Show 50 users per page

L.Name ▲, F.Name	Email
<b>Group Project 1</b>	
Group 1	
Student	
👤 ? 🗑️ 📄 📧 Tran, Minh	<a href="mailto:minh.tran@anyuniversity.com">minh.tran@anyuniversity.com</a>
👤 ? 🗑️ 📄 📧 VanBrook, Peter	<a href="mailto:peter.vanbrook@anyuniversity.com">peter.vanbrook@anyuniversity.com</a>
Group 2	
Student	
👤 ? 🗑️ 📄 📧 Catcher, Frank	<a href="mailto:frank.catcher@anyuniversity.com">frank.catcher@anyuniversity.com</a>
👤 ? 🗑️ 📄 📧 Chan, Emily	<a href="mailto:emily.chan@anyuniversity.com">emily.chan@anyuniversity.com</a>
👤 ? 🗑️ 📄 📧 McPherson, Harold	<a href="mailto:harold.mcpherson@anyuniversity.com">harold.mcpherson@anyuniversity.com</a>
Group 3	
Student	
👤 ? 🗑️ 📄 📧 Creole, Brent	<a href="mailto:brent.creole@anyuniversity.com">brent.creole@anyuniversity.com</a>
👤 ? 🗑️ 📄 📧 Fleur, Danielle	<a href="mailto:danielle.fleur@anyuniversity.com">danielle.fleur@anyuniversity.com</a>
👤 ? 🗑️ 📄 📧 Singh, Jodi	<a href="mailto:jodi.singh@anyuniversity.com">jodi.singh@anyuniversity.com</a>

## Viewing shared Locker files

To view locker files that other students are sharing, click the **Locker** icon (🔒) beside a name on the Classlist page.

*The student's Locker page displays.*

Locker		
File Name	File Size	Last Modified Date
📄 <a href="#">sst160.rtf</a>	27 KB	Aug 23, 2004 1:44 PM
<b>Description:</b> : Just a sample upload file.		
<a href="#">Back to Classlist</a>		

Select the blue link to view the locker files in a new browser window.