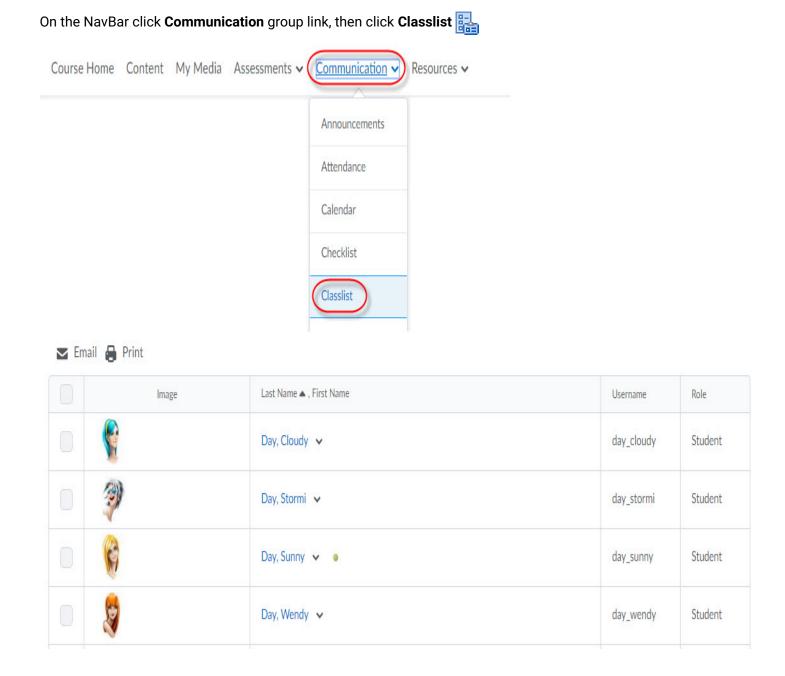


## Daylight Classlist Student Guide

## **Access Your Classlist Tool**



Find and contact other learners in your course

To find and contact other learners in your course

Use the Classlist to view who is enrolled in your course, send email messages or instant messages, view shared locker files, and read their blogs if they have one.

- 1. On the navbar click **Communication** group link, click **Classlist**.
- 2. On the All tab, select the check boxes beside the users you want to contact.
- 3. Click Page or Email.
- 4. Enter your message. To add an attachment to your email, click Browse.
- 5. Click Send.

Watch an overview of the Classlist tool