

# Classlist v8.3

User Guide  
March 11, 2008

## Contents

What is the Classlist?  
Viewing and managing user information  
Viewing reports  
Adding Participants  
Changing tab settings  
Index

## What is the Classlist?

The Classlist tool is a central area for managing information about your users. You can view their profiles, personal homepages, ePortfolios, and progress; print a classlist; check enrollment reports; and change enrollment information, including enrolling and removing users, changing roles, unlocking accounts, and resetting passwords.

The list is usually organized into tabs. You can have separate tabs for different users, depending on what tabs were set up by system administration.

Users who are currently logged into the Learning Environment appear with a yellow background and green dot beside their names.

**Note** If users are missing from the Classlist it probably means the **Display users enrolled as this role in the classlist** option is not selected for their role. This option is set from the Edit Role page in the Roles and Permissions admin tool area. Contact system administration if you think this option should be changed.

► **To access the Classlist tool**





Click the **Classlist** link on your course navigation bar.












## Viewing and managing user information

The Classlist tool is a convenient starting point for viewing information about your users. For example, you can check who's online, view profiles, and check group enrollment.

To view and manage information about your users, use the action icons beside users' names or at the top of the Classlist.

### Classlist options

Action	Description
 <b>Print</b>	Print a list of all users enrolled in the course, users from a specific tab or select users from the list.
 <b>Email</b>	Email all user enrolled in the course, users from a specific tab or select users from the list.
 <b>Page</b>	Page selected users. <b>Tip</b> Check for the  <b>Online</b> icon beside users' names before paging them.



Action	Description
 <b>Change enrollment</b>	Change enrollment for the selected users. Use this option to change which role a user is enrolled as or to unenroll a user from the course.
 <b>Unenroll</b>	Unenroll the selected users from the course. <b>Tip</b> You can view profile, grade, and user progress information for users that were unenrolled from a course in the Reports area.
 <b>Impersonate participant</b>	Impersonate the selected user. Impersonating a user allows you to view, create, and edit content as if you were that user.
 <b>Change account settings</b>	Reset a user's password or unlock their account.
 <b>Email account password</b>	Email users their passwords.
 <b>View profile</b>	View a user's profile information, such as their full name, address, work experience, hobbies, and interests.
 <b>View homepage</b>	View the select user's personal homepage.
 <b>View progress</b>	View the User Progress page for a quick overview of a user's progress on assignments, quizzes, and other course content.
 <b>View shared locker files</b>	View locker files shared by the selected user. Users share locker content by selecting the <b>Make uploaded file(s) public to others</b> option when adding files to their locker.
 <b>View enrollments</b>	View which groups a user is enrolled in.
 <b>View blog</b>	View the selected user's blog. You can only view items the user has made public.

## Viewing reports

The Reports area provides a summary of course enrollments and withdrawals.

► **To access the Reports area**

Select **Reports** on the top tool menu.

**Tip** Click the  **View grades** or  **View progress** icon beside a user's name in the **Withdrawals** area to view their grades and progress at the time they withdrew.

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## Adding Participants

Use the Add Participants area to add a new user to your course. Depending on your permissions you can add a user that is already enrolled at your organization, but not in your course; create and add a new user; or import users from a TXT or CSV file.

▶ **To access the Add Participants area**

Select **Add Participants** on the top tool menu.

▶ **To add an existing user**

- 1 Select **Add an existing user** from the Add Participants page.
- 2 In the **Set all roles to** drop-down, select the role that you want the users you are adding to have.
- 3 Select the **Enrollment email** checkbox if you want users to be sent an email informing them of their enrollment.
- 4 **Search For** the users you want to add.
- 5 Select the checkbox beside the users you want to add.
- 6 Select a **Role** if you want it to be different from the role set for all users.
- 7 Click **Enroll Selected Users**.

▶ **To create and enroll a new user**

- 1 Select **Create and enroll a new user** from the Add Participants page.
- 2 Fill in the user's information.
- 3 Select the **Enrollment email** checkbox if you want to send the user an enrollment email.
- 4 Click **Enroll** or **Enroll & New**.

▶ **To import users from a TXT or CSV file**

- 1 Select **Import users from a file on your computer** from the Add Participants page.
- 2 Use the **Sample Text File** to ensure your file meets the import criteria.
- 3 Select whether you want to send new or existing users an enrollment email.
- 4 Click **Import**.

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## Changing tab settings

The Tab Settings area lets you select which of the tab options created by your organization you want to display in your course's classlist.

**Note** The option to create tabs is an organization level tool, typically available to site administration.

▶ **To change which tabs appear in a course's classlist**

- 1 Select **Tab Settings** in the top tool menu.
- 2 Change the **Display** status of the drop-down you want to appear in or be hidden from the classlist.
- 3 Click **Save**.

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## Index

### A

- access
  - classlist tool, 2
  - participants area, 4
  - reports, 3
- add
  - existing user, 4
  - participants, 4

### C

- classlist
  - options, 2
- create
  - user, 4

### I

- import
  - users, 4

### O

- overview
  - classlist, 2

### S

- settings
  - change course tabs, 5
  - change tab settings, 4

### U

- user information
  - manage, 2
  - view, 2

### V

- view
  - reports, 3