

# Daylight Classlist Student Guide

## Access Your Classlist Tool

On the NavBar click **Communication** group link, then click **Classlist** 

Course Home Content My Media Assessments **Communication** Resources

- Announcements
- Attendance
- Calendar
- Checklist
- Classlist**




 Email  Print

<input type="checkbox"/>	Image	Last Name ▲, First Name	Username	Role
<input type="checkbox"/>		Day, Cloudy ▼	day_cloudy	Student
<input type="checkbox"/>		Day, Stormi ▼	day_stormi	Student
<input type="checkbox"/>		Day, Sunny ▼ <span style="color: green;">●</span>	day_sunny	Student
<input type="checkbox"/>		Day, Wendy ▼	day_wendy	Student

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](#)