**DURHAM** COLLEGE | **DCCONNECT**

# Unit Topic: Classlist

## *Introduction*

The Classlist tool in DC Connect can be used to see a list of students enrolled in your course. Using the Classlist tool you can send an email message to an individual or a group, monitor when students have logged into your course, and review a student's progress.

## *Content*

This document covers the following topics:

- Accessing the Classlist Tool
- Viewing Student Information
- Emailing Students from the Classlist Tool
- Printing a Class List
    - o Creating a List of All Students
    - o Creating a List of Specific Students
    - o The Quick and Easy Classlist

## Accessing the Classlist Tool
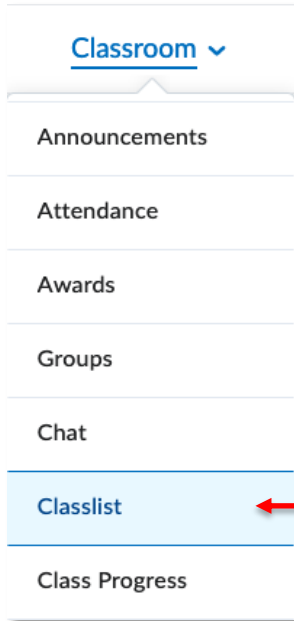
Select the **Classlist** item from the available navigation options of the Navbar.

If you have difficulty finding the item, click on the **Course Admin** link and then the **Classlist** link found in the Course Administration options.
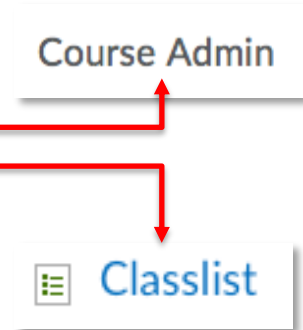
## Viewing Student Information

Some student information is available right on the Classlist page. This includes:

Students' DC Connect profile pictures

Indication that a student is currently logged in to DC Connect

The last time each student accessed your course

| | Image | Last Name ▲ , First Name | Username | Org Defined ID | Role | Last Accessed |
|---|---|---|---|---|---|---|
| ☐ | ⚐ 🧑 | Clayton, Brett ∨ | brett.clayton | | Instructor | Nov 28, 2022 11:03 AM |
| ☐ | ⚐ 🧑 | Student, Taylor ∨ ● | test.student1 | 100912345 | Student | Dec 1, 2022 10:58 AM |
| ☐ | ⚐ 👤 | Student2, Test ∨ | test.student2 | | Student | |
| ☐ | ⚐ 👤 | Student3, Test ∨ | test.student3 | | Student | |
| ☐ | ⚐ 👤 | Student4, Test ∨ | test.student4 | | Student | |
| ☐ | ⚐ 👤 | Student5, Test ∨ | test.student5 | | Student | |

✉ Email   🖨 Print

Students' names

Students' Banner IDs

This list of students can be reordered on any of the above columns (except Image) by clicking on the respective column heading.

If you want to be able to see all the students at once, you can adjust the **per page** box, found at the bottom of the class list table, to **200**.

**NOTE:** The student view of the **Classlist** tool is quite a bit different. Students will not be able to view each other's Banner IDs or access times.
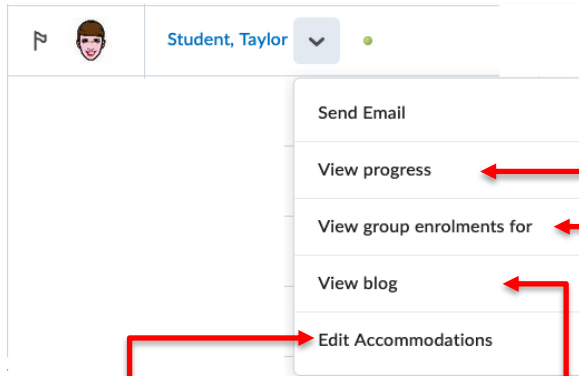
Additional information may be accessed using the pull-down Actions menu beside each student's name.

**View progress** takes you to page titled Progress Summary, used to show each student's progress; this is a complex feature with a great amount of depth to it. If you would like to learn more, please contact CTL staff in SW101 of the Gordon Willey building.

**View group enrollments for** allows you to see all the groups that a specific student is enrolled in.

**View blog** allows you to see a student's blog, if the student has used this feature.

**Edit Accommodations** allows you to set how much extra time a student will get on *each* Quiz Item in the course.

This feature replaces the use of Special Access on the Restrictions tab of a quiz for assigning extra time.

If you set extra time using the Classlist, Special Access in the quiz is only needed for setting alternate dates/times and attempts.
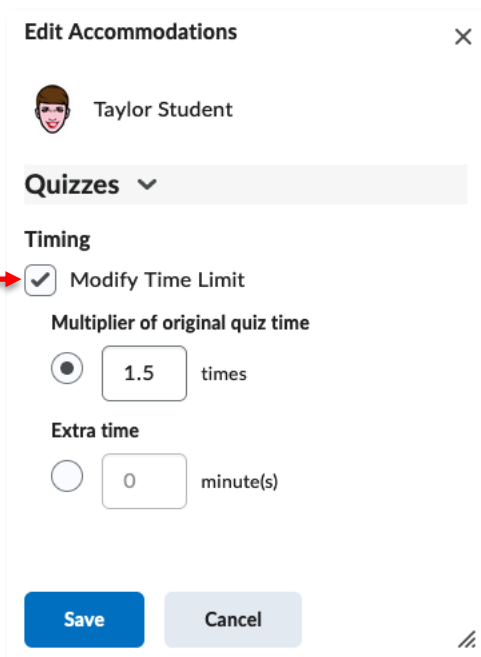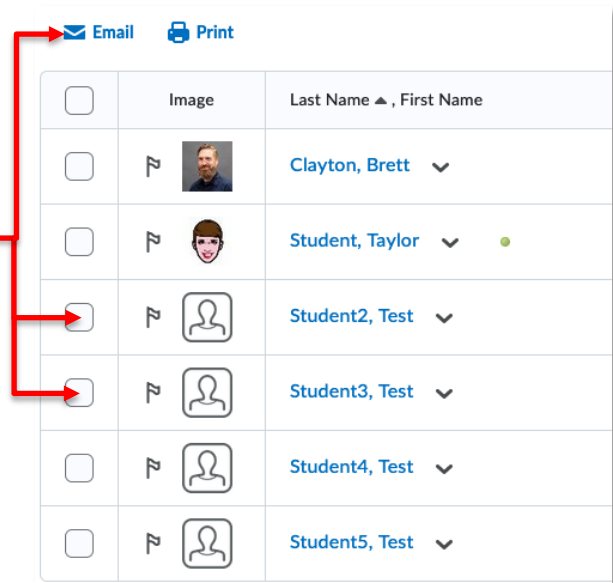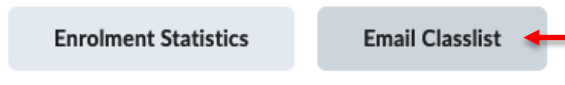
The Classlist tool provides quick and functional ways to contact your students.

When viewing the list, you can click on a student's name, and this will open a window to write an email to that individual student.

To write an email to a group of students, you can check the box to the left of their names and click the **Email** icon to email all the checked students.



To write an email to your *entire* class, click the **Email Classlist** button at the top of the **Classlist** page.



Scroll to the bottom of the **Email Classlist** page and click the **Send Email** button.



**NOTE:** When composing email to multiple students (or the entire class) the student email addresses are automatically input into the BCC: field. Further explanation of the **Email** tool can be found in the **Email Tool** handout available on the CTL website.

## *Printing a Class List*

There are a few ways to print a neat class list using the Classlist tool in DC Connect. This may be useful for taking attendance in class, among other possibilities.

### Creating a List of All Students

Near the top of the Classlist screen, you will see a link labeled **Print**.
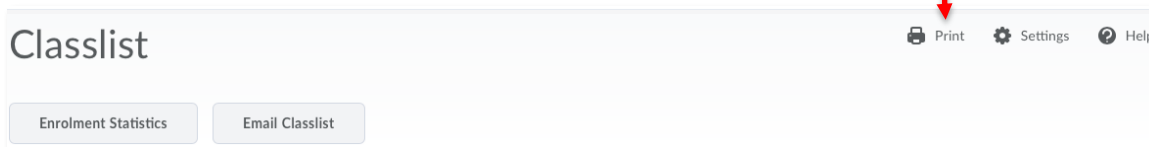


Click the **Print** button at the bottom of the subsequent page to open a new browser window with your list for printing.

### Creating a List of Specific Students

There is also a link labeled **Print** at the top of the list of students. This can be used to print a list with specific students on it.

To do this, you can check the boxes to the left of their names, and then click the **Print** link immediately above the list.

To check *all* of the students on this list, you can click on the checkbox in the top left corner under the **Email** icon.

When the **Print** link is clicked, it will open a new window with your list for printing.
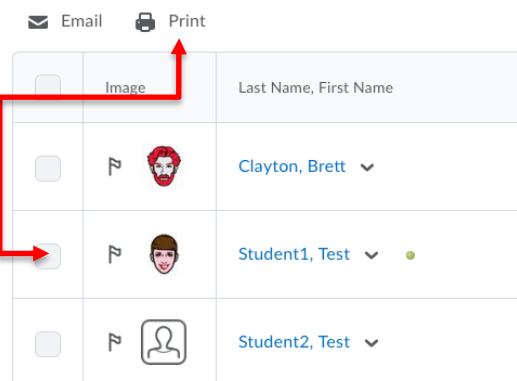


Once the new window has opened with your list ready to be printed, you can just click the blue **Print** button and this will attempt to print the list.

**NOTE:** The class list that is printed using this tool will have students' Banner IDs and their last DC Connect access time on it. This may be unsuitable for sharing with students.

## The Quick and Easy Classlist

Despite the built-in print options within the Classlist tool, the **most efficient means** of **extracting a class list** from your course is **via the Grades** tool.

Click on the **Grades** tool of the navbar, then the **Enter Grades** option.

On the Enter Grade page, click the **Download Spreadsheet** button.
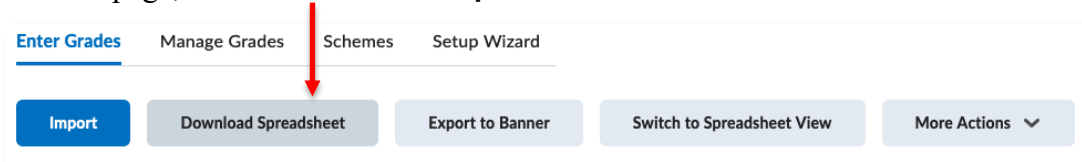


Select the **Org Defined ID** Key Field,…

…select how you would like to sort the extracted data…

…*unselect* all the Grade Values,…

…and select the **Last Name** and **First Name** User Details.



Unselect all the Grade Items and then click either …



…the **Download as CSV** or **Download as Excel** buttons.  Your file will be processed and available with the **Download** button.