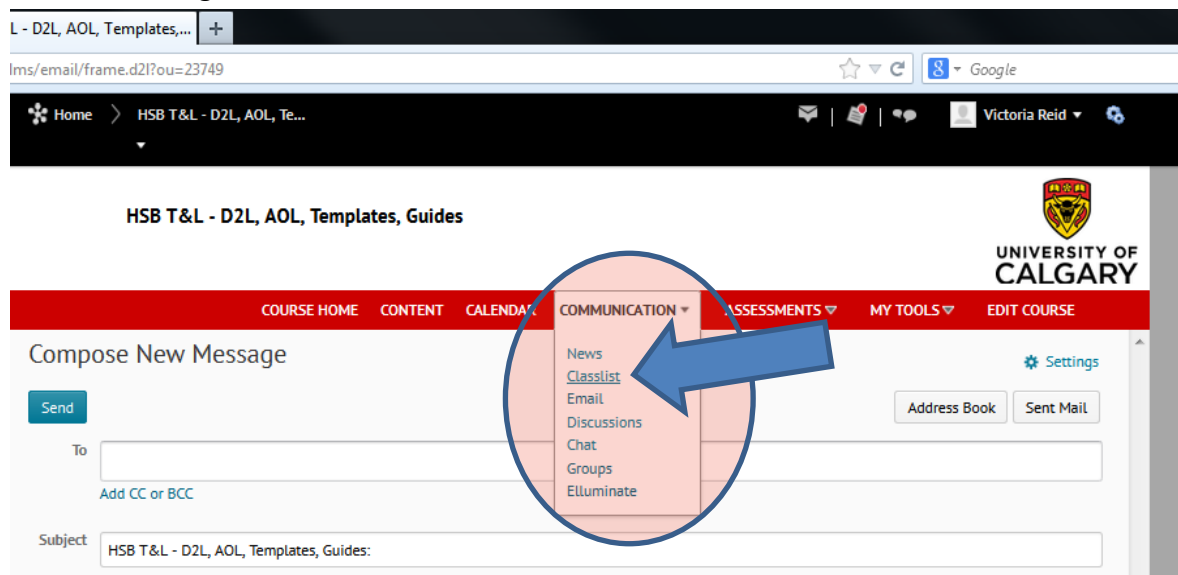


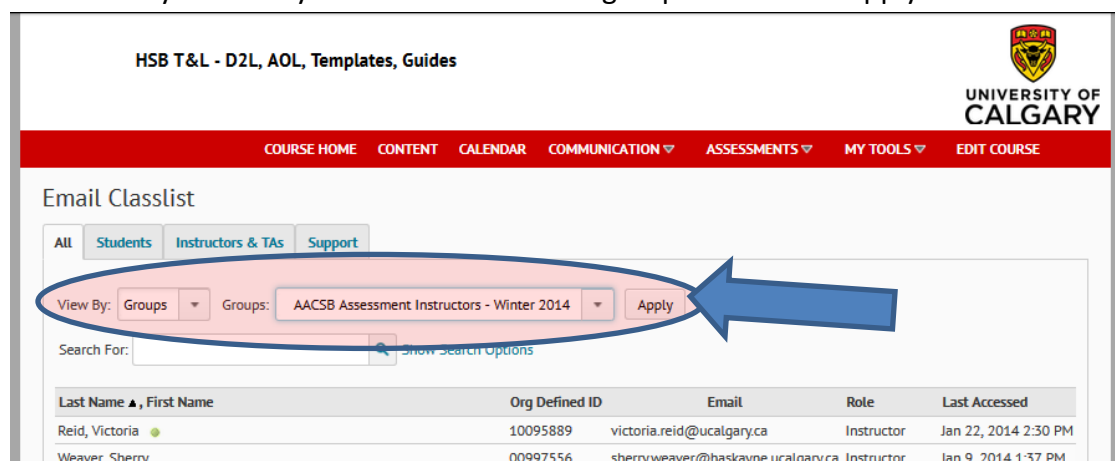
# Haskayne “How To”

## How to... email specific sections of a multi-section course in D2L

1. In the red navigation bar, click on “Communication” and select “Classlist”



2. Where it says “View by” select “sections” or “groups” and click “Apply”



3. Then, select the section that you wish to email and click “Apply”
4. Click on the “Email Classlist” button near the top. **Note: do not select students and click “Email.”** If your class is large then this will only send an email to the students currently displayed on that page. Clicking “Email Classlist” ensures that everyone in the class gets the email.

The screenshot shows the University of Calgary LMS interface. The top navigation bar includes links for Home, HSB T&L - D2L, AOL, Te..., and a user profile for Victoria Reid. The main header displays 'HSB T&L - D2L, AOL, Templates, Guides' and the University of Calgary logo. Below this is a red navigation bar with links for COURSE HOME, CONTENT, CALENDAR, COMMUNICATION, ASSESSMENTS, MY TOOLS, and EDIT COURSE. The main content area is titled 'Classlist' and includes buttons for 'Add Participants', 'Enrolment Statistics', and 'Email Classlist'. The 'Email Classlist' button is highlighted with a red circle and a blue arrow. Below these buttons are tabs for 'All', 'Students', 'Instructors & TAs', and 'Support'. A 'View By' dropdown is set to 'User' with an 'Apply' button. A search bar is labeled 'Search For:' with a 'Show Search Options' link. Below the search bar is a toolbar with buttons for 'Email', 'Print', 'Enrolment', and 'Unenrol'. The 'Email' button is crossed out with a red X. To the right of the toolbar, it shows 'Page: 1 of 12' and '20 per page'. Below the toolbar is a table with the following columns: Image, Last Name, First Name, Org Defined ID, Email, Role, and Last Accessed. The table contains three rows of student data.

| Image | Last Name     | First Name | Org Defined ID | Email                                   | Role    | Last Accessed |
|-------|---------------|------------|----------------|---|---------|---------------|
|       | Abdul-Rahaman | Abu Shiraz | 04194928       | abu-shiraz.rahaman@haskayne.ucalgary.ca | Student |               |
|       | Adams         | Kweku      | 10153496       | adamsconsultancy@yahoo.com              | Student |               |
|       | Anarwal       | Ismee      | 04200805       | ismee.anarwal@haskayne.ucalgary.ca      | Student |               |

5. Ensure that the correct section or group is still selected, then navigate to the bottom of the page and click “send email”
6. Write your section-specific email and send it away!

\*\*\* If you want to write an email to ALL students, across all sections, **view by user** and then email everybody.