HASKAYNE SCHOOL OF BUSINESS



Office of Teaching & Learning 2500 University Drive NW Calgary, AB, Canada T2N 1N4 ucalgary.ca

Haskayne "How To"

How to... email your whole class in D2L

1. In your D2L course, look for the red navigation bar and click on Communication > Classlist

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COURSE HOME CONTENT		SSESSMENTS V MY TOOLS V EDIT COURSE
Compose New Message	News Classiist Email Discussions	Address Book Sent Mail
To Add CC or BCC	Chat Groups Elluminate	
Subject		

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.

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Classlist Add Participants	Instructors & TAs Support	Classlist Show Search Options		🖶 Pri	nt 🏶 Settings 🕢 Hely
Email	1	Unenrol	Page: 1 of 12 💌		20 v per page
Image	Last Name 🔺 , First Name	Org Defined I) Email	Role	Last Accessed
■ <i>P</i>	Abdul-Rahaman, Abu Shiraz 👻	04194928	abu-shiraz.rahaman@haskayne.ucalgar	y.ca Student	
■ P	Adams, Kweku 👻	10153496	adamsconsultancy@yahoo.com	Student	
	Aganwal lames	04200805	iames agapual@baskavpa.ucalgapuca	Student	

3. After you click "Email Classlist," you will be taken to a new page. Ensure that you are "viewing by user" if you wish to email the entire class.

HSB T&L - D2L, AOL, Temp	olates, Guid	es			
COURSE HOM	e content	CALENDAR	COMMUNICATION ♥ ASSESSMENTS ♥	MY TOOLS ♥	CALGAR
Email Classlist					
All Students Instructors & TAs Support	t				
View By: User Apply Search Enr.	Q Show	Search Options			
Last Name 🛦 , First Name	(Drg Defined ID	Email	Role	Last Accessed
Abdul-Rahaman, Abu Shiraz	(4194928	abu-shiraz.rahaman@haskayne.ucalgary.ca	Student	
Adams, Kweku	1	0153496	adamsconsultancy@yahoo.com	Student	
Agarwal, James	C	4200805	james.agarwal@haskayne.ucalgary.ca	Student	
Alger, Patricia	(4193991	pat.alger@haskayne.ucalgary.ca	Student	
Alles Flischer		0454570	-11	Children	

4. You can also view by section or by group if you wish to email select sections or groups.

HSB T&L - D2L, AOL, Templates, Guides					UNIVERSITY OF
COURSE HOME CONTENT CALEN	dar commun	ICATION 🗸	ASSESSMENTS 🛡	MY TOOLS 🗢	EDIT COURSE
All Students Instructors & TAs Support					
View By: Groups Groups: AACSB Assessment Instructors - W Search For:		Aply			
Last Name 🔺 , First Name	Org Defined ID		Email	Role	Last Accessed
Reid, Victoria 🖕	10095889	victoria.reid@	ucalgary.ca	Instructor	Jan 22, 2014 2:30 PM
Weaver, Sherry	00997556	sherry.weaver(@haskayne.ucalgary.ca	Instructor	Jan 9, 2014 1:37 PM

5. Scroll to the bottom of the list of students and click on the blue Send Email button

All Students Instructors & TAs Support						
View By: Groups T&L Admin: Search For:	Show Search Option:	- 5	Apply			
Last Name 🛦 , First Name	Org	Defined ID		Email	Role	Last Accessed
Hossain, Zahra	005	01795	hossainz@ucal	gary.ca	TA - full access	Jan 15, 2014 1:11 PM
O'Donnell, Kelsey	1014	42186	kelsey_odonnel	@hotmaiLcom	TA - full access	
Reid, Victoria 👲	100	95889	victoria.reid@u	calgary.ca	Instructor	Jan 22, 2014 2:31 PM
Roach, Sadie	101	27958	sroach@ucalga	ry.ca	TA - full access	
Ryan, Linda	100	44335 1	linda.ryan@has	kayne.ucalgary.ca	TA - full access	
Weaver Sherry	009	97556	sherry.weaver@	haskayne.ucalgary.ca	Instructor	Jan 9, 2014 1:37 PM

 In the new window that opens, enter a subject, your email text, any necessary attachments, and then click the blue "Send" button.

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end		Address Book
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	srosch@ucalgary.ca × keisey_odonnell@hotmail.com ×	
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