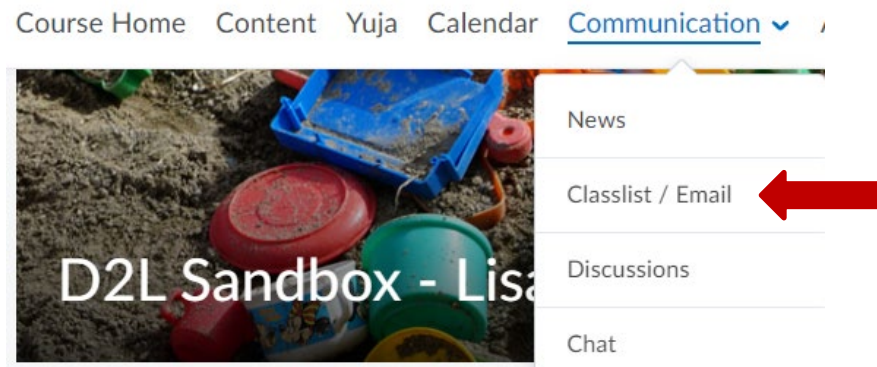
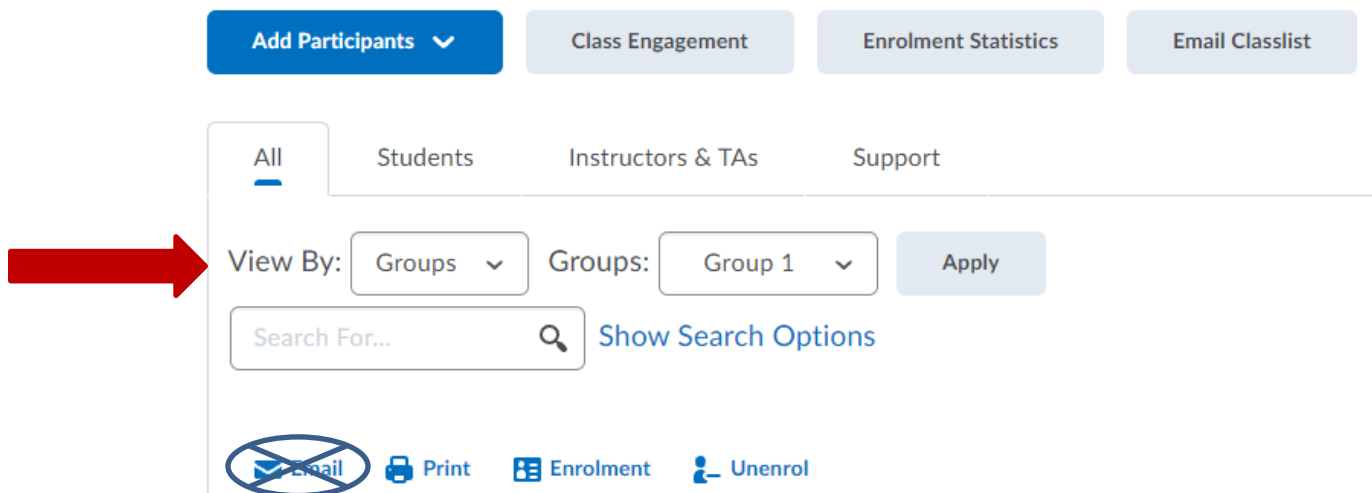


## How to Email Specific Sections of a Multi-Section Course in D2L

1. In your class's D2L site, click "Communication" and then in the drop-down menu select "Classlist / Email".

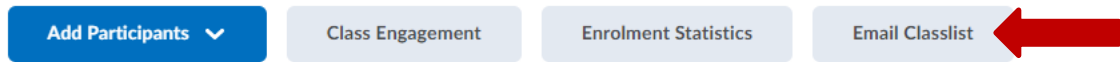


2. Where it says, "View by" select "sections" or "groups", then select the section or group that you wish to email and click "Apply"



3. 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 specific group or section gets the email.

## Classlist / Email



4. Ensure that the correct section or group is still selected, then navigate to the bottom of the page and click “send email”

## Email Classlist

A screenshot of the 'Email Classlist' form. At the top, there are four tabs: 'All' (selected), 'Students', 'Instructors & TAs', and 'Support'. Below the tabs, there is a 'View By:' dropdown set to 'Groups', followed by a 'Groups:' dropdown set to 'Group 1', and an 'Apply' button. A red arrow points to the 'View By:' dropdown. Below this is a search bar with the placeholder 'Search For...' and a magnifying glass icon, followed by a link 'Hide Search Options'. Under 'Search In', there are four checkboxes: 'First Name', 'Last Name', 'Email', and 'Org Defined ID', all of which are checked. Under 'Search Type', there is a dropdown set to 'Contains' with a checkmark to its left. Under 'Role', there is a dropdown set to 'Instructor' with an unchecked checkbox to its left. At the bottom of the form, there are two buttons: 'Send Email' (blue) and 'Close' (light blue). A red arrow points to the 'Send Email' button.

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 click “send”