

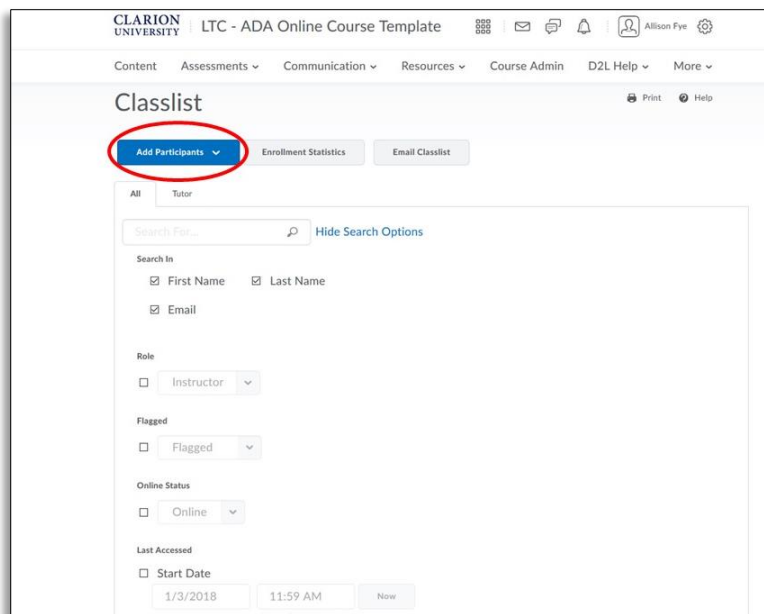
Classlist

Classlist is a helpful tool that can be used to enroll/unenroll students/faculty/staff, view user progress, and email students. It is an easy-to-access list of all the students in your course.

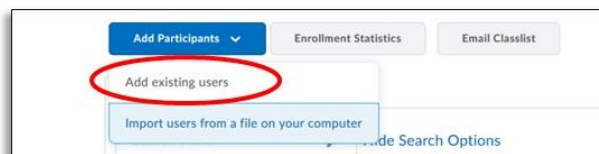
[FAQs](#)

Adding Clarion Users to an Existing Course

1. Log into D2L and select the course you wish to add Clarion users to.
2. Click on “Classlist” from the “Communication” tab in the top navigation menu.
3. Click on “Add participant.”

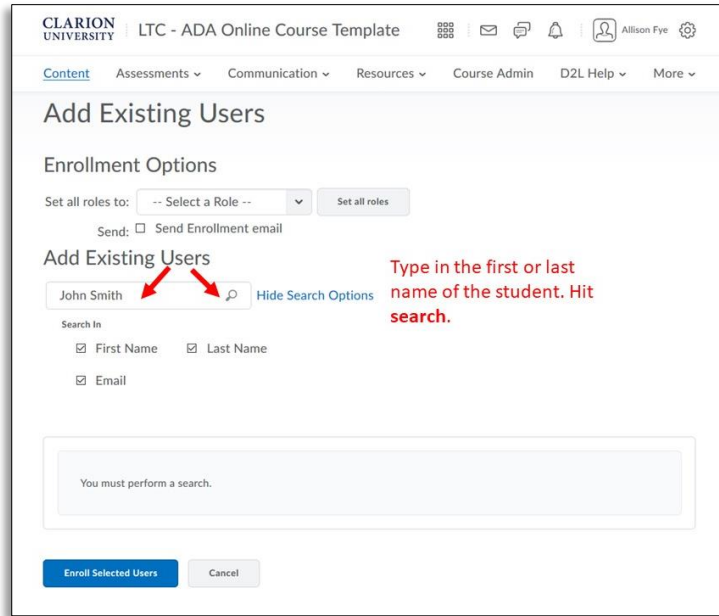


4. Click “Add an existing user.”

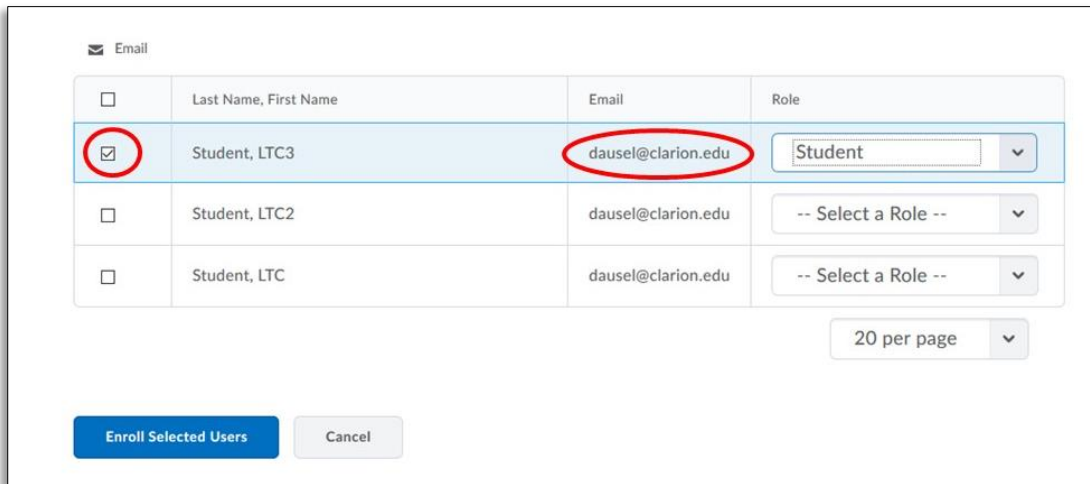


[Back to the Top](#)

- 5. Search for the user’s first and/or last name by typing in their name and clicking on the search icon. *"First Name", "Last Name" and "Email" are checked by default.

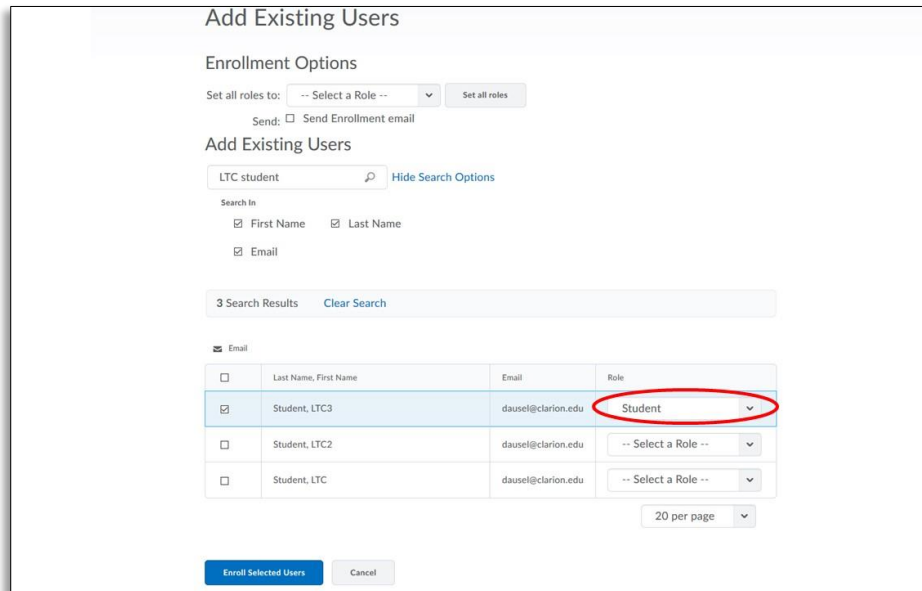


- 6. Put a check mark beside the user’s name that you want to add. Make sure to confirm that you are selecting the right user by looking at their email beside the name.

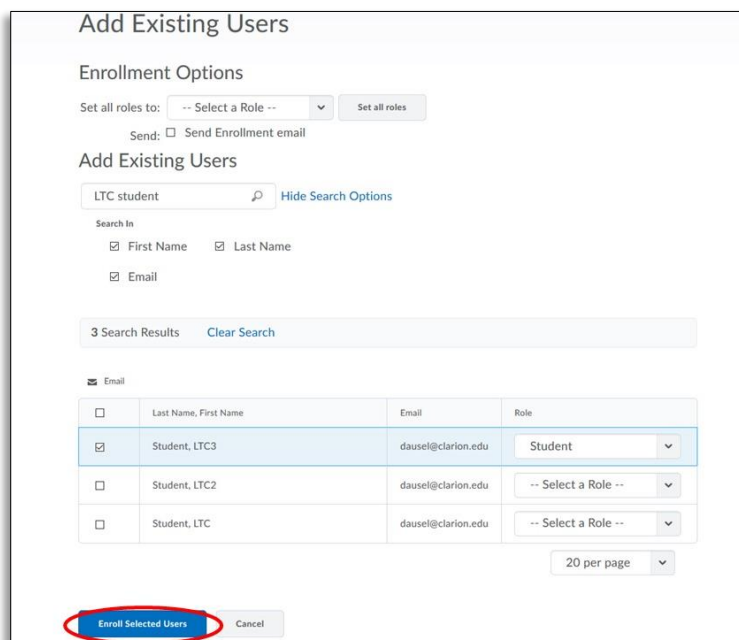


[Back to the Top](#)

- 7. **IMPORTANT:** using the “Select a Role” dropdown menu associated with a student, choose “student.” If adding a second faculty member, choose “instructor” in the “Select a Role” dropdown menu. **Be careful not to add students as instructors! Participant=Student, Leader=instructor, etc.**

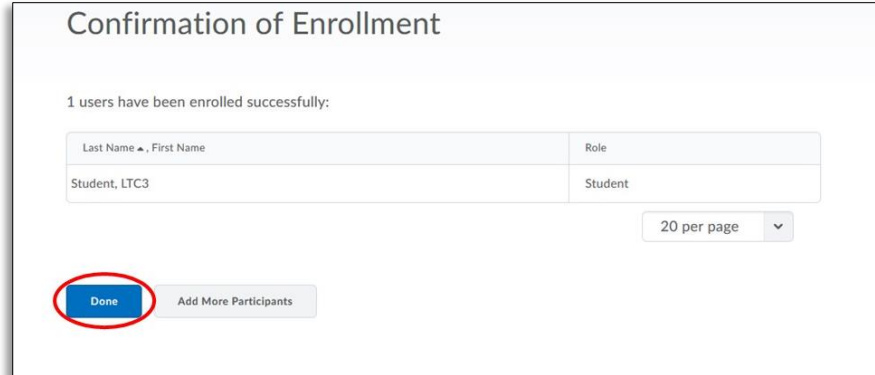


- 8. Click “Enroll Selected Users.”



[Back to the Top](#)

9. Confirm the enrollment by selecting "Done."



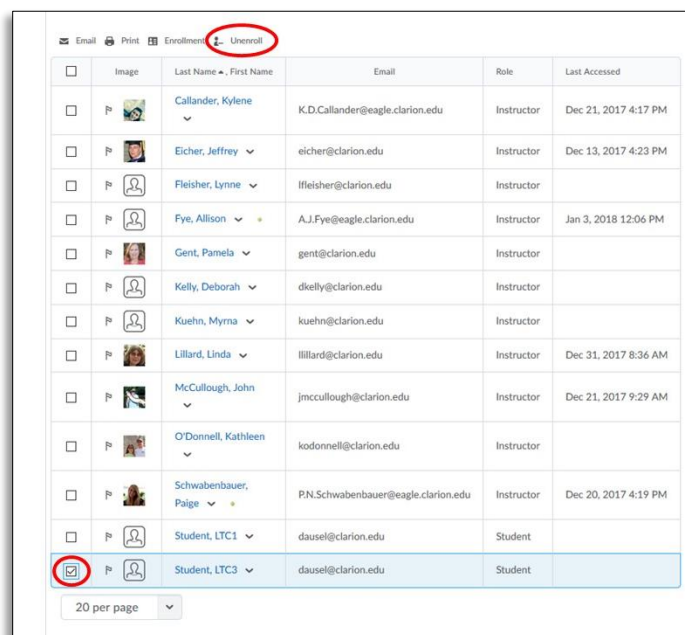
IMPORTANT : If manually enrolling students to another section of the same course, instructors will have the responsibility of monitoring their course sections during the "drop/add" period to reflect enrollment changes. Instructors should check the merged section daily during the DROP/ADD period and manually UNENROLL or ENROLL students in the combined section who have **DROPPED** OR **ADDED** the merged section.

FAQs

Question: I accidentally added the wrong student, what do I do?

Answer:

1. Instructors/leaders can unenroll students/participants that were manually enrolled.



[Back to the Top](#)

2. In the classlist area, put a check mark beside the user you need to remove and click unenroll.
3. Click “yes” on the dialogue box that pops up.



Question: Why cannot I remove an “instructor” from my classlist?

Answer:

1. Instructors are enrolled in MyClarion, but are not “unenrolled” in the same manner as students. When instructor schedules change, please notify the Learning Technology Center for removal from the classlist.

[Back to the Top](#)