

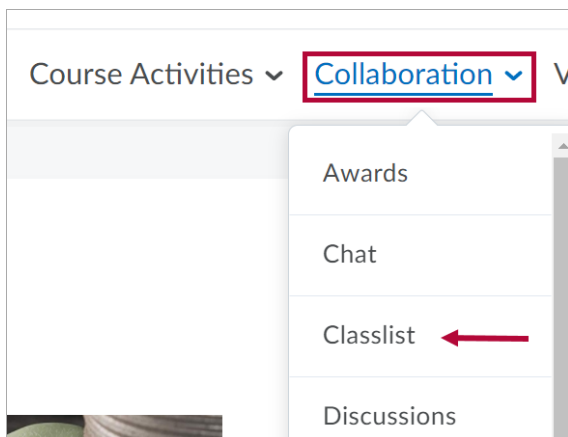
# Use Classlist

Last Modified on 05/16/2025 10:43 am CDT

## Access the Classlist

**Classlist** is the place to view your complete course roster in D2L. You can email students and set quiz accommodations.

- Click on the **[Collaboration]** menu, then click **[Classlist]**.

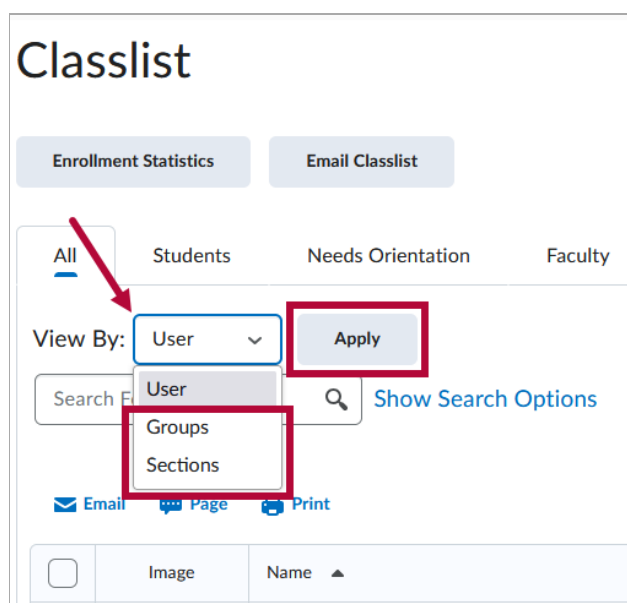


## Add or Remove Students

If the Classlist does not match your **myLonestar (iStar) Roster**, use the [Reconcile Your D2L and iStar Rosters](https://vtac.lonestar.edu/help/a008) (<https://vtac.lonestar.edu/help/a008>) tool to correct it.

## View by Sections or Groups

- To view a specific **class section** or **group**, click in the **View By** dropdown list, select **[Sections]** or **[Groups]**, and click the **[Apply]** button.



- Then in the **Sections** or **Groups** dropdown list, select the **[Section Name]** or **[Group]**

**Name]** of the section/group which you would like to view, then click **[Apply]** again.

The screenshot shows the 'Classlist' interface with the 'Email Classlist' tab selected. The 'View By' dropdown is set to 'Sections'. The 'Sections' dropdown menu is open, showing 'All Sections' and 'EDUC-1300 8901 14A Learning Framework: 1st Year Experience'. The 'Apply' button is highlighted with a red box and an arrow. Below the dropdown is a search bar labeled 'Search For...'. At the bottom, there are buttons for 'Email', 'Page', and 'Print'. A table header is visible with columns: Image, Name, Username, Org Defined ID, and Role.

## Email

It is recommended to email students using the Classlist. Instructions are found in [Send Email from the Classlist](https://vtac.lonestar.edu/help/send-email-classlist) (<https://vtac.lonestar.edu/help/send-email-classlist>).

## Set Accommodations

If you receive an accommodation letter for a student, you can adjust in the Classlist the student's time for all quizzes and the ability to bypass right-click restrictions in quizzes.

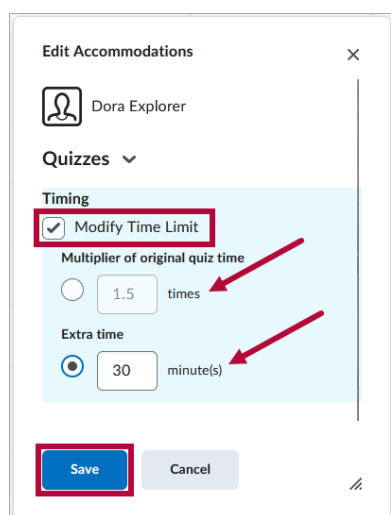
### Show Video Walkthrough

1. Use the **[dropdown arrow]** next to the student's name and click **[Edit Accommodations]**.

The screenshot shows a close-up of the student list table. The table has columns: Image, Last Name, First Name, and Username. A dropdown arrow is highlighted with a red box next to a student's name. The dropdown menu is open, showing options: 'Send Email', 'Impersonate', 'Email password reset link', 'View progress', 'View group enrollments', and 'Edit Accommodations'. The 'Edit Accommodations' option is highlighted with a red box.

2. Select the accommodation options. **Time Limit** modifications can be applied in terms of

**Quiz Time Multipliers** (for example, 1.5x quiz time) or **Extra Time** (for example, an additional 30 minutes) on every quiz in a course. Click **[Save]** when you are done.



3. Once granted, these accommodations apply to all quiz activities in a course for that learner and a symbol indicating accommodations are set for that student appears beside their name.

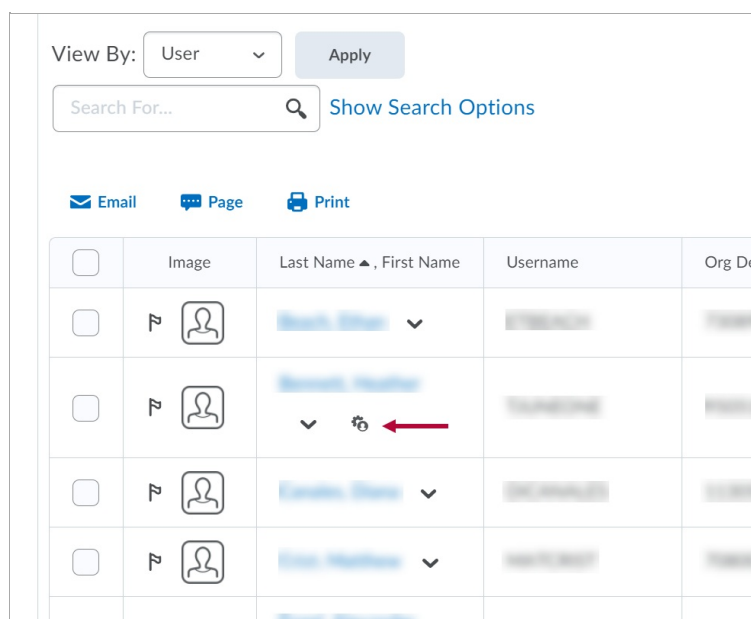


	Image	Last Name ▲, First Name	Username	Org De
<input type="checkbox"/>		[Name]	[Username]	[Org De]
<input type="checkbox"/>		[Name]	[Username]	[Org De]
<input type="checkbox"/>		[Name]	[Username]	[Org De]
<input type="checkbox"/>		[Name]	[Username]	[Org De]
<input type="checkbox"/>		[Name]	[Username]	[Org De]

**NOTE:** Quiz-specific special access can overwrite an accommodation for any user on a quiz-by-quiz basis. When you overwrite an accommodation and then click **[Save]**, a warning describing the impact of overwriting the accommodation appears.