

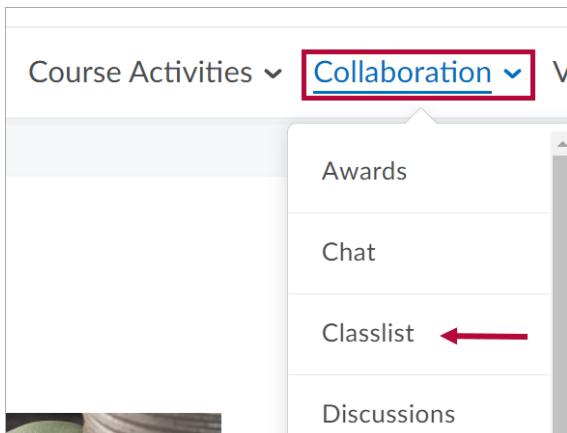
# Use Classlist

Last Modified on 01/29/2026 9:11 am CST

## 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]**.

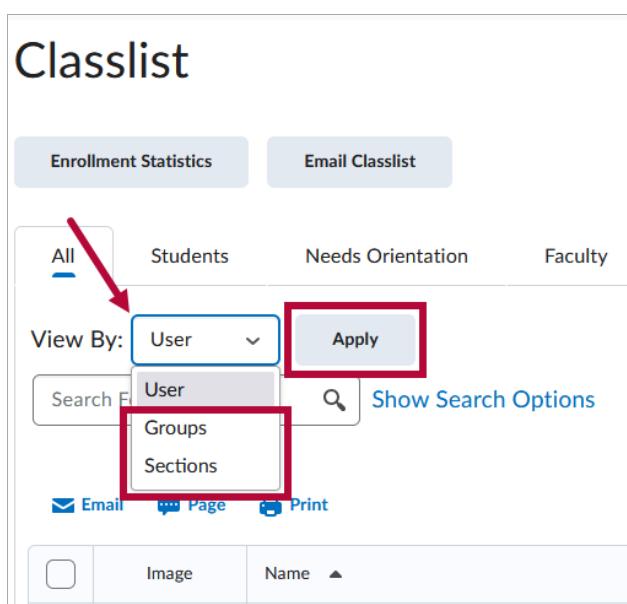


## Add or Remove Students

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.

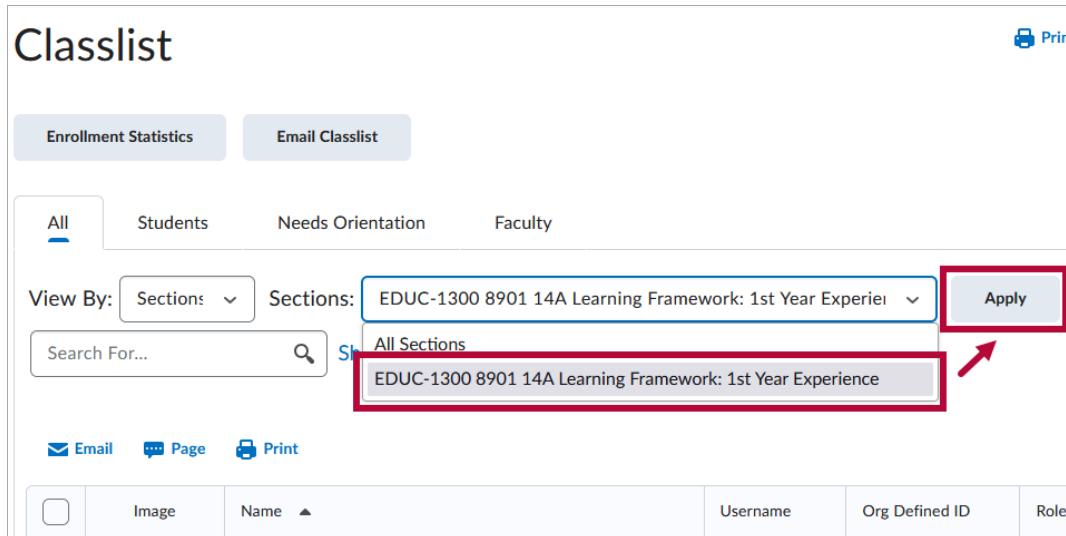
## View by Sections or Groups

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



2. 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. At the top, there are tabs for 'Enrollment Statistics' and 'Email Classlist'. Below that is a navigation bar with 'All', 'Students', 'Needs Orientation', and 'Faculty'. A dropdown menu 'View By:' is set to 'Sections', with a dropdown list showing 'EDUC-1300 8901 14A Learning Framework: 1st Year Experience' selected. An 'Apply' button is highlighted with a red box and an arrow pointing to it. Below this is a search bar with 'Search For...' and a magnifying glass icon. A sub-menu for 'EDUC-1300 8901 14A Learning Framework: 1st Year Experience' is also highlighted with a red box. At the bottom, there are buttons for 'Email', 'Page', and 'Print'. The main content area shows a table with columns for 'Image', 'Name', 'Username', 'Org Defined ID', and 'Role'.

## Email

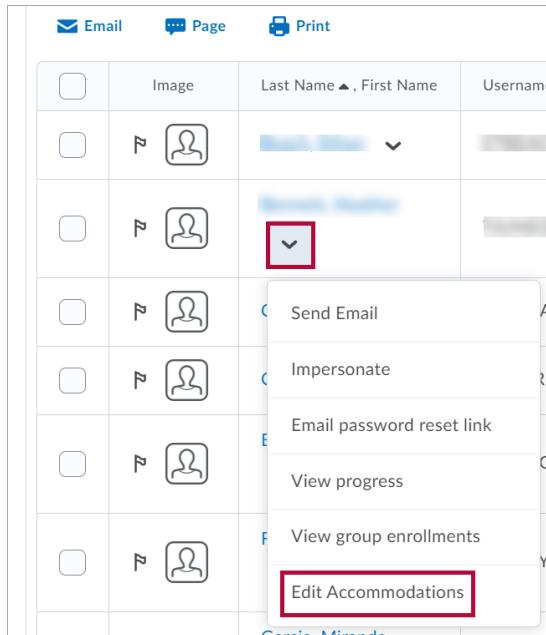
It is recommended to email students using the Classlist. Instructions are found in [Send Email from the Classlist](https://vtac.lonestar.edu/help/send-email-classlist) (<https://vtac.lonestar.edu/help/send-email-classlist>).

## 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 Demo](#)

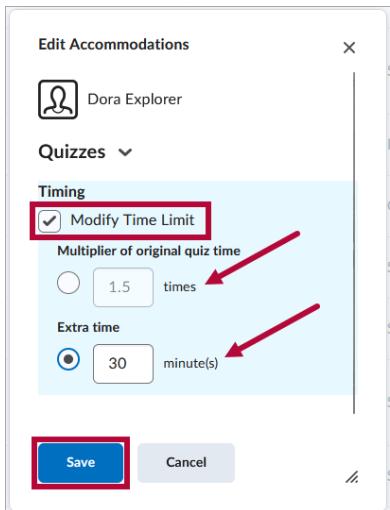
1. Use the **[dropdown arrow]** next to the student's name and click **[Edit Accommodations]**.



The screenshot shows a list of student names in the Classlist interface. A context menu is open for the name 'Garcia, Miranda'. The menu options are: 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.

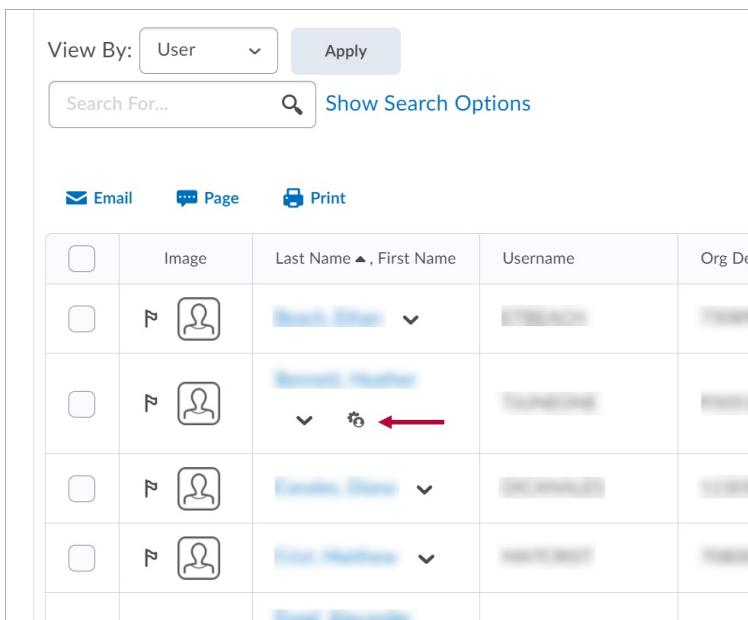


	Image	Last Name ▲, First Name	Username	Org De
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**NOTE:** Quiz-specific special access can overwrite an accommodation for any user on a quiz-by-quiz basis. When you overwrite an accommodation and then click **[Save]**, a warning describing the impact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