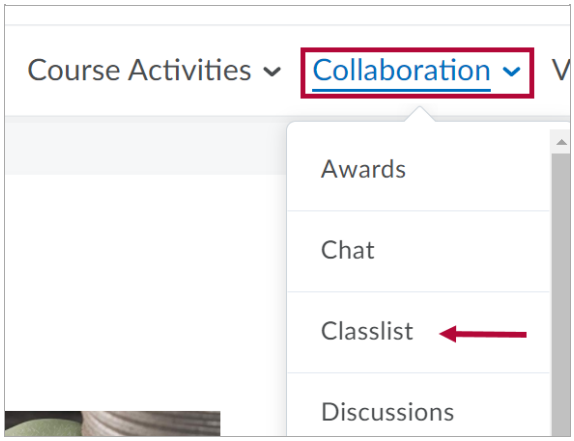
Use Classlist

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]**.

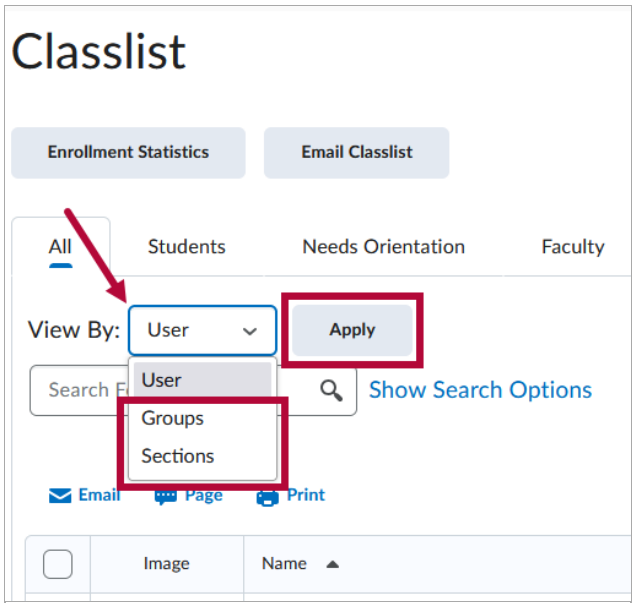


Add or Remove Students

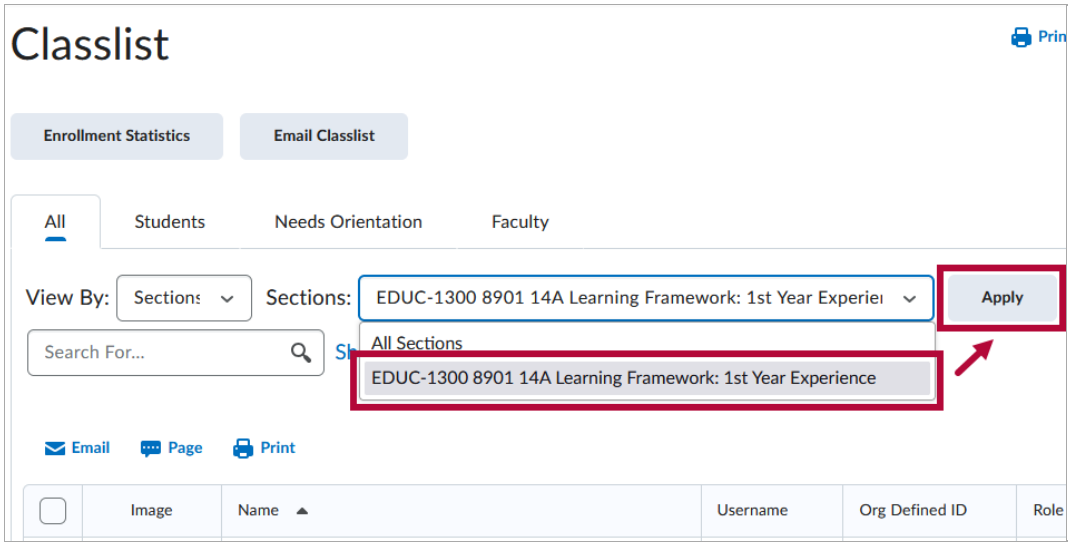
If the Classlist does not match your **myLonestar (iStar) Roster**, use the **Reconcile Your D2L and iStar Rosters** (https://vtac.lonestar.edu/help/a008) tool to correct it.

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.



Email

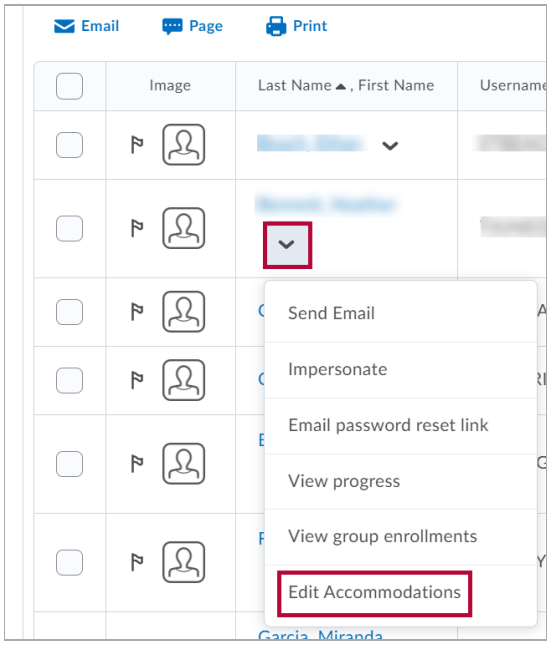
It is recommended to email students using the Classlist. Instructions are found in **Send Email from the Classlist** (https://vtac.lonestar.edu/help/send-email-classlist).

Set Accommodations

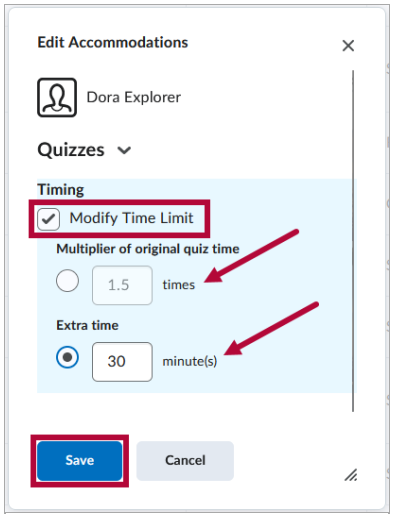
If you receive an accommodation letter for a student, you can adjust in the Classlist the student's time for all quizzes and the ability to bypass right-click restrictions in quizzes.

Show Video Walkthrough

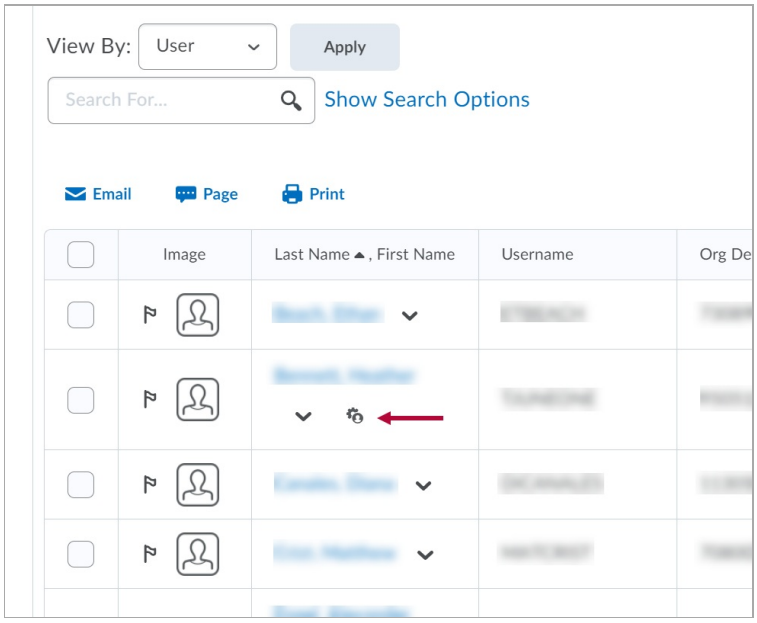
1. Use the **[dropdown arrow]** next to the student's name and click **[Edit Accommodations]**.



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.



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.