

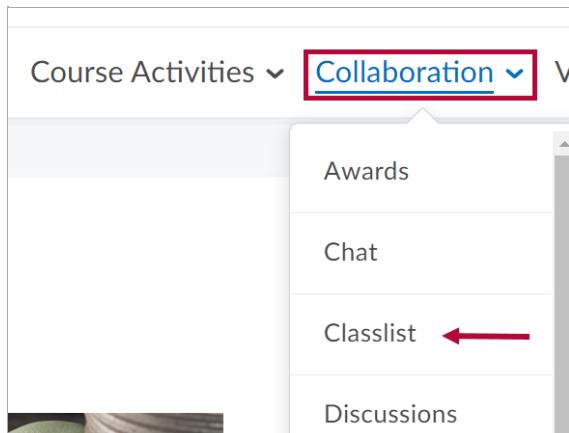
Use Classlist

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]**.

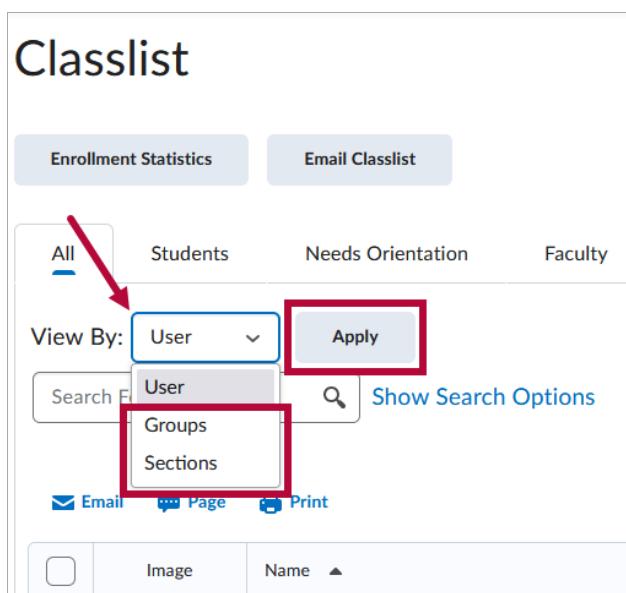


Add or Remove Students

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. At the top, there are buttons for 'Enrollment Statistics' and 'Email Classlist'. Below that is a navigation bar with tabs for 'All', 'Students', 'Needs Orientation', and 'Faculty'. The 'All' tab is selected. Underneath, there are filters: 'View By: Section: Sections: EDUC-1300 8901 14A Learning Framework: 1st Year Experience'. A search bar with placeholder 'Search For...' and a magnifying glass icon is present. To the right is an 'Apply' button. A red box highlights the 'Sections' dropdown and the 'Apply' button, with a red arrow pointing to the 'Apply' button. Below the filters is a table header with columns: Image, Name, Username, Org Defined ID, and Role. The 'Name' column is sorted in ascending order.

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

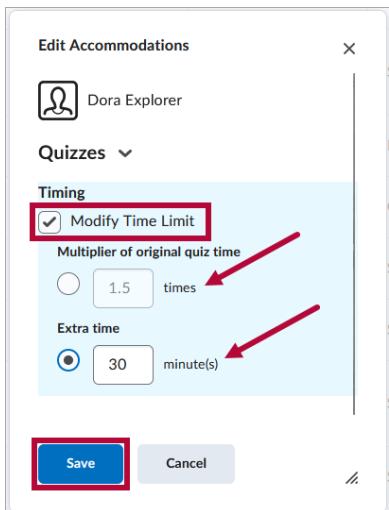
If you receive an accommodation letter for a student, you can adjust in the Classlist the student's time for all quizzes and the ability to bypass right-click restrictions in quizzes.

[Show Video Walkthrough](#)

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

The screenshot shows a list of student names in the Classlist interface. Each student has a checkbox, an image, and a dropdown arrow next to their name. A red box highlights the dropdown arrow for the student 'Garcia, Miranda'. A 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.

View By: <input type="button" value="User"/> <input type="button" value="Apply"/>				
<input type="button" value="Search For..."/> <input type="button" value="Show Search Options"/>				
<input type="button" value="Email"/> <input type="button" value="Page"/> <input type="button" value="Print"/>				
<input type="checkbox"/>	Image	Last Name ▲, First Name	Username	Org De
<input type="checkbox"/>		██████████ ▾	██████████	██████████
<input type="checkbox"/>		██████████ ▾	██████████	██████████
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<input type="checkbox"/>		██████████ ▾	██████████	██████████

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.