View or Add Users

The Classlist displays users and their roles. You can view a report of users in each role, add users, change users’ roles, and send email messages to users from the Classlist.

Instructors and registered students are enrolled automatically in academic D2L courses. Students are dropped from D2L courses after they officially drop or withdraw. Enrollments and withdrawals before 8pm are updated nightly.

View Users

The Classlist displays all users in the course alphabetically by last name, regardless of role.

Access your course and click the Classlist tab.

![Classlist Table]

- The Last Accessed column displays the date and time of each user last accessed this D2L course; students cannot see this column.
- Click the Staff tab or the Students tab to filter users.
- Click Last Name or First Name above the list of names to sort by first or last name, in ascending or descending order.
- Click the drop-down arrow next to the number displayed to see more users per page.
- Click Enrollment Statistics to see summary with the number of course participants by role, followed by a list of users who have withdrawn from the course.

Add Users

You can add additional students, academic assistants, colleagues, and other individuals to your D2L class.

1. Access your course and click the Classlist tab.

2. Click the Add Participants drop-down arrow and select Add existing users.

3. Enter the username or first and last name (do not include a comma) in the Search For field and click the magnifying glass icon to the right.

   - Usernames work best because multiple users may have the same first and last name.
   - If the first name and last name are entered in the search field, be careful about nicknames (e.g., William or Bill).
   - No results appear if the user is already enrolled in the course; check the Classlist to see if the user is already enrolled.

4. Click the checkbox next to the correct user.
5. Click the **Role** drop-down arrow and select the preferred role.

- **Instructor** - Full access to the course.
- **Student** - Access active D2L courses between the start and end dates of the course, can read and download content, take quizzes, submit files to *Dropbox*, and view own grades.
- **Guest** - Can view materials in *Content*.
- **Academic Assistant** - Full access to the course.
- **Academic Assistant 2** - Full access to the course excluding grade access.
- **Grading Assistant** - Full access to graded items.
- **Generic Student** - Same access as enrolled students, but can access the course outside start and end dates. Meant to be used by instructors to view their courses from the student perspective.

**NOTE**: Do not enroll a student taking the course for credit as a Generic Student.

6. Click **Enroll Selected Users**.