Haskayne “How To”

How to… email specific sections of a multi-section course in D2L

1. In the red navigation bar, click on “Communication” and select “Classlist”

2. Where it says “View by” select “sections” or “groups” and click “Apply”
3. Then, select the section that you wish to email and click “Apply”

4. Click on the “Email Classlist” button near the top. **Note: do not select students and click “Email.”** If your class is large then this will only send an email to the students currently displayed on that page. Clicking “Email Classlist” ensures that everyone in the class gets the email.

5. Ensure that the correct section or group is still selected, then navigate to the bottom of the page and click “send email”

6. Write your section-specific email and send it away!

*** If you want to write an email to ALL students, across all sections, **view by user** and then email everybody.