Haskayne “How To”

How to... email your whole class in D2L

1. In your D2L course, look for the red navigation bar and click on Communication > Classlist.

2. 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.
3. After you click “Email Classlist,” you will be taken to a new page. Ensure that you are “viewing by user” if you wish to email the entire class.

4. You can also view by section or by group if you wish to email select sections or groups.

5. Scroll to the bottom of the list of students and click on the blue Send Email button.

6. In the new window that opens, enter a subject, your email text, any necessary attachments, and then click the blue “Send” button.