



MarymountManhattan

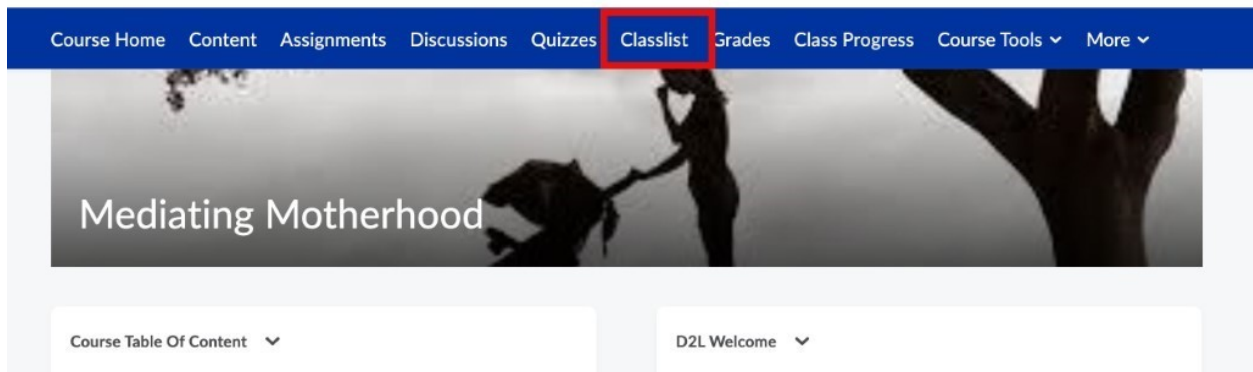
## Classlist

### Quick-Start Guide: MMC Brightspace

Use the **Classlist** tool in your Brightspace course to see the class roster, add students to your course roster, and email your students.

### Your Course Roster is called Classlist

To access the Classlist, go to the blue navigation bar (navbar) on top of page, select **Classlist**. You will then see your class roster.



The functions available from the Classlist are

- View enrolled students
- Add students
- Monitor student engagement in Brightspace
- Email students collectively or individually

Contact Brightspace Support

Email: [brightspace@mmm.edu](mailto:brightspace@mmm.edu)

**Classlist** Print Help

Add Participants ▾
Class Engagement
Enrollment Statistics
Email Classlist

View By: User ▾ Apply

Show Search Options

Email Print Enrollment Unenroll

<input type="checkbox"/>	Image	Last Name ▲, First Name	Username	Role	Last Accessed
<input type="checkbox"/>		Tester, Test5 ▾	tst464	Student	
<input type="checkbox"/>		Tester, Takhi S ▾	tst284	Instructor	Jan 28, 2021 10:43 AM
<input type="checkbox"/>		Tester, Taifa S ▾	tst287	Student	Jan 28, 2021 10:34 AM

20 per page ▾

## Add Site Members

Once student enrollment data are integrated in Brightspace, you will see your students automatically. This will refresh each day to account for add/drops. However, you may also wish to add MMC members to a course (such as a peer leader for NYC Seminar, or a teaching assistant):

- From the **Add Participants** dropdown menu, select **Add existing users**
- On the following screen, enter the student's MMC ID in the **Search** field, then press the  
Return key or click on the magnifying glass icon.
- When the student's name appears, select the checkbox next to the individual. Assign one of the **Roles** below:
  - Manual Instructor
  - Course Administrator
  - Teaching Assistant
  - Manual Student
- Lastly, select the Course **Section** and click **Enroll Selected Users**.  
The new student will then be enrolled in the site.

# Email Your Course

The Classlist provides an easy way to email one or more of the students in your class.  
For all students:

1. Select **Email Classlist** from the navbar.
2. Select **Send Email** at the bottom of the screen.
3. Compose your message and add any attachments.
4. Add a subject and **Send**.

To email one or more students:

1. In **Classlist**, click on the checkbox next to the name of the student(s) you wish to contact.
2. Click the **Email** link located above the roster.
3. Enter your subject/message, then click **Send**.

## Additional Resources

View the 1:33 min [Brightspace Video on Classlist](#)

For additional information, visit the [Brightspace Help Page](#)

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**Contact Brightspace Support**

Email: [brightspace@mmm.edu](mailto:brightspace@mmm.edu)