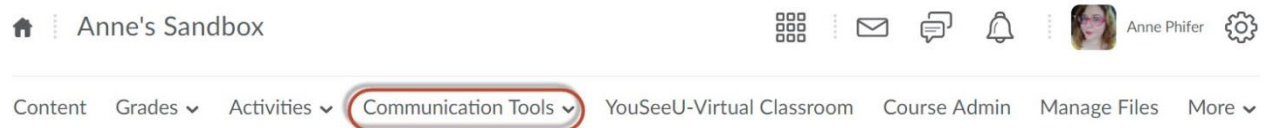


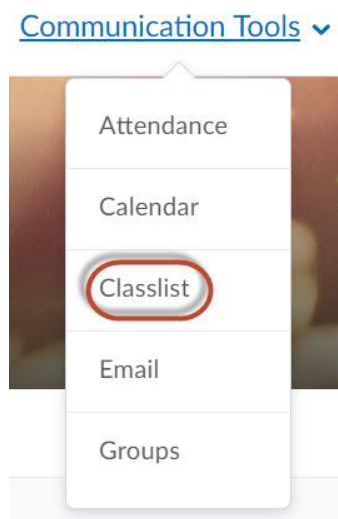
Classlist Tool in MyLeo Online

The Classlist tool is useful for a variety of reasons, but most importantly, it's the easiest place from which to e-mail your entire class.

To access the Classlist tool, go into a course and find "Communication Tools" on the Navbar.



Click "Communication Tools" and a drop-down menu will appear. From there, click on "Classlist".



To e-mail your class from the Classlist tool, either hit the "Email Classlist" button, or select the members of the class you'd like to e-mail individually by checking the boxes next to their names, and then hitting the "Email" icon above the list of students.

