

# Classlist and Enrollment information

The Classlist tool is the Brightspace tool used to check the class roster, see who has withdrawn, look at withdrawn student's grades and email a group of students or the entire class.

Brightspace and Banner will sync rosters four times throughout the day. We are not allowed to manually add a student to the course because this will break the enrollment for that student. If you have a student that has just registered for your class, and you do not see them in the Classlist what a few hours and they should appear. If you are concerned with the enrollment, please let us know. You can email us ([celt@clayton.edu](mailto:celt@clayton.edu)) with the student laker ID and the course CRN.

## How to check grades for withdrawn student

1. Go to Classlist
2. Click on Enrollment Statistics
3. Locate the student that has withdrawn and click the dropdown next to their name
4. Choose View Grades

## How to Email the Classlist

1. Go to Class list
2. Check the box next to the name of the student you would like to email or check the box at the top of the list to select all
3. Click Email at the top of the list. This will create a new message with the users in the BCC box.

Note: You may also email the entire class by clicking the Email Classlist button at the top.