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How do I know who is online?

The active icon  displays beside the names of classmates who are currently online.


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Send a Page or Email

To send a [page](#) to someone in the classlist:

- Check the box to the left of the user's name and then press the **Pager** icon .
- The **Send Page** popup will appear with the user's username in the **To:** field.
- Type your message in the **Message** area, and click **Send**.

To send an [email](#) to someone in the classlist:

- Check the box to the left of the user's name and then press the **Email** icon .
- The **Compose New Message** page will open with the user's email address in the **To:** field.
- Type your subject and message in the appropriate areas, and click **Send**.

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Update Profile

Use the **Profile** feature to make personal contact information accessible to your peers and instructors

To update **Profile** information:


- Click the  icon to the right of your name in the **Classlist**.

The **Edit Profile My User Profile** page displays.

- Update your information in the text fields.
- To upload a picture, click the **Change Picture** button, then the browse button and locate the image. Click **Open** and then click **Upload**.
- Click **Save** at the bottom of the page.

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Create and Edit Personal Homepage

Click the **Homepage** icon  to the right of your name to create a new personal **Homepage** or to upload an existing one.

The *[My Home](#)* page displays:



To create a new **Homepage**:

- Click the **New** icon.
- Type a name for your homepage.
- Click **Ok**.

To upload an existing **Homepage**:

- Click the **Upload** icon.
- In the upload window, click **Browse**, and locate your file.
- Click **Upload**.

Note: Ensure that you have also uploaded all supporting files and images and referenced them properly. You must link to images. They cannot be inserted or imported directly into your personal **Homepage**.

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View groups

You can view peers or classmates that have been grouped together by clicking the View Group icon  beside their name.

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View Shared Locker files

To view **Locker** files that other students are sharing, click the [Locker](#) icon  to the right of a name on the **Classlist** page.

Their *Lockerpage* displays:

File Name ▲	Size
<input type="checkbox"/> Essay 3 first draft.doc	26.5 KB
<input type="checkbox"/> First Draft.rtf.doc	28 KB

Select the blue link to view the **Locker** files in a new browser window.

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