KODIAK QUICK GUIDE – Request a Course & Activate/Deactivate

Courses are added to Kodiak at the request of the instructor. The person that is listed as the instructor of a course in Colleague can request the course be added to Kodiak.

REQUEST KODIAK CLASSROOMS

To request Kodiak classrooms, email your course requests to edtech@wne.edu   Be sure to indicate the course code AND section. If you would like us to combine two or more sections into a single Kodiak Classroom let us know in your email request.

We add requests to a queue ASAP after receiving your email, but please understand the queue gets processed at approximately 5pm and again at 5am. Your requested courses will not be available until after the process runs.
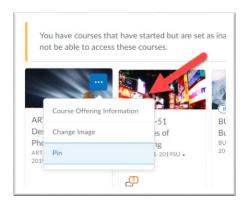
If after your classrooms have been created you decide that you would like two or more sections combined into one Kodiak classroom, send another email to edtech@wne.edu . We will need to **delete** the individual Kodiak classrooms and then create a new combined classroom. **So please do not add anything to an individual section's Kodiak classroom if you want to have that section combined with another.**
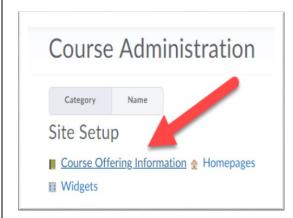
ACTIVATE KODIAK CLASSROOMS

Kodiak classrooms start off as "inactive". Students cannot see or enter inactive courses.
  To make your Kodiak classroom available to students, you'll need to access the Course Offering Information**.** You can access Course Offering information from the Kodiak home page (before you enter your course) or once you have entered your Kodiak classroom.
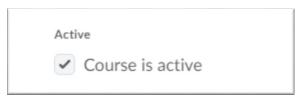
From My Home, on your course tile, click on ellipsis in upper right (it will appear when you hover over it) and then click on Course Offering information.	**From within your Kodiak classroom** click Course Admin, then Course Offering Information:

When you're ready to let students into your classroom go to Course Offering Information, then click the "Course is Active" box and SAVE.

DEACTIVATE PREVIOUS KODIAK CLASSROOMS

You should take the time to **set completed courses from earlier semesters to "inactive", so students don't see them and can't enter them**. Go through same steps as to activate, except uncheck the "Course is Active" box**.**