KODIAK QUICK GUIDE: Classlist

Overview
The Classlist is a central area for viewing information about students. You can use the Classlist to send email to your students, view their profiles, add participants to your course, and print the class list. You can also use it to see a list of all students enrolled in your course and which students are online.

How to Access the Classlist
Click Classlist on your course navigation bar.

In This Guide
- Checking who is Online
- Sending an Email
- Viewing Student Profiles
- Adding a Participant

Add a student or faculty to your class.

Email all users in the currently selected tab

Use these tabs to filter users by role.

Print selected users

Remove selected users from the course.
Note: if faculty or student is in the course per SIS, then they will be automatically re-added.

Click on the picture to view the student’s profile.

Click checkbox to select a class member

Green dot indicates that student is currently online

Click to change number of class members listed per page. Can list up to 200 per page.
Checking who is online

The Online Status icon is displayed beside the name of users that are currently logged into Kodiak.

Sending an Email

Send an Email to your Entire Class
1. From the “Classlist” page, click the Email Classlist button (Figure 1). A page will open that displays a list of students who will receive the email.
2. Click Send Email at the bottom of the page.
3. Enter your subject and message in the appropriate fields. To add an attachment, click Upload and locate the file on your computer (Figure 2).
4. When you have finished your email, click Send in the upper-left corner (Figure 3).

Send an Email to Selected Students
1. From the “Classlist” page, select the checkbox next to the students you want to email.
2. Click Email (Figure 4).
3. Enter your subject and message in the appropriate fields. To add an attachment, click Upload and locate the file on your computer.
4. When you have finished your email, click Send in the upper-left corner (Figure 3).

Viewing Student Profiles

To view a student’s profile, simply click the picture or picture placeholder next to his or her name (Figure 5).
Note: Students must fill out their profiles manually in order for information to appear here.

Adding a Participant

Users with a Faculty role in a Kodiak classroom can add a student or other faculty members to the classroom.

1. On the “Classlist” page, click Add Participants.
2. Click Add existing users (Figure 6).
3. In the “Search for” field, enter the name of the participant you would like to add, and then click search icon (Figure 7).

4. Select the participant from the list of results by selecting the checkbox to the left of his or her name.

5. Click the “Select a Role” drop-down menu, to select the role for the new participant.

6. Click **Enroll Selected Users** (Figure 8).

7. Click **Done**.