

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

The screenshot shows the Classlist interface with several callouts:

- Add a student or faculty to your class.** Points to the "Add Participants" button.
- Use these tabs to filter users by role.** Points to the "All", "Faculty", and "Students" tabs.
- Print selected users.** Points to the "Print" button.
- Email all users in the currently selected tab.** Points to the "Email Classlist" button.
- Remove selected users from the course. Note: if faculty or student is in the course per SIS, then they will be automatically re-added.** Points to the "Unenroll" button.
- Click on the picture to view the student's profile.** Points to a student's profile picture.
- Click checkbox to select a class member.** Points to a checkbox in the "Image" column.
- Green dot indicates that student is currently online.** Points to a green dot next to the student "Lucy".
- Click to change number of class members listed per page. Can list up to 200 per page.** Points to the "20 per page" dropdown menu.

Image	Last Name ▲, First Name	Username	Role	Last Accessed
<input type="checkbox"/>	Orlando, StudentSuzanne	+sorlando	Student	Jan 9, 2013 10:47 AM
<input type="checkbox"/>	Orlando, Suzanne	sorlando	Faculty	Jul 23, 2014 10:47 AM
<input type="checkbox"/>	Student, Linus	Linus	Student	
<input type="checkbox"/>	Student, Lucy	Lucy	Student	Jul 23, 2014 10:47 AM
<input type="checkbox"/>	Student, Snoopy	Snoopy	Student	

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).



Figure 1

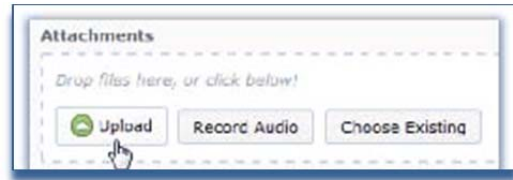


Figure 2



Figure 3

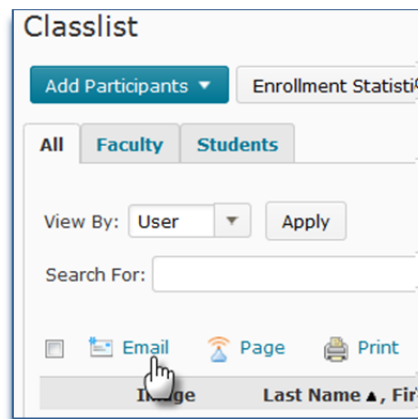


Figure 4

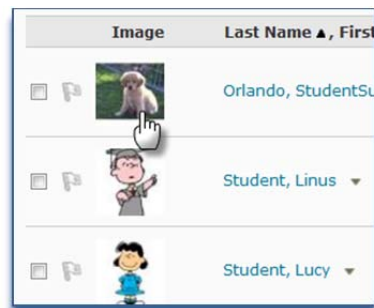


Figure 5

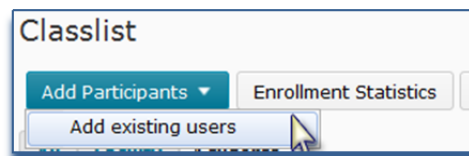
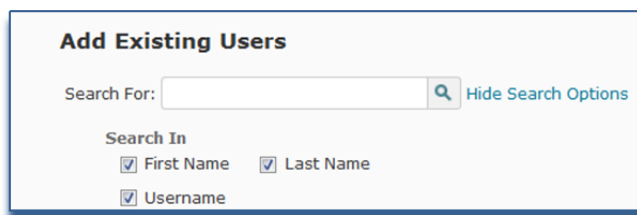



Figure 6

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**.



Add Existing Users

Search For:  [Hide Search Options](#)

Search In

First Name Last Name

Username

Figure 8



Last Name, First Name

 Email

Enroll Selected Users **Cancel**

Figure 9