

Kodiak Q & A for New Instructors

In this FAQ:

- What is Kodiak?
- Who supports Kodiak?
- How should I learn Kodiak?
- How do I login?
- How do I get a Kodiak classroom for a course I'm teaching?
- How do I make a course active so my students can enter?
- How are course rosters maintained?
- Can I add people to a Kodiak classroom myself?
- What is a Sandbox classroom?
- What is a Master Course [MC]?
- How does Kodiak's Email work?
- Do Grades from Kodiak get transferred to the Student Information System?

What is Kodiak?

Kodiak is WNEU's nickname for D2L Brightspace. You can use Kodiak to distribute files, manage grades, accept online homework submissions, deliver quizzes and surveys, host online discussions, make announcements, take attendance, email your students, and more. Hint: Google "D2L Brightspace" to find lots of information about Kodiak.

Who supports Kodiak?

OIT's Educational Technology and Training (ETT) group is responsible for Kodiak administration, training and support. ETT offices are on the lower level of D'Amour Library (room G 9). *Emails sent to edtech@wne.edu are received by everyone in ETT and are the best way to seek help with Kodiak.*

How should I learn Kodiak?

Email ETT at edtech@wne.edu to schedule a one-on-one Kodiak training session. After that first session, you can schedule additional sessions once you have a better idea of what you'd like to do with Kodiak.

Also note there's a full collection of Quick Guides and videos on the "Kodiak for Instructors" page maintained by Educational Technology and Training – there's a link to the page under Kodiak's Help menu.

How do I login?

Visit <https://kodiak.wne.edu> and login with your WNE UserID and password. All faculty members and registered students get Kodiak accounts automatically.

How do I get a Kodiak classroom for a course I'm teaching?

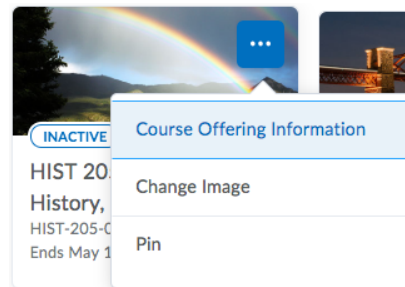
About 8 weeks before the first day of a semester, ETT staff create Kodiak classrooms for nearly every official course section. Email edtech@wne.edu if you're missing a course section, or if you would like to have two or more sections of the same course you're teaching combined into a single Kodiak classroom.

How do I make a course active, so my students can enter?

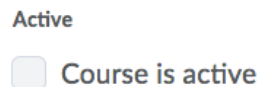
Within your course list, courses marked as (Inactive) cannot be seen by your students. **Newly created classrooms are always inactive.**



To change the Active status, hover over the course tile then select "Course Offering Information" from the ellipsis ... menu:



Check/uncheck the "Course is Active" box and SAVE:

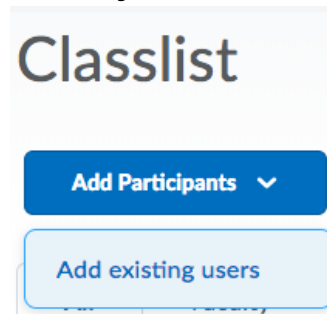


How are course rosters maintained?

Newly created Kodiak classrooms are populated with the students registered for the course. The rosters are updated automatically based on official registration info, but it can take up to 12 hours for a newly registered student to appear in your Kodiak Classlist.

Can I add people to a Kodiak classroom myself?

Yes. For example, you might want to add a colleague to one or more of your classrooms to share some ideas. Enter the Classlist tool, then use Add Participants --> Add Existing Users



There are two basic Roles within Kodiak (Faculty and Student) so be sure you select the correct role for the person you're adding. While you are free to add students to your classroom using this method, be 100% sure they are officially registered for the course; it's best to let the automatic roster update (see previous question) handle student add/drops.

What is a Sandbox classroom?

A Sandbox is a classroom used for learning Kodiak. You can experiment freely within a Sandbox, since you are the only participant and the classroom is not associated with a real course. To request a Sandbox, email edtech@wne.edu.

What is a Master Course [MC]?

A Master Course is a Kodiak classroom you can use to store reusable course materials. (Master Courses have the characters [MC] in the course's title.) You are the only member of a Master Course and they should never be used for teaching.

A Master Course is just a convention ETT staff invented to help faculty keep their course materials organized. Email edtech@wne.edu to request them.

How does Kodiak's Email work?

Participants in a Kodiak classroom can email each other using the Classlist tool, and those emails are delivered to the recipient's Western New England University (@wne.edu) email address. Because Kodiak users cannot choose an alternate email account, both students and faculty members must regularly check their WNE email accounts.

Kodiak is a "send only" email system. That means when you send a someone an email via Kodiak, that person's REPLY will go directly to your @wne.edu email account, not to the Kodiak classroom. You can send emails using Kodiak, but you'll always read them using Outlook on your computer, or using the web-based Outlook Web Application.

Do Grades from Kodiak get transferred to the Student Information System?

No. Kodiak's sophisticated Grades tool can be used to keep track of student grades, but the official final grades must manually be re-entered into the Colleague student information system at the end of each semester.

end of document