

## Kodiak Q & A for New Instructors

### What is Kodiak?

Kodiak is WNE'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 uses Kodiak?

Each semester over 90% of WNE course sections have a corresponding Kodiak classroom. Kodiak is also used to support "Community" groups such as faculty committees and student organizations. The School of Law generally does not use Kodiak and instead use TWEN.

### Who supports Kodiak?

OIT's Educational Technology group (Edtech) is responsible for Kodiak administration, training and support. The Edtech office is in the basement of D'Amour Library in room G 9, and normal hours are 8AM to 4:30PM M-F.

**Emails sent to [edtech@wne.edu](mailto:edtech@wne.edu) are received by everyone in Edtech and are the best way to seek help with Kodiak**, but Edtech staff also respond to Office of Information Technology (OIT) work order system requests and to calls made to the OIT Service Desk at 796-2200.

### How should I learn Kodiak?

Start by watching this video: <https://tinyurl.com/yydcoow6>  
Then email us at [edtech@wne.edu](mailto:edtech@wne.edu) to schedule a one-on-one Kodiak training session. After that first meeting, you can schedule additional sessions once you have a better idea of what you'd like to do with Kodiak.

There's also a full collection of Quick Guides and videos on the Kodiak for Instructors page maintained by Edtech. You'll find this under Kodiak's **Help** menu along with the help files provided by Desire2Learn.

### How do I login?

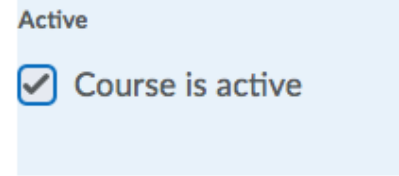
Kodiak is accessible via Connect2U or directly at <http://kodiak.wne.edu>

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

Generally, a Kodiak classroom is created for every official course section approximately 9 weeks before the first day of the term. If a course seems to be missing, or you'd like to combine two sections of the same course into a single Kodiak classroom, email [edtech@wne.edu](mailto:edtech@wne.edu)

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

Courses marked as *Inactive* cannot be seen by your students. (Newly created classrooms are always inactive.) When you're ready to let students into your classroom, select **Course Admin → Course Offering Information**, check “Course is Active” and SAVE:



Active  
 Course is active

It's up to you to change your courses' access to Inactive at the end of the semester if you'd like to prevent students from entering completed courses.

### Can I adjust the title or image for my course?

Yes, select **Course Admin → Course Offering Information**.

### How are course rosters maintained?

Newly created Kodiak classrooms are populated with the students registered for the course; click **Classlist** to see the list. The rosters are continuously updated so student adds or drops are reflected in your Kodiak classlist within a few hours.

### 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. Enter the **Classlist** tool, then use **Add Participants → Add Existing Users**. Once you find the person you want to add, assign them to the “Faculty” or “Student” role before you complete the process. You can also easily remove people from your class using the Classlist tool. **While you have that ability, always allow the automatic integration to add and remove students from your Kodiak classroom. In all cases, the Colleague Student Information System is the system of record for course section enrollments.**

### 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. If you don't already have a Sandbox, you can request one from [edtech@wne.edu](mailto:edtech@wne.edu).

### How does Kodiak's Email work?

Kodiak users can email each other using the **Classlist** tool. Kodiak users cannot choose an alternate email account; emails are only sent to a person's @wne.edu address. Further, the email address used by Kodiak is the [username@wne.edu](mailto:username@wne.edu) version, not the [Firstname.Lastname@wne.edu](mailto:Firstname.Lastname@wne.edu) alias.

An email you send to a student from Kodiak goes directly to that student's @wne.edu email address. When that student replies, the reply goes directly to your WNE email address.

The subjects of emails sent from Kodiak are preceded with a course-code-section-semester code to help you identify the sender. For example, a student's email sent from her Kodiak Calculus course might have a subject like:

"MATH-133-02-C20151: I'm out sick today"

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

This will be available soon, but for now grades cannot be transferred automatically from Kodiak to Colleague.