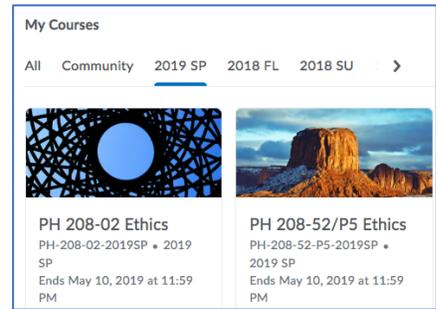


Kodiak: The Short, Short Version

Finding Your Course

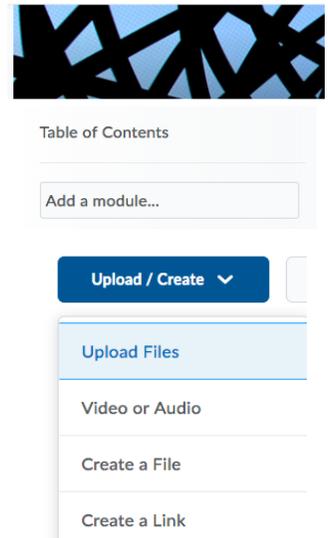
1. Visit <http://kodiak.wne.edu>
2. Login with your WNE UserID and password
3. Your courses are listed by semester on the My Courses widget. Click the course tile you want to enter.



Posting Your Syllabus

1. While inside your course, click the **Content** link on the Navbar.
2. You must first create a module, which acts like a folder, to hold your syllabus. Click the **Add a module...** text box on the left.
3. Enter a title, like “Course Documents” and hit Enter (or Return) on your keyboard. You’ll be taken to that module.
4. At the top of the page, click **Upload/Create** then select **Upload Files** from the drop-down menu.
5. Click **Upload** then select your syllabus file on your computer and click **Add**
6. Back in your classroom, click the syllabus link you just created to view the file within Kodiak.

Course Home [Content](#) Classlist



Activating Your Course

Your course must be activated before it is visible to students. If your course is not activated, you will see “(Inactive)” on the course’s image tile on the My Courses widget.

1. Enter the course you want to activate.
2. Click **Course Admin** on the Navbar.
3. Click **Course Offering Information** under the Site Setup heading.
4. Check the **Course is active** box.
5. Click **Save**

Course Home [Content](#) [Classlist](#) [Groups](#) [Course Admin](#)

Course Administration

Category Name

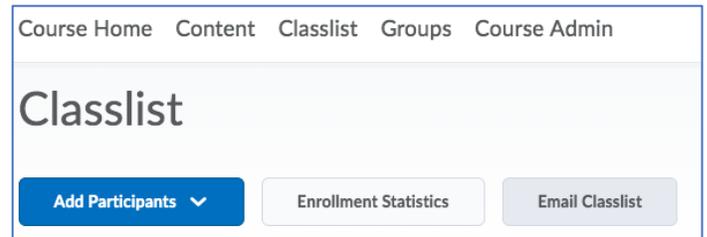
Site Setup

■ [Course Offering Information](#)

Course is active

Emailing Your Class

1. While in your course, click **Classlist** on the Navbar
2. To email everyone in your class, click **Email Classlist** at the top of the page.
3. Click **Send Email** and compose your message as you would in any other email program.



Note: To email an individual, click his or her name in the Classlist.

Making an Announcement

1. While in your course, click **Course Home**.
2. Select **New Announcement** from the Announcements drop-down menu
3. Compose your announcement and click **Publish**.

