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.

W-1.5( )6 0 014 Tc.0340 0 12 497.4 5e fielm64973" p78fielm6497.11.9773. can a/TT7.37255 **(**W)-"034 TatW3c-.0013 Tw1

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