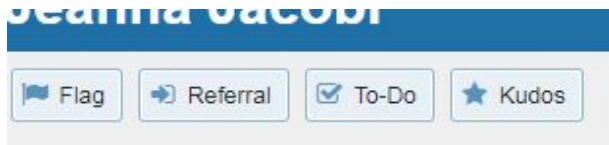


1. Select the student from your “My Students” tab by clicking on their name or the checkbox.
2. Click on “Kudos” button from the top menu.



3. Select “Kudos To You For...” from the drop down menu. Specify a course, if applicable.
4. In the comments box, highlight the accomplishments, improvements, or performance of the student.
 1. The comments box is the most critical piece of this kudos.
 2. Students will receive an email with the details you enter in this box. Make every attempt to address the student personally and continue the sentence, Kudos To You For...
 3. See example below.

Dear Jeanna ,

Kudos To You For...

receiving the Calice Memorial Scholarship! I am so happy that you were recognized for your hard work and accomplishments. Congratulations!

Sincerely,

Professor Rebecca Lawson

5. Click “Save” to create the kudos in the student folder and send the message to the student.