



## MyPLAN Kudo Templates and Instructions

Kudos are messages that instructors can send to students to encourage positive performance in class. The templates for Kudos are outlined below, and instructors have the option of adding additional comments when sending a Kudo. Instructions are found at the end of this document.

### *Kudo for Academic Performance*

**From:** [Instructor Name]

**ReplyTo:** [Instructor email]

**Subject:** Academic Performance in [CourseName]

Dear [StudentName],

I wanted to send you a quick email to let you know that you are doing very well in [CourseName]. Your assignments reflect great work, and if you continue your efforts, you promise to do very well this semester!

Sincerely,  
[Instructor Name]

### *Kudo for Academic Performance*

**From:** [Instructor Name]

**ReplyTo:** [Instructor email]

**Subject:** Academic Participation in [CourseName]

Dear [StudentName],

I wanted to send you a quick email to thank you for your participation in [CourseName]. Your contributions and insights are valuable to class topics, and you enhance learning for others.

Sincerely,  
[Instructor Name]

**To send a student a Kudo:**

1. Select your student.
2. Select 'Add Kudo.'
3. Select the type of Kudo.
4. Add an optional personalized message.
5. Select 'Save.'

