

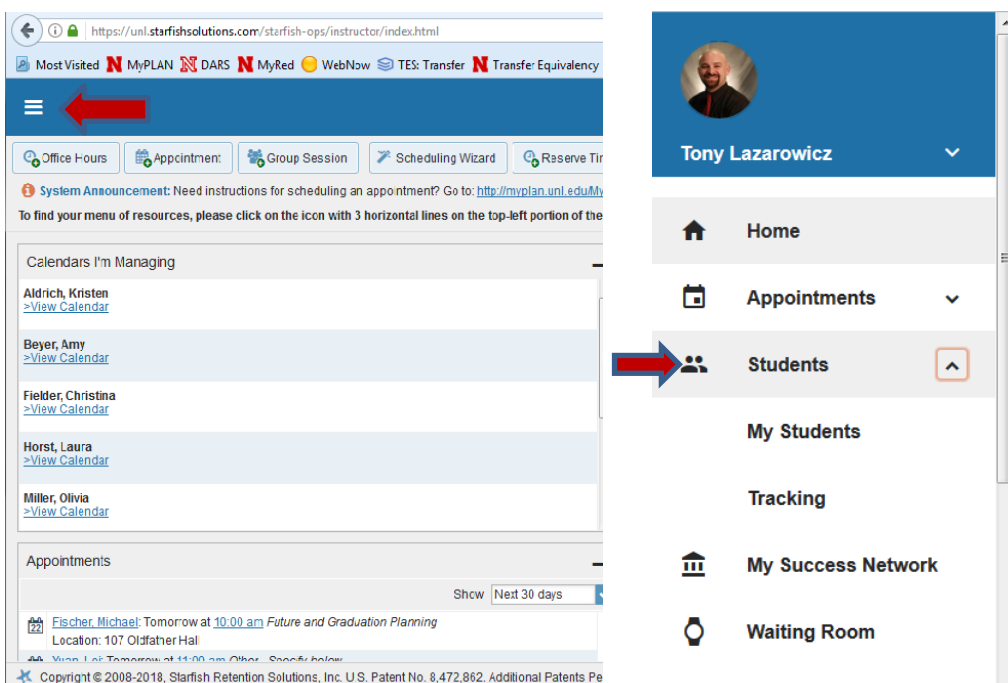


MyPLAN Kudo Templates and Instructions

Kudos are messages that instructors can send to students to encourage positive performance in class. There are general templates for Kudos, and instructors have the option of adding additional comments when sending a Kudo.

To send a student a Kudo:

1. Access the Students tab by clicking on the Icon on the top left portion of the screen. Then Click on Students.



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

The screenshot shows the Starfish system interface. At the top, there is a search bar labeled "Search for Students". Below it, there are tabs for "My Students", "Tracking", and "Attendance". The "Attendance" tab is selected, and a red arrow points to the "Kudos" button in the top navigation bar. Below the tabs, there are buttons for "Flag", "Referral", "To-Do", "Kudos", "Success Plan", "Message", and "Note". A search bar is present with the text "Student Name, Username, or ID" and a "Go" button. Below the search bar, there are dropdown menus for "Connection" (set to "General Advisor"), "Term" (set to "All"), and "Cohort". There is also an "Additional Filters" button. Below these are columns for "Name", "Email", "Phone", and "Cell Phone". A table of student records is visible, with the first row highlighted. At the bottom, there is a pagination bar showing "Page 1 of 1433" and "Total items selected: 0".

The screenshot shows the "Create Kudos for Husker, Herbie" form. At the top, there are "Never Mind" and "Save" buttons. The form has the following fields:

- Kudos:** A dropdown menu with "Academic Participation" selected.
- Course Context:** A dropdown menu with "No Course" selected.
- Comment:** A text area containing the text: "I wanted to send you a quick email to thank you for your participation in my class. You have been doing a great job with class discussions the last two weeks."

Below the form, there is a "Student View" section with a lock icon and the text: "The student can view this item and the notes entered above." Below that, there is a "Permissions" section with a lock icon and the text: "People with the following roles may be able to see this tracking item if they have a relationship with the student(s):"

- Education Abroad
- Dean of Students
- Financial Aid Counselor
- General Advisor
- First Year and Transition

At the bottom, there is a "More..." link and a "Required fields" section with "Never Mind" and "Save" buttons.