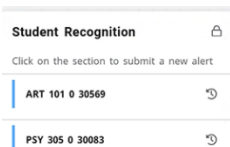


How to Send a Commendation to Your Students

1. Log in to **MyWilmU**
2. Find the **Student Recognition** card, then select the appropriate course.



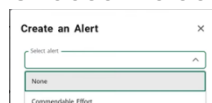
3. Select the check box next to student name(s) to whom you want to send a commendation.



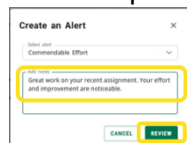
4. Select **CREATE ALERT**.



5. Choose the **commendation** option (example: *Commendable Effort*).

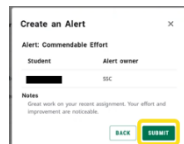


6. Add an optional personalized note, then select **REVIEW**.



- Examples of notes might include:
 - I am pleased with the thoughtful feedback you have provided in our class discussions.
 - Great work on your recent assignment. Your effort and improvement are noticeable.
 - Thank you for being an active and engaged member of the class.

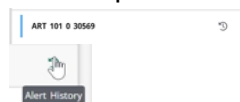
7. After reviewing, select **BACK** to adjust the alert or select **SUBMIT** to send the email to the student.



8. Your students will receive an automatic email (see page two for examples email content for each alert option):



9. Review past or recent alerts for a course by selecting the clock icon after the course title and CRN



Example Email Content by commendation (alert) option:

Alert: Academic Achievement

Email Subject Line: Recognition for Your Academic Achievement in “Section”

Dear “Student”,

Your academic performance in “Section” has been outstanding. I recognize the quality of your work and the achievement you have demonstrated in the course. Congratulations on your success, and keep up the excellent work.

Regards,
Instructor Name

Alert: Commendable Effort

Email Subject Line: Commendable Effort in Class!

Dear “Student”,

Your work in this class, “Section”, to date has been commendable. Keep up the good work.

Regards,
“Instructor Name”

Alert: Exceptional Engagement

Email Subject Line: Recognition for Your Engagement in “Section”

Dear “Student”,

Your engagement in “Section” has been exceptional. I recognize your active participation and involvement in the course. Keep up the great work.

Regards,
“Instructor Name”

Alert: Outstanding Improvement

Email Subject Line: Recognition for Your Improvement in “Section”

Dear “Student”,

Your progress in “Section” has been outstanding. I recognize the improvement you have demonstrated through your coursework. Your hard work is making a difference. Keep building on that progress.

Regards,
“Instructor Name”

Alert: Persistence toward Success

Email Subject Line: Recognition for Your Persistence in “Section”

Dear “Student”,

I recognize the persistence and determination you have demonstrated in “Section”. Your continued effort and commitment are helping you make meaningful progress. Keep moving forward and building on your success.

Regards,
“Instructor Name”