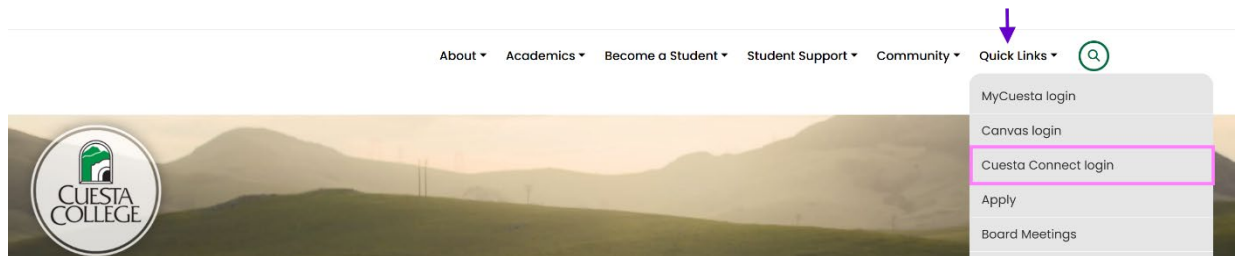


Send an Academic Applause 🙌

Let your students know you've noticed their progress with an **Academic Applause**. This handout walks you through how to send one using Cuesta Connect (ConexED).

1 Access Cuesta Connect

- Visit cuesta.edu
- At the top of the homepage, click on **Quick Links** and then **Cuesta Connect**.

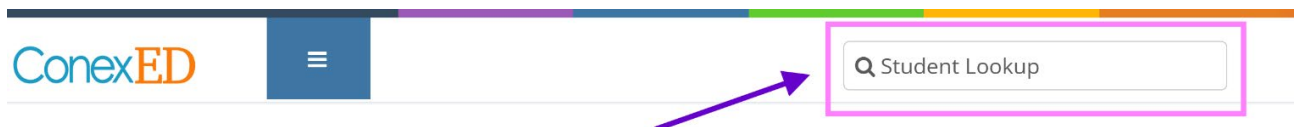


2 Log In

- Use your **myCuesta credentials** to log in to Cuesta Connect (ConexED).

3 Look Up the Student

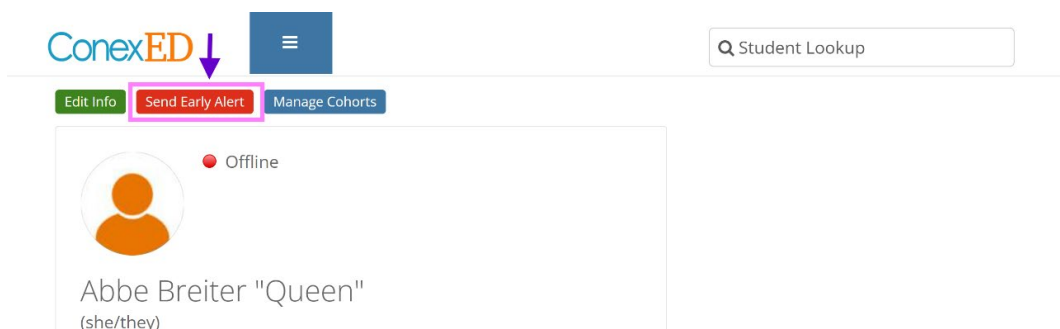
- Once logged in, locate **Student Lookup** at the top of the screen.



- Enter the student's **name, email, or ID number** to find their profile.

4 Open and Select the Form

- In the student's profile, click on **Send Early Alert**.



- b) A new window will appear prompting you to select a form.
- c) From the drop-down menu, select the **Academic Applause** form, it is the second option within the category STAR Signal.

Send Early Alert

Form

Select a Form

Select a Form

*STAR Signal

*STAR Signal

Academic Applause!

- d) Click **Next**.

Optional: If you would like to receive a confirmation email, check the box **Add myself as a recipient**.

Send Early Alert

Form

Academic Applause!

☐ Add myself as a recipient

Close Next

5 Complete and Submit the Academic Applause

- a) Complete the form.

Send Alert

Academic Applause

Celebrate Your Students' Progress with an Academic Applause!

Let your students know you've noticed their progress or growth by sending them an Academic Applause. Choose one from the list below or create your own message.

Kudos! 🎉

☐ Your progress is awesome, keep building on that momentum!

☐ Your effort and hard work are paying off, keep it going!

☐ Keep up the fantastic effort, you're making great progress!

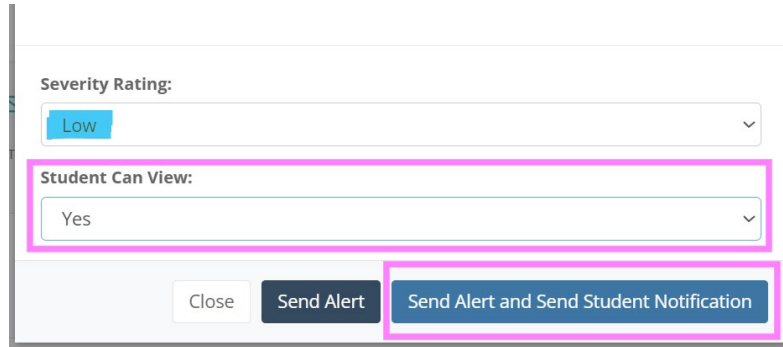
☐ It's been great to see you in class more regularly, keep it up!

☐ I've noticed you've been attending class more often; keep showing up for yourself like this!

- b) When you reach the "Severity Rating" section, **do not** change the default setting. Leave it as is.

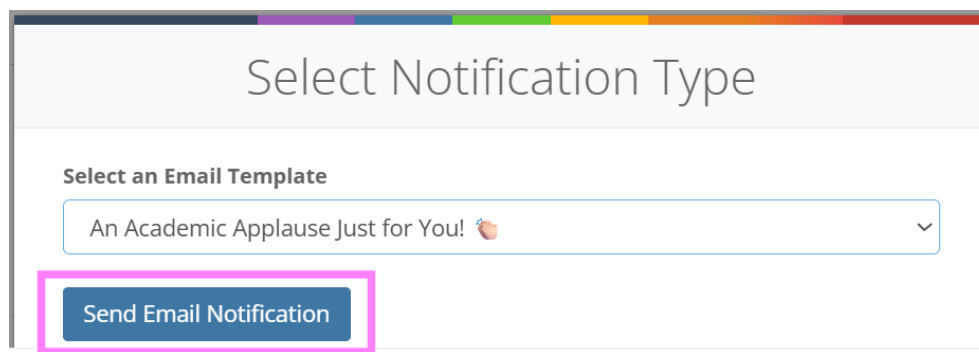
- c) Set **Student Can View**, to “**Yes**,” and then click **Send Alert and Send Student Notification**.

Important: Make sure to click on **Send Alert and Send Student Notification**—that’s how your student knows they’re being recognized!



The screenshot shows a form with two dropdown menus and three buttons. The first dropdown menu is labeled "Severity Rating:" and has "Low" selected. The second dropdown menu is labeled "Student Can View:" and has "Yes" selected. Below these are three buttons: "Close", "Send Alert", and "Send Alert and Send Student Notification". The "Student Can View:" dropdown and the "Send Alert and Send Student Notification" button are highlighted with a pink border.

- d) A new window will appear prompting you to **Select an Email Template**.
- e) From the drop-down menu select **An Academic Applause Just for You!**
- f) Click **Send Email Notification**.



The screenshot shows a window titled "Select Notification Type". Inside, there is a section titled "Select an Email Template" with a dropdown menu showing "An Academic Applause Just for You! 🎉". Below the dropdown is a button labeled "Send Email Notification". The button is highlighted with a pink border.

6 Need Help?

If you encounter issues or have questions, send an email to equityinitiatives@cuesta.edu for assistance.