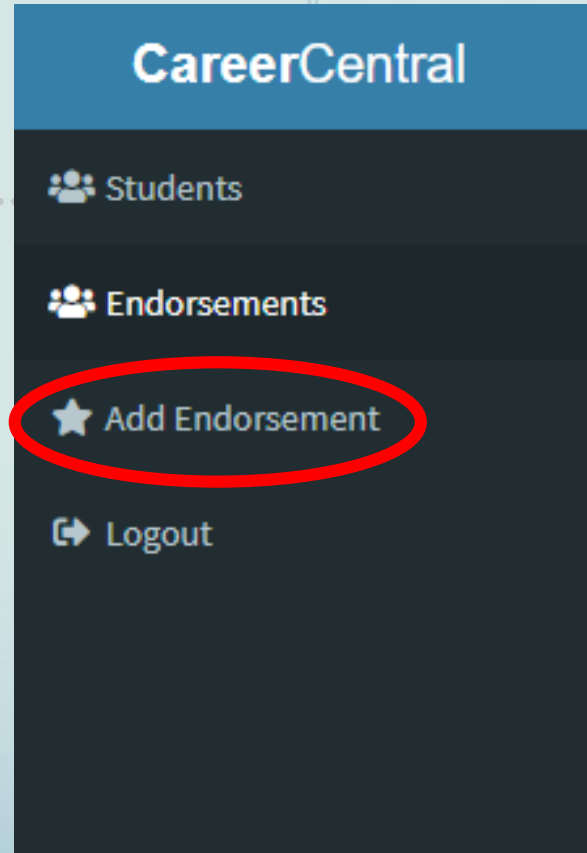


endorseMe<sup>®</sup>  
Online Slide Tutorial  
3 slides

“How to Add New  
Endorsements” (external  
endorser)





Click “Add Endorsement” on sidebar.

SLIDE 1/3



Add Endorsement Dashboard > Student Endorsement

**Categories**  
Please Select... ▼

**Endorsement**  
Please Select... ▼

**Student**  
Please Select... ▼

**Comment**

ADD a new endorsement online:

- Click CATEGORIES – select
- Click ENDORSEMENT – select
- Click STUDENT – select
- Add COMMENT if required (will appear on co-ordinator online record but not on student app)
- Click CREATE or BACK if you do not wish to save endorsement

SLIDE 2/3



CareerCentral

View endorseMe

Home > endorseMe

Search:

ID	Student Name	Endorsement Name	Endorsement Category	Status	Comment	View
216858	Daisy Student	Speaks, listens and shares ideas appropriately.	COMMUNICATION	Awarded		<a href="#">View</a>
216858	Daisy Student	Contributes to developing new ideas or approaches.	TEAM WORK	Awarded		<a href="#">View</a>
216858	Daisy Student	Is responsible for their own health and wellbeing, and follows health and safety guidelines in the workplace.	SELF MANAGEMENT	Awarded		<a href="#">View</a>
216858	Daisy Student	Is optimistic, honest and shows respect.	POSITIVE ATTITUDE	Awarded		<a href="#">View</a>

The endorsement you entered will now appear in the list of endorsements

SLIDE 3/3

