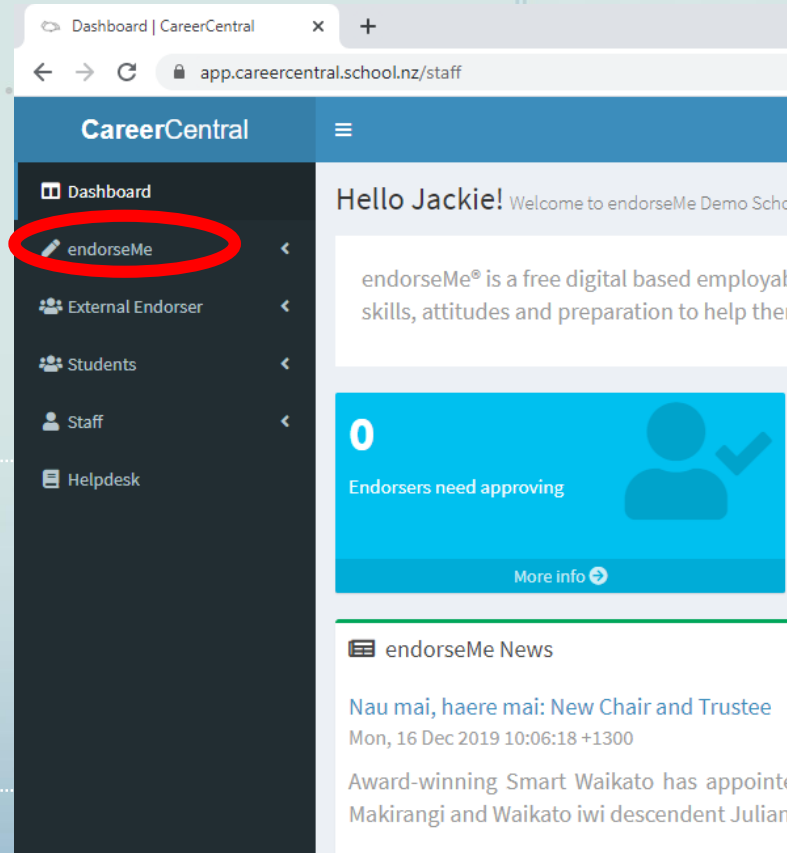


endorseMe[®]
Online Slide Tutorial 3
5 slides

“How to View, Edit and Enter
Student Endorsements”

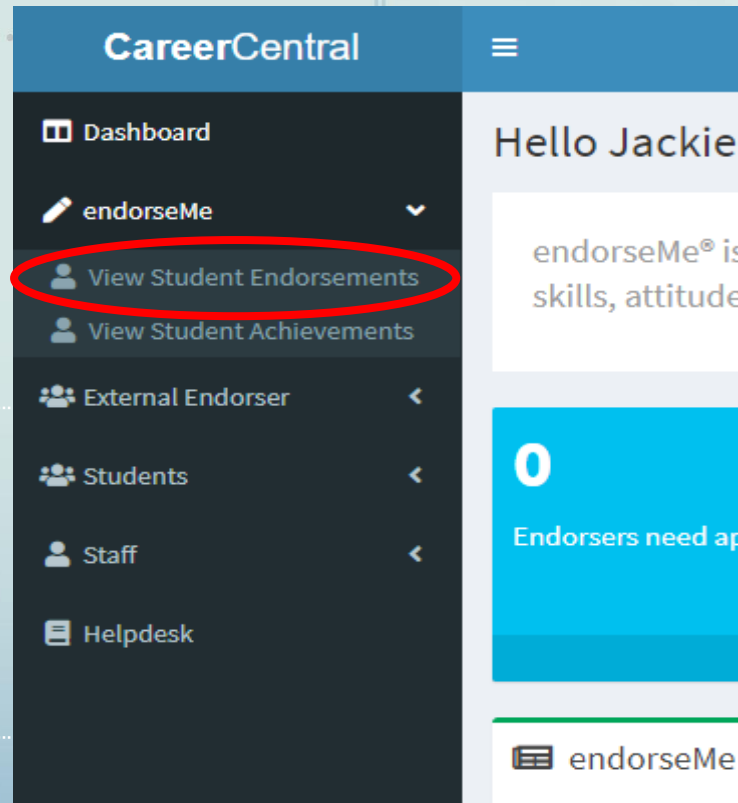




SLIDE 1/5

Click “endorseMe[®]” on sidebar





SLIDE 2/5

Click “View Student Endorsements”. This will open list of all your student endorsements



Home > endorseMe > Student Endorsements

New

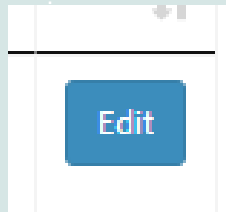
Search:

Endorsed By	Comment	
Anna Allison		Edit

Search a particular student or endorsement by entering data in the search box e.g. first name, last name, endorsement category.

SLIDE 3/5





Edit Endorsement

Status:
Awarded

Endorser:
Anna Allison

Awarder Comment:

Endorsements may be edited – click on the blue edit button

- Change STATUS – awarded/not awarded
- Change ENDORSER
- Make COMMENT
- Click UPDATE to update changes, or DELETE to delete altogether

SLIDE 4/5



Home > endorseMe > Student Endorsements

[New](#)

Search:

Endorsed By	Comment	
Anna Allison		Edit

Categories
Please Select...

Endorsement
Please Select...

Student
Please Select...

Endorser
Please Select...

Comment

[Back](#) [Create](#)

ADD a new endorsement online by clicking the NEW box

- Click CATEGORIES – select
- Click ENDORSEMENT – select
- Click STUDENT – select
- Click ENDORSER – 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 5/5

