# SAS Graduation Awards Database

[https://secure.sas.rutgers.edu/apps/gradawards/](https://secure.sas.rutgers.edu/apps/gradawards/)
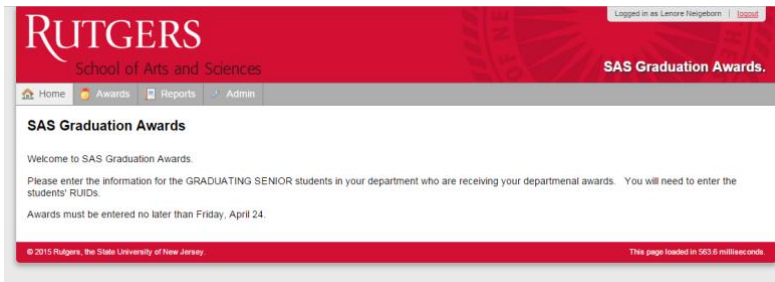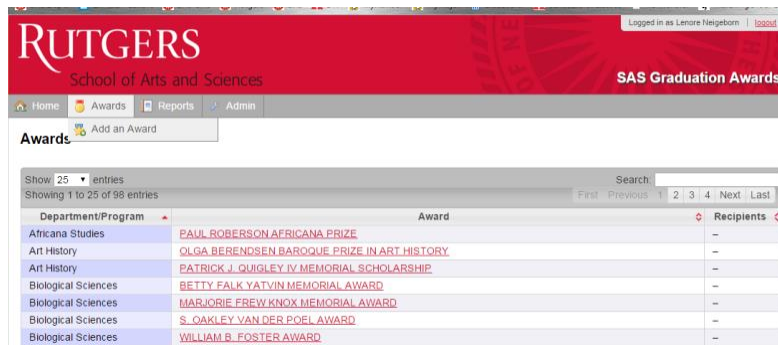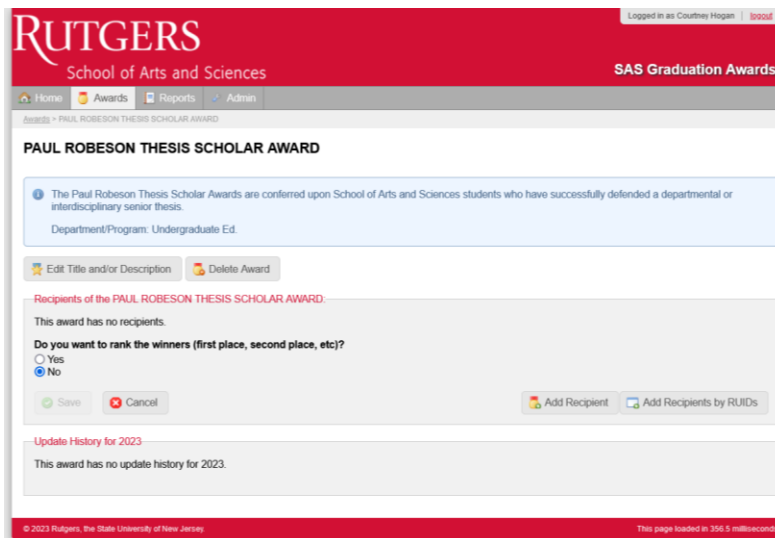
## DUE APRIL 17, 2023



Select the **Awards** tab**:**



Awards are grouped by department – all awards that were granted within the last 5 years are already in the system. **Click on an award to add recipients**:

If you just have one recipient, select **Add Recipient** and you will be prompted to enter the student's RUID .



The system will look-up the student and automatically populate the full name.  Choose **SELECT** to save the student to the list of recipients.



NEW: if you have a list of recipients all receiving the same award, we now have a bulk upload option. Click on "Add Recipients by RUID", enter RUIDs and click "Add":

This will automatically populate the students, and then you click "Save":



If you have an award that grants ranked recipients (first place, second place, third place, honorary mention), select YES under the question: **Do you want to rank the winners (first place, second place, etc)?** and you will be able to assign ranks.  You can have multiple students with the same rank, and you can skip ranks.



When you're done assigning recipients to a given award, select **SAVE**.  This will bring you back to the Awards List.

If you have new awards to give out this year, select **Add an Award** from the **Awards** tab:

Each new award needs to be assigned to a department or program, which you can select from the **Department/Program** dropdown menu.

Provide an **Award Title** and **Award Description**.  **This text will be inserted directly into the graduation program, so please check your spelling and grammar!**

Award descriptions should all begin with:  "Awarded for…", or "Granted for…", or "Presented to…" – you get the idea! Please keep descriptions short – ONE sentence – end with a "period."

If your department isn't on the dropdown list, contact Courtney Stanzione(cstanzione@sas.rutgers.edu) to update the system.