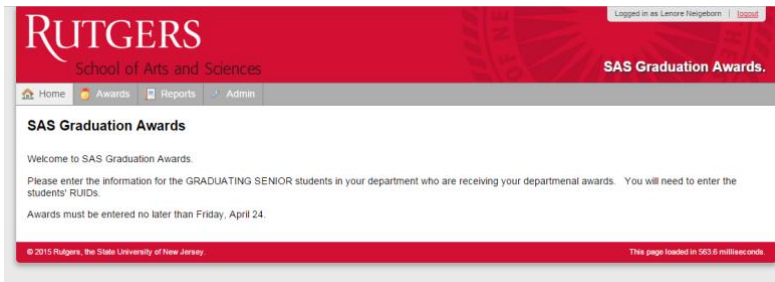


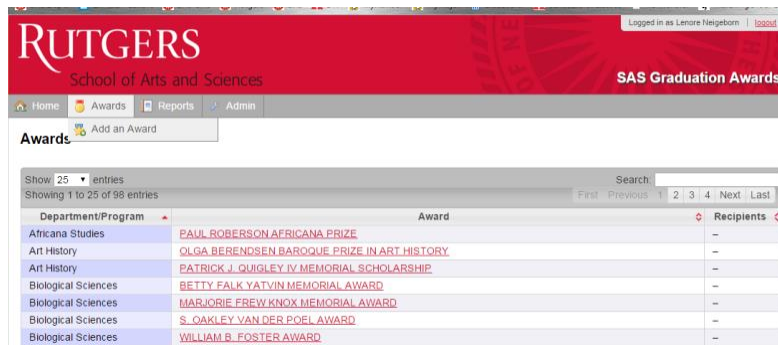
SAS Graduation Awards Database

<https://secure.sas.rutgers.edu/apps/gradawards/>

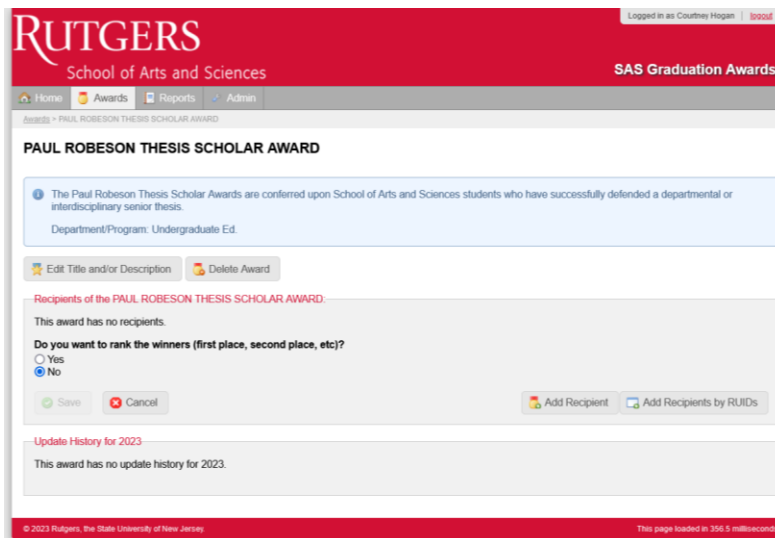
DUE APRIL 17, 2023



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 screenshot shows the Rutgers School of Arts and Sciences SAS Graduation Awards interface. A modal window titled "Search for a Recipient" is open. It contains a search instruction: "Search by NetID, RUID, last name, or last name and first name separated with a comma. Use asterisk for wildcard." Below this is a text input field and a "Search" button.

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

This screenshot shows the same interface after a search. The "Search for a Recipient" dialog now displays "1 result found." Below the search bar, there is a table with one entry. The table has columns for RUID, Name, Unit, Class, and Action. The entry for RUID 000000001 shows the name "Record K. Test Mr", Unit 53, and Class 10. The "Action" column for this entry contains a "Select" button. Navigation links like "First", "Previous", "Next", and "Last" are also visible.

RUID	Name	Unit	Class	Action
000000001	Record K. Test Mr	53	10	Select

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":

The screenshot shows the "Add a batch of RUIDs" modal window. It prompts the user to "Paste or type the student RUIDs into the RUIDs box below, separated by new lines." There is a large text area for input. At the bottom of the modal are "Add" and "Cancel" buttons. The background shows the main interface with the "Add Recipients by RUIDs" option selected in the sidebar.

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

Recipients of the PAUL ROBESON THESIS SCHOLAR AWARD:

Do you want to rank the winners (first place, second place, etc)?

☐ Yes

☒ No

RUID	Name	Remove
194002601	Alison J. English	<input type="checkbox"/>
194009386	Jessica L. Galloway	<input type="checkbox"/>
195000771	Sanya Lall	<input type="checkbox"/>
187008952	Samantha O. Ong	<input type="checkbox"/>
184008010	Katherine Peralta	<input type="checkbox"/>
199001549	Nicole G. Stavrakis	<input type="checkbox"/>

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.

PAUL ROBESON AFRICANA PRIZE

Awarded to seniors who display all-around excellence in Africana Studies
Department/Program: Africana Studies.

Edit Title and/or Description Delete Award

Recipients of the PAUL ROBESON AFRICANA PRIZE:

Do you want to rank the winners (first place, second place, etc)?

☒ Yes

☐ No

Rank	RUID	Name	Remove
1st	000000001	Record K. Test Mr	<input type="checkbox"/>

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:

Add an Award

Department/Program *

Award Title *

Award Description *

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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.