

c. To deny awards: click on the check box next to the name of the student and then select the button.

If you will be approving a large number of distinct awards at once, the drop-down menus can be used to filter the number of awards and students visible at one time.

5. Once all awards have been approved, the awarding process is complete. If you need to track student progress on the post acceptance process, you can view a list of students who have accepted their awards by clicking on the tab.



