



KudoSpace User Manual

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Table of Contents

1. INTRODUCTION	2
1.1 Welcome	2
2. GETTING STARTED	2
2.1 Account Creation	2
2.1.1 Sign Up with Google	2
2.1.2 Complete Your Account Setup	4
2.2 Login	5
2.2.1 Sign in with Google	5
2.3 Creating a Course (Instructors Only)	6
2.3.1 Steps to Create a Course	6
2.4 Joining a Course (Students Only)	7
3. USER INTERFACE	8
3.1 Creating a Kudos	8
3.1.1 Steps to Create a Kudos	8
3.2 Student Homepage	11
3.2.2 Inbox	12
3.2.3 Outbox	13
3.2.4 Rejected Kudos	14
3.3 Instructor Homepage	15
3.3.1 Submitted	15
3.3.2 Reviewed	16
3.3.3 Inbox	16
3.3.4 Outbox	16
3.3.5 Card Approvals / Rejections	17
3.4 Course Management	19
3.4.2 Course Details	20
3.4.3 Students Pending Approval	21
3.4.4 Removing Students	22
3.4.5 Archived Courses	23
4. FAQs and Troubleshooting	24
Q: I created a course, but my students say the code isn't working. Why?	24
Q: I can't find the class I joined. Where did it go?	24
Q: Why can't I choose a class when creating a kudos?	24
Q: My Course Code won't copy. How else can I share it?	24
5. Glossary	25
5.1 Definitions	25

KudoSpace User Manual

1. INTRODUCTION

1.1 Welcome

The KudoSpace system facilitates the sharing of digital kudos cards by automating the process and providing an efficient and accessible interface. It will allow students to send short messages to share feedback, recognize their peers' work, and motivate their classmates. This service is intended for use in an upper-level college course and will also help the course instructor(s) gauge student performance and participation.

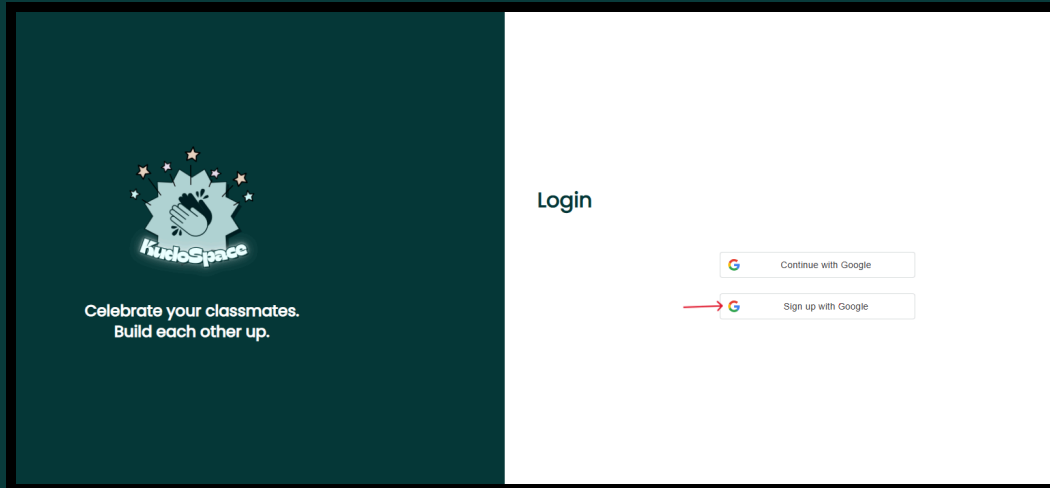
2. GETTING STARTED

2.1 Account Creation

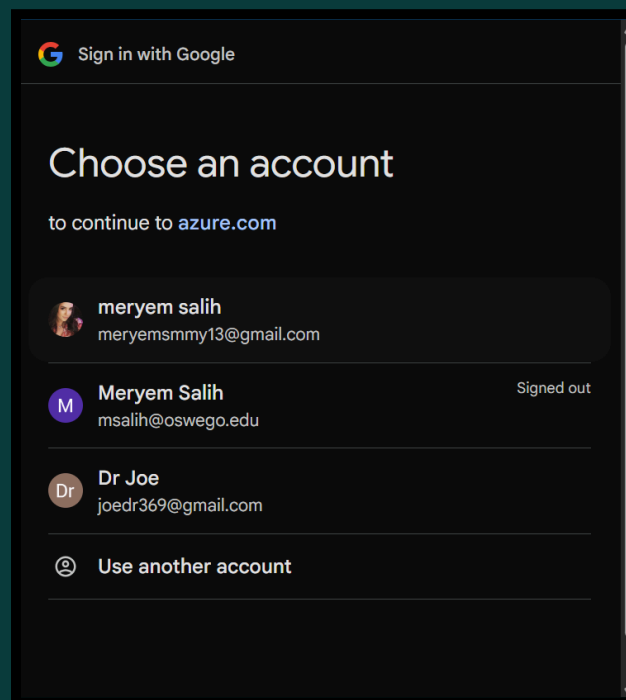
Upon opening the KudoSpace application, you will be presented with the Login / Sign Up page. From here, you can quickly create an account using your existing Google account credentials.

2.1.1 Sign Up with Google

1. Click the "Sign up with Google" button.



2. A Google sign-in window will appear. Select the Google account you wish to use, or sign in with your Google email and password.



3. Once authenticated, you'll be redirected to the Create Account page. Here, you'll complete your KudoSpace profile setup.

←

Create Account

I am a ...

☐ Student ☐ Instructor

Display Name

Dr Joe

Create Account

Google sign-in successful

2.1.2 Complete Your Account Setup

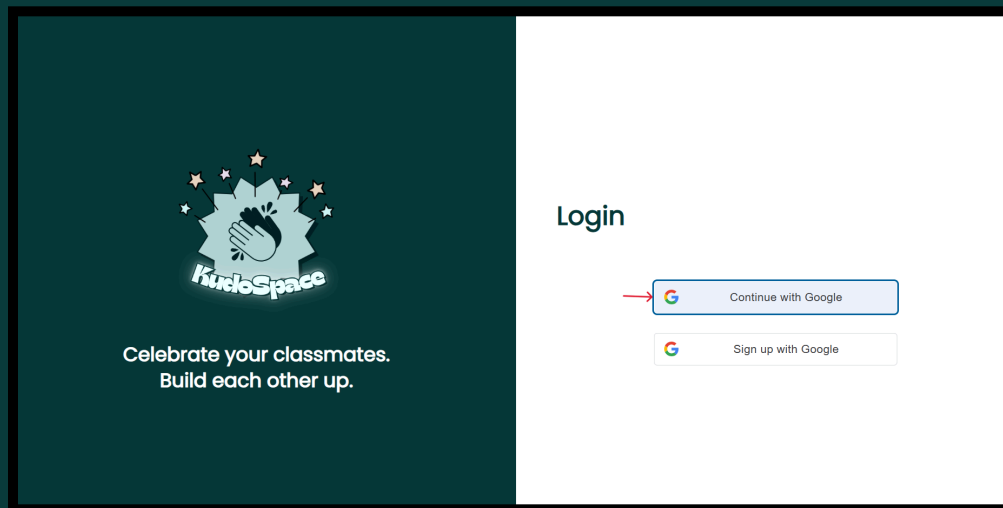
1. Choose your role:
 - Select **Student** if you are a learner using the platform for classes.
 - Select **Instructor** if you manage or teach a course.
2. Enter your **Display Name** (the name that will appear on your kudos and in class lists).
3. Click **Create Account** to finish.
 - If your Google authentication is successful, you'll see: "Google sign-in successful"

2.2 Login

If you already have a KudoSpace account, you can easily access the platform using your Google credentials.

2.1.1 Sign in with Google

1. On the Login page, click the “Continue with Google” button.
Click the highlighted button to log in using your existing Google account.



2. A Google sign-in window will appear.
Select your Google account from the list or sign in using your Google email and password.
3. Once authentication is successful, you will be directed to your **KudoSpace Home Page.**

2.3 Creating a Course (Instructors Only)

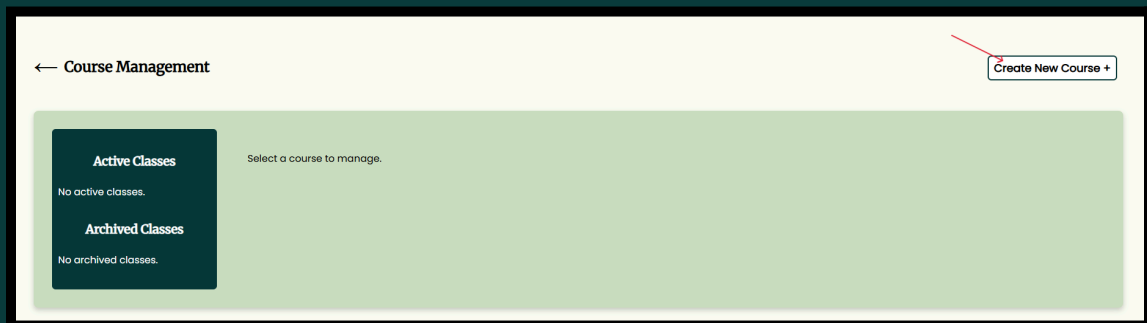
Instructors can create new courses through the **Course Management** section. Once a course is created, a unique **Course Code** will be generated for students to join.

2.3.1 Steps to Create a Course

1. Click “Manage Courses” in the navigation bar. This takes you to the **Course Management** page.



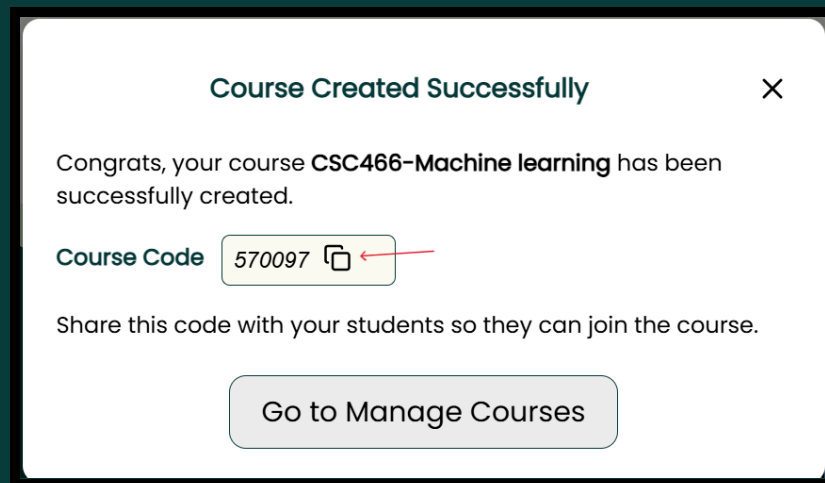
2. On the Course Management page, click “Create New Course”.



3. A Create Course overlay will appear. Enter the Class Name and select the **End Date** for the course

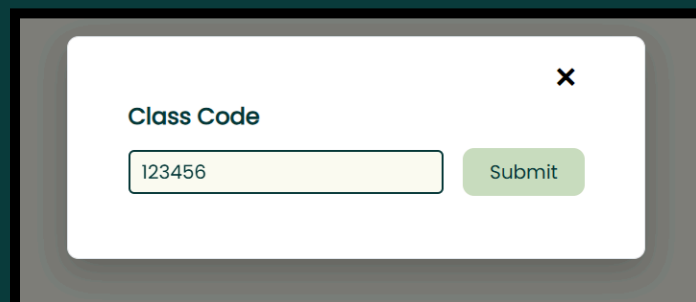
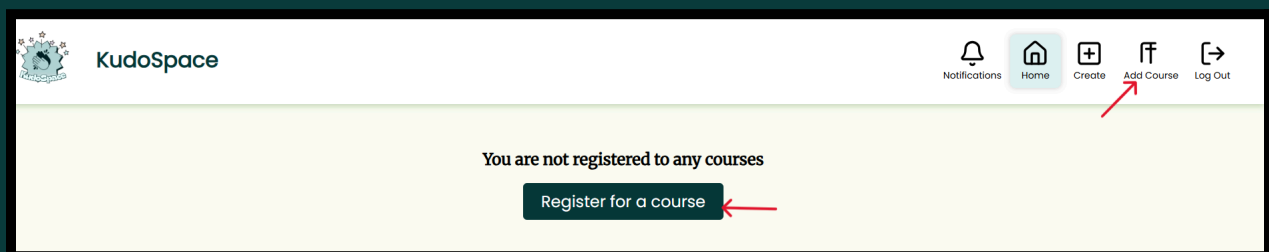
A screenshot of the "Create Class" overlay form. It has a title "Create Class" and a close button (X) in the top right corner. Below the title are two input fields: "Class Name" and "End Date". The "End Date" field has a calendar icon on the right. At the bottom are two buttons: "Cancel" and "Create Course".

4. A confirmation overlay will appear showing the **Course Code**, which you can copy and share with your students.



2.4 Joining a Course (Students Only)

Available to students only. Once logged in, you can **request to join** a course by clicking the "Register for a course" button on the home page or "Add Course" on the navigation bar. Then enter a valid class code, such as "123456," into the textbox and press "Submit".



After submitting a valid class code, the instructor must approve your request to join their class. Once the instructor approves the request, you will then be enrolled in that class, allowing you to send and receive cards with all members of that class.

3. USER INTERFACE

3.1 Creating a Kudos

The Kudos feature allows you to send appreciation messages to your classmates within a course. You can select a title, write a short message, and submit it for approval.

3.1.1 Steps to Create a Kudos

1. From the top navigation bar, click “Create” to open the Create a Kudo Card page.



2. Choose a Kudo Title (e.g., Well Done!, Nice Job!, Great Work!) by clicking one of the buttons at the top.

← Create a Kudos Card

Choose a Title

Well Done! Nice Job! Great Work!

Select a Class

Machine learning CSC466

Recipient

-- Select a recipient --

Your Message

Please enter a message

0/500

Well Done!

Your message will appear here...

Send Kudo Discard

3. Select a Class from the dropdown list.

Select a Class

-- Select a Class --

-- Select a Class --

Machine learning CSC466

Security Engineering

4. Select a Recipient from the dropdown list of classmates.

Recipient

-- Select a recipient --

-- Select a recipient --


Dr Joe

sarah Lopez

5. Write your message in the Your Message box (up to 500 characters).


Example: "Good Job, I appreciate your effort in the class project."

Your Message

You did an amazing job on the team game! Keep up the good work 


51/500

6. Review your card preview on the right-hand side. Your title and message will appear in real time.
7. Click Send to submit your kudos for approval.



Well Done!

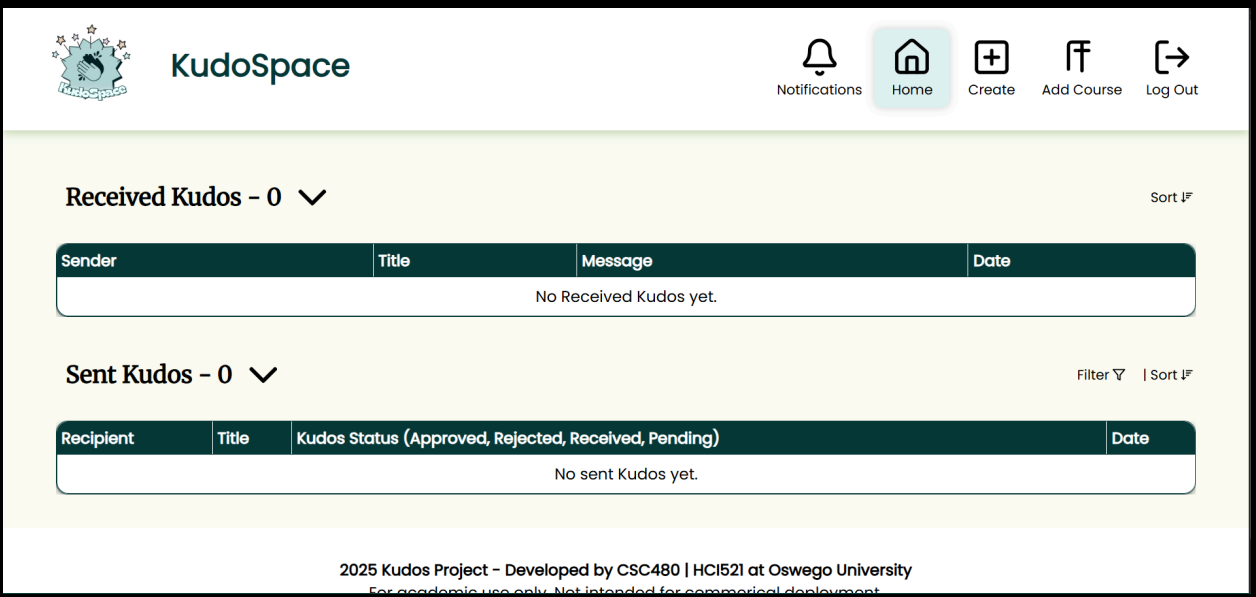
You did an amazing job on the team game! Keep up th

Send Kudo 

Discard

3.2 Student Homepage

The Student Homepage is the first page students are directed to after successfully logging in, and it contains the student's **Inbox** and **Outbox**. This page allows you to view each card that you have sent or received.



The screenshot shows the KudoSpace Student Homepage. At the top, there is a navigation bar with the KudoSpace logo, a bell icon for Notifications, a house icon for Home (which is highlighted), a plus icon for Create, a list icon for Add Course, and a right arrow icon for Log Out. Below the navigation bar, there are two main sections: 'Received Kudos - 0' and 'Sent Kudos - 0'. Each section has a table with columns for Sender, Title, Message, and Date for Received Kudos, and Recipient, Title, Kudos Status (Approved, Rejected, Received, Pending), and Date for Sent Kudos. Both tables show 'No Received Kudos yet.' and 'No sent Kudos yet.' respectively. At the bottom, there is a footer with the text: '2025 Kudos Project - Developed by CSC480 | HCI521 at Oswego University' and 'For academic use only. Not intended for commercial deployment.'

Received Kudos - 0 Sort ⌵

Sender	Title	Message	Date
No Received Kudos yet.			

Sent Kudos - 0 Filter ▾ | Sort ⌵

Recipient	Title	Kudos Status (Approved, Rejected, Received, Pending)	Date
No sent Kudos yet.			

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For academic use only. Not intended for commercial deployment.

For new users, the inbox and outbox will be empty until you enroll in a class and begin sending and receiving kudos.

3.2.2 Inbox

The inbox displays a table of all cards you have received for each course you are enrolled in.


The screenshot shows the KudoSpace interface. At the top, there's a navigation bar with the KudoSpace logo, a bell icon for Notifications, a house icon for Home (which is highlighted), a plus icon for Create, a list icon for Add Course, and a logout icon. Below the navigation bar, there are two sections: 'Received Kudos - 4' and 'Sent Kudos - 2'. The 'Received Kudos' section is highlighted with a red border and contains a table with 4 rows. The 'Sent Kudos' section contains a table with 1 row. Both tables have columns for Sender/Recipient, Title, Message/Status, and Date.

Sender	Title	Message	Date
Alek White	Well Done!	Thanks for keeping the team on track	Dec 4, 2025, 8:52 PM
Billy	Well Done!	Thanks for helping me with those bug fixes	Dec 4, 2025, 8:51 PM
Billy	Great Work!	Your demo last week was amazing!!!!	Dec 4, 2025, 8:49 PM
Billy	Nice Job!	The new page designs are great!!	Dec 4, 2025, 8:49 PM

Recipient	Title	Kudos Status (Approved, Rejected, Received, Pending)	Date
Billy	Well Done!	Pending	Dec 4, 2025, 8:54 PM

Each row of the table corresponds to one card and displays the **sender's name, card title, message, and date sent**. Only cards approved by an instructor will appear in the inbox.

This screenshot shows the same KudoSpace interface as the previous one, but with a modal overlay in the center. The modal has a green border and contains a green handshake icon, the text 'Great Work!', and the message 'Your demo last week was amazing!!!!'. The background is dimmed, showing the 'Received Kudos' table and the 'Sent Kudos' table.



Great Work!

Your demo last week was amazing!!!!

Each table row is clickable and opens the kudo card image, which displays the whole message and marks the card as received.

Received Kudos - 4 ▾

Sort ⌵


Sender	Title	Message	Date
Billy	Great Work!	Your demo last week was amazing!!!!	Dec 4
Billy	Nice Job!	The new page designs are great!!	Dec 4
Billy	Well Done!	Thanks for helping me with those bug fixes	Dec 4
• Alek White	Well Done!	Thanks for keeping the team on track	Dec 4, 2025, 8:52 PM

Date Submitted (Newest First)
Date Submitted (Oldest First)
Sender Last Name (A-Z)






By default, the newest cards are at the top; however, they can also be sorted by sender's last name or by the oldest cards first.

3.2.3 Outbox

The outbox displays a table of all cards you have sent for each class you are enrolled in.



KudoSpace

 Notifications
 Home
 Create
 Add Course
 Log Out

Received Kudos - 4 ▴

Sort ⌵

Sent Kudos - 2 ▾

Filter ▾ | Sort ⌵

Recipient	Title	Kudos Status (Approved, Rejected, Received, Pending)	Date
Billy	Well Done!	Pending	Dec 4, 2025, 8:54 PM
Alek White (prof)	Well Done!	Approved	Dec 4, 2025, 8:53 PM

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Each row of the table corresponds to one card and displays the **recipient's name, card title, card status,** and **date sent.** Approved cards can be opened by clicking on them, similar to the inbox.

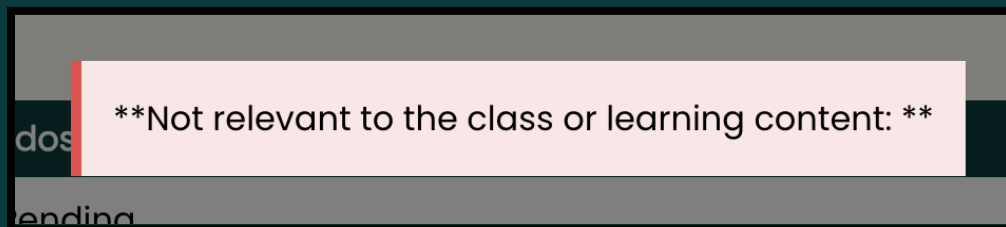
The table of sent cards can be filtered to show only cards with a specified class or status, or from a specified time period. The table can also be sorted similarly to the inbox; additionally, cards can be sorted by status.

3.2.4 Rejected Kudos

If your Instructor rejects your sent kudos, it will appear in your "Sent Kudos" table with a status of "Rejected," and the chosen rejection reason will be displayed. A rejected kudos is **not** sent to the recipient.

Instructor Mariah	Well Done!	Rejected: Not relevant to the class or learning content:	Nov 16, 2025, 8:23 PM
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If you click a rejected kudos card in your Sent Inbox, the rejection reason is displayed. Currently, you can not change the status of a rejected card. They cannot be edited or resubmitted. You must create a new card and submit it.



3.3 Instructor Homepage

The Instructor Homepage is the first page instructors are directed to after successfully logging in, and it contains the instructor's **Submitted** and **Reviewed** inboxes. This page allows you to view each card that you have reviewed and all pending cards across each class you manage.

The screenshot shows the KudoSpace Instructor Homepage. At the top, there is a navigation bar with the KudoSpace logo and icons for Notifications, Home, Mail, Create, Manage Courses, and Log Out. Below the navigation bar, there are two sections: "Submitted Kudos - 0" and "Reviewed Kudos - 0". Both sections show empty tables with headers for Sender, Recipient, Title, Message, and Date. The Submitted Kudos table has a message "No Kudos to Review." and the Reviewed Kudos table has a message "No Reviewed Kudos yet."

For new users, the submitted and reviewed inboxes will be empty until you create a class and your students begin sending kudos.

3.3.1 Submitted

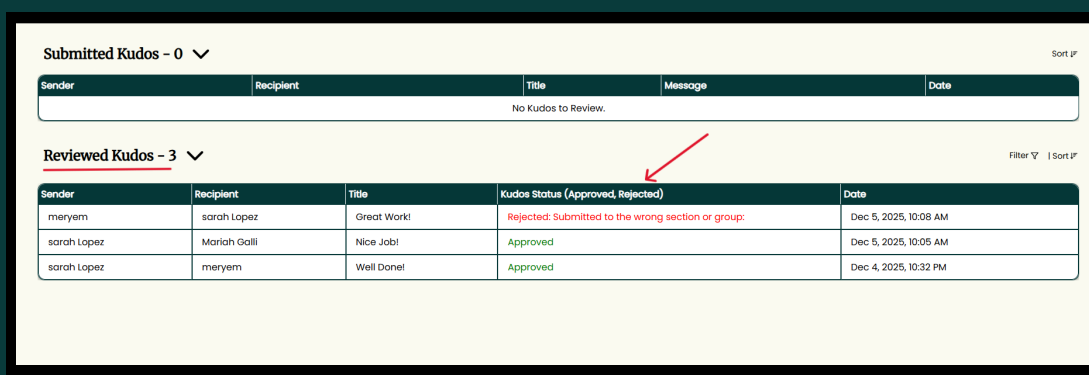
The Submitted inbox displays a table of all cards that are awaiting instructor approval across each class you manage.

The screenshot shows the KudoSpace Submitted Kudos inbox. It displays a table with two rows of pending kudos. The first row is from meryem to sarah Lopez with the title "Great Work!" and the message "Thanks for making things easier for everyone. You really helped t...". The second row is from sarah Lopez to Mariah Galli with the title "Nice Job!" and the message "Your work really stood out and made everything run smoother thi...". The table has headers for Sender, Recipient, Title, Message, and Date. A red box highlights the first two columns of the first row. Below the Submitted Kudos table, there is a section for "Reviewed Kudos - 1" which shows a table with one row of reviewed kudos from sarah Lopez to meryem with the title "Well Done!" and the status "Approved".

Each row of the table corresponds to one card and displays the sender's name, card title, message, and date sent.

3.3.2 Reviewed

The outbox displays a table of all cards that you have approved or rejected across all classes.



Sender	Recipient	Title	Message	Date
No Kudos to Review.				
Reviewed Kudos - 3				
Sender	Recipient	Title	Kudos Status (Approved, Rejected)	Date
meryem	sarah Lopez	Great Work!	Rejected: Submitted to the wrong section or group:	Dec 5, 2025, 10:08 AM
sarah Lopez	Mariah Galli	Nice Job!	Approved	Dec 5, 2025, 10:05 AM
sarah Lopez	meryem	Well Done!	Approved	Dec 4, 2025, 10:32 PM

Each row of the table corresponds to one card and displays the recipient's name, card title, card status, and date sent.

3.3.3 Inbox

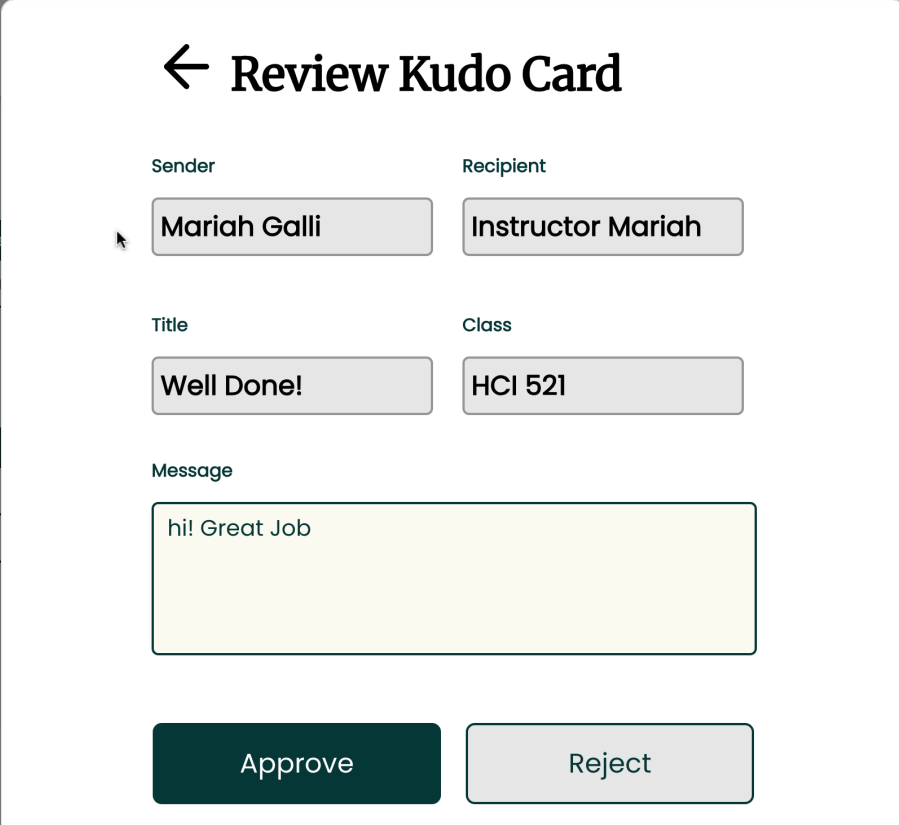
The Instructor's inbox is identical to the student's inbox and is accessed by clicking the "Mail" icon on the navigation bar. Please refer to section [3.2.2 Inbox](#) for details.

3.3.4 Outbox

The Instructor's outbox is identical to the student's outbox and is accessed by clicking the "Mail" icon on the navigation bar. Please refer to section [3.2.3 Outbox](#) for details.

3.3.5 Card Approvals / Rejections

The Card Approval and Rejection process is available only to Instructors. When you click on a Kudos card item in your Submitted inbox, the Review Kudos Card Overlay appears. The overlay displays data for the kudos card: sender, recipient, course, title, and message. You can then select to approve or reject a message.

A white modal overlay titled "Review Kudo Card" with a back arrow icon. It contains fields for Sender (Mariah Galli), Recipient (Instructor Mariah), Title (Well Done!), Class (HCI 521), and a Message box (hi! Great Job). At the bottom are "Approve" and "Reject" buttons.

← Review Kudo Card

Sender: Mariah Galli

Recipient: Instructor Mariah

Title: Well Done!

Class: HCI 521

Message: hi! Great Job

Approve Reject

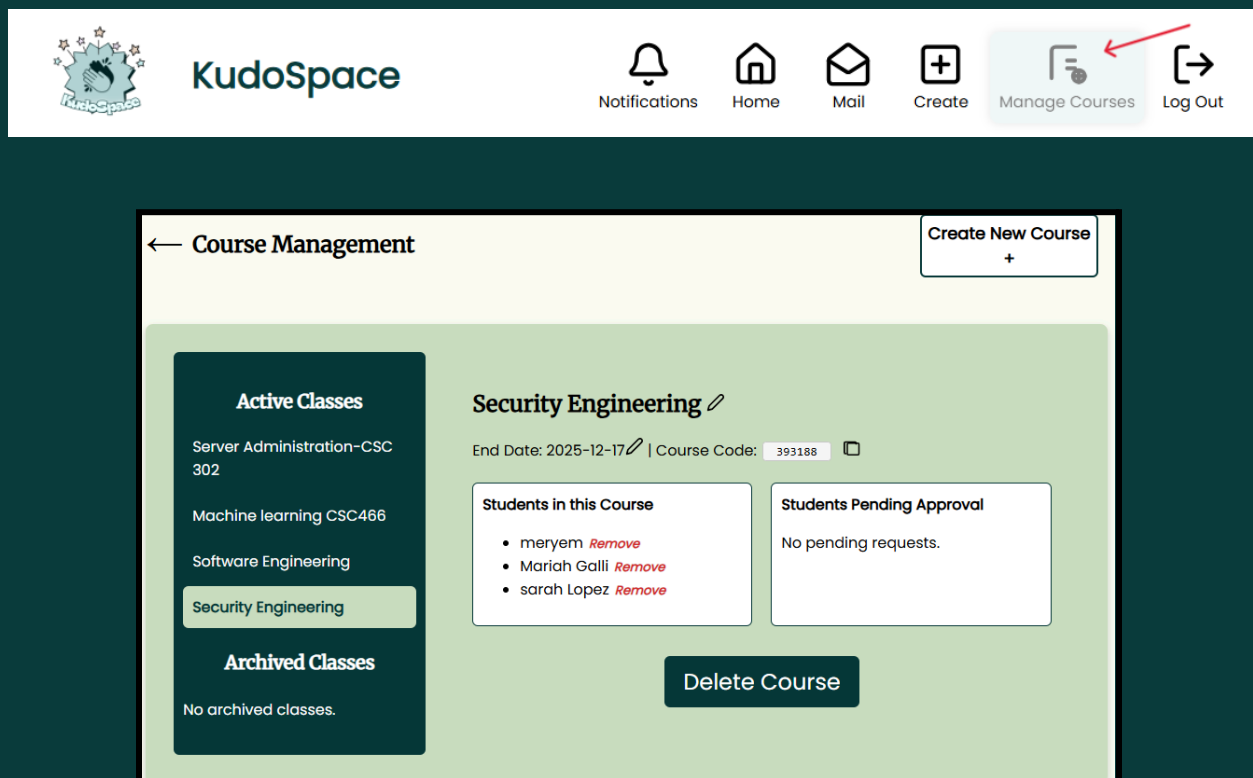
If "Approve" is selected, you can then select "Submit". This will send the kudos to the recipient. The recipient will be able to view it in their Received kudos inbox, and the sender will see the kudos in their Sent Outbox with a status of "Approved."

If “Reject” is selected, the “Reason for Rejection” and “Note to Student” sections appear on the overlay. You can select a rejection reason from the drop-down and then use the notes section for any additional comments. If you select “Submit,” the kudos will not be sent to the recipient, and the sender will be able to see the kudos in their Send Outbox with a status of “Rejected” and the rejection reason.

The image shows a mobile application overlay for submitting kudos. At the top, there is a yellow rectangular field. Below it are two buttons: a light gray "Approve" button and a dark green "Reject" button. The "Reject" button is selected. Under the "Reject" button, the text "Reason for Rejection:" is followed by a dropdown menu showing "Incomplete or too short to be meaningful". Below this, the text "Note to Student:" is followed by a large yellow text area containing the placeholder text "Message to sender ... (optional)". At the bottom left of the overlay, the text "0/500" indicates the character count. At the bottom center is a light gray "Submit" button. The background of the app is visible through the overlay, showing a list of items with checkboxes and a table with columns for "Recipient", "Instructor", and "Date".

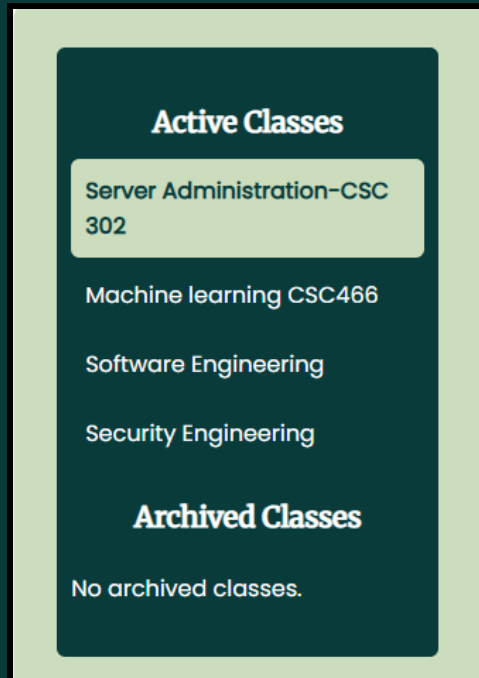
3.4 Course Management

The Course Management page is only viewable for Instructors. This page can be opened from the main navigation bar. When you navigate to this page, it displays all of your created courses and their data. Additional details and functionality are detailed in the following sections. You can also create a course from the Course Management Page.



3.4.1 Course Selection

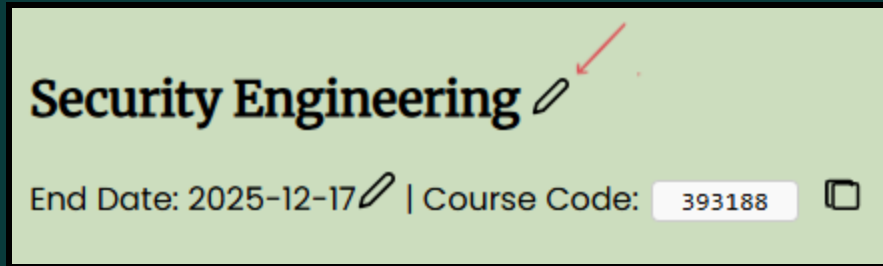
All courses that you have created will be displayed on the left side of the Course Management page. Selecting a course from the list will open that course's details page. Both active and archived courses appear in the list.



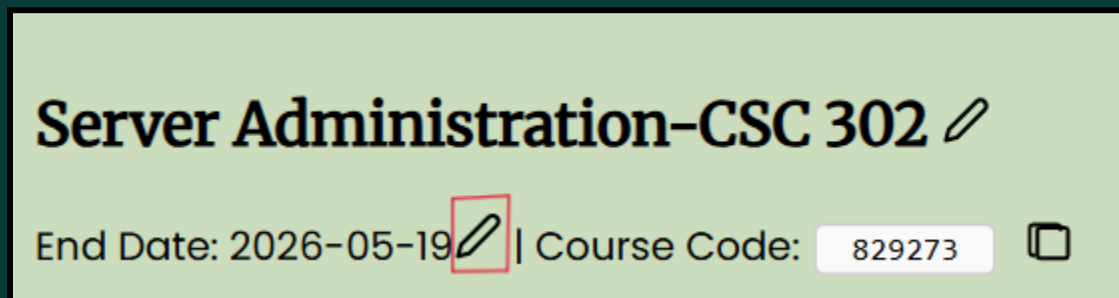
3.4.2 Course Details

When a course is chosen from the course selection list, the details are displayed. The Course Details displays the course's name, end date, join code, list of students in the course, and a list of students who are pending approval to join the course. Courses can also be deleted on the course details page. Deleted courses cannot be restored, and all their data is lost.

When you select the pencil to the side of the course name, the course name becomes editable, and changes can be saved or canceled.

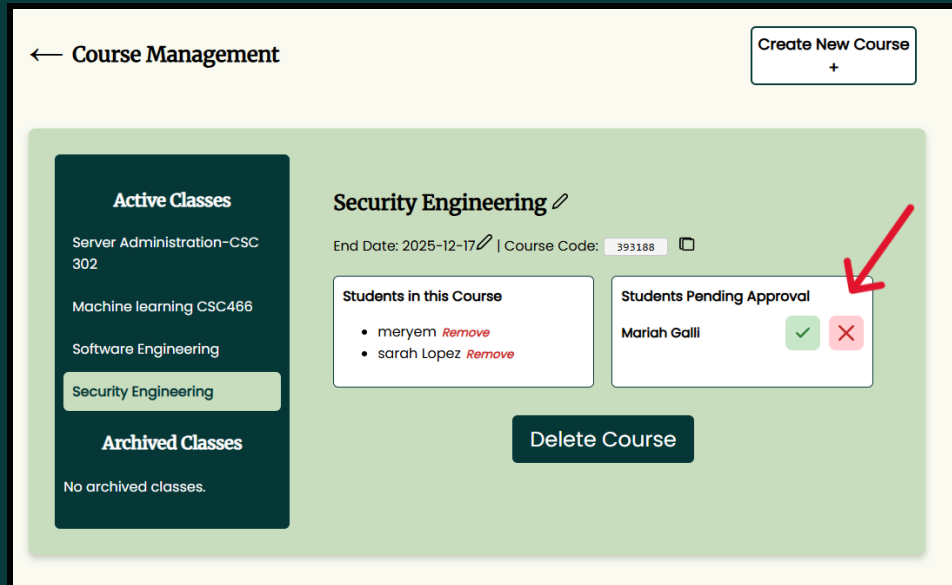


When you select the pencil to the side of the course end date, the course end date becomes editable via a pop-up calendar, and changes can be saved or canceled. When a course's end date is reached, the system automatically archives it. Kudos are available for viewing, but no new ones can be created for that course.



3.4.3 Students Pending Approval

Instructors must approve all students who enter that course's code. The Course Management page displayed a section titled "Students Pending Approval." This shows a list of student names with an Approve/Reject selection.

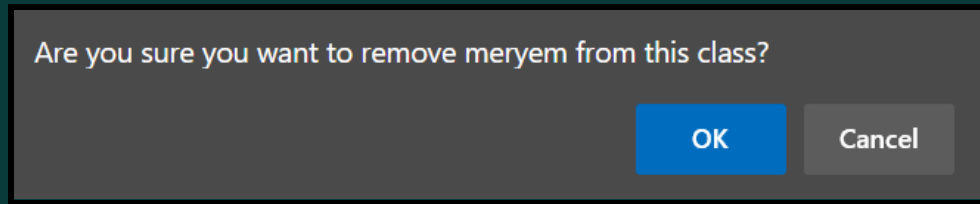


When an Instructor rejects a student, the student is removed from the “Students Pending Approval” section and is not admitted to the course. When an Instructor approves a student’s request, the student is accepted into the course, their name is moved to the “Student in this Course” section, and that student gains access to the course from their account.

3.4.4 Removing Students

If a student is approved by accident, the Instructor can still remove the student from the course. The “Student in this Course” section lists all students in the course, and to the right of each name is a red “Remove” button. Pressing this button displays a confirmation pop-up asking whether the Instructor is sure they want to remove this student. If the Instructor cancels the removal, that student remains in the course list. If the Instructor confirms the removal, that student is entirely removed from the course and cannot

access it or its data, and no students in the course can send kudos to that student.

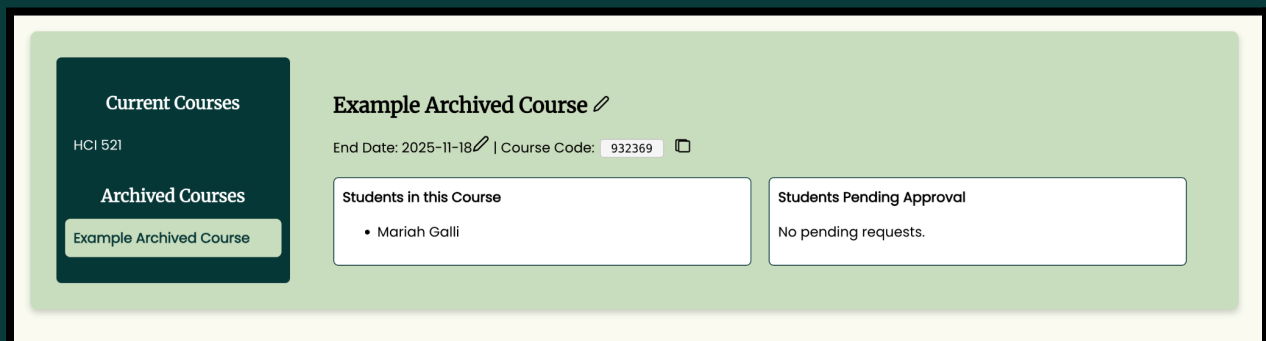


3.4.5 Archived Courses

The archived Courses page lets instructors view courses that have ended or been archived and review their details.

1. Navigating to the Archived Courses Section

While on the Course Management Page, click on a course in the “Archived Courses” section.



2. Viewing Archived Courses

The page shows two sections:

- Left Panel: your archived courses
- Right panel: details for the selected course

Select any course on the left to view its details.

4. FAQs and Troubleshooting

Q: I put in a code to join a course, but I can't view or send any kudos. Why?

A: The Instructor must approve all students who join a course. If they haven't approved your request yet, you can't interact with that course. Remind your instructor to approve your request.

Q: I deleted a course, and now I can't find any kudos from it. Can I get them back?

A: No, once a course has been deleted, all of its data is lost and can not be restored.

Q: I created a course, but my students say the code isn't working. Why?

A: Double-check that the course is still active and not archived. Course Codes only work for active courses.

Q: I can't find the class I joined. Where did it go?

A: If the instructor **deleted or archived** the course, it will no longer appear on your homepage.

Q: Why can't I choose a class when creating a kudos?

A: You must join and be approved in at least one course before you can send kudos.

Q: My Course Code won't copy. How else can I share it?

A: You can manually type the code or take a screenshot. The code is also visible in Course Details if you close the pop-up.

5. Glossary

5.1 Definitions

Term	Definition
Kudos Card / Card	A stylized digital image containing a short message of encouragement to be sent between students.
Card Approval Request	A request from a student to an instructor to review the content of the given card before it is sent to the recipient.
Classroom / Class	A collection of students belonging to the same course at the same time. Students can only send and receive cards from other students and instructors in the same class.
Card Design / Card Template	A selectable background image used to generate a card.
Join Code	A six-digit code, such as "123456" that can be distributed by the instructor to their students, allowing students with the code to request enrollment in the associated class.