# KudoSpace User Manual

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# 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.
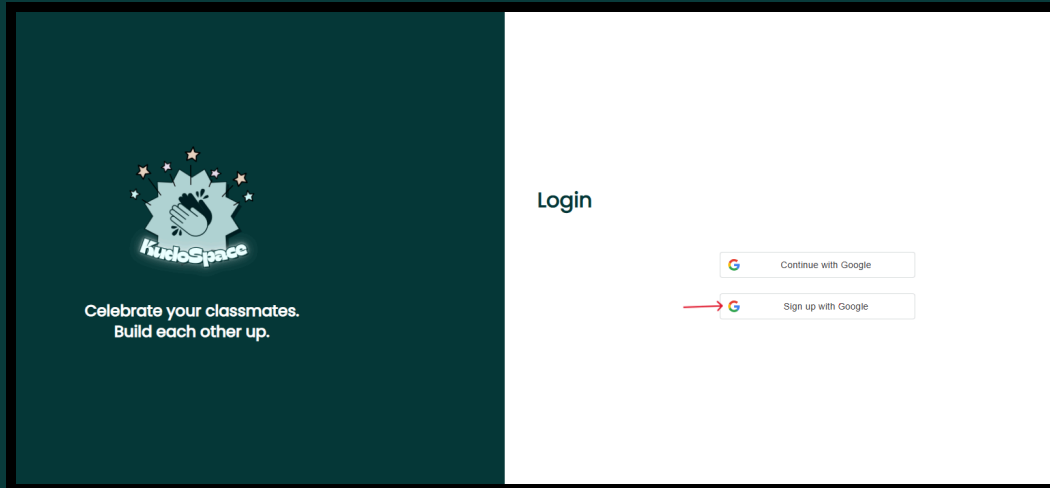
# 2. GETTING STARTED

## 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.
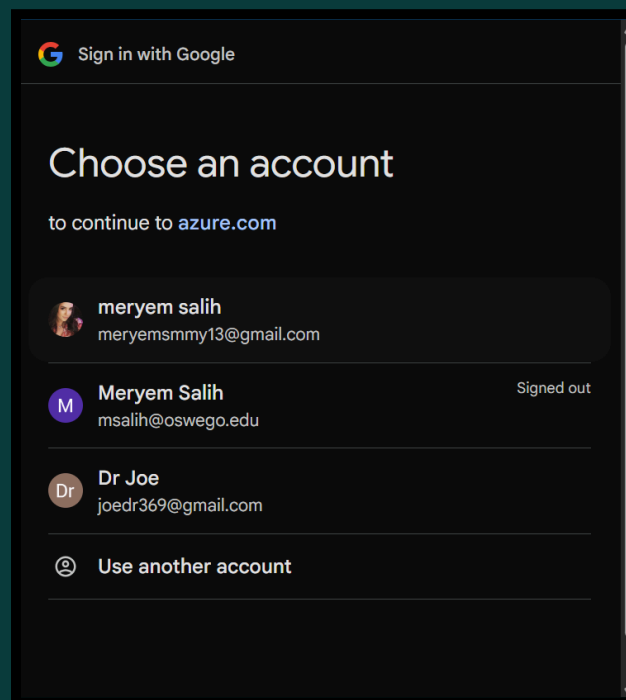


3. Once authenticated, you'll be redirected to the Create Account page. Here, you'll complete your KudoSpace profile setup.

## 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.
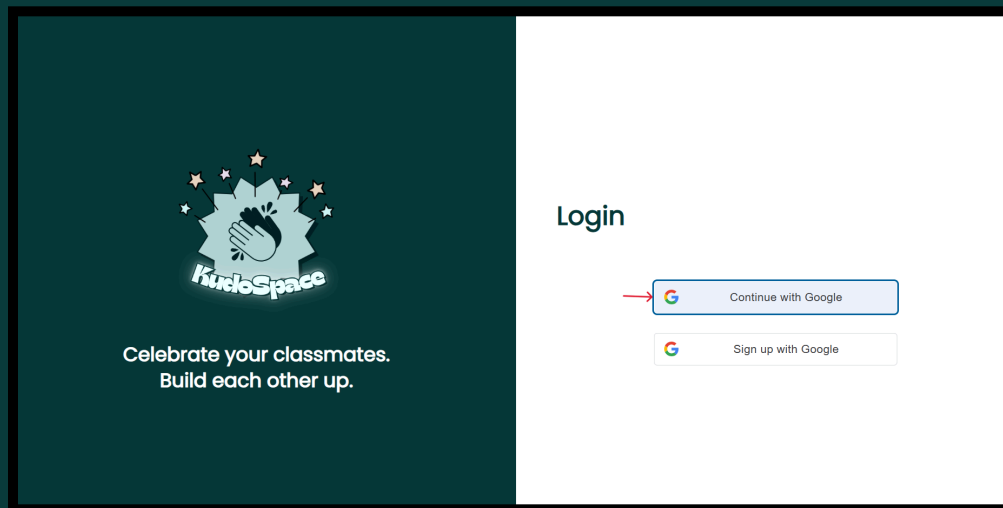


2. A Google sign-in window will appear.

   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.
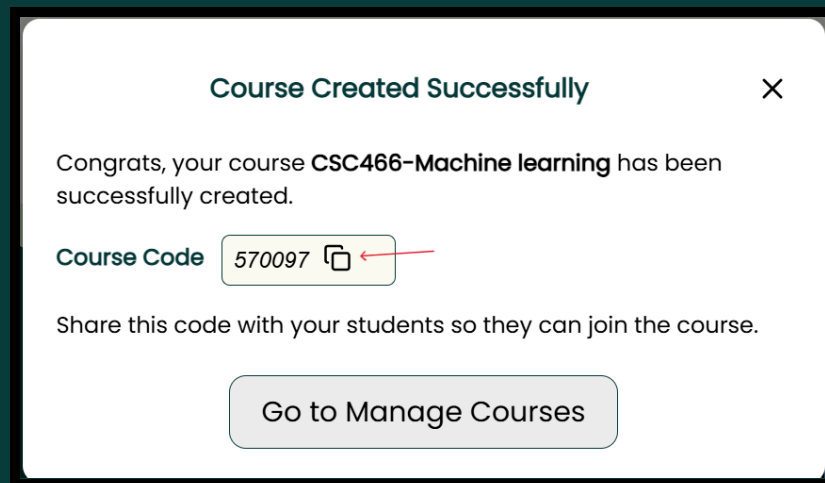


2. On the Course Management page, click "Create New Course".
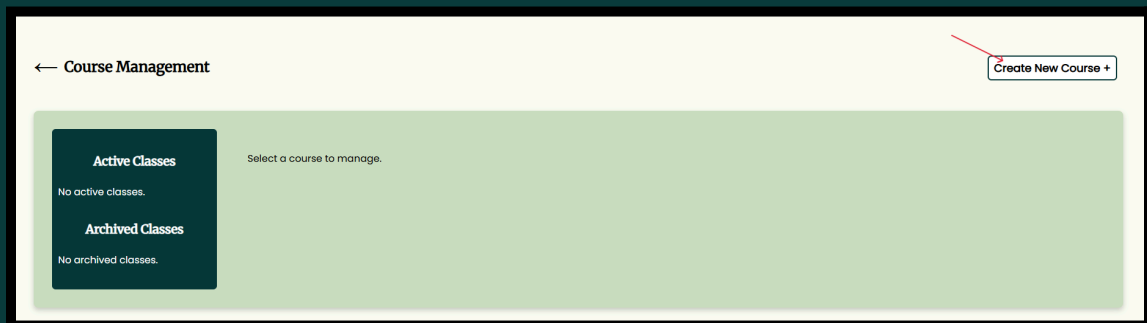


3. A Create Course overlay will appear. Enter the Class Name and select the **End Date** for the course

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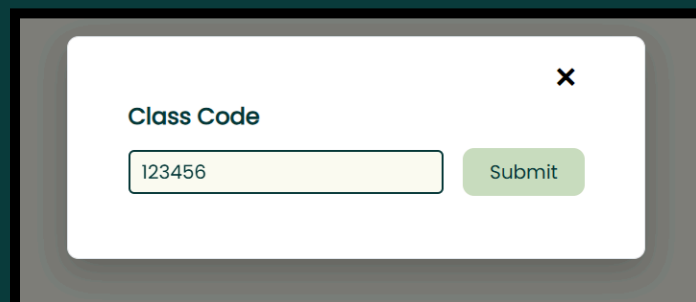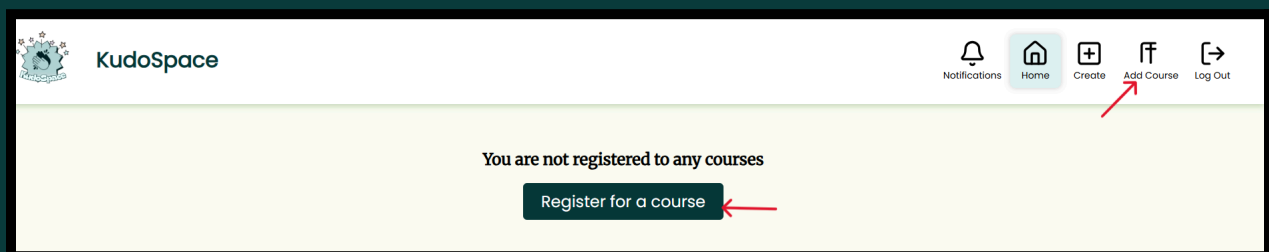
After submitting a valid class code, the instructor must approve your request to join their class. Once the instructor approves the request, you will then be enrolled in that class, allowing you to send and receive cards with all members of that class.

# 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.



3. Select a Class from the dropdown list.



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

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.

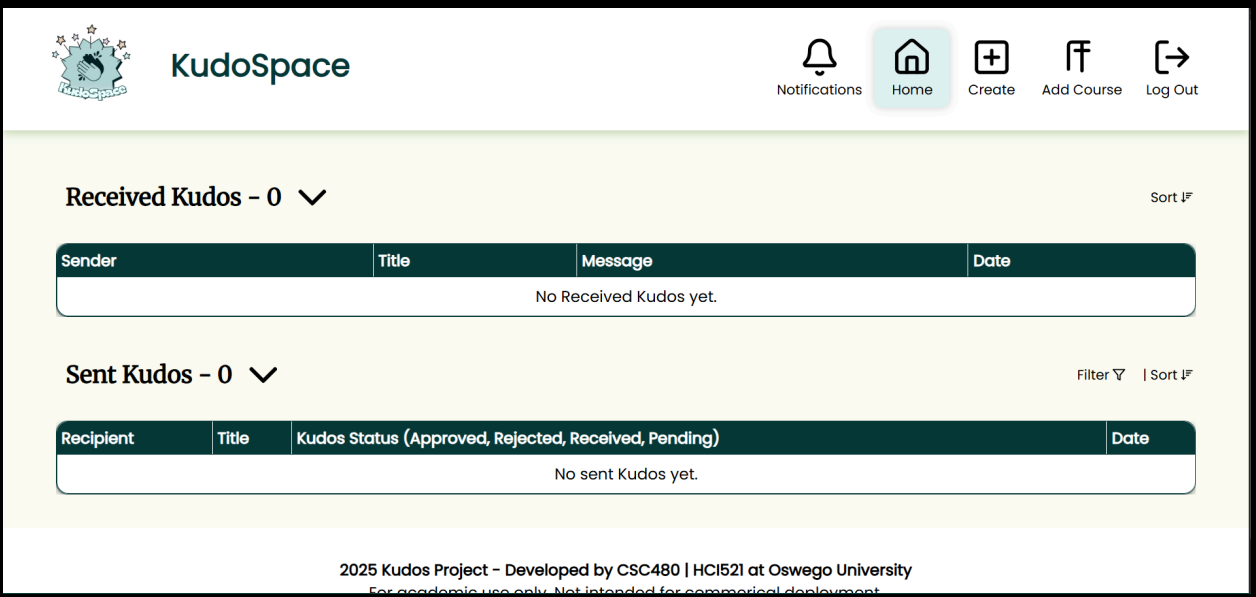7. Click Send to submit your kudos for approval.

**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.



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.



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.

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



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.

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 |
|---|---|---|---|

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.

**Not relevant to the class or learning content: **
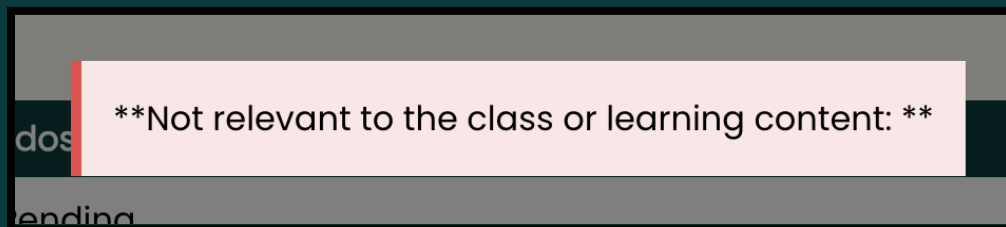
## 3.3 Instructor Homepage

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.



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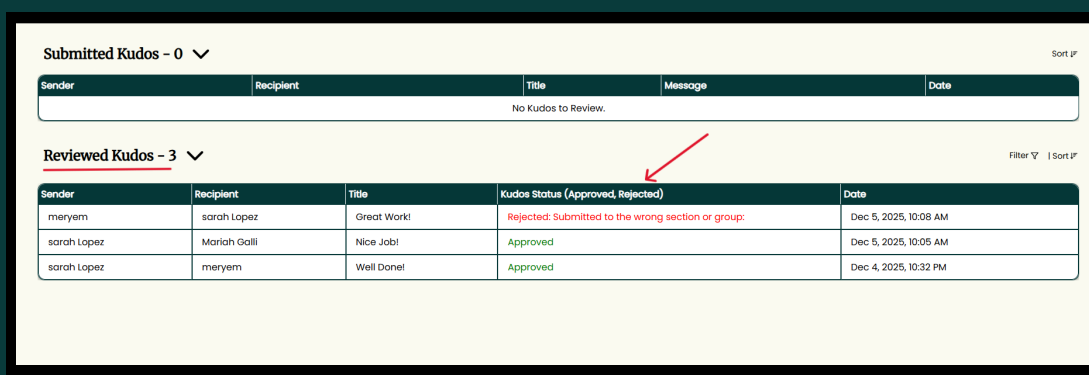
The Submitted inbox displays a table of all cards that are awaiting instructor approval across each class you manage.

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.



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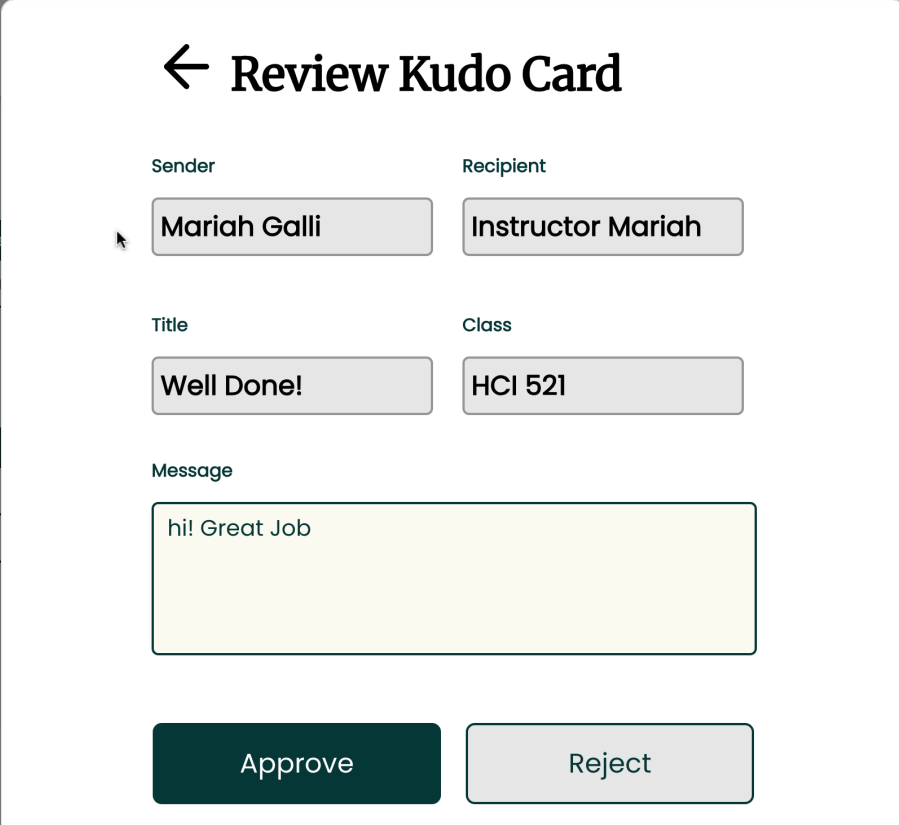
The Instructor's inbox is identical to the student's inbox and is accessed by clicking the "Mail" icon on the navigation bar. Please refer to section 3.2.2 Inbox for details.

### 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.



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.

## 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.
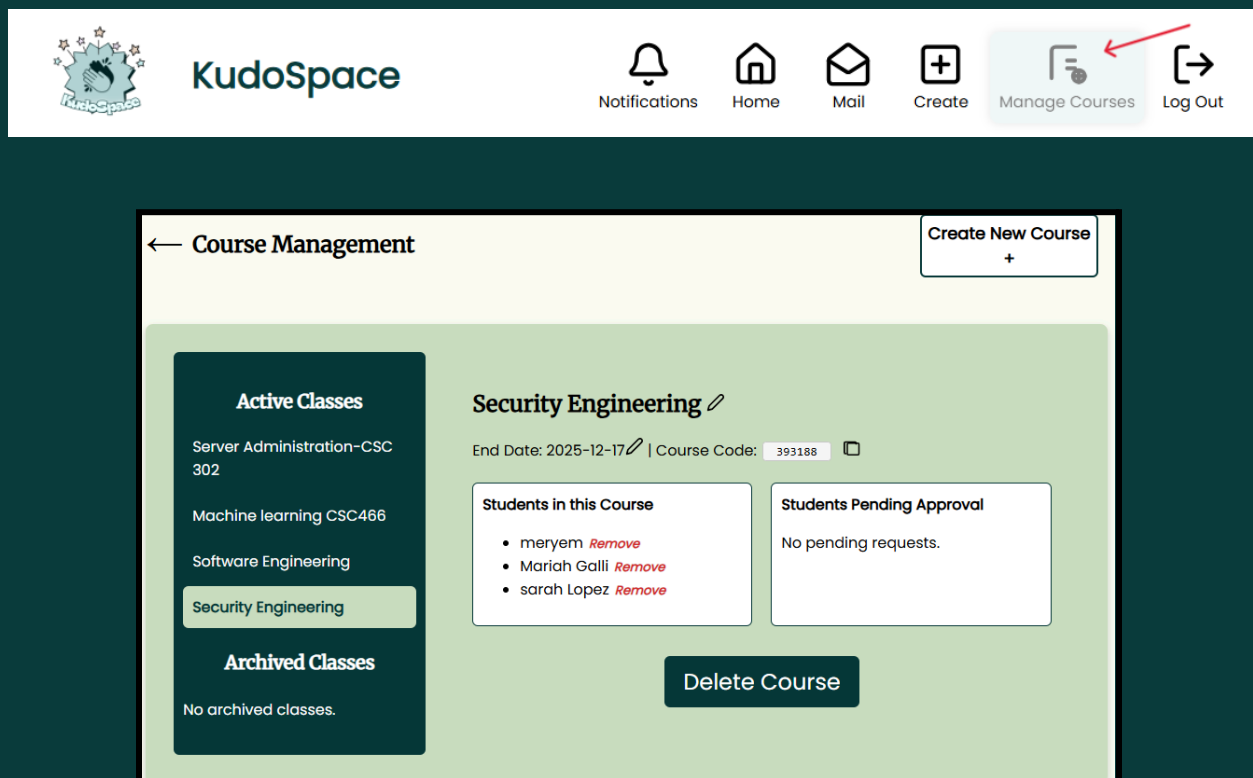




### 3.4.1 Course Selection

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.
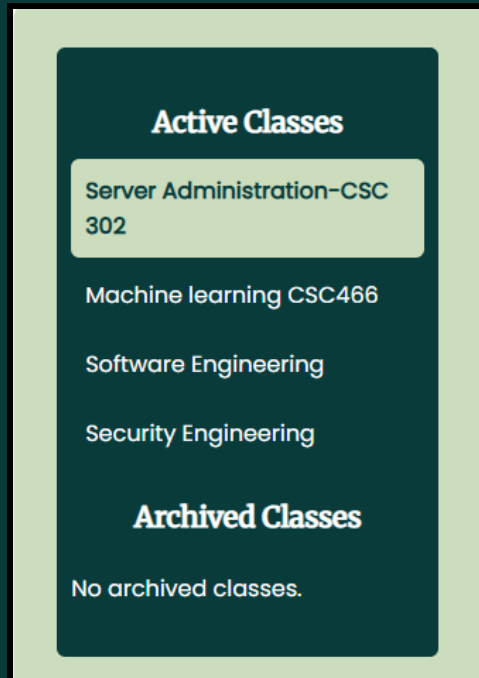
## 3.4.2 Course Details

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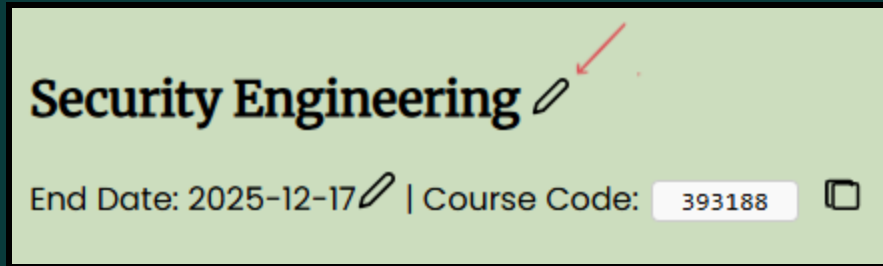
When you select the pencil to the side of the course end date, the course end date becomes editable via a pop-up calendar, and changes can be saved or canceled. When a course's end date is reached, the system automatically archives it. Kudos are available for viewing, but no new ones can be created for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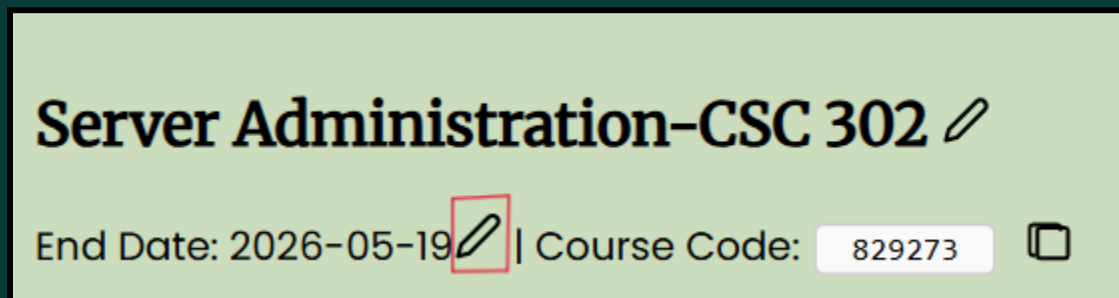


### 3.4.3 Students Pending Approval

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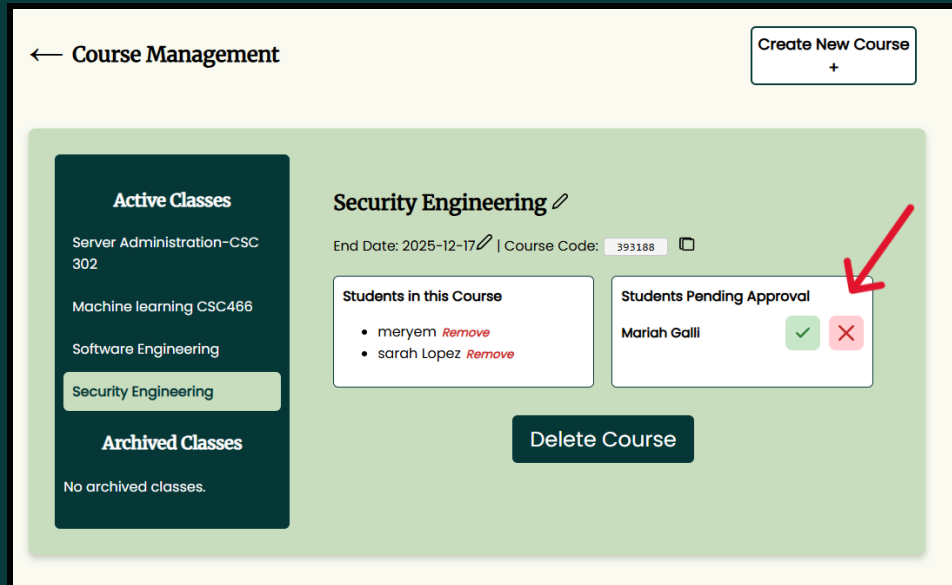
When an Instructor rejects a student, the student is removed from the "Students Pending Approval" section and is not admitted to the course. When an Instructor approves a student's request, the student is accepted into the course, their name is moved to the "Student in this Course" section, and that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

Are you sure you want to remove meryem from this class?

OK    Cancel
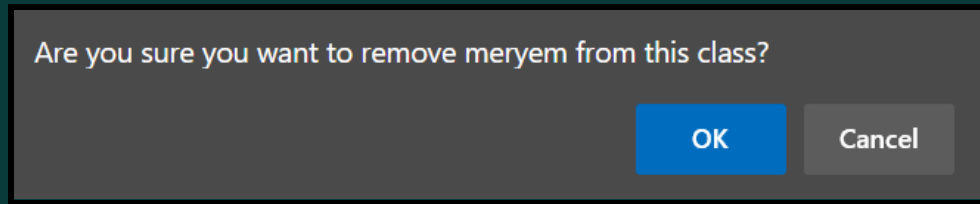
## 3.4.5 Archived Courses

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.

Current Courses

HCI 521

Archived Courses

Example Archived Course

Example Archived Course ✎

End Date: 2025-11-18✎ | Course Code: 932369 ⧉

Students in this Course
• Mariah Galli

Students Pending Approval
No pending requests.
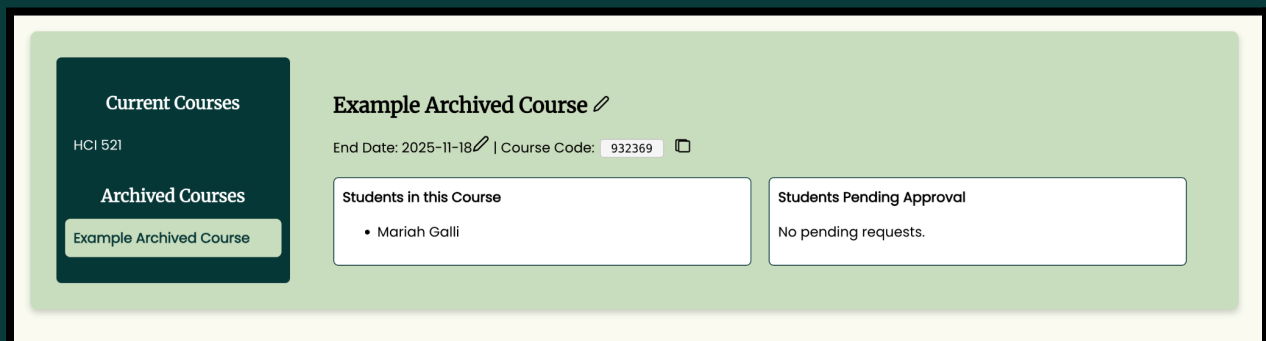
2.  Viewing Archived Courses

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. |