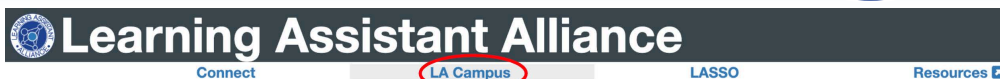




## How to Send Offers to Students



1) Log on to [www.learningassistantalliance.org](http://www.learningassistantalliance.org), select LA Campus on top and scroll down to the term you want to access.

2) Click the handshake icon for the course you want to access.

3) In the list of Applications, Late Applications or General Pool (if applicable), select one or more students and click Send Offer below.

4) A message template for offer letters will pop up. Indicate if you'd like to receive a blind copy in your email account, set a date when the offer will expire, and edit the message to the student. Select Confirm.

5) Back in the application list, the student's status now says Offer Sent. Additionally, the student will also appear in the Offers list.

### LA Campus Dashboard

**Active Terms**

Term	Faculty Proposals	Student Applications	Hiring	General Pool
Fall 2022	Feb 21 to Mar 15	Mar 14 to Sep 15	Apr 01	Apr 08

**Fall 2022**

The student application period ended on Thursday, Sep. 15. Interviewing and hiring begins on Friday, Apr. 01.

**LA-Supported Courses**

Course	LAs	Offers Accepted	Open	Expired	Declined	Rescinded	Top Candidates	Avail. 1st	2nd	3rd
CHEM 2031-002	8	6	0	1	0	0	0	8	1	5

### Course Hiring Fall 2022: CHEM 2031-002

**Hiring Completed** 6  
**Approved LAs** 8  
**Available Applicants** 0

**Offers** 7  
**Accepted** 6  
**Open** 0

**Expired** 1  
**Declined** 0  
**Rescinded** 0

**Author** Yardley Campos  
**Instructor** Yardley Campos  
**Weekly Prep** Yardley Campos

**Navigation:** Hired LAs | Offers | **Applications** | Late Applications | General Pool

### Course LA Applicants

Status	Applicant Name	Grade	Major 1
Offer Expired	Baird, Chandler	Junior	EduSci
Available	Booker, Clementine	Sophomore	Stellar Astro

**Actions:** Add to Interview Wishlist | Add to Backup List | Request Interview | **Send Offer** | Rescind Offer

Status	Applicant Name
Offer Sent	Baird, Chandler
Offer Sent	Booker, Clementine

**Offers**

Show 10 entries

Last Name	First Name	Course(s)	Offer Status	Expiration	Hiring Stage
Allison	Hanae	CHEM 1001-1	Open	09-29-22	
Baird	Chandler	CHEM 1001-1	Open	09-29-22	
Booker	Clementine	CHEM 1001-1	Open	09-29-22	

#### Send Offer

Use the text boxes below to edit the message you will be sending to the selected applicants. Please note that this message will be individually emailed all students in the recipients list from [learningassistantalliance.org](http://learningassistantalliance.org), and all instructors listed on the proposal will be CCed. Your contact email will be used in the "Reply-To" field. Please verify that this email address is correct, and change it in your profile if necessary.

☒ bcc to Lane-Allison@ugtr.edu?

**Reply-To:** Lane-Allison@ugtr.edu

**Recipients:**  
Baird, Chandler  
Booker, Clementine

**Offer Expiration:**

**Subject:** Offer Notice for Learning Assistant Position

Hello {{recipient\_name\_full}},

**Static Content:**  
You have been offered a position as a Learning Assistant, please log into <https://learningassistantalliance.org/> to accept or decline this offer.  
Please note, this offer will expire on [[offer\_expiration]].  
Below is a message about the offer.

Conratulations on being hired as a new LA for BIOCH +BIOCH +MCHEM 002 with Jerome Alford, Lane Allison, Octavius Hess for the Fall 2020 term.

[PROVIDE ADDITIONAL DETAILS ABOUT EXPECTATIONS]

**Buttons:** Cancel | **Confirm**