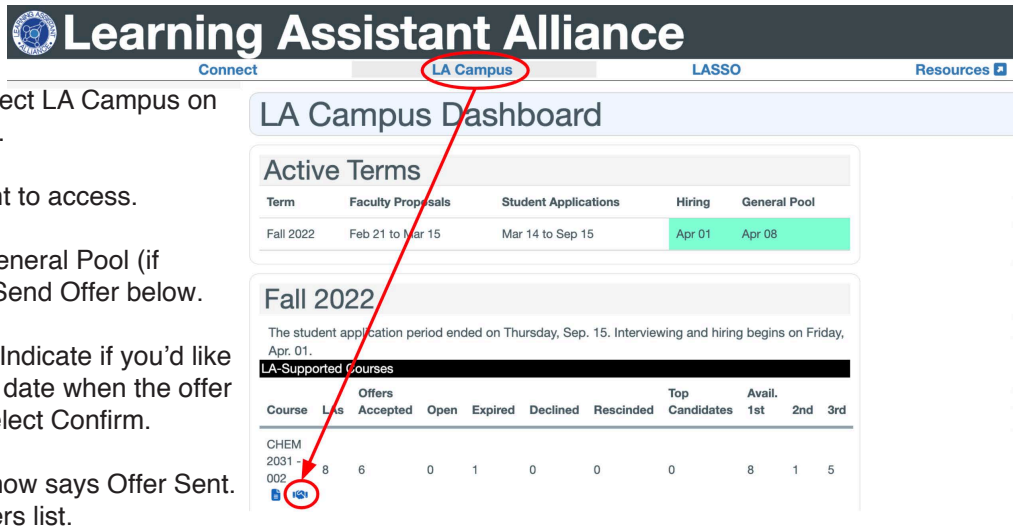
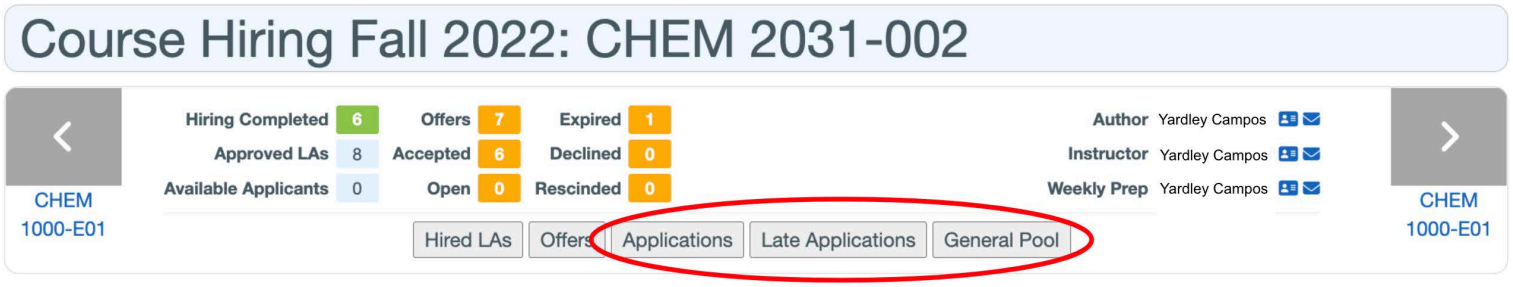
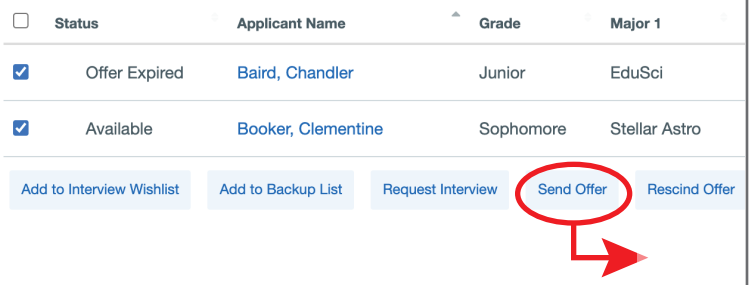
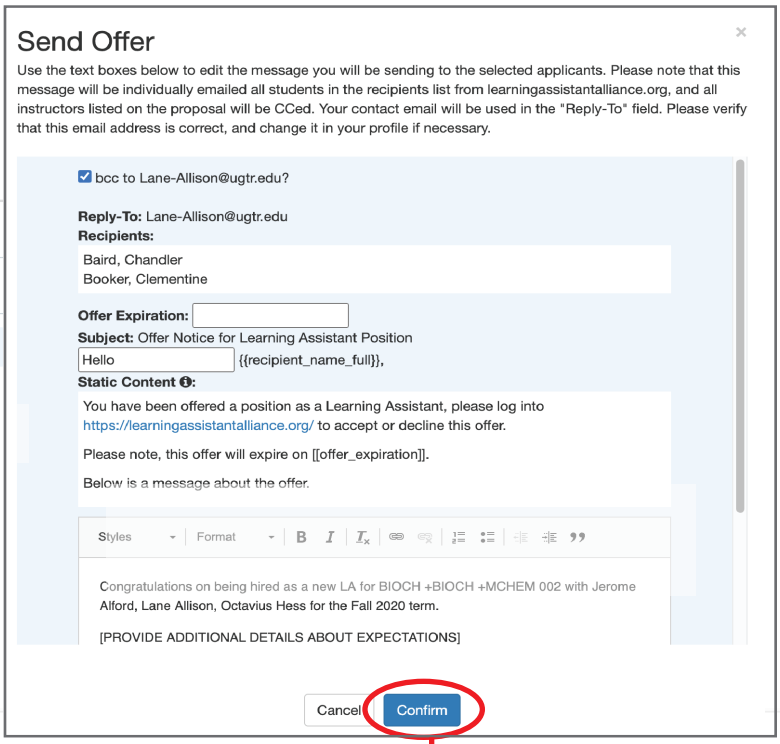
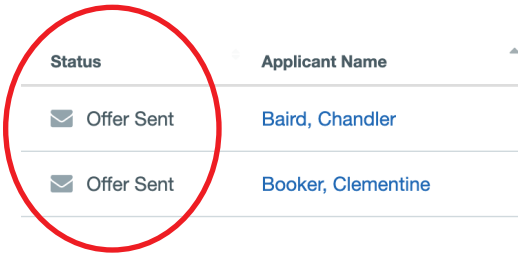
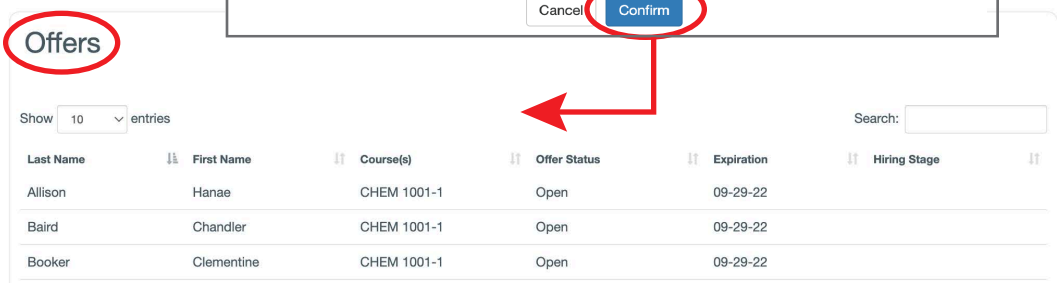
How to Send Offers to Students

1) Log on to 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.