

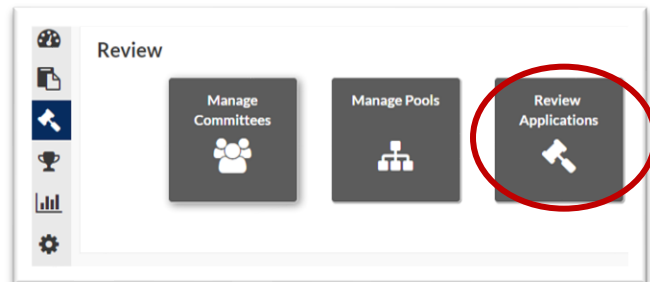


## JagSPOT Guide

# Reviewing and Rubrics for Internal Applications

Committees will all be managed and populated by the Office of Scholarship Services. If you need to make changes to the composition of your committee, please contact [scholarships@southalabama.edu](mailto:scholarships@southalabama.edu). Before the review process begins, the Office of Scholarship Services will be in communication with the Committee Chair to confirm the details of the desired review process.

1. Once a scholarship submission deadline passes, the Office of Scholarship Services will initiate the review process. Committee Chairs can also start this process if they prefer. This is done by clicking on the *Review* section on the left-hand navigation bar and then selecting *Manage Pools*.



2. A list of available *Pools* in various stages of the awarding process will be visible. All *Pools* that are beginning or still in the process of reviewing should be listed under the *Reviewing* tab. To access a pool, press the *Pencil* icon.

This will allow you to view the settings of the pool. Settings will be populated to reflect the desired review process of the committee chair. *Please do not adjust them without consulting the Scholarship Office.*

Pool Name	Deadline	Progress	Round	Reviewer	Edit
Scholarship Name	10/15/2020	100%	1	FAKE	

3. Once the review is ready to begin select the *Start Review* button.

Scholarship Name: [text field]

\* Pool Name: [text field: fake]

\* Application: [dropdown: Scholarship Name] Manage Scholarships (1/1)

Round 1

Round 1

\* Review Deadline: [text field: 9/30/2020]

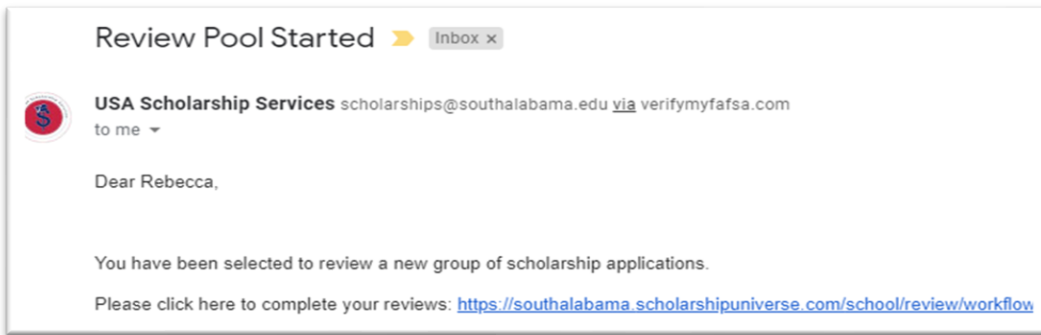
\* Review Type: [dropdown: Committee]

Buttons: Cancel, Save, **Start Review**

4. This will trigger an email notification to all committee members notifying them that the review session is now open. The email to their JagMail account will have a link directly to their review workflow.

5. Once in the *Review Workflow* the pools you have been designated to review will appear.


6. To begin reviewing you will click the *Binoculars* which will display the list of applicants.



[Review](#) > Review Workflow

## Review Workflow

Open Complete


Review Pool	Application	Round	Deadline	Outst...	Total ...	Vi...
Scholarship Name	Scholarship Name	1	9/30/2020	1	1	

◀ 1 ▶ 10 items per page 1 - 1 of 1 items

7. To view an applicant's materials, you will click on the *Gavel* icon.

Scholarship Name

Filter by Status: Ready for Review ▾ Round Status: OpenRound Deadline: 9/30/2020 Completion: 0 / 1Scoring Method: Score Card

First Name	Last Name	Score	Last Review Date	Letters of Reco...	Review
Autumn	Courtney			Completed	

◀ 1 ▶ 10 items per page 1 - 1 of 1 items

8. A pop-up window will appear with the applicant's materials. You can toggle between *Application*, *Matching*, *Academic*, *Finance*, and *Admissions* tabs for additional information.

If your committee is using a *Scorecard* (customizable rubric) you will find it on the pop-up window. You can enter scores and comments for the application in this section.

Review > Review Workflow > Pool Review > Application Review

**Autumn Courtney** Back to Pool

Application Matching Academics Finance Admissions

Application: FAKE FAKE FAKE  
Applied: 1 / 1 in pool

Letter of Rec

Question: Please Submit a Letter of Recommendation from a faculty member  
Reported Answer: Letter of Recommendation from Lauren Williams

Essay

Question: In 200 words or less, please explain why you believe you deserve this scholarship. There is no need to expand on your academic qualifications.  
Reported Answer: dfgsdgsd

Scorecard

Letter of Recommendation: 50% / 10  
Essay Response: 50% / 10  
Overall Score: 0 / 100

Comments:

Committee Score

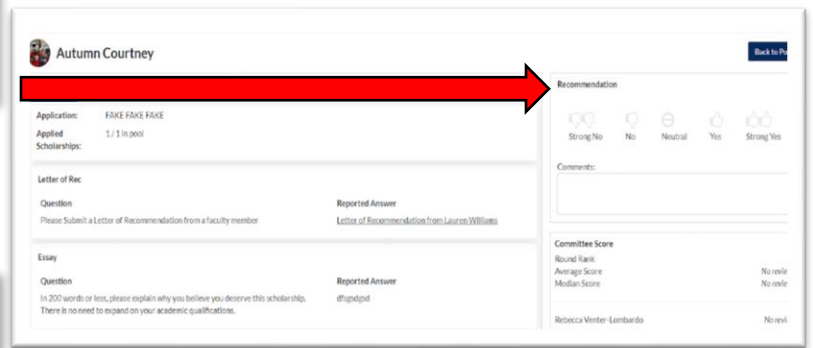
Round Rank: 1  
Average Score: No reviews  
Median Score: No reviews

Rebecca Venter-Lombardo: No review

If you are not using a scorecard, you will see ranking options from *Strong No to Strong Yes*.

- 9. Letters of Recommendation and additional materials are available on the application tab.

Click on the *Letter of Recommendation* to display the letter in a pop-up window.



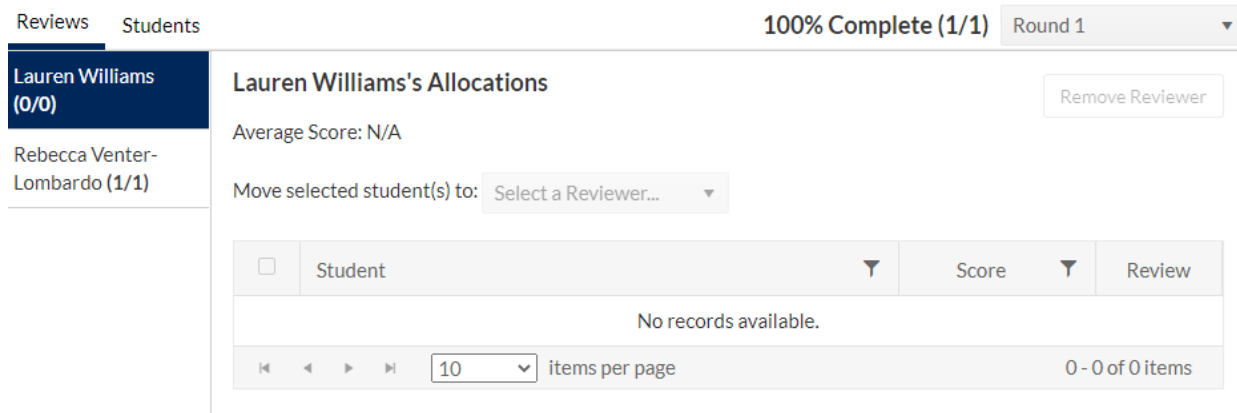
### Letter of Recommendation from Lauren Williams

Autumn is cool.

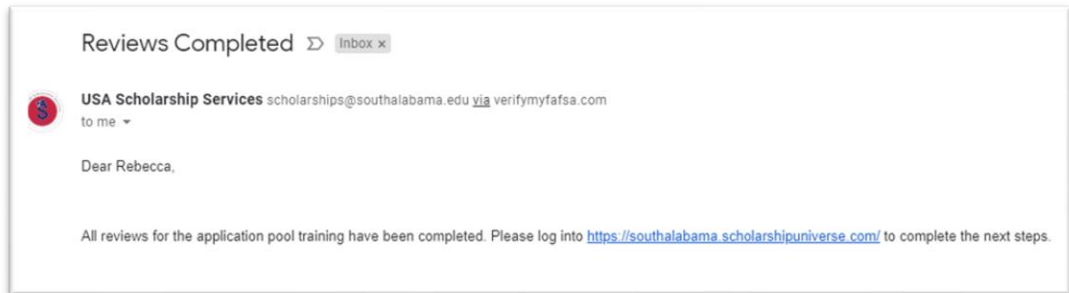
- 10. Once you have reviewed the application you can enter your scores and comments before saving your review. This will move the student to the completed review section of your workflow.

- 11. To monitor the progress of all reviewers, navigate back to the *Manage Pools* page and select your pool from the list by clicking on the *Pencil* icon.

- 12. Once the specific *Pool Detail* page has loaded, click on the *Pool Scoring* button. This will bring up a screen that allows you to view the progress of the committee members.



- 13. Once Reviewers have completed all of their reviews, the Chair will receive an email notifying them that the pool review has been completed.



- 14. Chairs will then log into the *Review* section of JagSPOT and select the *Manage Pools* tile. From this page they will select the pool that is indicated in the email notification and click on the *pencil* tool to edit.

15. Once on the *Pool Detail* page, Chairs will now have the option to *Complete Review*. If you are satisfied with the reviews, click that button.

The screenshot shows the 'Pool Builder' interface. At the top, there are navigation links: 'Review > Manage Pools > Pool Builder'. Below this, the 'Scholarship Name' is displayed. On the right side, there are four buttons: 'Cancel', 'Save', 'Complete Review' (which is circled in red), and 'Cancel Review'. Below the buttons, there are input fields for 'Pool Name' (containing 'Scholarship Name') and 'Application' (containing 'Scholarship Name'). There is also a 'View Scholarships (1)' button and a 'Total Number of Applicants: 1' indicator. At the bottom, there is a section for 'Round 1'.

16. Chairs will then have the option to start awarding or to begin a new round of review. Once you are ready to start the awarding process click *Start Awarding*.

The screenshot shows the 'Pool Builder' interface. At the top, there are navigation links: 'Review > Manage Pools > Pool Builder'. Below this, the 'Scholarship Name' is displayed. On the right side, there are three buttons: 'Cancel', 'Start Awarding', and 'New Round'. Below the buttons, there are input fields for 'Pool Name' (containing 'Scholarship Name') and 'Application' (containing 'Scholarship Name'). There is also a 'View Scholarships (1)' button and a 'Total Number of Applicants: 1' indicator. At the bottom, there is a section for 'Round 1'.

New rounds can be used to narrow down very large pools of applicants. To start a new round, refer to the instructions above to begin the review process on your own.

17. At this point, select the *Award* section on the left-hand navigation bar and click on the *Award View* tile. Then select the *Award View* you have created for this pool.

The screenshot shows the 'Award View' interface. At the top, there are fields for 'Name' (Scholarship Name), 'Pool' (Scholarship Name), and 'SmartRank' (Select an item...). There are also buttons for 'Manage Scholarships (1/1)' and a plus sign. To the right, there are three summary boxes: 'Total Applicants' (1), 'Total Awarded' (\$0.00), and 'Remaining Budget' (\$9,999.00). Below this is a table with columns: 'Student ID', 'Name', 'Award Amount', and 'Review Score'. The table contains one row: '100450930', 'Autumn Courtney', '\$0.00', and '100'. At the bottom, there is a 'Nominate' button and 'Save' and 'Cancel' buttons.

The screenshot shows the 'Custom Columns' dialog box. It has a title bar with 'Name: training' and 'Pool: Manage Scholarships'. The main area has a 'Question' field with 'sis' and a search box 'Search from an existing question'. Below this, it says 'No Custom Columns added'. At the bottom, there are 'Cancel' and 'Save' buttons. A preview table is visible at the bottom of the dialog with columns: '100450...', 'Autumn Courtney', '\$0.00', '1', '40.00', '3.35', '16', and 'In State'.

Inside the *Award View* you can customize the view to include *SmartRanks* (see the Using SmartRanks section), or to pull data directly from Banner to help you rank and sort applicants.

**18.** Once students to award have been identified, click on the *\$0.00 Award Amount* next to their name. This will pull up an awarding window.

Enter the amount to be awarded for each term into the corresponding box and make comments for your records.

Once the amount is correct and you have listed any comments, click *Save*.

**Award Applicant**

Autumn Courtney  
J00450930  
Student Total: \$0.00

Awarded 2021 \$100.00	Awarded 2122 \$0.00
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**Internal Application TRAINING TEMPLATE-NOT REAL-OFFICE OF SCHOLARSHIP SERVICES ONLY**  
(2122)

Total Awarded: \$0.00  
Remaining Budget: \$9,999.00

Fall 2021: \$ 0.00  
Spring 2022: \$ 0.00

**19.** You will complete this step for each student you would like to award. If you need to step away from the awarding process, remember to save your work.