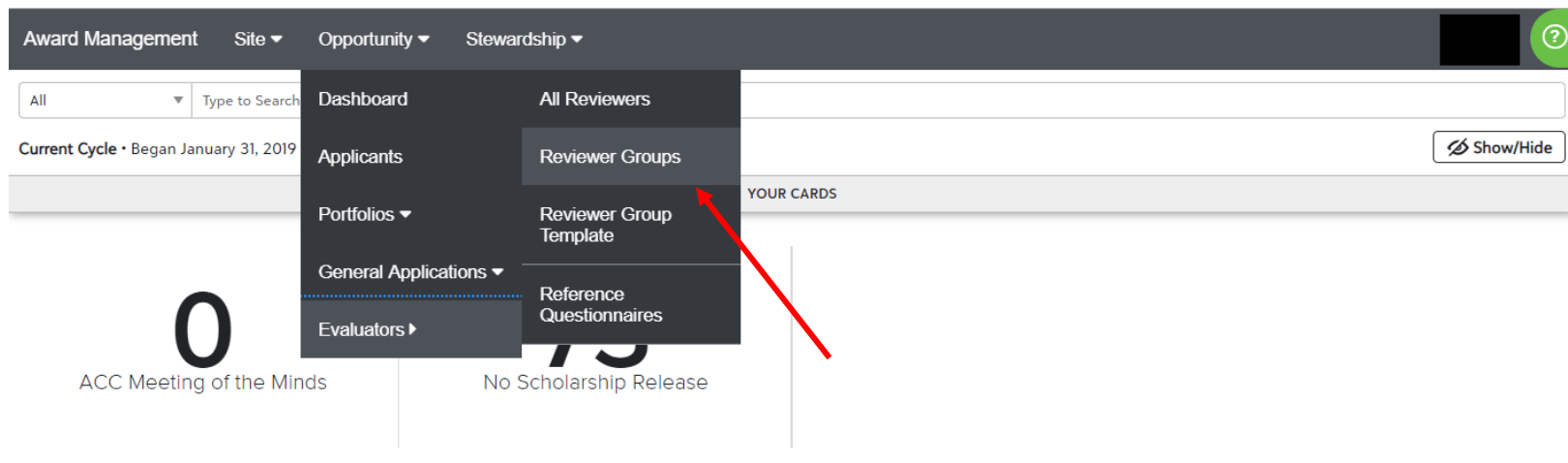


Create Reviewer Group Quick Guide

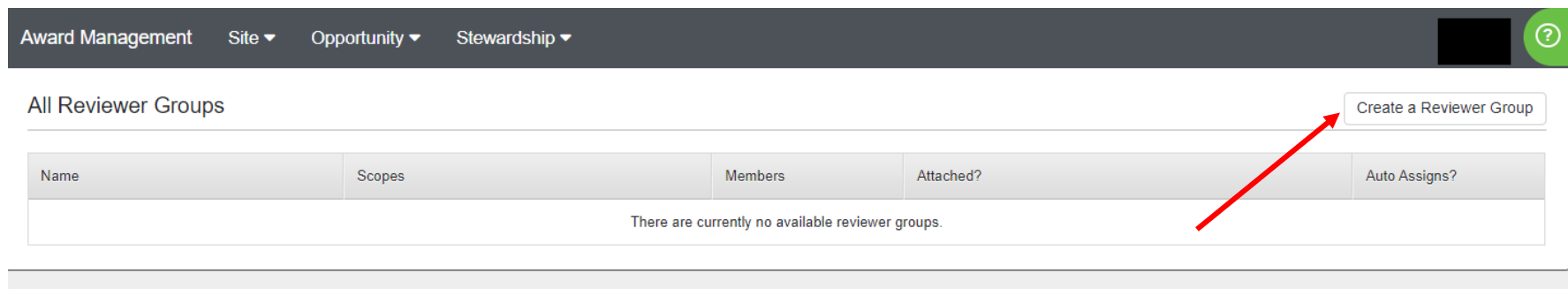
This quick guide provides instructions for creating a reviewer group that consists of individual reviewers. A reviewer group can be used for one or more opportunities and can be configured to distribute reviews automatically or require manual assignment. This functionality is an administrative function and you must be an Opportunity Administrator in order to access the following.

Create Reviewer Group

1. Reviewer Group administration is configured at a system level. Select Evaluators>Reviewer Groups.



2. Select the option to Create a Reviewer Group:



3. Add reviewer group details:

The screenshot shows the 'Create a Reviewer Group' form. At the top, there is a navigation bar with 'Award Management', 'Site', 'Opportunity', and 'Stewardship' menus. Below the navigation bar, the page title is 'Create a Reviewer Group' with a 'History' button. The form consists of several sections: 'Name' (a text input field), 'Group Information' (a rich text editor with bold, italic, and list icons, and buttons for 'Help', 'Preview', and 'Edit'), 'Scopes' (a dropdown menu with 'Add Scopes' selected), 'Assign Reviews' (a dropdown menu with 'Manually' selected), and 'Only Review Qualified Applications' (a checkbox that is checked). At the bottom right of the form, there is a link for 'Example Formatting: *bold*, _italics_' and a 'Full Screen' button.

- **Name** (required) – a descriptive name that represents the reviewer group. It can be generic if the group will be used for multiple opportunity reviews or specific if used for one opportunity only.
- **Group Information** (optional) – any description of the group.
- **Scopes** – select appropriate scopes based on the opportunity or opportunities that will utilize the reviewer group. Depending on your role, there may only be one scope available.
- **Assign Reviews** – this field determines if reviews will be assigned to group members automatically or manually. If assigned automatically, there are several options.

This image is a close-up of the 'Assign Reviews' dropdown menu. The menu is open, showing the following options: 'Manually', 'At most 1 review per application', 'At most 2 reviews per application', 'At most 3 reviews per application', 'At most 4 reviews per application', 'At most 5 reviews per application', and 'Every application to every reviewer'. The 'Manually' option is currently selected.

For automatic assignment, you can choose to have an application reviewed by a single reviewer or up to five reviewers. Or, you can choose to have all applications assigned to each reviewer.

- **Only Review Qualified Applications** – qualified applications are those that have at least one qualification point (meet at least one qualification criteria). Usually, this will be selected, as you only want reviewers to see qualified applications.
 - **Note:** For applications that require letters of reference, an applicant is not considered qualified until the reference is submitted.

4. Once you have entered all reviewer group details, select the option to Create Group:

Award Management Site Opportunity Stewardship

Create a Reviewer Group History

Name

Group Information B I List Link Help Preview Edit

Example Formatting: **bold**, *italics* Full Screen

Scopes Add Scopes

Assign Reviews Manually

Only Review Qualified Applications

Create Group

5. Once the reviewer group has been created, you can then add reviewers to the group. Select the Reviewers tab:

Award Management Site Opportunity Stewardship

Details **Reviewers** Qualifications Questions Rubrics Opportunities

Attached Add Reviewers History

Role	Name	Reviewed / Assigned - This Group	Reviewed / Assigned - All Groups
Current Reviewers			
No reviewers have been added to this group.			
All System Reviewers			
None		—	0 / 0

6. All system reviewers will be displayed. You may either add an existing system reviewer by selecting “Member” from the dropdown box or you can select the option to ‘Add Reviewers’ and enter an email address.

Role	Name	Reviewed / Assigned - This Group	Reviewed / Assigned - All Groups
Current Reviewers			
No reviewers have been added to this group.			
All System Reviewers			
None	[Redacted]	—	0 / 0
None	[Redacted]	—	0 / 0
None	[Redacted]	—	0 / 0
None	[Redacted]	—	0 / 0

Selecting ‘Add Reviewers’ will display a dialogue box where you can enter/search an email address. You may add multiple reviewers by entering multiple email addresses. Note that adding new reviewers to a group **does not** trigger any communications. A communication is sent only when one or more applications are assigned to a reviewer.

Add Reviewers [X]

Begin typing to search by name, email address, or user ID...

Enter the email address of each reviewer you'd like to add on a new line

Add or Invite

7. **Qualifications** can be added to a Review Group. These are additional criteria that determine which applications are eligible to be assigned to reviewers. If you want to assigned all qualified applications to your reviewer group, you do not need to add qualifications.

8. **Questions** can be added to a Review Group. These would be questions you want each reviewer to complete for each assigned application. Reviewer questions are created in the same way as application questions and can be required or optional.

Order	Label	Field	Required?	Type	Actions
	Overall Score between 1 (low) and 5 (high). Note: The overall score does not need to be a strict averaging of the scores you have given for the categories above. Rather, you are free to weight the categories as you wish.	10351	<input checked="" type="checkbox"/>	Number - No Decimals	Details <input type="button" value="x"/>
	Notes	10173	<input type="checkbox"/>	Essay	Details <input type="button" value="x"/>

9. Custom **Rubrics** can be added to a Review Group allowing reviewers to score on a standard scale and criteria or a customized scale and criteria specific to your opportunity.

The standard scale is a 1-5 scoring model based on four rubrics: Academic Performance, Extracurricular Activities, Leadership Skills and Supplemental Materials.

Award Management Site ▾ Opportunity ▾ Stewardship ▾

Details Reviewers Qualifications Questions Rubrics Opportunities

Echols Scholars Program - Final Review Attached History

Enabled Rubrics

Because this group is attached to the Reviewer Group Template, its rubrics come from that template. To edit its rubrics directly, detach this reviewer group on its [details page](#).

Name	Min Score	Max Score	Offset	Weight
Academic Performance	0.0	5.0	1.0	1.0
Extracurricular Activities	0.0	5.0	1.0	1.0
Leadership Skills	0.0	5.0	1.0	1.0
Supplemental Materials	0.0	5.0	1.0	1.0

Disabled Rubrics

In order to customize, you must first detach the rubric from the reviewer group standard template on the details page:

Award Management Site ▾ Opportunity ▾ Stewardship ▾

Questions and rubrics for this reviewer group come from the Reviewer Group Template. To edit these items directly, detach the group on its [details page](#).

Echols Scholars Program - Final Review Attached

Enabled Rubrics

Because this group is attached to the Reviewer Group Template, its rubrics come from that template. To edit its rubrics directly, detach this

Name	Min Score	Max Score
Academic Performance	0.0	5.0
Extracurricular Activities	0.0	5.0

Award Management Site Opportunity Stewardship

Echols Scholars Program - Final Review Attached

Details Reviewers Qualifications Questions Rubrics Opportunities

Detach Archive History

Name Echols Scholars Program - Final Review

Group Information B I [List Icons] Help Preview Edit

Once detached, you can return to the Rubrics tab and create your customized rubrics:

Award Management Site Opportunity Stewardship

Echols Scholars Program Detached

Details Reviewers Qualifications Questions Rubrics Opportunities

History

New Rubric

Name

Help Text B I [List Icons] Help Preview Edit

Example Formatting: ***bold***, *_italics_* Full Screen

Min Score 0

Max Score 10

Offset 1

Weight 1

Create Rubric

Enabled Rubrics

Order	Name	Min Score	Max Score	Offset	Weight	Actions
☰	Academic Record	0.0	5.0	1.0	1.0	Edit
☰	Intellectual Passion & Drive	0.0	5.0	1.0	1.0	Edit
☰	Evidence of Curiosity	0.0	5.0	1.0	1.0	Edit
☰	Community Engagement	0.0	5.0	1.0	1.0	Edit
☰	Ability to explore and offer diverse perspectives	0.0	5.0	1.0	1.0	Edit
☰	Commitment to a liberal arts education	0.0	5.0	1.0	1.0	Edit

[Update Order](#)