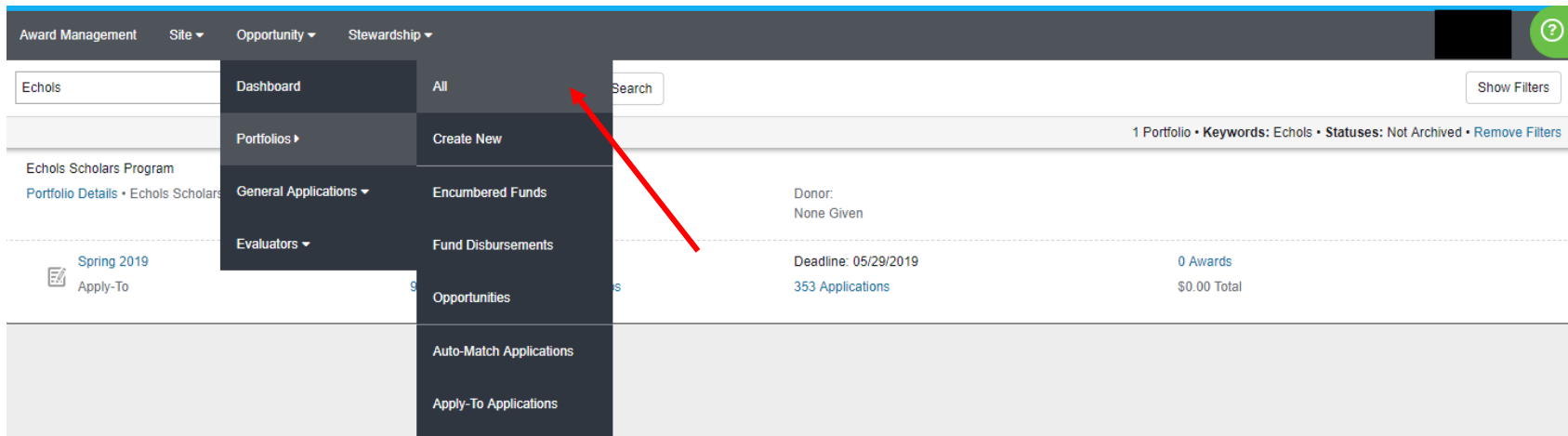


Reviewer Admin Quick Guide

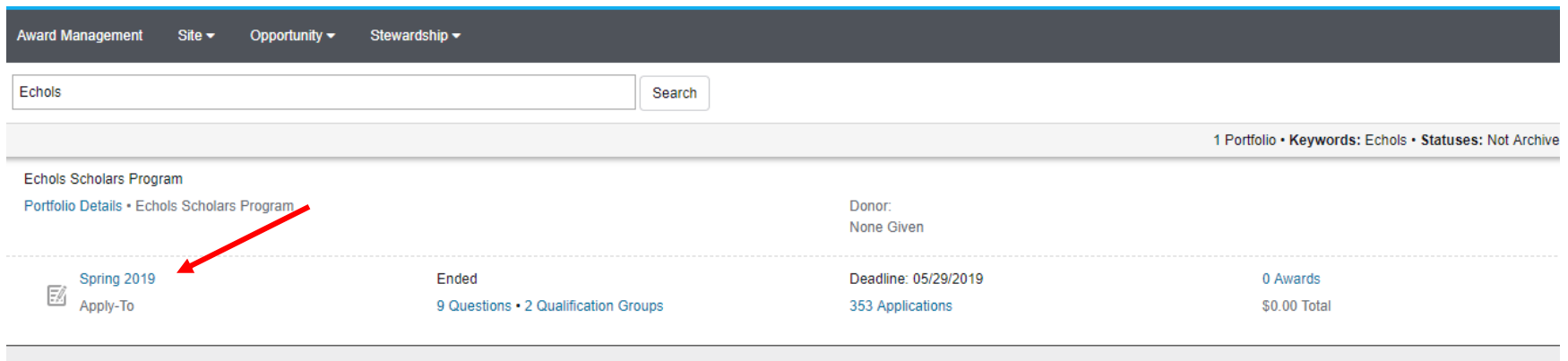
This quick guide provides instructions for administering reviewer groups and reviews for a specific opportunity. This functionality is part of the opportunity administrator role and you must be in the Administrator role in order to access the following.

Review Management (for a specific opportunity)

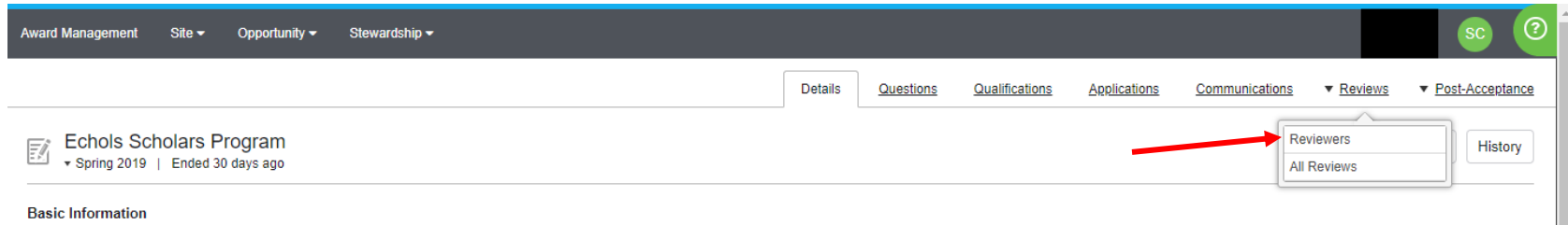
1. Review assignments and management are performed at the opportunity level. Find the opportunity you want to manage by selecting Opportunity>Portfolios>All and search by opportunity name.



2. To view details of a specific opportunity, select the season link:



3. On the opportunity details page, select the Reviews dropdown. This menu allows you to view all reviewers assigned to this opportunity and all reviews.



4. Select the 'Reviewers' option. This will navigate to a list of opportunity reviewers and provide assigned reviews status:

The screenshot shows the 'Assigned Reviewers' section for the Echols Scholars Program. The page includes a 'Notes' and 'History' button. The table below lists reviewers and their assigned review status.

Name	Groups	Reviewed / Assigned	Actions
[REDACTED]	Echols Scholars Program	0 / 48	Assignments
[REDACTED]	Echols Scholars Program	0 / 48	Assignments
[REDACTED]	Echols Scholars Program	25 / 305	Assignments
[REDACTED]	Echols Scholars Program	29 / 48	Assignments
[REDACTED]	Echols Scholars Program	0 / 48	Assignments
[REDACTED]	Echols Scholars Program	27 / 48	Assignments
[REDACTED]	Echols Scholars Program	0 / 61	Assignments

5. To view/manage assignments for a specific reviewer, select the 'Assignments' button. Assignments can be done manually or automatically (specified at the reviewer group level – see the **Create Reviewer Group Quick Guide**). Manual assignments are managed at the opportunity level on this assignments page. An administrator can select/deselect and assign any application displayed.

The screenshot shows the 'Assignments' page for Aaria Malhotra in the Echols Scholars Program. The page includes a search bar, pagination controls (Page 1, Previous, Next), and a table of applications. The table has columns for 'Assigned?', 'Name', 'Group', 'Normalized Score', and 'Review Status'. All 10 applications in the list have their 'Assigned?' checkboxes checked. At the bottom of the table, there are 'Select All' and 'Assign Selected' buttons. A red arrow points to the 'Assigned?' checkbox in the first row, labeled 'Select or Deselect'. Another red arrow points to the 'Assign Selected' button, labeled 'Save assignments'.

Assigned?	Name	Group	Normalized Score	Review Status
<input checked="" type="checkbox"/>	[REDACTED]	Echols Scholars Program	No Score Yet	Not Yet Started
<input checked="" type="checkbox"/>	[REDACTED]	Echols Scholars Program	No Score Yet	Not Yet Started
<input checked="" type="checkbox"/>	[REDACTED]	Echols Scholars Program	No Score Yet	Not Yet Started
<input checked="" type="checkbox"/>	[REDACTED]	Echols Scholars Program	No Score Yet	Not Yet Started
<input checked="" type="checkbox"/>	[REDACTED]	Echols Scholars Program	No Score Yet	Not Yet Started
<input checked="" type="checkbox"/>	[REDACTED]	Echols Scholars Program	No Score Yet	Not Yet Started
<input checked="" type="checkbox"/>	[REDACTED]	Echols Scholars Program	No Score Yet	Not Yet Started
<input checked="" type="checkbox"/>	[REDACTED]	Echols Scholars Program	No Score Yet	Not Yet Started
<input checked="" type="checkbox"/>	[REDACTED]	Echols Scholars Program	No Score Yet	Not Yet Started
<input checked="" type="checkbox"/>	[REDACTED]	Echols Scholars Program	No Score Yet	Not Yet Started

- Applications are paginated and displayed in groups of 10. If you 'select all', only the 10 applications displayed are selected. The system doesn't select applications on following or previous pages.
- Only qualified applications are available for reviewer assignment. As applications are submitted and applicants meet the qualifications of a specific opportunity, their names will show up for assignment.
- Names are displayed in alpha order by first name. There are no sorting options available.

6. Auto-assignments can be viewed at the opportunity level but cannot be modified as they are system generated.

Details Questions Qualifications Applications Communications ▾ Reviews ▾ Post-Acceptance

COLLEGE OF ARTS & SCIENCES SMALL RESEARCH AND TRAVEL GRANTS > FALL 2019 > REVIEWERS > AMY NOLASCO

College of Arts & Sciences Small Research and Travel Grants
▾ Fall 2019 | Archived 12 days ago

Notes History

Amy Nolasco

Manual Assignments Auto Assignments

Assigned?	Name	Group	Normalized Score	Review Status
Yes	[REDACTED]	Small Research and Travel Grants	No Score Yet	Not Yet Started
Yes	[REDACTED]	Small Research and Travel Grants	No Score Yet	Not Yet Started
Yes	[REDACTED]	Small Research and Travel Grants	No Score Yet	Not Yet Started
Yes	[REDACTED]	Small Research and Travel Grants	No Score Yet	Not Yet Started
Yes	[REDACTED]	Small Research and Travel Grants	No Score Yet	Not Yet Started

7. To view all reviews, select the All Reviews dropdown. This menu allows you to view all reviewers assigned to this opportunity and all reviews.

Award Management Site ▾ Opportunity ▾ Stewardship ▾

Details Questions Qualifications Applications Communications ▾ Reviews ▾ Post-Acceptance

Echols Scholars Program
▾ Spring 2019 | Ended 30 days ago

Reviewers
All Reviews

History

Basic Information

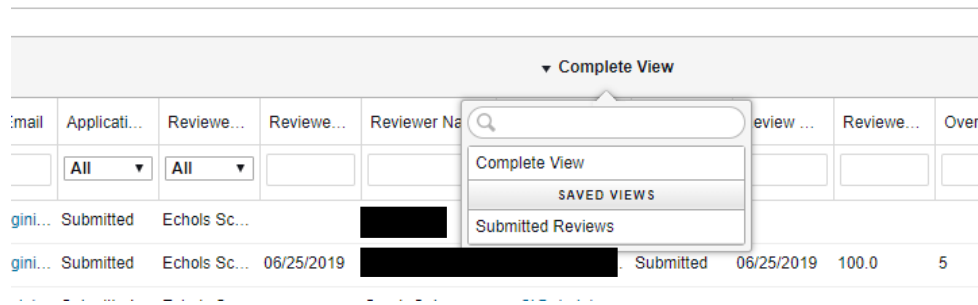
8. Reviews are displayed in grid/report format.

The screenshot shows the 'Echols Scholars Program' interface. At the top, there are navigation tabs: Award Management, Site, Opportunity, Stewardship, Details, Questions, Qualifications, Applications, Communications, Reviews, and Post-Acceptance. Below this, the program name 'Echols Scholars Program' is displayed with 'Spring 2019' and 'Ended 30 days ago'. There are 'Notes' and 'History' buttons. The main area is a grid of reviews. The grid has columns for Id, View, Applicant Name, Review Date, Reviewer Name, Reviewer Email, Review Score, Overall Score, Notes, Community Evidence, Evidence of Character, and Intellectual. Annotations with red arrows point to various features: 'Save view' points to a star icon; 'Export/Download the grid/report' points to a download icon; 'Change visible columns' points to a list icon; 'Sort by clicking on any column header' points to a column header; 'Search fields (see note below)' points to a search input field. The grid shows several rows of review data, with some applicant names redacted.

- Views on this page can be customized by sorting, searching or changing which columns or displayed and where they display. Search fields will accept certain qualifiers:

- || - Logical OR, e.g., 'Freshman || Sophomore'
- <> - Does not include
- = - Includes
- < - Less than
- <= - Less than or equal to
- > - Greater than
- >= - Greater than or equal to
- BLANK - A blank or NULL value
- TODAY - A shortcut for the current date, e.g., 6/28/2019
- "search text" - Return exact matches; valid on text only fields

- Once you have a report as you want it, you can save the view. Saved views are accessed by selected the dropdown at the top of the report:



The screenshot shows a report interface with a table and a dropdown menu. The table has columns for 'Email', 'Applicati...', 'Reviewe...', 'Reviewe...', 'Reviewer Na', 'review ...', 'Reviewe...', and 'Over'. The dropdown menu is open, showing 'Complete View' and 'Submitted Reviews' under the heading 'SAVED VIEWS'. The table contains two rows of data, with some cells redacted by black boxes.

Email	Applicati...	Reviewe...	Reviewe...	Reviewer Na	review ...	Reviewe...	Over
gini...	Submitted	Echols Sc...					
gini...	Submitted	Echols Sc...	06/25/2019		Submitted	06/25/2019	100.0 5

- You can export/download the grid/report but you must save the view first or the system will export the complete view.