

## Reviewer Chair Quick Guide

As a reviewer chair, you will have the ability to view reports (applications and reviews) as well as update an application send a communication to the student and/or encumber funds.

1. As a reviewer chair, you will login to AcademicWorks and see an indication of both applications and reviews available for you to manage/administer.

Opportunities		
Opportunities to Evaluate		
Open for Review		
<u>Veterans Scholar Program</u> Fall 2023	Reviews 12/01/2023 - 12/30/2023 <u>90 Applications to Chair • 450 Reviews to Chair</u>	Assigned Reviews: <u>0 of 90 Completed</u>
<u>Cavalier Fund</u> Fall 2023	Reviews began 11/01/2023 <u>1 Application to Chair • 2 Reviews to Chair</u>	Assigned Reviews: <u>0 of 1 Completed</u>

- Clicking on 'Applications to Chair' will navigate to a grid listing all applications and providing a view of applicant and application data that can be filtered or sorted by any displayed field.

Opportunities

Details Applications Reviews

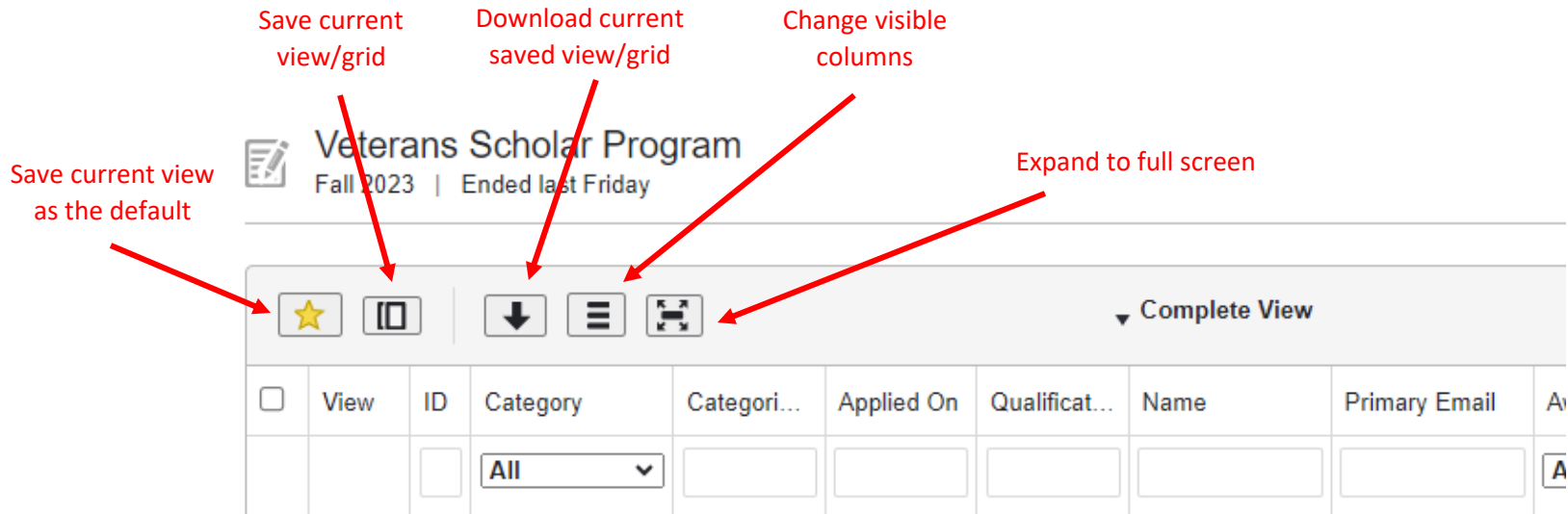
### Veterans Scholar Program

Fall 2023 | Ended last Friday

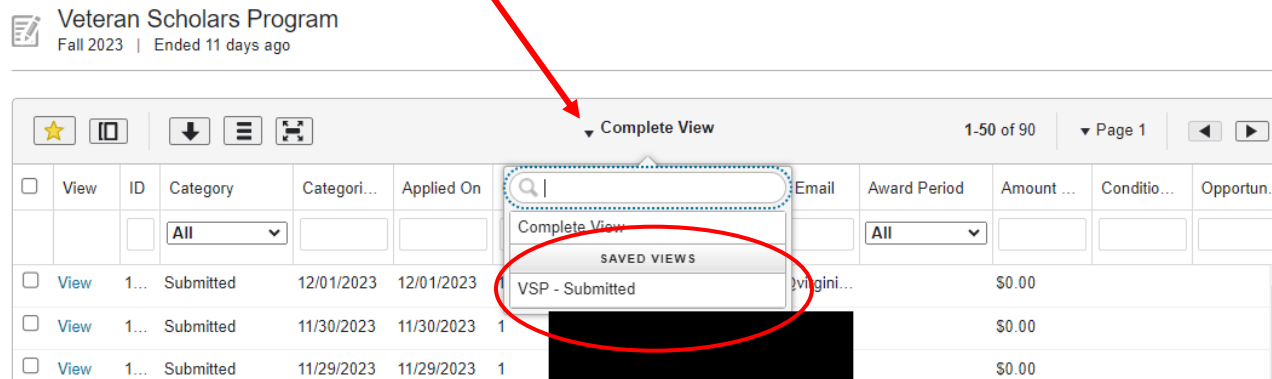
★ □ ↓ ☰ ↕ Complete View 1-50 of 90 Page 1 ◀ ▶

<input type="checkbox"/>	View	ID	Category	Categori...	Applied On	Qualificat...	Name	Primary Email	Award Period	Amount ...	Conditio...	Opportun...
<input type="checkbox"/>			All						All			
<input type="checkbox"/>	<a href="#">View</a>	1...	Submitted	12/01/2023	12/01/2023	1				\$0.00		
<input type="checkbox"/>	<a href="#">View</a>	1...	Submitted	11/30/2023	11/30/2023	1				\$0.00		
<input type="checkbox"/>	<a href="#">View</a>	1...	Submitted	11/29/2023	11/29/2023	1				\$0.00		
<input type="checkbox"/>	<a href="#">View</a>	1...	Submitted	11/29/2023	11/29/2023	1				\$0.00		

3. You can use the grid toolbar to expand the view to full screen, change the visible columns in the grid, create a new view (sorted and/or filtered as desired), download the current saved view/grid, or make the current saved grid the default view.



Once you save a view, it will be listed in SAVED VIEWS which can be accessed by selecting the down error next to the view name in the toolbar:



4. From this page, you may also select 'View' to open any displayed application:

## Veterans Scholar Program

Fall 2023 | Ended last Friday

Select 'View' link

<input type="checkbox"/>	View	ID	Category	Categori...	Applied On	Qualificat...	Name	Primary Email	A
		<input type="checkbox"/>	All						A
<input type="checkbox"/>	<a href="#">View</a>	1...	Submitted	12/01/2023	12/01/2023	1			
<input type="checkbox"/>	<a href="#">View</a>	1...	Submitted	11/30/2023	11/30/2023	1			

Opportunities

Submitted

Submitted Reviews: 0

VETERAN SCHOLARS PROGRAM > APPLICATIONS > THOMAS SHANNON

**Applicant Provided Information**

**Opportunity Specific Questions**

1. Are you a veteran of the United States Armed Forces?  
Yes

2. J-Term Enrollment

Are you planning on enrolling in a J-term class?

No

If yes, are you planning on using military educational benefits for J-term?  
N/A

Which military benefit are you planning to use for J-term?  
N/A

3. Which categories would this scholarship funding support:  
Housing/Rent, Living Expenses (Utilities, Food, etc.), Childcare

4. Please describe your specific needs and how you will utilize this scholarship:

I will utilize this scholarship to cover childcare for our four-year-old daughter and housing related costs (mortgage and utilities) not fully funded by the Department of Defense that my family incurs while living here in the Charlottesville area.

5. At any time, you can return to the Reviewer homepage by selecting the 'Opportunities' tab in the upper left-hand corner:

Opportunities ▼ akn4b@virginia.edu

[Details](#) [Applications](#) [Reviews](#)

**Veterans Scholar Program**  
Fall 2023 | Ended last Friday

☆ □ ↓ ☰ ↻ Complete View 1-50 of 90 Page 1 ◀ ▶

<input type="checkbox"/>	View	ID	Category	Categori...	Applied On	Qualificat...	Name	Primary Email	Award Period	Amount ...	Conditio...	Opportun...
<input type="checkbox"/>			All						All			
<input type="checkbox"/>	<a href="#">View</a>	1...	Submitted	12/01/2023	12/01/2023	1				\$0.00		
<input type="checkbox"/>	<a href="#">View</a>	1...	Submitted	11/30/2023	11/30/2023	1				\$0.00		

6. Returning to the homepage, a reviewer chair also has the option to view and manage all Reviews for an opportunity:

Opportunities ▼ akn4b@virginia.edu

### Opportunities to Evaluate

Open for Review

**Veterans Scholar Program** Reviews 12/01/2023 - 12/30/2023 Assigned Reviews: **0 of 90 Completed**  
Fall 2023 [90 Applications to Chair](#) • [450 Reviews to Chair](#)

7. Selecting the 'Reviews to Chair' link will navigate to the Reviews grid which contains every review for each applicant (the number will depend on the number of reviewers assigned to each applicant). You can modify (change columns, sort, filter, etc) as desired:

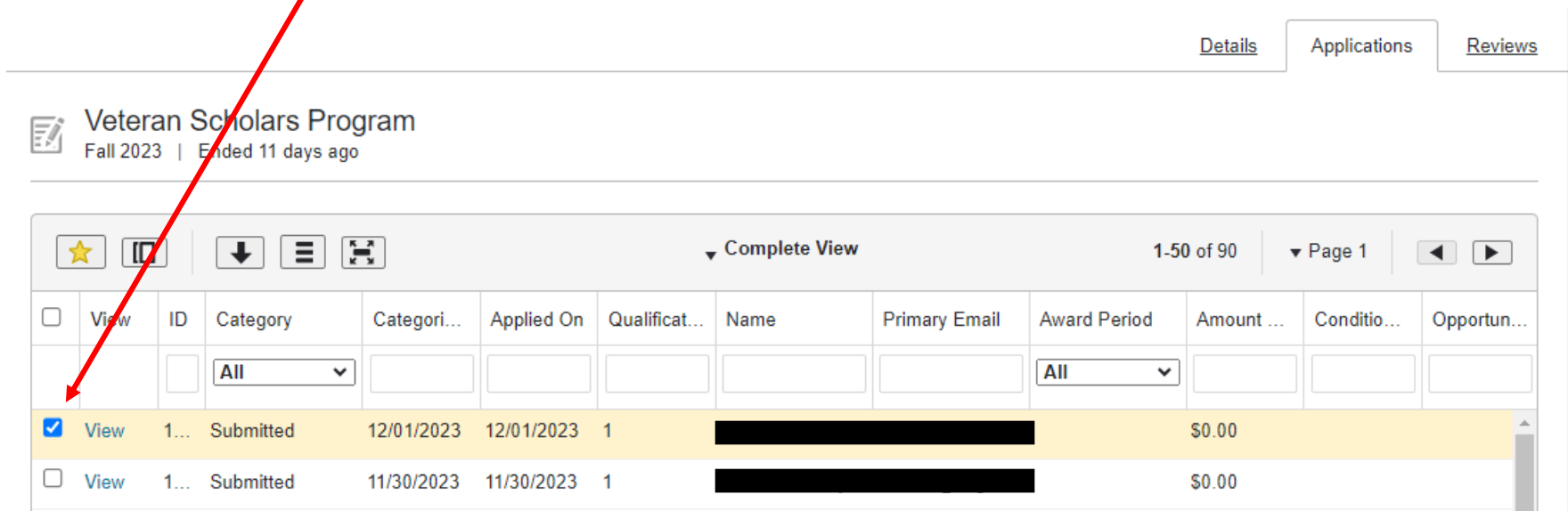
Id	View	Applicant Name	Applicant Email	Applicati...	Reviewer...	Reviewe...	Reviewer Name	Reviewer Email	Review ...	Review ...	Reviewer...	Rev
				All	All				All			
1...	<a href="#">View</a>	[REDACTED]	[REDACTED]	Submitted	Veterans ...	12/05/2023	[REDACTED]	[REDACTED]	Drafted	12/05/2023		
		[REDACTED]	[REDACTED]	Submitted	Veterans ...		[REDACTED]	[REDACTED]				
		[REDACTED]	[REDACTED]	Submitted	Veterans ...		[REDACTED]	[REDACTED]				
		[REDACTED]	[REDACTED]	Submitted	Veterans ...		[REDACTED]	[REDACTED]				
		[REDACTED]	[REDACTED]	Submitted	Veterans ...		[REDACTED]	[REDACTED]				
1...	<a href="#">View</a>	[REDACTED]	[REDACTED]	Submitted	Veterans ...	12/05/2023	[REDACTED]	[REDACTED]	Drafted	12/05/2023		
1...	<a href="#">View</a>	[REDACTED]	[REDACTED]	Submitted	Veterans ...	12/11/2023	[REDACTED]	[REDACTED]	Drafted	12/11/2023		

From this view, you can see the following:

- status of each review (drafted, submitted, etc.)
- all review information (including scores if using a scoring rubric)

8. A reviewer chair also has the ability to change application status. Available statuses are customizable for an opportunity and can either be encumbered or non-encumbered. Encumbered statuses allow a user to indicate award amount and award period. They can also automatically generate award communications.

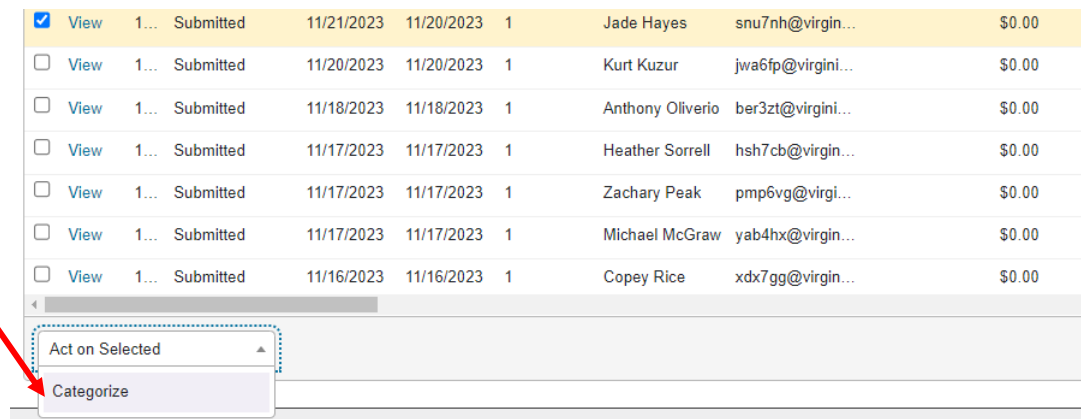
To change an application status, navigate to the Applications grid view (by selecting the 'Applications to Chair' link on the reviewer homepage) and select the application or applications for which you want to change status by checking the box to the left of the application record:



The screenshot shows the 'Veteran Scholars Program' interface. At the top right, there are tabs for 'Details', 'Applications', and 'Reviews'. Below the program name, there are filters and a table of applications. A red arrow points to the checkbox in the first row of the table.

<input type="checkbox"/>	View	ID	Category	Categori...	Applied On	Qualificat...	Name	Primary Email	Award Period	Amount ...	Conditio...	Opportun...
<input checked="" type="checkbox"/>	View	1...	Submitted	12/01/2023	12/01/2023	1	[REDACTED]	[REDACTED]	All	\$0.00		
<input type="checkbox"/>	View	1...	Submitted	11/30/2023	11/30/2023	1	[REDACTED]	[REDACTED]		\$0.00		

Scroll to the bottom of the page, select the 'Act on Selected' dropdown and select 'Categorize':



The screenshot shows the bottom of the page with a list of applications. A red arrow points to the 'Act on Selected' dropdown menu, which is open and shows the 'Categorize' option selected.

<input checked="" type="checkbox"/>	View	1...	Submitted	11/21/2023	11/20/2023	1	Jade Hayes	snu7nh@virgin...		\$0.00		
<input type="checkbox"/>	View	1...	Submitted	11/20/2023	11/20/2023	1	Kurt Kuzur	jwa6fp@virgini...		\$0.00		
<input type="checkbox"/>	View	1...	Submitted	11/18/2023	11/18/2023	1	Anthony Oliverio	ber3zt@virgini...		\$0.00		
<input type="checkbox"/>	View	1...	Submitted	11/17/2023	11/17/2023	1	Heather Sorrell	hsh7cb@virgin...		\$0.00		
<input type="checkbox"/>	View	1...	Submitted	11/17/2023	11/17/2023	1	Zachary Peak	pmp6vg@virgi...		\$0.00		
<input type="checkbox"/>	View	1...	Submitted	11/17/2023	11/17/2023	1	Michael McGraw	yab4hx@virgin...		\$0.00		
<input type="checkbox"/>	View	1...	Submitted	11/16/2023	11/16/2023	1	Copey Rice	xdx7gg@virgin...		\$0.00		

Act on Selected  
Categorize

The category/status change dialogue box will display. If you select an **encumbered** category from the 'Choose a category' dropdown, you will have the option to enter an amount and select an award period. Award periods are customizable and, generally, represent the term or aid year for which you are awarding (Fall 2023, Fall/Spring 2023-2024, etc.):

The screenshot shows a dialog box titled "Categorize Selected" with a close button (X) in the top right corner. It contains the following fields and sections:

- Choose a Category:** A dropdown menu with "Accepted" selected.
- Update Amount:** A text input field containing "Suggested: \$0.00".
- Award Period:** A dropdown menu with "Choose an Award Period" selected.
- Summary Table:** A table with two columns: "Initial Opportunity Fund Information" and "Award Information".

Initial Opportunity Fund Information		Award Information	
Opportunity Amount	\$0.00	Opportunity Awards	0
Committed Amount	(\$0.00)	Committed Awards	(0)
Total Remaining Amount	\$0.00	Total Remaining Awards	0

At the bottom right of the dialog box is a blue button labeled "Categorize".

If you select a **non-encumbered** category from the 'Choose a category' dropdown, the category will be the only option displayed:

The screenshot shows a dialog box titled "Categorize Selected" with a close button (X) in the top right corner. It contains the following field:

- Choose a Category:** A dropdown menu with "Finalist" selected.

At the bottom right of the dialog box is a blue button labeled "Categorize".



9. If configured, selecting the 'Offered' or 'Accepted' category will generate a communication that will be sent to the student. These communications are configured during opportunity set up by a system administrator and are specific to the opportunity. They include the student's name in the salutation and the opportunity name, award amount and award period.

The communication associated with the 'Accepted' category can also request post-acceptance activity from the student such as completing an impact statement, a donor questionnaire or submitting a thank-you letter.