

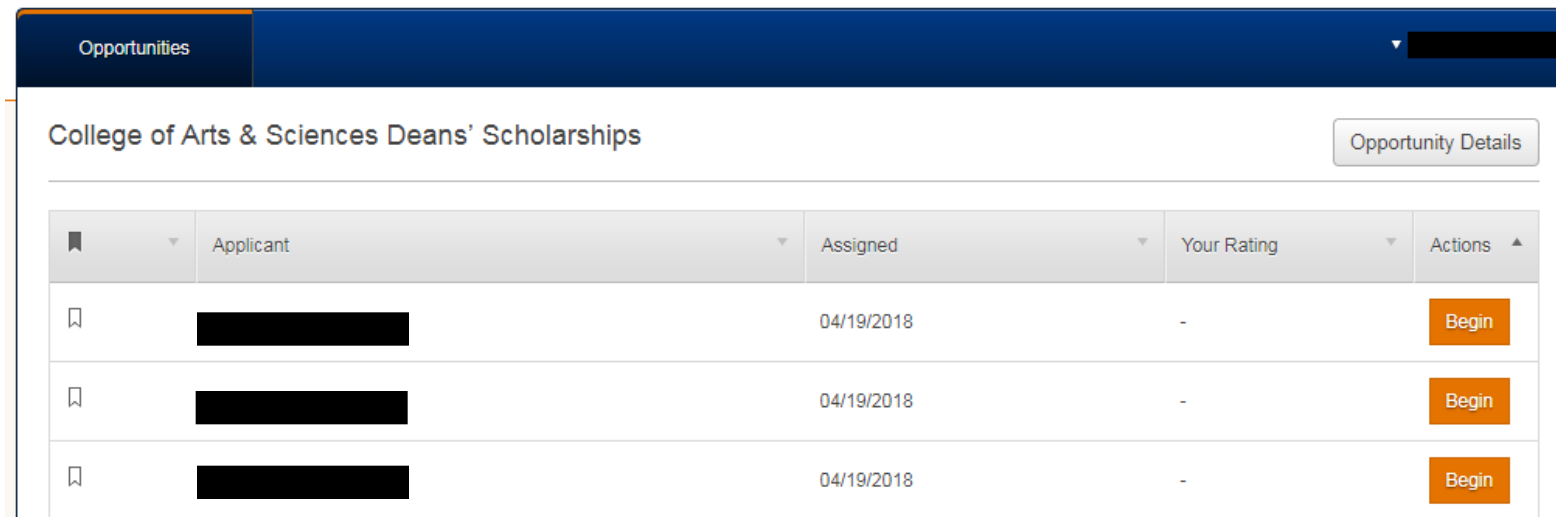
Reviewer Process Quick Guide

1. As a reviewer, you will login to AcademicWorks and see an indication of any reviews assigned to you and how many you have completed to date.



The screenshot shows the 'Opportunities' section of the AcademicWorks interface. The main header is dark blue with the word 'Opportunities' on the left and a user profile icon on the right. Below the header, there is a white box containing the following information: 'College of Arts & Sciences Deans' Scholarships' (with a link), 'Current' status, 'Reviews 04/17/2018 - 05/31/2018', and 'Assigned Reviews: 0 of 112 Completed'. A red arrow points to the 'Assigned Reviews' text. Below this box, there is a copyright notice: '© 2010 - 2018 AcademicWorks, Inc. All rights reserved.' and a link for 'UVA Scholarship and Grants'.

2. Clicking on either the opportunities name link or the reviews count link will bring you to a list of the applications assigned to you.



The screenshot shows the 'College of Arts & Sciences Deans' Scholarships' opportunity page. The header is dark blue with 'Opportunities' on the left and a user profile icon on the right. Below the header, there is a white box containing the following information: 'College of Arts & Sciences Deans' Scholarships' (with a link), 'Opportunity Details' button, and a table of applications.

	Applicant	Assigned	Your Rating	Actions
🔖	[Redacted]	04/19/2018	-	Begin
🔖	[Redacted]	04/19/2018	-	Begin
🔖	[Redacted]	04/19/2018	-	Begin

3. This page lists all applicants assigned to you and allows you to sort by any displayed column. You can also mark any applicant to make it easier to find them at a later time.

Sort ascending or descending
by any column

Applicant	Assigned	Your Rating	Actions
[Redacted]	04/19/2018	-	Begin
[Redacted]	04/19/2018	-	Begin
[Redacted]	04/19/2018	-	Begin
[Redacted]	04/19/2018	-	Begin
[Redacted]	04/19/2018	-	Begin
[Redacted]	04/19/2018	-	Begin
[Redacted]	04/19/2018	-	Begin

Mark an applicant

4. Once you select 'Begin' for an applicant, the system will navigate you to that applicants review page. You have the option to view the review page, the application or both side-by-side. You can also use the scroll option to scroll from one applicant to the next. This scrolling option is available in any view.

The screenshot shows a web interface for reviewing an application. At the top, there is a dark blue header with navigation links: "OPPORTUNITIES > COLLEGE OF ARTS & SCIENCES DEANS' SCHOLARSHIPS > [REDACTED]". On the right side of the header, it says "112 Reviews" and "1" with navigation arrows. Below the header, there are three tabs: "Review", "Application", and "Side-by-Side". A red arrow labeled "View options" points to these tabs. Another red arrow labeled "Scrolling" points to the "1" and arrows in the header. The main content area contains instructions: "Instructions: Thank you for volunteering your time to help us select award recipients. Please remember to 'Submit' all reviews before your deadline if you have one. If you have any questions, please contact Amy Nolasco @ akn4b@virginia.edu." Below this is a large black redaction box. Further down, there is a "Bookmark" section with a checkbox and the text "Mark this applicant in your list of evaluations so you can easily find them again." Below that, it says "There were no ratings requested as part of this application." Then, there is a question "Is this student a finalist?" with radio buttons for "Yes" and "No". At the bottom, there is a "Notes" section with a rich text editor toolbar containing "B", "I", and list icons, and buttons for "Help", "Preview", and "Edit".

5. **Side-by-Side view** – note the application side provides easy access to all application documents uploaded by the student along with any letters of recommendation submitted from references.

OPPORTUNITIES > COLLEGE OF ARTS & SCIENCES DEANS' SCHOLARSHIPS > [REDACTED] 112 Reviews 1 ▶▶

— Conditional Application

Applicant Provided Information

1. Local Phone Number
[REDACTED]

2. Local Address
[REDACTED]

3. Please check if you are an:
Neither

4. Please request a letter of recommendation from a UVA faculty member. You should notify this individual to expect an email from us. You are responsible for ensuring your reference provider completes this request.
[REDACTED]

5. Upload a personal statement
[View Document](#)

6. Upload your resume
[View Document](#)

7. Upload an unofficial transcript
[View Document](#)

Administrator Provided Information

1. Faculty Reference - admin upload
No answer provided

Instructions: Thank you for volunteering your time to help us select award recipients. Please remember to "Submit" all reviews before your deadline if you have one. If you have any questions, please contact Amy Nolasco @ akn4b@virginia.edu.

Bookmark
 Mark this applicant in your list of evaluations so you can easily find them again.

There were no ratings requested as part of this application.

Is this student a finalist?
 Yes
 No

Notes

B I [List Icon] [List Icon] Help Preview Edit

Example Formatting: ***bold***, *_italics_* Full Screen [Full Screen Icon]

Exit Side-by-Side Save Submit

