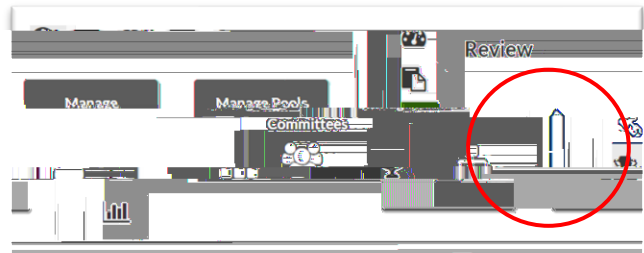




This guide will assist you with creating and managing reviewer pools to be used during the review process process. The Office of Scholarship Services will regularly create and manage these review pools. Below are instructions for customizing these review pools.

- 1. Navigate to the [redacted] section on the left-hand navigation bar and then click on the [redacted] tile.

This will bring up the [redacted]



- 2. Select the review pool by clicking on the corresponding pencil icon.



- 3. So long as the review process has not started for this pool fields in the Round 1 section will be editable.

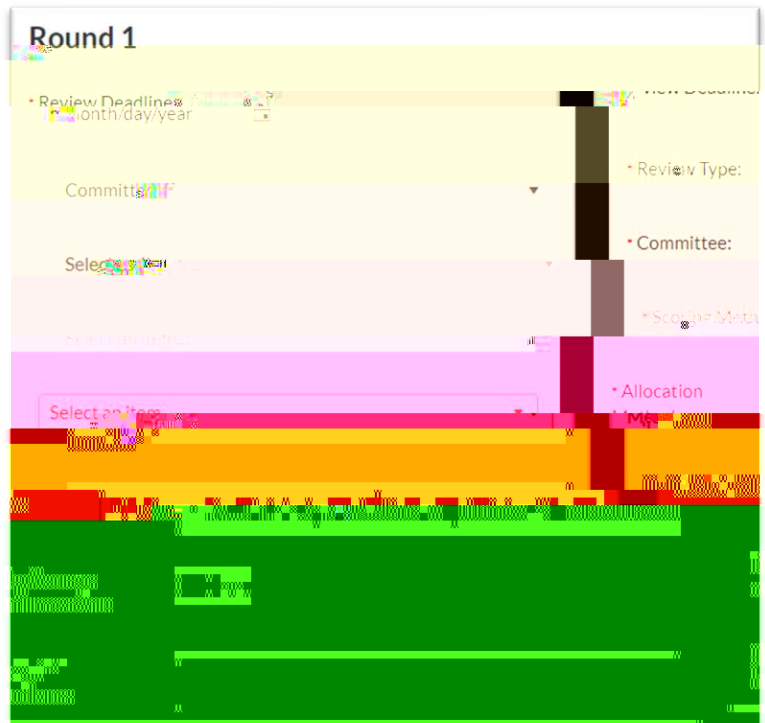
[redacted] Either key in the date or use the calendar icon to select the date for the review period to close.

[redacted] Select either a committee or individual review. Another box will appear asking you to select the specific committee or individual.

[redacted] Pools can use either a 5-point recommendation scale or a [redacted] if you would like to use a Scorecard, contact Scholarship Services for assistance in customizing one.

[redacted] The applicants can be distributed among members of the committee in three different ways.

[redacted] If [redacted] enabled, committee members see the average score other reviewers have assigned this applicant while reviewing the application.



[redacted] : Additional comments for your Committee members to see when they review applications.

4. Once the pool settings are completed, you can select the [Review Applications](#) button. This will notify the committee that the applications are ready for review.

5. After the first round of review has been completed, you can proceed to awarding or start another round of reviewing by selecting [New Round](#) and completing steps 3-5 in this guide.