Blackbaud Award Management

Reviewer Process



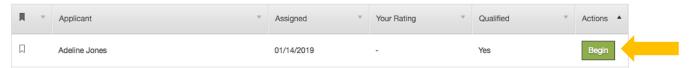
Now that you're signed into Blackbaud Award Management, it's time to review your opportunities!

1. Hover over the opportunity that you wish to review where it says "Assigned Reviews" and click on the red text.





2. Click **Begin** to start reviewing applicants.



3. Click **Side-by-Side** to make the reviewing process easier.



Reviewing each Category

Academic Performance (GPA)

This information can be found under Imported Applicant Information.

Please Note: Some students (such as incoming freshmen) will not have a GPA listed for their cumulative college GPA which is abbreviated on the screen. In these instances, refer to their High School GPA.



Click **Show More** to see scoring or refer to the matrix download.

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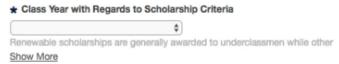


Is Major/Minor Challenging?

Is the student pursuing a challenging degree program? This information can be found in the Imported Applicant Information.



Class Year with Regards to Scholarship Criteria



Click **Show More** to see more information on how to score or refer to the matrix.

You can refer to their academic level and assume they will be one class year higher next academic year for the awarding period. You can also refer to the Current Enrolled Hours which is abbreviated and Total Hours to figure out what class level they will be next year. You would add these two numbers then see where they fall within the chart provided when you click **Show More**. If there is no answer under academic year, they are most likely an incoming freshman. Look at the beginning of the application where it says, "What academic level will you be NEXT year?"

Please Note: Renewable scholarships are usually awarded to underclassmen so they can receive the benefit of the scholarship for multiple years. These scholarships have the word "renewable" in the description. Other scholarships are usually awarded to upperclassmen unless otherwise indicated in the criteria.

To see the scholarship criteria, click on the scholarship name in the upper left corner and click on **Opportunity Details**. You can print the description if you will be returning to it often.

Campus Attending – Points are based on expenses in relation to the campus the student is attending. For example, students generally have the most expenses when attending the Mountain Campus.



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Overall Impression of Applicant – Some scholarship descriptions contain one preference while others contain multiple preferences. These preferences are noted in the scholarship description where qualifications are listed. These are not required criteria but consideration should be given to applicants who meet the most preferences.



Click **Show More** to see scoring or refer to the matrix download.

Essay (if applicable)

Applicants are given a maximum word count but not a minimum.



Click **Show More** to see scoring or refer to the matrix download.

Saving, Submiting, and Update

If you would like to come back to the applicant, click Save.

Click **Submit** if you are done reviewing the applicant.



To go back to the applicants, click on the scholarship name in the upper left corner.

To go to other opportunities, click on the **Opportunities tab** in the upper left corner.



