

# 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.



| Opportunities                                   |                                                                                   |                                            | Ashlee Binderlm |
|-------------------------------------------------|-----------------------------------------------------------------------------------|--------------------------------------------|-----------------|
| Forestry Annual Scholarship<br>Fall 2019        | Reviews 12/11/2018 - 02/12/2019<br>14 Applications to Chair • 28 Reviews to Chair | Assigned Reviews: <b>2 of 14 Completed</b> |                 |
| Maggie Conway Memorial Scholarship<br>Fall 2019 | Reviews 12/11/2018 - 02/12/2019<br>1 Application to Chair • 2 Reviews to Chair    | Assigned Reviews: <b>0 of 1 Completed</b>  |                 |

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

| Applicant     | Assigned   | Your Rating | Qualified | Actions      |
|---------------|------------|-------------|-----------|--------------|
| Adeline Jones | 01/14/2019 | -           | Yes       | <b>Begin</b> |

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.*

#### \* Academic Performance (GPA)

Scoring:

[Show More](#)

[Imported Applicant Information](#)

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

### Is Major/Minor Challenging?

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

#### ★ Is Major/Minor Challenging?



[Imported Applicant Information](#)

### Class Year with Regards to Scholarship Criteria

#### ★ Class Year with Regards to Scholarship Criteria

Renewable scholarships are generally awarded to underclassmen while other

[Show More](#)

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.

#### ★ Campus Attending

The points below are based on expenses in relation to the campus the student is

[Show More](#)

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

**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.

★ Overall Impressoin of Applicant

Some scholarships contain preferences that are not considered required criteria.

[Show More](#)

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.

★ Essay (if applicable)

There is no minimum word count on any of the scholarships, only maximum word

[Show More](#)

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

## Saving, Submitting, 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.

