

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.

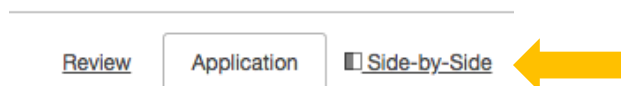


Opportunities			Ashlee Binderlm
Forestry Annual Scholarship Fall 2019	Reviews 12/11/2018 - 02/12/2019 14 Applications to Chair • 28 Reviews to Chair	Assigned Reviews: 2 of 14 Completed	
Maggie Conway Memorial Scholarship Fall 2019	Reviews 12/11/2018 - 02/12/2019 1 Application to Chair • 2 Reviews to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

2. Click **Begin** to start reviewing applicants.
 - a. Once you have clicked on the scholarship name to review, it will take you to a list of all of the applications already filtered for the scholarship criteria. However, it's a good idea to review the scholarship criteria to get an idea of what is most important to that scholarship. It will also display the number of scholarships that will be awarded from this fund.
 - i. To do this, in the upper right hand corner you will see **Opportunity Details**. This will display the criteria specific to that scholarship. You can print the description if you will be returning to it often.

Applicant	Assigned	Your Rating	Qualified	Actions
Adeline Jones	01/14/2019	-	Yes	Begin

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



Reviewing each Scoring Rubric

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.

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Click **Show More** to see scoring.

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

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Extracurricular/Volunteer Activity

This information can be found under the application question: *Do you currently or have you in the past, participated in any extracurricular activities, leadership activities, or campus or community service organizations?*

★ Extracurricular/Volunteer Activity

Students may differentiate themselves by showing involvement on campus or within the community.

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Click **Show More** to see scoring rubric.

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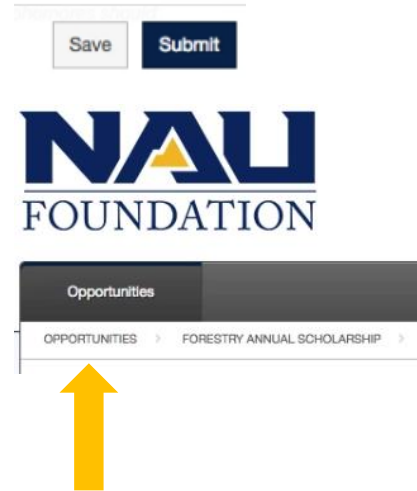
Saving, Submitting, and Update

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.

You are always able to go back into an applicant and edit your scoring even if you have already submitted your review.



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

