Reviewer Portal Walkthrough: What Do Reviewers See?

The reviewer portal has been designed to provide a streamlined interface that is both welcoming and intuitive to new users. The intuitive display of information and buttons guide Reviewers to complete assigned tasks easily and thoroughly.

Invitation to the System:

The typical workflow for new reviewers working in Blackbaud Award Management for the first time begins with an invitation email. On the Begin Review Period date selected by administrators, the reviewer will receive an email inviting them into the system. The email contains a confirmation link that should be clicked on by the reviewer. The link takes the reviewer into the system, where they will pick their password and access the Reviewer Portal for the first time.

If you are an Opportunity Administrator as well as a reviewer you will need to switch to reviewer view. To switch to the reviewer view you will want to click on your name in the top right corner, then select reviewer. This will bring you to the reviewers view.
The Reviewer Portal:

The Reviewer Portal offers a clean and focused list of assigned tasks. To begin the review process follow the steps listed below.

1. By clicking on the number of assigned reviews, they will be able to view a list of all applications assigned to them.

2. To start reviewing applications select “Begin”.
   - Reviewers can also sort the information by clicking on the down arrows on any column. One additional click on the Begin button beside any unevaluated applications will take them to another screen where they can get to work. (See square box below)

3. After selecting “Begin” another screen will open which displays the individual student application for the opportunity being reviewed. Once in the application, select the Side-by-Side button to launch a full-screen view of both the Review and Application tab information.
4. Reviewers should use the information found on the Review tab to select scores for a particular set of criteria or answer questions. (The exact scoring rubrics and questions that appear are determined by the departments who oversee the opportunity through which the application has been assigned to the reviewer for evaluation.)

A Reviewers may work in this full-screen view as long as needed and, when ready to return to the normal view, clicking on the Exit Full Screen button will return the reviewer back to the basic Reviewer Portal view.

B If the reviewer needs to temporarily save the evaluation and return to it again later, they should click on the "Save" button. A temporary score will appear beside the evaluation in the Reviewer portal only, as well as in the Administrator's "All Reviews" grid.

C When the reviewer is completely finished with the evaluation, they should click on the "Submit" button. Once submitted, scores and answers displayed to administrators as part of the application's Reviewer Score inside the Administrator portal. Reviewers can continue updating submitted reviews until the End Review Period date, when their information will be frozen as-is.

If the reviewer saved an application for review later or would like to update a previous review, follow the steps below:

1. If the reviewer returns to the opportunity in the Reviewer portal, he or she could see one of three buttons beside any application, in the order of the applications that require the most attention:
• **Begin** button - to start working on a new application (not yet saved or submitted)
• **Finish** button - to return to a saved review and continue working
• **Update** button - to update a submitted review (prior to the End Review Period date)

NOTE: Once the End Review Period Date has passed, the reviewer will only be able to "View" the applications and reviews. They will no longer be able to make any changes to scores or responses.

Once the opportunity's applications are archived as a part of cycle management, the reviewer will lose access to the reviews and applications. The listing for the opportunity will be removed from their portal.