

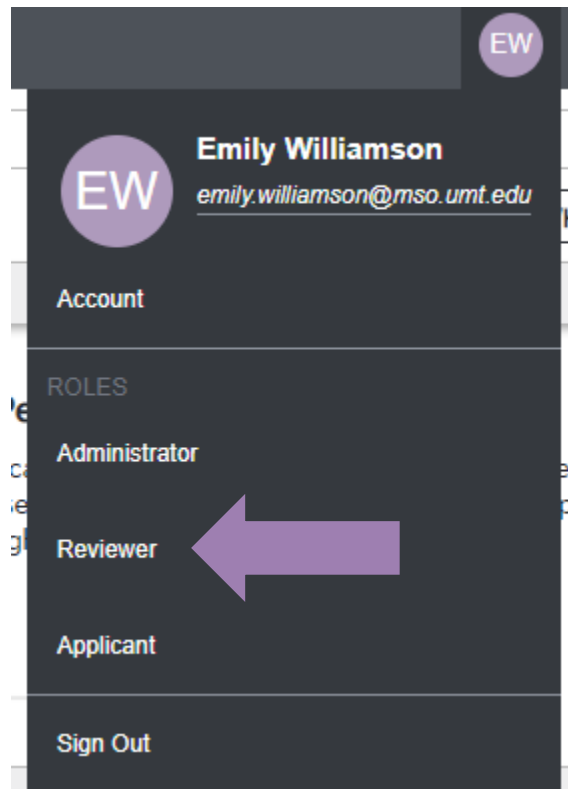
Reviewer Portal Walkthrough: What Do Reviewers See?

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.



A screenshot of the Reviewer Portal interface. The header is dark maroon with "Opportunities" on the left and "Emily Williamson" on the right. Below the header, the first row of the table shows "Montana State Federation of Black Women's Clubs Scholarship" with "Winter 2018" below it. To the right, it says "Reviews begin 03/13/2019" and "1166 Applications to Chair • 2332 Reviews to Chair". A blue circle highlights the text "Assigned Reviews: 0 of 1166 Completed".

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)

A screenshot of the Reviewer Portal interface showing a table of applications. The header is dark maroon with "Opportunities" on the left and "Emily Williamson" on the right. Below the header, the title "Montana State Federation of Black Women's Clubs Scholarship" is displayed, along with an "Opportunity Details" button. The table has columns for Applicant, Assigned, Your Rating, Qualified, and Actions. The first row shows "Hannah Montana" with "03/13/2019" assigned, a rating of "-", and "Yes" qualified. A blue square highlights the down arrow in the "Assigned" column. A blue circle highlights the "Begin" button in the "Actions" column for the first row. The second row shows "Joe Montana" and the third row shows "Ringo Starr", both with the same assigned date, rating, and qualified status.

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.

A screenshot of the Reviewer Portal interface showing the application view. The header is dark maroon with "Emily Williamson" on the right. Below the header, it says "1166 Reviews" and "1" followed by two right-pointing arrows. Below this, there are three buttons: "Review", "Application", and "Side-by-Side". A blue circle highlights the "Side-by-Side" button.

- 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.)

The screenshot displays a web interface for reviewing an application. On the left, a sidebar shows the applicant's name 'Hannah Montana' and the application type 'General Application'. The main content area is titled 'Applicant Provided Information' and contains eight numbered questions with their respective answers:

- 1. Are you planning to attend UM or UM Missoula College full time in the next academic year? Yes
- 2. If no, please explain why, including whether or not you are graduating early? No answer provided
- 3. What will your academic standing (class by major) be for the 2019/2020 academic year? Graduate
- 4. Expected date of UM Graduation 05/07/2022
- 5. Did you graduate from a high school in the state of Montana? Yes
- 6. Were you raised in the state of Montana? Yes
- 7. Are you a NEW Incoming Freshman interested in applying to the Davidson Honors College and/or the Presidential Leadership Scholarship? If yes, be sure to visit the Davidson Honors College External Opportunity when logging on to the UM Scholarship Portal or at: www.dhc.umt.edu No
- 8. Are you an undergraduate student admitted to and enrolled in the Davidson Honors College? No

On the right, there is a 'Thank you' message from the Scholarship Review Committee, contact information for Christina Peltier and Ellen Smith, and a 'Bookmark' section with a checkbox 'Mark this applicant in your list of evaluations so you can easily find them again.' Below this is a section for 'Reviewer Notes (Optional) or Recommended Scholarship' with a rich text editor. The editor has a toolbar with 'B', 'I', and list icons, and buttons for 'Help', 'Preview', and 'Edit'. At the bottom of the editor, it shows 'Words Used: 0 out of 200' and 'Example Formatting: *bold*_italics_'. At the very bottom of the interface, there are three buttons: 'Exit Side-by-Side' (labeled A), 'Save' (labeled B), and 'Submit' (labeled C).

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:

- 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)

Opportunity Details			
Your Rating	Qualified	Actions	
-	Yes	Begin	
-	Yes	Begin	
-	Yes	Begin	
-	Yes	Begin	
5.0	Yes	Finish	
23.0	Yes	Update	

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.

Opportunity Details			
Your Rating	Qualified	Actions	
31.0	Yes	View	
0.0	Yes	View	

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.