

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:

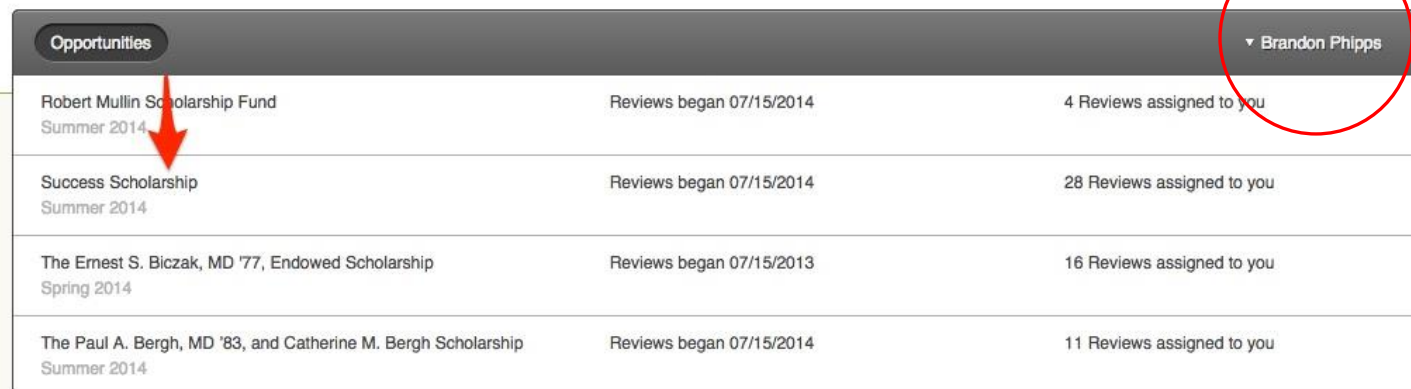
The typical workflow for new reviewers working in AcademicWorks for the first time begins with an invitation email. On the **Begin Review Period date** selected by administrators, the reviewer will receive an email inviting them into the system. The email contains a confirmation link that should be clicked 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.

The Reviewer Portal:

The Reviewer Portal offers a clean and focused list of assigned tasks. By clicking on the name any assigned opportunity, they will be able to view a list of all applications assigned for review.



Your Name






A screenshot of the Reviewer Portal interface. At the top, there is a dark grey header bar. On the left side of the header is a button labeled 'Opportunities'. On the right side is a user profile section with a red circle around the name 'Brandon Phipps' and a red arrow pointing to it from the text 'Your Name'. Below the header is a table with four rows of scholarship opportunities. A red arrow points to the first row. The table has three columns: the first column lists the scholarship name and semester, the second column lists the start date of reviews, and the third column lists the number of reviews assigned to the user.

Opportunities			▼ Brandon Phipps
Robert Mullin Scholarship Fund Summer 2014	Reviews began 07/15/2014	4 Reviews assigned to you	
Success Scholarship Summer 2014	Reviews began 07/15/2014	28 Reviews assigned to you	
The Ernest S. Biczak, MD '77, Endowed Scholarship Spring 2014	Reviews began 07/15/2013	16 Reviews assigned to you	
The Paul A. Bergh, MD '83, and Catherine M. Bergh Scholarship Summer 2014	Reviews began 07/15/2014	11 Reviews assigned to you	


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If at any time a reviewer would like to review system information about a particular opportunity, they can click on the Opportunity Details button to view the description, applicant deadline, number of awards, and average award amount. One additional click on the Begin button beside any unevaluated applications will take them to another screen where they can get to work.

Opportunities				▼ Brandon Phipps
The Ernest S. Biczak, MD '77, Endowed Scholarship				 Opportunity Details
Applicant	Your Rating	Qualified	Actions	
Allen Smith	-	Yes		
Bo Kerin	-	Yes		
Brandon Phipps	-	Yes		
Brenda Sebastian	-	Yes		

While reviewing an individual application, reviewers can use the Review and Application tabs to toggle back and forth between reviewing and evaluating. The Application tab reveals all reviewer-visible answers on the applicant's General Application, as well as any imported, opportunity-specific, or Conditional Application information (if present.)

Opportunities	▼ Brandon Phipps
You have evaluated 0 of 16 applications for The Ernest S. Biczak, MD '77, Endowed Scholarship.	
Review	 Application
Side-by-Side	

The Ernest S. Biczak, MD '77, Endowed... > Allen Smith

Thank you for taking the time to assist with our scholarship selection process! Please contact Jane Smith at 888-123-4567 in the Foundation Office with any questions.

Applicant Provided Information

General Application

1. First Name

Allen

2. Last Name

Smith

3. Address

112233 Congress

4. City

Austin

5. State

TX

6. Zip

78701

7. Home Phone

999-999-9999

Side by Side View (Recommended for scoring):

Clicking on the Side-by-Side button will launch a full-screen view of both the Review and Application tab information. 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.

The Ernest S. Biczak, MD '77, Endowed... > Allen Smith

Thank you for taking the time to assist with our scholarship selection process! Please contact Jane Smith at 888-123-4567 in the Foundation Office with any questions.

Bookmark

☐ Mark this applicant in your list of evaluations so you can easily find them again.

Rate This Applicant

★ Essay

★ Community Service

★ References

★ Academic Achievement

Describe This Applicant

Reviewer Notes

B I [bulleted list] [numbered list] Help Preview Edit

Example formatting: **bold**, *italics*

Exit Side-by-Side Save Submit

Applicant Provided Information

General Application

1. First Name
Allen

2. Last Name
Smith

3. Address
112233 Congress

4. City
Austin

5. State
TX

6. Zip
78701

7. Home Phone
999-999-9999

8. Mobile Phone
777-777-7777

9. FAFSA Filing Status
Planning to file

10. Local High School Attended
Westlake High School

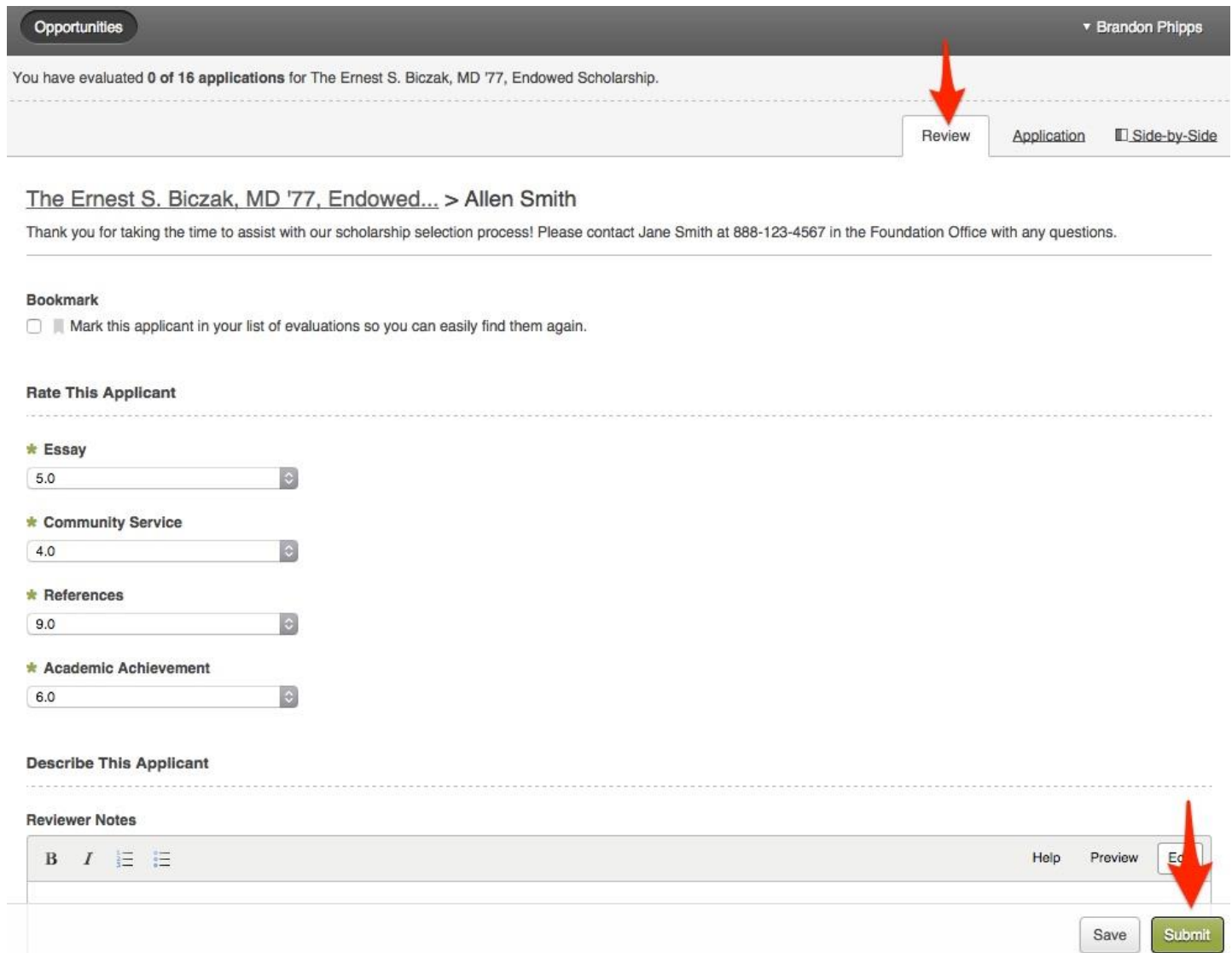
11. Extracurricular Activities (High School, College, Community)
[Music (Vocal), Speech/Drama]

12. Please list all honors, recognitions, and awards received.
Regional Best Male Vocal Performance for Italian Aria
Advanced Studies in Dramatic Interpretation – Award for Most Accomplished Senior

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 reviewer group through which the application has been assigned to the reviewer for evaluation. For more information about establishing rubrics and evaluation questions from within a reviewer group, please see "Customizing and Maintaining Reviewer Groups.")

- 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.

- 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.



The screenshot shows the Reviewer portal interface. At the top, a dark header bar contains the word "Opportunities" on the left and a user profile "Brandon Phipps" on the right. Below the header, a light gray bar displays the message: "You have evaluated 0 of 16 applications for The Ernest S. Biczak, MD '77, Endowed Scholarship." To the right of this message are three buttons: "Review", "Application", and "Side-by-Side". A red arrow points to the "Review" button. Below this bar, the title "The Ernest S. Biczak, MD '77, Endowed... > Allen Smith" is shown, followed by a thank-you message: "Thank you for taking the time to assist with our scholarship selection process! Please contact Jane Smith at 888-123-4567 in the Foundation Office with any questions." Below the message is a "Bookmark" section with a checkbox and the text "Mark this applicant in your list of evaluations so you can easily find them again." The "Rate This Applicant" section follows, with four rating categories: "Essay" (5.0), "Community Service" (4.0), "References" (9.0), and "Academic Achievement" (6.0). Each category has a star icon and a dropdown menu. Below the ratings is a "Describe This Applicant" section. At the bottom, the "Reviewer Notes" section is visible, featuring a rich text editor with formatting tools (B, I, bulleted list, numbered list) and a toolbar with "Help", "Preview", and "Edit" buttons. A red arrow points to the "Submit" button in the bottom right corner of the interface.

If the reviewer returns to the opportunity in the Reviewer portal, he or she could see one of three buttons beside any application:

- Begin** button - to start working on a new application (not yet saved or submitted)
- Resume** 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
31.0	Yes	Update
0.0	Yes	Resume

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		
Review Period Ended		
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.