



## Reviewer Chair Instructions

As the reviewer chair, you are responsible for organizing your review committee. Before the review period begins, make sure to send review committee members reviewing instructions (e.g. how to evaluate need, academic achievement, etc.) and information regarding award selection (e.g. if selection will be based solely on reviewer ratings or if the committee will be meeting to discuss final selection decisions). This information should be decided upon by the department and/or the review committee members.

If you do not already have an Academic Works account, you will receive an email from [scholarships@uwosh.edu](mailto:scholarships@uwosh.edu) once the review period begins for each review committee you are chairing. This email will contain an invitation link to create an account.

As a member of the review committee, you will automatically be assigned reviews. Not all reviewer chairs participate in reviewing. If you will not be reviewing scholarships, you can ignore the reviews assigned to you.

The reviewer chair is able to compare applicants' combined ratings and view each individual review, including reviewer notes. You will also have access to an applicant grid that you may wish to download and distribute to committee members so they are able to evaluate applicants side-by-side when rating GPA or financial need and to reference when completing individual reviews within Academic Works.

If you have any questions about using Academic Works, please contact [scholarships@uwosh.edu](mailto:scholarships@uwosh.edu).

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## Logging Into Academic Works

- 1) Open the UW Oshkosh Academic Works website: [uwosh.academicworks.com](http://uwosh.academicworks.com)



Opportunities

- 2) Click the yellow "Sign In" button.

A screenshot of the "References and Reviewers" sign-in page. It features a "Welcome!" message, instructions to sign in with email and password, and a "Sign In" button. There are also links for "Applicants and Administrators", "References and Reviewers", and "Trouble signing in? • Sign Up".

Opportunities

[Applicants and Administrators](#) [References and Reviewers](#)

**Welcome!**

In order to access your account to serve as a **Reference** or **Reviewer**, please sign in using your email address and the password you set when you created your account. If you need to recover your password, please click on [trouble signing in](#).

**Email Address**

Reference / Reviewer Email Address

**Password**

[Trouble signing in? • Sign Up](#) [Sign In](#)

- 3) Click on the "References and Reviewers" Tab.
- 4) Enter your Email Address and Password. Click the yellow "Sign In" button.
- 5) If you do not remember your password, click the "Trouble signing in?" link and follow the instructions to recover your password. *Please note: password reset links are only valid for 6 hours.*

A screenshot of the user profile dropdown menu. The user's name "Beka Smith" is visible at the top. The menu is divided into "ROLES" and "ACCOUNT" sections. The "Reviewer" role is highlighted with a mouse cursor.

Opportunities

▼ Beka Smith

**Open for Review**

Scholarship	Reviews	Assigned
Oshkosh Community Dragon Boat Scholarship Spring 2016	Reviews 06/01/2016 - 07/01/2016	20 Reviews Assigned
Douglas C. Jirovetz Scholarship Spring 2016	Reviews 06/10/2016 - 07/08/2016	20 Reviews Assigned
Agnes Drexler Kujawa Memorial Scholarship for Single Mothers Spring 2016	Reviews 06/16/2016 - 07/20/2016	4 Reviews Assigned

**ROLES**

- Administrator
- Reviewer**
- Applicant

**ACCOUNT**

- Account Details
- Sign Out

- 6) If you have multiple roles in Academic Works, make sure you are logged in as a Reviewer by hovering over your name and clicking on the "Reviewer" role.

## *Completing Scholarship Reviews*

On the reviewer homepage, you will see each scholarship you are assigned to review, along with the review period and the number of reviews assigned to you. Once the review period has ended, you will still be able to view your reviews, but you will not be able to complete any unfinished reviews.

To complete your reviews, follow the steps below. Make sure to pay attention to any instructions in your review group, in addition to extra instructions you may give on the committee on evaluating need, academic achievement, etc. These categories may be evaluated in different ways by different review committees.

*Please note: while reviewers will not be able to see others' reviews or ratings, the review committee chair and the opportunity administrator will be able to see every reviewers' ratings and comments.*

## *Reviewing Tips*

- You will be provided with a lot of imported information about each applicant. Please only review the information relevant to the scholarship you are reviewing.
- Many scholarships don't define how to judge academic achievement. Your review committee should determine how you will evaluate achievement. Things to consider judging achievement on are GPA, GPA in the major or grades in specific courses (found on the STAR).
- EFC is a student's estimated family contribution.
- COA is a student's cost of attendance. Costs such as tuition, housing, books and fees are included in the cost of attendance. Expenses like childcare are also factored in.
- Students with an EFC of 5328 or less qualify for the Pell Grant. Typically, the Pell Grant is only awarded to undergraduates who have not already earned a professional degree. Students with an EFC greater than 5328 generally only qualify for loans.
- Depending on the program a student is enrolled in, they may be required to complete an internship, clinical experience or student teaching during their final semester or year. Some of these placements make it difficult or don't allow the student to work a paying job. This is an important factor to consider when looking at a student's ability to pay for college.



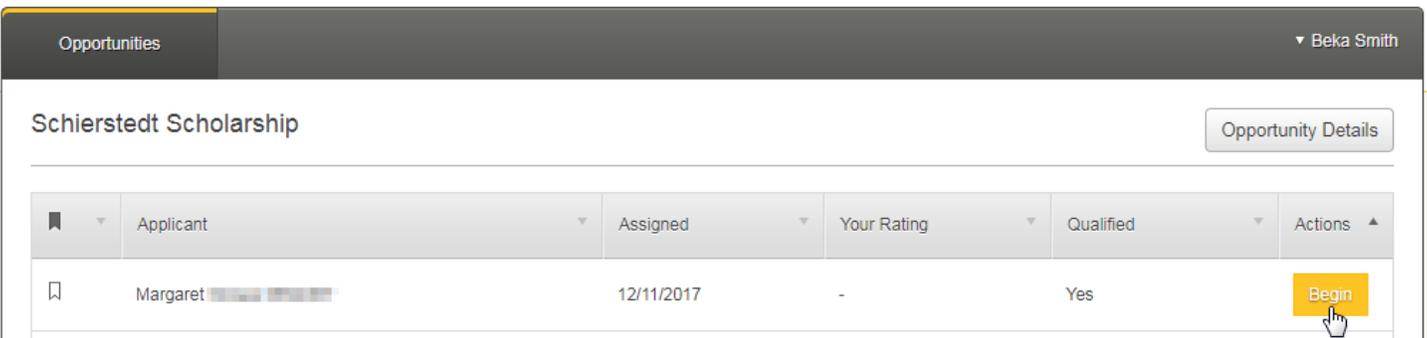
- 1) To begin reviewing, select the scholarship you would like to review by clicking on the number of reviews.



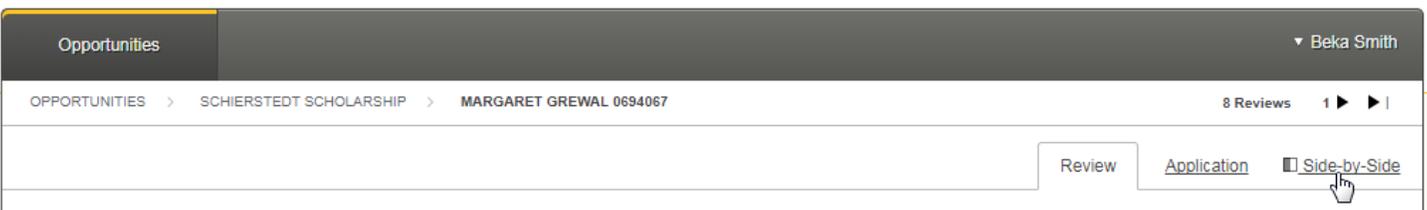
- 2) Before you begin reviewing applications, click on the “Opportunity Details” button. Here you will find the scholarship description, review deadline and number and amount of awards available to offer.

It’s important to pay attention to any selection information provided in the scholarship description. For example, if a student’s financial need is determined by an essay, you must disregard FAFSA information.

When reviewing a student’s application, you will be provided with the student’s answers to questions on their general application, conditional application (if one was required for their college/major), scholarship application (if additional questions were required) and imported data from their student record. Please disregard any information that is not required for the scholarship you are reviewing.



- 3) To review a student’s application, click on the “Begin” button.



- 4) Select which view you would like to use to review applications. In the “Review” tab, you will see the review rubrics and questions you will need to complete. Under the “Application” tab, you will see the student’s submitted application. Click on the “Side-by-Side” tab to view both the review and the student’s application at the same time. *Please note: the view will default to the last view you used.*

Please be sure to review the scholarship description for guidance in your review process. Donors have indicated the criteria which should be emphasized in the selection process and scholarships must be selected in accordance with the donors' wishes.

- Pay special attention to the significance of financial need, which is detailed in the scholarship description.
- If need is to be evaluated based on a personal statement, please disregard FAFSA data.
- Please note there are instances in which all applicants shall be considered equal after meeting minimum GPA requirements for a scholarship.

## Margaret General 08/24/2027

### Bookmark

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

### \* Essay on desire to obtain degree

Please rate the applicant 0-10, with 10 being the highest score you can give an applicant.

### Reviewer Notes

B / I E E

Help

Save

Submit

At the top of the review, you will see any instructions provided within the review group. This may not include separate instructions provided by the review committee chair.

[Review](#) [Application](#) [Side-by-Side](#)

## Margaret General 08/24/2027

+	General Application
-	Opportunity Application

Applicant Provided Information

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1. Are you in good standing with the University and are you admitted, or have you applied for fall admission, to the College of Education and Human Services? ⓘ

When you are in "Application" or "Side-by-Side" view, you can minimize the student's General Application or Conditional Application to more easily access the information provided for that scholarship.

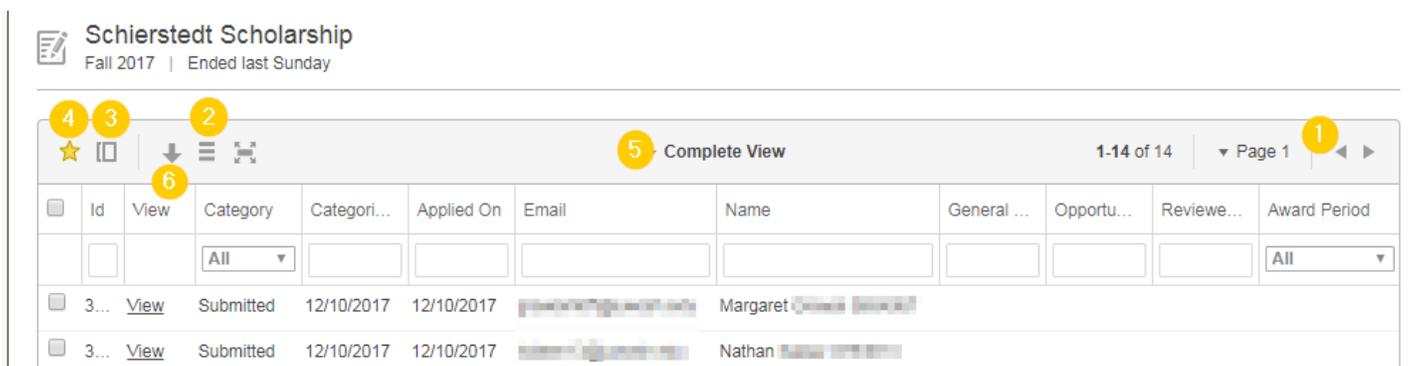
- 5) Complete the required rubric ratings. Rating scales may vary by review group, but the highest number will always be the best rating you can give an applicant and the lowest number will always be the worst rating you can give an applicant.
- 6) Complete the required questions. Not all review groups will have required questions. *Please note: reviewer notes are optional, but are useful to refer back to if your committee will be meeting to discuss finalists.*
- 7) If you would like to finish your review at a later time, click the "Save" button. When you have completed your review, click the yellow "Submit" button. You will then be taken to the next review that needs to be completed. After submitting your review, you will be able to click the "Update" button to make any necessary changes until the review period closes.
- 8) You may follow the steps above to complete the remainder of your assigned reviews.

## Viewing and Manipulating the Applicant Grid

As the reviewer chair, you will see additional information on your reviewer dashboard than what is available to reviewers. Underneath the review period, there are links to view an application grid and individual reviews.



- 1) Underneath the scholarship's review period, click on "Applications to Chair."



The applicant grid contains all information available from the students' general application, conditional application (if one was required for their college/major), scholarship application and imported data from their student record. See the numbers below for helpful features.

- 1) Depending on the number of applications, you may have multiple pages of applicants.
- 2) By default, the applicant grid will show a "Complete View" with every available column displayed. Click this button  to uncheck the columns you do not wish to see.
- 3) After removing columns, you may want to save this new view for future use. Click this button  to create a new view. Please keep in mind that any new view you save is attached to the scholarship you are creating the view in. You will not be able to access this saved view from any other scholarship. However, once you save a new view, that view will be carried over for all future scholarship cycles so it may be beneficial to create a custom view with only relevant information for each scholarship for future use. You are also able to delete  or edit  any views you have saved.
- 4) After you have saved a new view, you can set it as your default view by clicking this button .
- 5) You can click this dropdown menu to switch to any saved view or the Complete View.
- 6) You can click this button  to download a copy of your applicant grid. Please keep in mind your downloaded file will contain every column from the view you are using. If you wish to only download selected columns, you will have to save it as a new view before downloading.

View	Category	Primary Email	Name	Reviewer Score	Home County	UGRD Major Description	Qualification Points
<input type="checkbox"/>	All				Outagamie		
<input type="checkbox"/> <a href="#">View</a>	Submitted	<a href="#">[redacted]</a>	<a href="#">[redacted]</a>	90.0	Outagamie	Fine Arts (Art Educ) - BFA	1
<input type="checkbox"/> <a href="#">View</a>	Submitted	<a href="#">[redacted]</a>	<a href="#">[redacted]</a>	70.0	Outagamie	Nursing (Trad Undg Pgm) ...	1

There are many ways to manipulate the applicant grid to assist in selecting scholarship recipients. See the numbers below for helpful tips.

- 1) You can click on most column headers to sort A to Z or low to high. If you would like to reverse the sort order, simply double-click on the column heading. This is particularly useful if you would like to sort applicants by Reviewer Score (this is a combination of all submitted reviewer scores), GPA or Need.
- 2) You can reduce the number of applicants you see by adding qualifiers for a specific column. For example, if the scholarship has a preference that the applicant be from Outagamie County, you can type “Outagamie” in the “Home County” column to narrow the grid down to applicants that meet that preference.

### Viewing Individual Reviewer Scores and Comments

As the reviewer chair, you may need to review individual review scores or read reviewer comments. Some reviewer chairs act as a tiebreaker if two or more applicants tied for the highest reviewer score. This may be a situation in which it is useful to read reviewer comments to help make the final selection decision.

Opportunities
Beka Smith

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**Schierstedt Scholarship**  
Fall 2017

Reviews 12/12/2017 - 02/16/2018  
[14 Applications to Chair](#) • [24 Reviews to Chair](#)

Assigned Reviews: **0 of 8 Completed**

- 1) Underneath the scholarship’s review period, click “Reviews to Chair.”

View	Applicant Name	Applicant Email	Applicati...	Reviewe...	Reviewed ...	Name	Primary Email	Category	Categori...	Reviewe...	Reviewer No
<input type="checkbox"/>			All	All				All			
<input type="checkbox"/> <a href="#">View</a>	<a href="#">[redacted]</a>	<a href="#">[redacted]</a>	Submitted	Mathematics	06/13/2016		<a href="#">[redacted]</a>	Submitted	06/16/2016	80.0	Notes: 3.4
<input type="checkbox"/> <a href="#">View</a>	<a href="#">[redacted]</a>	<a href="#">[redacted]</a>	Submitted	Mathematics	06/13/2016		<a href="#">[redacted]</a>	Submitted	06/16/2016	70.0	Fairly or n

Here you will see a grid of individual reviews.

- 1) You can click on most column headings to sort A to Z or low to high. You can double-click on a column heading to reverse the sort order.
- 2) If you would like to view the full review with each rubric rating and comments, click on the “view” link.



Applicant: [REDACTED]

Score: 80.0 | Submitted

### Evaluation

Rubric	Raw Rating	Normalized Score
Please rate this applicant.	8.0	80.0

### Questions

#### 1. Reviewer Notes

MAJOR: 3.278 GPA, NON-TRADITIONAL, 28 years old with a family and daughter in college, elementary ed major

When you view an individual review, you will see the rating for each rubric, answers to each required question and reviewer's comments. It may be helpful to view individual reviews when reviewers' ratings are drastically different.

## Completing the Selection Process

Once your committee has finished reviewing, you will need to determine if the committee needs to meet to discuss and select scholarship recipients or if you will be selecting recipients based on highest reviewer rating.

Due to the timing of the scholarship selection process in relation to when scholarships are paid out, it is important to select an alternate recipient. If a scholarship recipient becomes ineligible for the scholarship before the award is paid out, the award will be given to the alternate without requiring the committee to select an alternate recipient. One alternate should be selected for awards with up to four recipients. For awards with more than four recipients, please select two alternates.

Once your committee has chosen scholarship recipients and alternate(s), you or the opportunity administrator must verify that the recipients and alternate(s) are qualified. Most information, such as major, GPA or academic level, is pulled from PeopleSoft and does not need to be verified. However, some scholarships require information that cannot be pulled from PeopleSoft. Things like admission into a college, GPA in the major or required coursework, needs to be verified from the student's STAR. It is important to check the scholarship questions that are required for the applicant to answer and verify any information that is provided on the STAR.

## Completing and Submitting the Scholarship Disbursement

The review chair or opportunity administrator will need to fill out the *Scholarship Disbursement Form*. The signed form should be emailed to [scholarships@uwosh.edu](mailto:scholarships@uwosh.edu) or sent to the Foundation Office. After the *Scholarship Disbursement* has been received, Foundation staff will make the award offer to the selected recipient(s) within Academic Works. After scholarship recipient has accepted the award, it will be applied to the student's account for the indicated semester(s) or the Foundation will issue the student a check, depending on the award payout.

### University of Wisconsin Oshkosh Foundation, Inc. SCHOLARSHIP DISBURSEMENT AUTHORIZATION

**1**

<b>Date:</b>	
<b>Fund Name:</b>	
<b>Fund Number:</b>	
<b>Scholarship Name:</b> <small>(if different than fund name)</small>	

*Scholarships will be applied to recipients' student accounts, divided evenly among the semesters indicated, unless noted otherwise. Awards cannot be paid via check.*

**2**

Student Name:  Student ID:   
 Amount:   
 Fall 201\_\_  Spring 201\_\_  Summer 201\_\_

Student Name:  Student ID:   
 Amount:   
 Fall 201\_\_  Spring 201\_\_  Summer 201\_\_

Student Name:  Student ID:   
 Amount:   
 Fall 201\_\_  Spring 201\_\_  Summer 201\_\_

This award is a surprise. The student(s) will be notified on:

*Alternates are required for awards disbursed in future semesters. If the original recipient becomes ineligible, the award will be disbursed to an alternate after the department is notified. Scholarships with up to four recipients only require one alternate.*

**3**

First Alternate Student Name:  Student ID:   
 Amount:   
 Fall 201\_\_  Spring 201\_\_  Summer 201\_\_

Second Alternate Student Name:  Student ID:   
 Amount:   
 Fall 201\_\_  Spring 201\_\_  Summer 201\_\_

**4**

Prepared by: Name (please print/type) \_\_\_\_\_ Signature \_\_\_\_\_

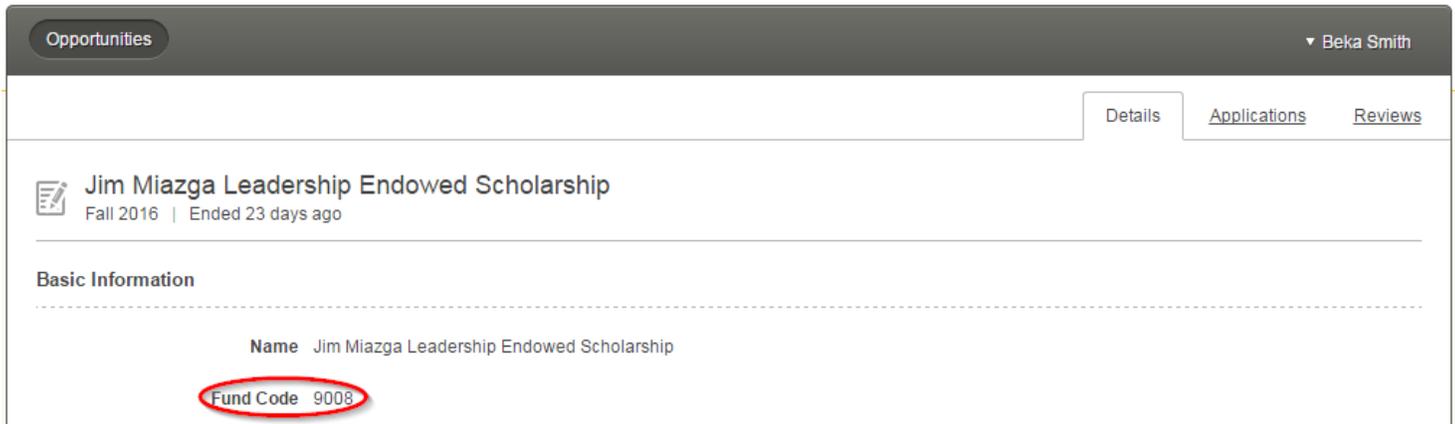
**5**

Authorized by: Name (please print/type) \_\_\_\_\_ Signature \_\_\_\_\_

\*Must be signed by individual with signature authority for this fund on record at Foundation.

Make sure to fill out each section of the scholarship disbursement:

- 1) Enter the date, fund name and fund number. The fund number can be found in Academic Works under the details tab after clicking on the scholarship name.



The screenshot shows a web interface for 'Opportunities' with a user profile 'Beka Smith'. The main content area displays the 'Jim Miazga Leadership Endowed Scholarship' with a 'Details' tab selected. Under the 'Basic Information' section, the 'Fund Code 9008' is highlighted with a red circle.

If the scholarship is being paid out of a general department fund, please include the scholarship name so that we know which award the recipient has been awarded.

- 2) Enter the recipient information. The student's ID number can be found on their application. If you are unsure how the award is to be paid out, please contact the Foundation Office. If you have more than three recipients, you can either fill out additional disbursement forms or attach a list of recipient information.  
*Please note: If an award has fewer qualified applicants than awards available to offer, an increased award amount may be given to the applicant(s), provided the donor did not set specific requirements regarding number or amount of awards.*
- 3) Enter the alternate recipient information. One alternate should be provided for awards with up to four recipients. For awards with more than four recipients, please provide two alternates. It is not necessary to provide an alternate for any award that will be immediately disbursed.
- 4) The person preparing the disbursement should sign where indicated. It is important to know who prepared the form so we know who to contact with questions.
- 5) The person with signature authority for the fund on record at the Foundation must sign off on the scholarship disbursement. This will typically be the department chair or college dean.