



Reviewer Instructions

Thank you for willingness to serve as a scholarship review committee member! You may receive additional 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) from your review committee chair. If you have any questions about using Academic Works, please contact scholarships@uwosh.edu.

Once the review period begins for each review committee you are assigned to, you will receive an email from scholarships@uwosh.edu with a link to your assigned reviews. If you do not already have an Academic Works account, the email will contain an invitation link to create an account. After you create an account, you will be able to follow the steps below to review applications.

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.

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Logging Into Academic Works

- 1) Open the UW Oshkosh Academic Works website: 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, a "References and Reviewers" tab, and input fields for "Email Address" and "Password". A yellow "Sign In" button is at the bottom right. A link for "Trouble signing in?" is also present.

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 right. The dropdown menu lists roles: Administrator, Reviewer (highlighted with a mouse cursor), and Applicant. Below the roles are account options: Account Details and Sign Out.

Opportunities

▼ Beka Smith

Open for Review

Open for Review	Reviews	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 instructions your review committee chair may give on evaluating need, academic achievement, etc. These categories may be evaluated in different ways by different review committees.

Please note: while other reviewers will not be able to see your reviews or ratings, the chair of your review committee and the opportunity administrator will be able to see your ratings and read your comments.



The screenshot shows a dark header with "Opportunities" on the left and a user profile "Beka Smith" on the right. Below the header, the "Schierstedt Scholarship" is listed for "Fall 2017" with a review period of "12/12/2017 - 02/16/2018". The status "Assigned Reviews: 0 of 8 Completed" is highlighted in red, with a mouse cursor pointing to the number "8".

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



The screenshot shows the "Opportunity Details" page for the "Schierstedt Scholarship". A button labeled "Opportunity Details" is highlighted with a mouse cursor.

- 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.



The screenshot shows a table with columns: Applicant, Assigned, Your Rating, Qualified, and Actions. A row for "Margaret" is shown with an assigned date of "12/11/2017", a rating of "-", and a "Yes" status in the "Qualified" column. A yellow "Begin" button is highlighted in the "Actions" column with a mouse cursor.

- 3) To review a student's application, click on the "Begin" button.



The screenshot shows the breadcrumb navigation: "OPPORTUNITIES > SCHIERSTEDT SCHOLARSHIP > MARGARET GREWAL 0694067". On the right, it says "8 Reviews 1" with a play button icon. Below this, there are three tabs: "Review", "Application", and "Side-by-Side". The "Side-by-Side" tab is highlighted with a mouse cursor.

- 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 0894087

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 your review committee chair.

Review

Application

Side-by-Side

Margaret General 0894087

+ General Application

- Opportunity Application

Applicant Provided Information

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 at a later date to discuss finalists or to share your thoughts about the applicant with your review committee chair.*
- 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.