

BU Scholarship Committee Member Guide

 Tutorial Video <https://youtu.be/YsdU4IF3f8o>

- Accessing the Site
- Scholarship Cycle
- Smart Application / Scholarship Matching
- Reviewing Candidates
- Ranking & Commenting (optional review process)
- Making/Canceling Awards

Accessing the site

bloomu.edu/scholarships or scholarships.bloomu.edu

Or direct link: bloomu.scholarships.ngwebsolutions.com

Faculty/Staff – use your university username and password

Non-BU employees – use the External Committee log in button along with the username and password you previously created

*Only those who have been granted access will be able to log in and review candidates. If you get an error when you log in or need to be added to another scholarship committee, please email Amanda Kern at akern@bloomu.edu.

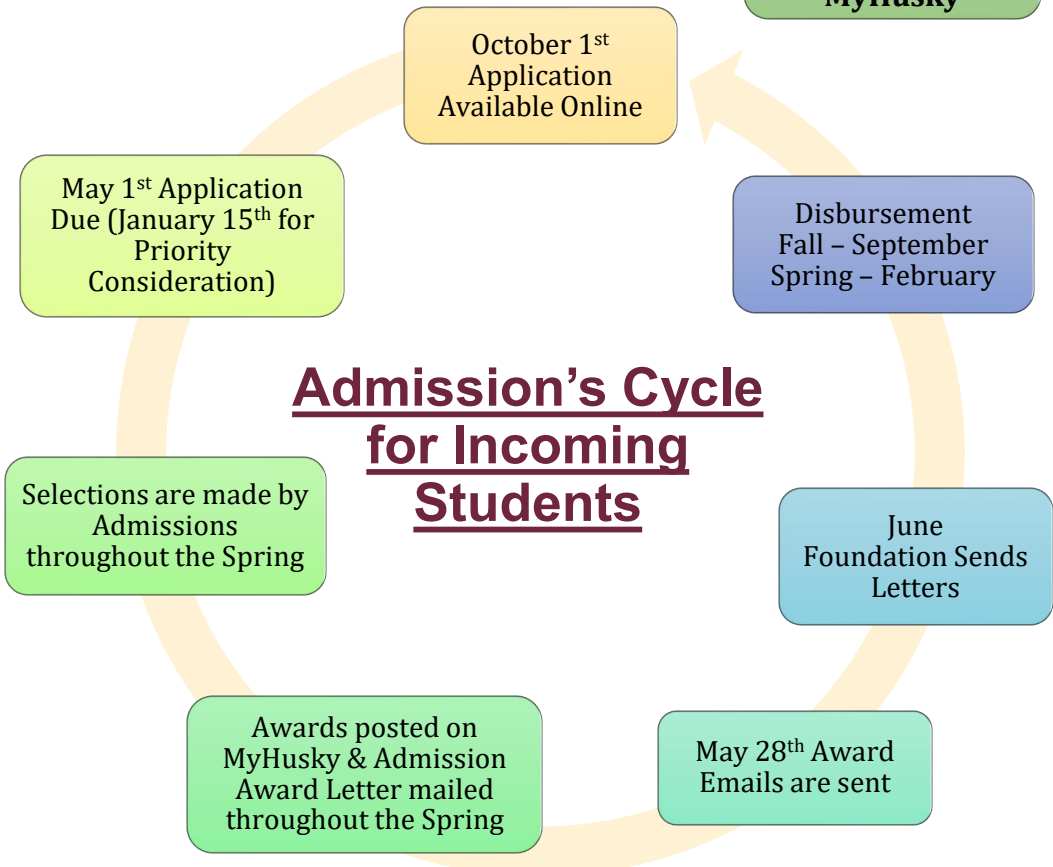
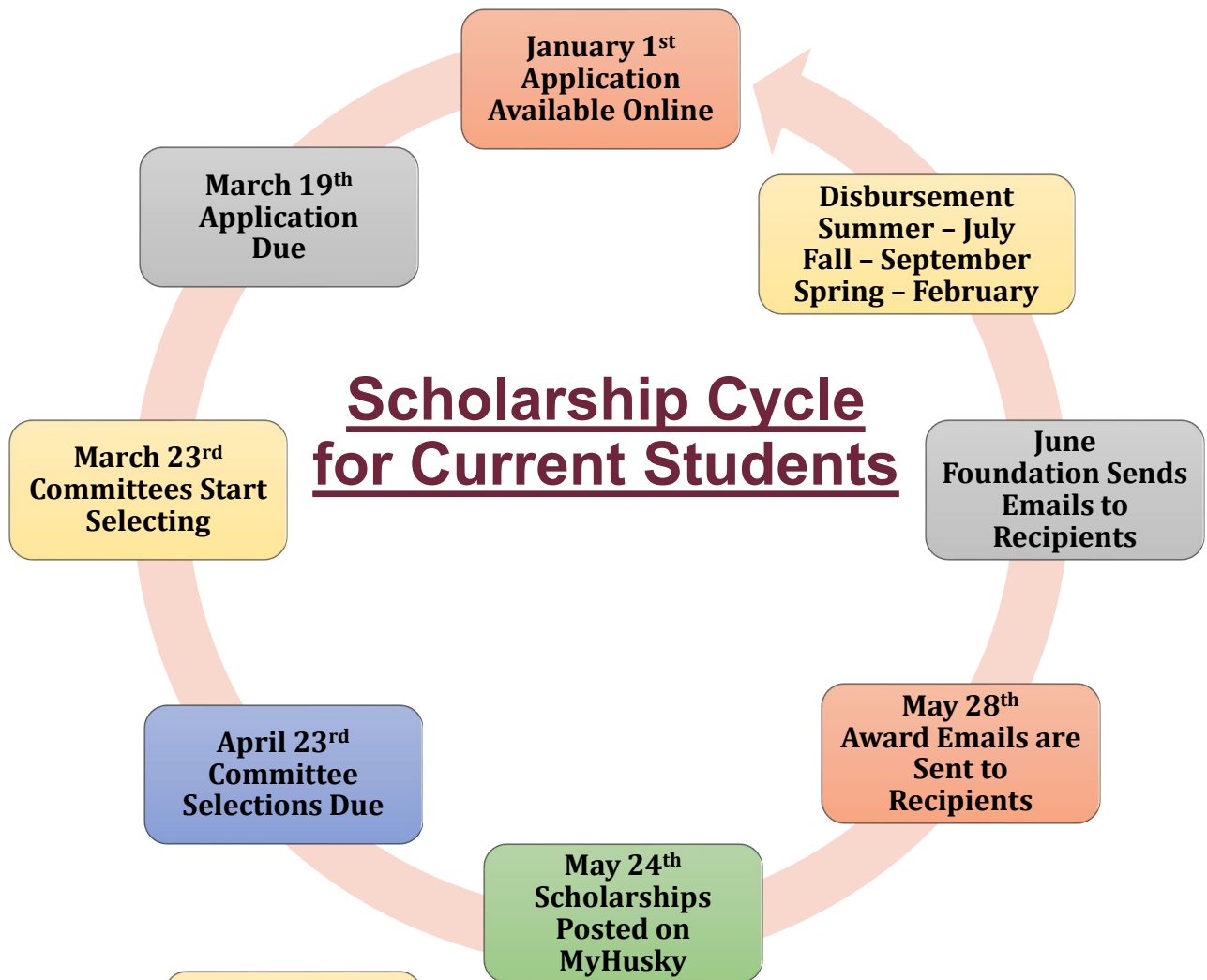
QUESTIONS?

Amanda Kern, Financial Aid

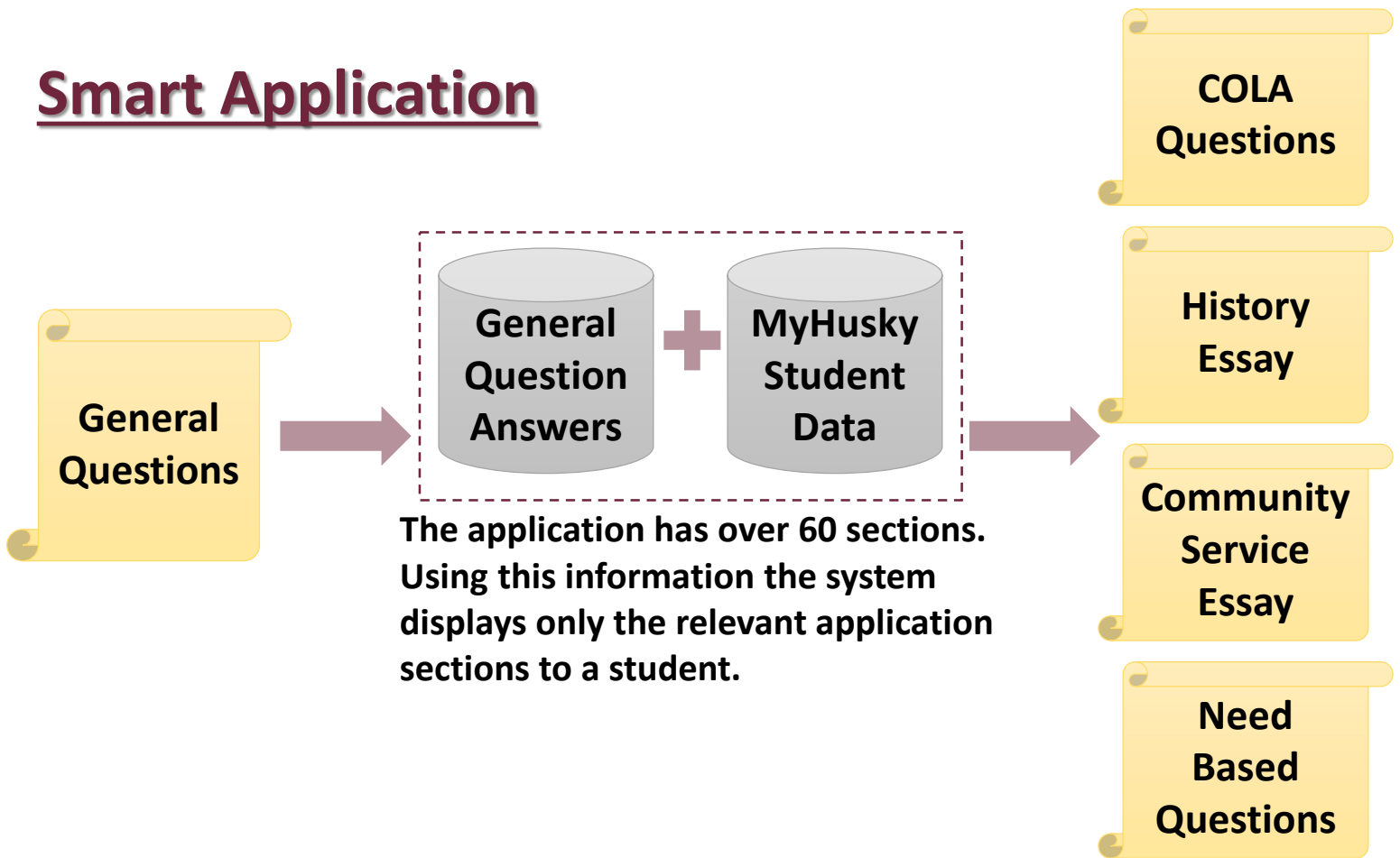
570-389-4439

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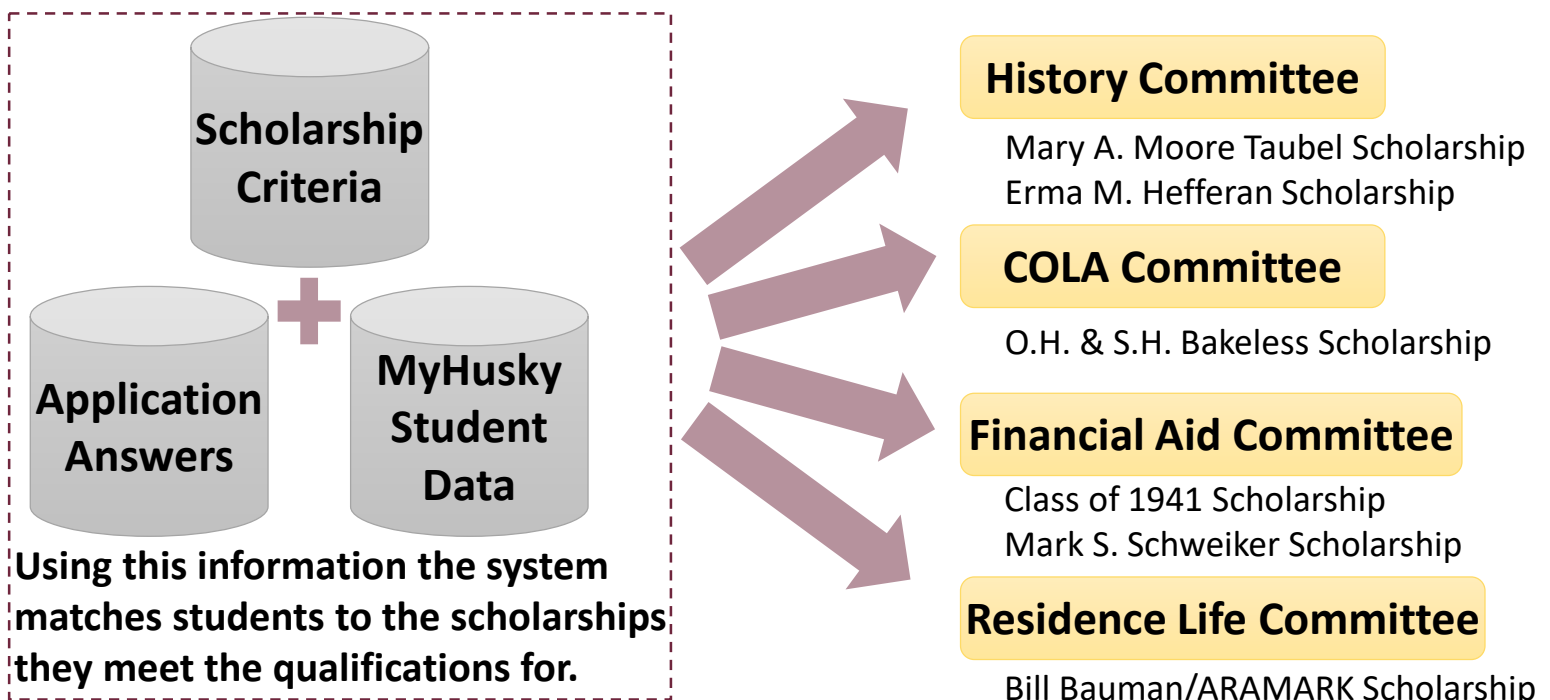




Smart Application



Smart Scholarship Matching



*Under the **Description** tab of a scholarship, you can view what requirements the system is using to match students.*

Reviewing Candidates

The screenshot shows a dashboard with four main sections: Description, Candidates (1), Awarded (0), and Reporting. Below these are three summary cards: Total Fund Amount (\$1,000.00), Awarded Amount (\$0.00), and Available Balance (\$1,000.00). A callout points to a 'Toggle Full Screen' icon with the text 'Click here to toggle back and forth between full screen!'. Below the summary cards is a 'Candidates' table with a 'Candidate Actions' menu and an 'Award Selected Candidates' button. A callout points to the 'Candidate Actions' menu with the text 'Click any field to sort by it'. The table has columns: Award, PDF, SNAP, Candidate, Student ID, Current Awards, GEN_Activities (WWW), Z_PeopleSoft_College, Z_PeopleSoft_Cum Credits Earned, and Z_PeopleSoft_Degree Type. A callout points to the 'Award' column with the text 'Hover over the award to see what the student has been awarded'. Another callout points to a magnifying glass icon in the 'Current Awards' column with the text 'Hover over any magnifying glass icon to view the students answer'. The table shows one candidate with Student ID 012345, Current Awards of \$3,000.00, and a degree type of Undergraduate. The table is on page 1 of 1, with 5 records per page.

Under the **Candidates Actions** menu you can:


Set Display Preferences – hide or add field columns, also sort by fields

Export Data – exports the candidates and their information to excel

Show or Hide Evaluation Info – to score/rank or comment on each student

Do you wish to:

- View the students full application on one page
- Read essays one student at a time
- Review letters of recommendations

⇒ Click the PDF icon  (to view a PDF of the students application)

or click the students name to view the application as well as the ability to rank/score

Do you wish to:

- Score/rank each student or write a comment
- See which student your committee ranked the highest

⇒ Click on the students name to rank/score or comment while viewing the full application

or under  select Show Evaluation Info to display the rank and comment column

Ranking or Commenting (optional review process)

Under **Candidate Actions** select **Show Evaluation Info**, this will add 4 blue columns for you to rank and/or comment.

Remaining Awards: 5

Award	PDF	Candidate	Student ID	Current Awards	Your overall ranking	Your comments on this candidate	Total Score	Average Score	GEN_Community Service WWW	Z_PeopleSo
1		Student Name	012345	\$0	5 - Outstanding	Essay is well written	5.00	5.00	no data	no data

Previous Page Next Page Page 1 of 1 Show: 10 records per page. Save Rankings / Comments

Save & Previous Candidate Save & Next Candidate - OR - Save & Go To Candidate: Student Award

Student Name

View Committee Funds

Your overall ranking: 5 - Outstanding

Your comments on this candidate: Essay is well written

Save & Continue

Save & Return to Review Candidates

Application

New Section

Schools Student Id: 012345

College on file: Undergraduate College of Business

Degree Type on file: Undergraduate

Enrolled Major on file: No answer provided

Verified Cum Credits Earned: No answer provided

Verified Cum GPA: No answer provided

State: No answer provided

To view the committees ranking result or committee member comments: under **Candidate Actions** select **Show Chairperson Data**, this will add 4 pink columns that will display the committees overall ranking result. You may find it helpful to hide your blue Evaluation Info columns, you can also click on the ranking column to sort.

By default everyone can access the Chairperson Data, if you want only 1 person in your committee to be able to view everyone's input please let me know

Remaining Awards: 5

Award	PDF	Candidate	Student ID	Current Awards	Your overall ranking	Your comments on this candidate	Total Score	Average Score	GEN_Community Service WWW	Z_PeopleSo
1		Student Name	012345	\$0	4.00	Review	3.50	3.50	no data	no data

Candidate: Amanda Kern: 3 Student FinAid: 5

Making Awards

Description **Candidates** 1 **Awarded** 0 **Reporting**

\$0.00 \$1,000.00 0
 Awarded Amount Available Balance Awarded Candidates

To make an award check the box next to the student name(s) and then click Award Selected Candidates

View Description Toggle Full Screen

Candidate Actions Award Selected Candidates

Last Name Search Reset

Remaining Awards: 5

Award	PDF	SNAP	Candidate	Student ID	Current Awards	GEN_Activities (WWW)	Z_PeopleSoft_College	Z_PeopleSoft_Cum Credits Earned	Z_PeopleSoft_Degree Type	
1	<input checked="" type="checkbox"/>			Student Name	012345	\$0		Undergraduate College of Science and Technology	92	Undergraduate

On the awarding screen enter in the scholarship amount under either the Annual Amount (award split between fall & spring) OR a specific semester **DO NOT ENTER CENTS!**

Candidates to Award 1

Candidate	Annual Amt.	OR	Fall	Winter	Spring	Summer
Student Name	\$ <input type="text"/>	OR	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Save Award Information Cancel

Don't forget to save!

Cancelling Awards

under the Awarded tab you can cancel or modify awards

Description **Candidates** 27 **Awarded** 1 **Reporting**

\$900.00 \$100.00 1
 Available Balance Awarded Amount Awarded Candidates

Close Awarding

Applicant	Award Type	Award Date
Student Name	\$100.00 - Annual	03/20/2018

Modify / Withdraw Awards

Click here to modify or cancel an award

To cancel the award click here

Candidates Already Awarded

- \$100.00 of \$1000.00
- 1 of 5 awarded

To modify the award check the box next to the student and then click Modify Selected Awards

Check All	Applicant	Award Type	Award Date	Action
<input type="checkbox"/>	Student Name	\$100.00 - Annual	3/20/2018 5:01:27 PM	Withdraw

Modify Selected Awards Cancel