

OSU ScholarDollars: Review Committee Member Guide

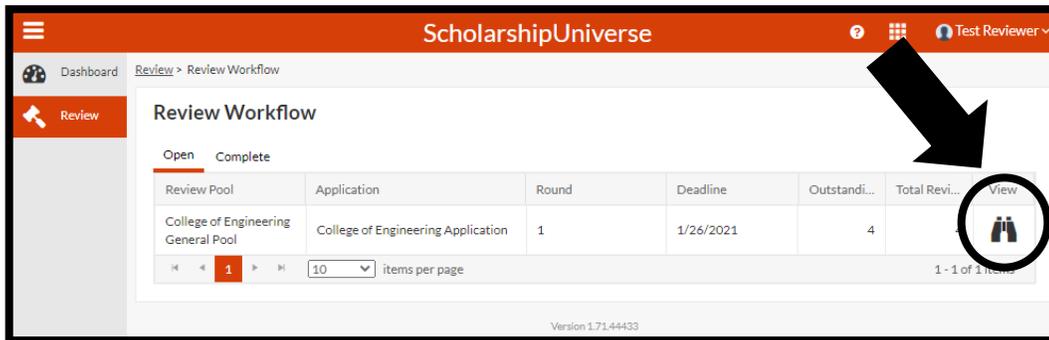
Before beginning the review process, make sure you have your ScholarDollars log in access. The following are the steps to gaining OSU ScholarDollars access:

1. The Committee Chair or the Scholarship Administrator will request your access from the OSU Scholarship Office on your behalf.
2. Once your access has been granted, you will receive an email communication.
3. You are now able to log into ScholarDollars by using your ONID username and password.

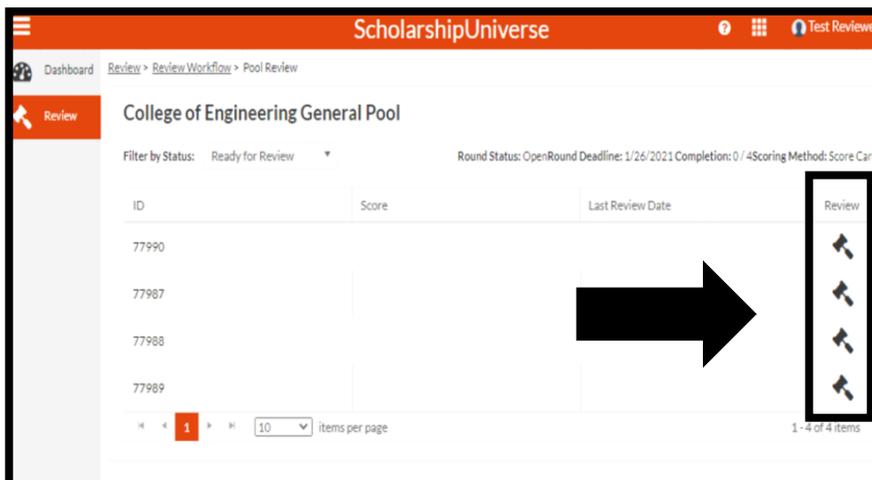
Once you have logged in, you will land on your dashboard. You will then want to (1) navigate to the Review Icon on the left hand side of your dashboard. Then, once you are on the Review landing page, (2) click on the “Review Applications” tile.



You will be on the Review Workflow landing page. To begin viewing the pool of applicants, you will then click on the binoculars icon.



Once you are ready to begin viewing the individual student applications, you can click on any student’s gavel icon under the “Review” column.



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When viewing a student's application, you will be presented with multiple tabs which can be used in your evaluation. The evaluation tabs will appear as follows:

- Application: This tab displays the responses and materials submitted in the student's application
- Matching: This tab displays the minimum requirements the student met to be eligible for consideration
- Other Student Fields (these tabs will vary depending on your Review Committee): Information displayed in these fields has been imported directly from the student's Banner record

The screenshot shows the Scholarship Universe interface for reviewing an application. The 'Application' tab is highlighted with a red box and a black arrow. The interface displays the student's application details, including a general section with questions and answers, an engineering section, and a release statement. On the right side, there is a scorecard with numerical ratings for various categories and a comment field.

Category	Score	Max Score
Academia	25%	10
Personal Statement	25%	10
Extracurricular Activities	25%	3
Financial Need	25%	10
Overall Score		0 / 100

On the right side of your screen, you will find the evaluation tool set up for you by your Committee Chair or your Scholarship Administrator. In addition to your numerical rating or recommendation entries, you will also have access to a comment field to use while evaluating students. Below are a couple of examples of what the evaluation tool and comment section may look like; however, these evaluation tools *will vary* since they are customized to the review committee you are serving on.

The screenshot shows a scorecard evaluation tool with the following categories and ratings:

Category	Score	Max Score
Academia	25%	2 / 10
Personal Statement	25%	10 / 10
Extracurricular Activities	25%	2 / 3
Financial Need	25%	10 / 10
Overall Score		71.6667 / 100

The screenshot shows a recommendation evaluation tool with the following options:

Strong No No Neutral Yes Strong Yes

Please Note: There is no SAVE button on the application/evaluation tool page. The system is programmed to save your scores as you go.

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IMPORTANT:

The student *may* have multiple answers for an application response. This is a result of ScholarDollars' ability to keep a record of students' original submitted answers and newly edited responses. You can see an example of what that would look like below.

****The bottom response would be the student's newest answer to that application question (in the example, you will see the newest response is highlighted).**

Scholarship Universe | Brittany Review Manager

Review > Review Workflow > Pool Review > Application Review

Anonymous ID: 77987

Application: College of Engineering Application
Applied: 3 / 3 in pool
Scholarships:

Scorecard

Academia	25%	5 / 10
Personal Statement	25%	5 / 10
Extracurricular Activities	25%	1 / 3
Financial Need	25%	5 / 10
Overall Score		45.8333 / 100

Comments:

Application: Matching Academics Admissions Miscellaneous

General Section

Question: Please describe your educational and career goals, how you plan to accomplish them, and how your program(s) of study will facilitate those accomplishments. Please limit your response to no more than 500 words.

Reported Answer: I want to be an engineer.

Question: Please describe your current financial situation and how you plan to pay your educational costs in the upcoming year. You also may include information about any significant personal challenges and/or unusual circumstances that may affect your ability to pay for college. Please limit your response to no more than 300 words.

Reported Answer: I need financial help since I will be working full time and I am a Pell recipient; however, I am still struggling to make ends meet.

In order to move to the next student's application, you can use the orange arrow button. If you wish to save your work and come back to the system at a later time, feel free to simply log out and the system will save your place for you.

Scholarship Universe | Test Review

Review > Review Workflow > Pool Review > Application Review

Anonymous ID: 77990

Application: College of Engineering Application
Applied: 3 / 3 in pool
Scholarships:

Scorecard

Academia	25%	0 / 10
Personal Statement	25%	0 / 10
Extracurricular Activities	25%	0 / 3
Financial Need	25%	0 / 10
Overall Score		0 / 100

Comments:

Application: Matching Academics Admissions Miscellaneous

General Section

Question: Please describe your educational and career goals, how you plan to accomplish them, and how your program(s) of study will facilitate those accomplishments. Please limit your response to no more than 500 words.

Reported Answer: I am a first generation college student and I believe I can be successful in the industry while also being an inspiration for my younger siblings both in my education and eventual career choice.

Question: Please describe your current financial situation and how you plan to pay your educational costs in the upcoming year. You also may include information about any significant personal challenges and/or unusual circumstances that may affect your ability to pay for college. Please limit your response to no more than 300 words.

Reported Answer: I have received some funding through my part time job and a couple of scholarships; however, it is simply not meeting needs. I am looking to secure about \$4,000 per year in additional funding.

Engineering Section

Question: What is your current class standing at OSU?

Reported Answer: Freshman

Question: What is your expected academic level next semester/term?

Reported Answer: Undergraduate - Sophomore

Release Statement

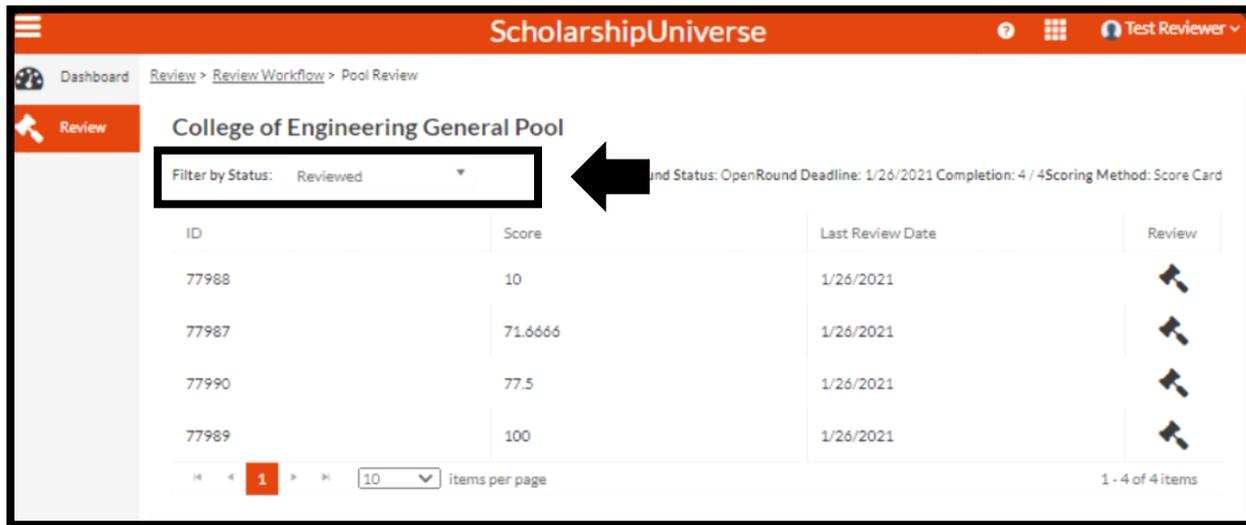
Question: The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law designed to protect the privacy of a student's education records. Education records include all student records. These are considered confidential and will not be released without written consent from the student. In accordance with FERPA, it is necessary for Oregon State University to obtain written consent from the student in order to release any information to a third party. By indicating my acceptance of these terms below, I authorize Oregon State University to provide CampusLogic with information from my student education records which may include, but is not limited to, my OSU student identification number, mailing address, campus email address, high school and high school graduation data, residence status, gender, ethnicity, academic program, GPA, financial need level, current and past enrollment levels, and course history. CampusLogic is the company that hosts ScholarDollars for OSU. I also hereby request and authorize the release of information contained in my student education records to the appropriate Oregon State University scholarship selection committees for the purpose of application review and scholarship award recipient selection. I understand that by saying "YES," I am providing authorization to Oregon State University and CampusLogic to use my student education records to assist in the awarding of scholarships and the authorization will remain valid until I notify Oregon State University in writing that I am revoking the authorization.

Reported Answer: Yes

Navigation: Back to Pool, >

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If you wish to revisit the applications you have already evaluated, you can use the “Filter by Status” dropdown menu from the Pool review page.



The screenshot shows the ScholarshipUniverse interface for a Pool Review. The page title is "College of Engineering General Pool". A dropdown menu labeled "Filter by Status" is set to "Reviewed" and is highlighted with a black box and an arrow. Below the dropdown is a table with the following data:

ID	Score	Last Review Date	Review
77988	10	1/26/2021	
77987	71.6666	1/26/2021	
77990	77.5	1/26/2021	
77989	100	1/26/2021	

At the bottom of the table, there is a pagination control showing "1" of 1 page, "10" items per page, and "1 - 4 of 4 items".

Once all of your applications are evaluated, you are finished. However, if you have any further questions, please feel free to reach out to the Scholarship Office at ScholarDollars@oregonstate.edu.