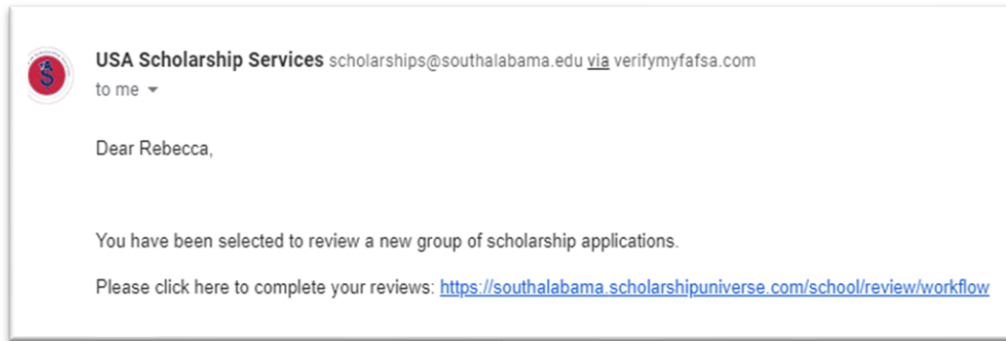




JagSPOT Scholarship Committee Member Review Guide

Thank you for participating as a scholarship review committee member. Review committees bring to the selection process the benefits of diverse outlooks, local knowledge, and the ability to rank candidates on quality of character, drive, and talent. This guide will assist you the review process for your awards.

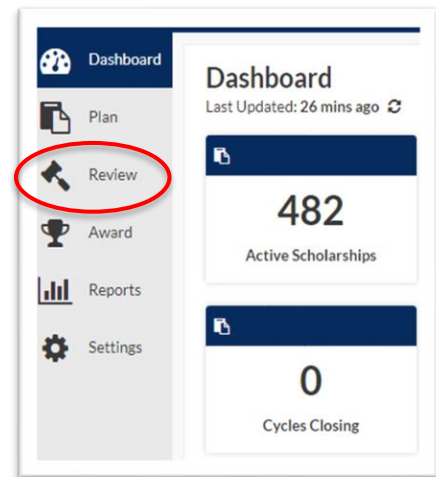
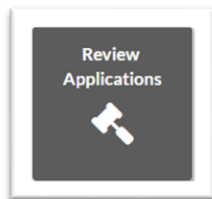
1. When a scholarship pool (applicant group) is ready to be reviewed, committee members will receive an email to their JagMail account with a link which will direct them to their review workflow in JagSPOT.



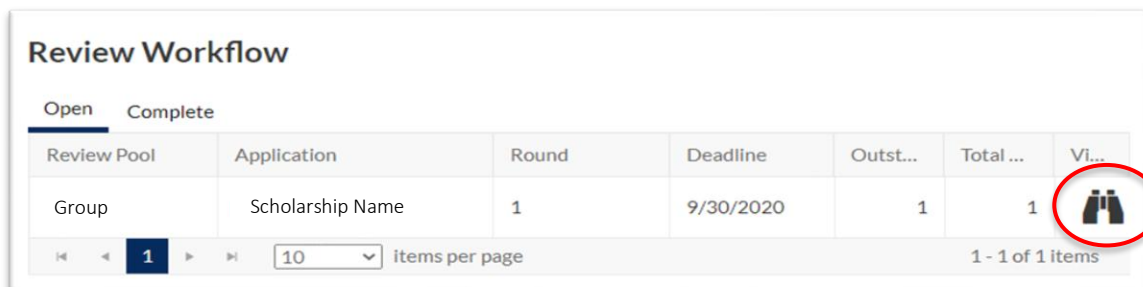
Committee members can also access JagSPOT by going to <https://southalabama.scholarshipuniverse.com/school/dashboard> and use their single sign-on credentials (JagNumber and password) to login.

2. Upon logging into JagSPOT, select *Review* on the left-hand navigation bar.


Then select the *Review Applications* tile.



3. The Review Workflow shows the pools (groups) that have been assigned to the reviewer. To begin reviewing, select the *Binoculars* which will display the list of applicants.



4. To view an applicant data, select the *Gavel* icon.

First Name	Last Name	Score	Last Review Date	Letters of Reco...	Review
Autumn	Courtney			Completed	

A pop-up window will appear with the applicant’s information. Toggling between the *Application*, *Matching*, *Academic*, *Finance*, and *Admissions* tabs will reveal additional applicant information.

Letters of Recommendation or additional materials asked of the applicant are available on the application tab. Selecting the Letter of Recommendation link will display the letter in another pop-up window.



Autumn Courtney

[Back to Pool](#)

Application Matching Academics Finance Admissions

Applied Scholarship Name
Applied 1 / 1 in pool
Scholarships:

Letter of Rec

Question	Reported Answer
Please Submit a Letter of Recommendation from a faculty member	Letter of Recommendation from Lauren Williams

Essay

Question	Reported Answer
In 200 words or less, please explain why you believe you deserve this scholarship. There is no need to expand on your academic qualifications.	dfsgsdgdsd

Scorecard

Letter of Recommendation 50% / 10

Essay Response 50% / 10

Overall Score 0 / 100

Comments:

Committee Score

Round Rank 1

Average Score No reviews

Median Score No reviews

Rebecca Venter-Lombardo No review



If the committee is using a scorecard (rubric), the right side of the student’s profile will display any scoring or questions that need answering for the selection process. If the committee is not using a scorecard, general ranking options from *Strong No* to *Strong Yes* will be the only option available.

5. Once review of the application is complete and any scoring and comments have been made, be sure to save all work. This will move the student to the completed review section of the workflow.