

# JagSPOT Guide

## Review ing and Rubrics for Internal Applications

Committees will all be managed and populated by the Office of Scholarship Services. If you need to make changes to the composition of your committee, please contact [scholarships@southalabama.edu](mailto:scholarships@southalabama.edu). Before the review process begins, the Office of Scholarship Services will be in communication with the Committee Chair to confirm the details of the desired review process.

1. Once a scholarship submission deadline passes the Office of Scholarship Services will initiate the review process. Committee Chairs can also start this process if they prefer. This is done by clicking on the Review section on the left-hand navigation bar and then selecting Manage Pools.
2. A list of available Pools in various stages of the awarding process will be visible. All Pools that are beginning or still in the process of reviewing should be listed under the Reviewing tab. To access a pool, press the Pencil icon.

Settings will be populated to reflect the desired review process of the committee chair. Please do not adjust them without consulting the Scholarship Office.

Scholarship Name

Scholarship Name

Scholarship Name



now open. The email to their JagMath settings of the pool.

5. Once in the Review Workflow the pools you have been designated to review will appear .

6. To begin reviewing you will click the Binoculars which will display the list of applicants.

7.

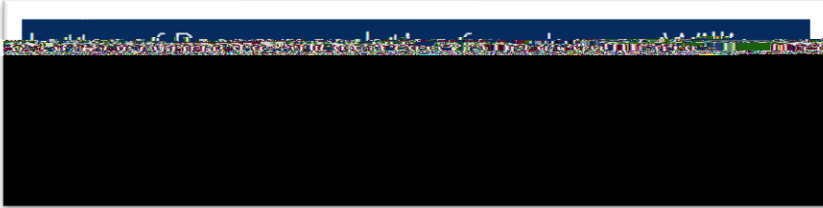
Gavel icon.

8. A pop-materials. You can toggle between Application,

Strong No to



9. Letters of Recommendation and additional materials are available on the application tab.



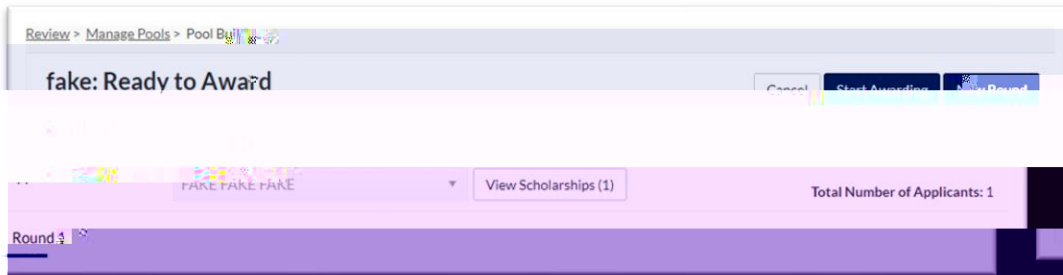
10. Once you have reviewed the application you can enter your sW\* n pev arTf 1 0

15. Once on the Pool Detail page, Chairs will now have the option to Complete Review. If you are satisfied with the reviews, click that button.

Scholarship Name

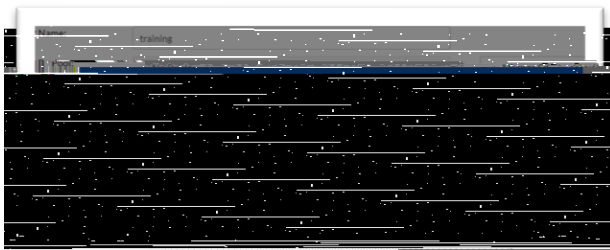


16. Chairs will then have the option to start awarding or to begin a new round of review. Once you are ready to start the awarding process click Start Awarding .



New rounds can be

17. At this point , select the Award section on the left-hand navigation bar and click on the Award View tile. Then select the Award View you have created for this pool.



18. Once students to award have been identified, click on the \$0.00 Award Amount next to their name. This will pull up an awarding window.

19.