



OKLAHOMA CITY
COMMUNITY FOUNDATION
Helping you help the community

AcademicWorks Reviewer Manual

Step 1: You will receive an email from scholarships@occf.org. Open the email and click on the link in the body of the text. Be sure to check your spam account frequently, as many messages have been going directly to spam.

Oklahoma City Community Foundation Scholarships
1 scholarships were assigned to you today
Dear Jessica Schwager, Thank you for agreeing to be a reviewer for one or more scholarships at the

2:00 AM

Tue 1/28/2020 2:00 AM

S Oklahoma City Community Foundation Scholarships <scholarships@occf.org>
1 scholarships were assigned to you today

To Jessica Schwager

Follow up. Start by Tuesday, January 28, 2020. Due by Tuesday, January 28, 2020.

Dear Jessica Schwager,

Thank you for agreeing to be a reviewer for one or more scholarships at the Oklahoma City Community Foundation. We appreciate your time and consideration.

1 scholarships were assigned to you today that require your review.

http://occf.academicworks.com/reviewer/opportunities?email_id=j.schwager%40occf.org

Click this link to
access the
reviewer webpage.



Step 2: Once you receive your assignment via email, then you can sign into the system to review.

First time using the system? We will create an account and password for you. You will then need to change your password. *If you decide to keep the password we create, be sure to store it in a safe place!*

Been here before? Great! Your password will be the same as last year. Please use the “Trouble Signing In?” link if you’ve forgotten your password.

Opportunities

Applicants and Administrators References and Reviewers

Welcome!

Welcome back! 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

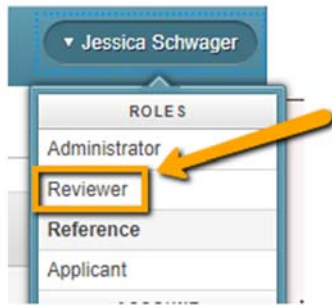
Password

[Trouble signing in?](#) • [Sign Up](#) [Sign In](#)

© 2019 Blackbaud, Inc. All rights reserved.
[Oklahoma City Community Foundation](#) [Contact Us](#)

If you have any questions, click on the Contact Us link at the bottom of the page OR email scholarships@occf.org

Please note: If you have ever served as a reference for a student, then you may need to click on your name in the top-right corner and flip from Reference to Reviewer.



Step 3: Once you enter the website, you will see the list of scholarships to review. Click the number of reviews to access the applications to review. You may have anywhere from 1 review to 30 reviews. Please be aware of the review deadline to make sure you have enough time for reviews.

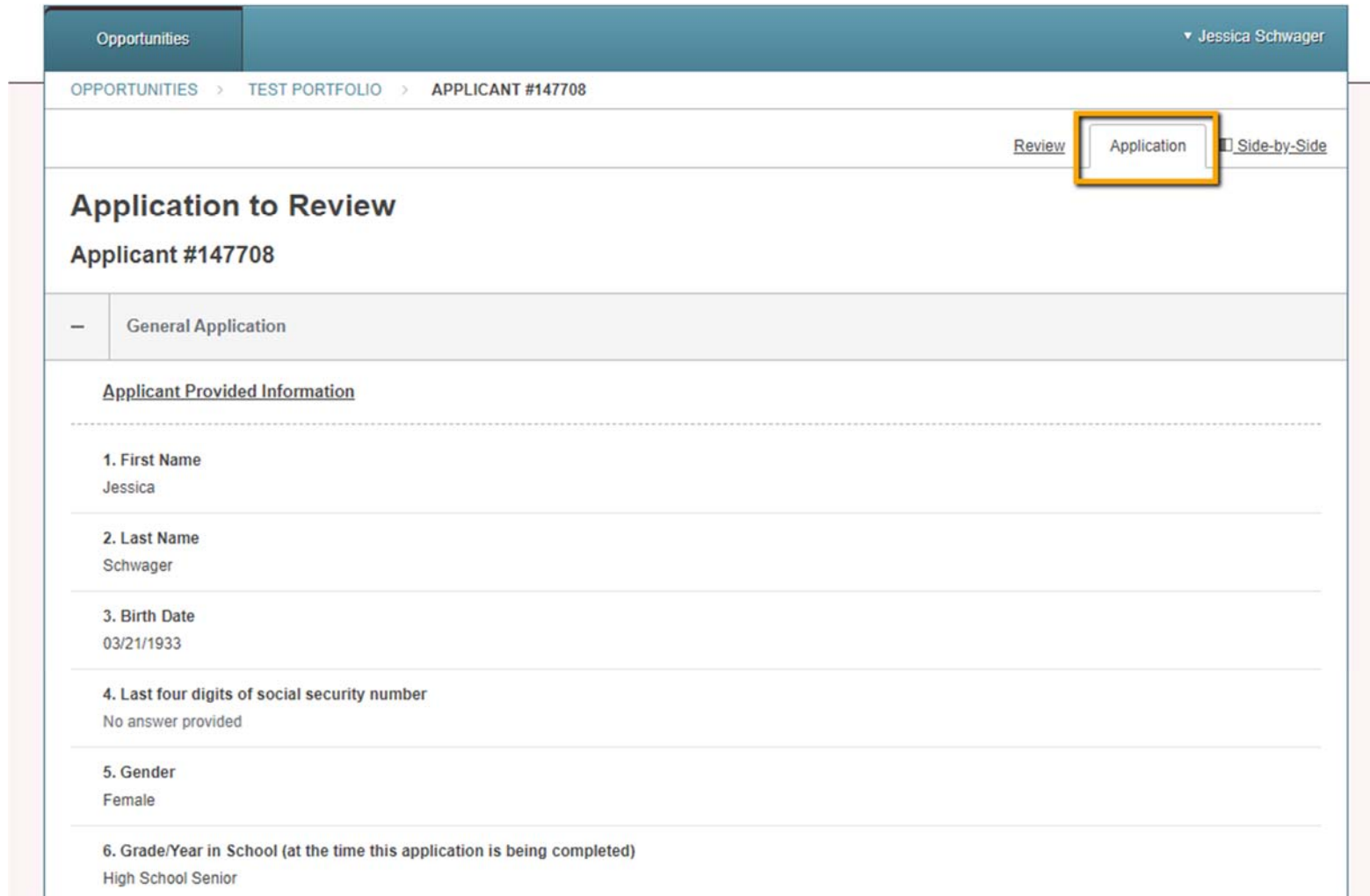
Open for Review		
Test Portfolio Fall 2019	Reviews 01/27/2020 - 04/01/2020	Assigned Reviews 0 of 1 Completed

Step 4: You will see a list of all applications that need reviewed. Click “Begin” to access an individual application.

Test Portfolio Opportunity Details

Applicant	Assigned	Your Rating	Qualified	Actions
Applicant #147708	01/27/2020	-	Yes	Begin

Step 5(a): The first page you will see when you open up an application is the “Application” page (located in the upper right-hand corner). This page contains the student’s entire application.



Opportunities ▼ Jessica Schwager

OPPORTUNITIES > TEST PORTFOLIO > APPLICANT #147708

[Review](#) Application [Side-by-Side](#)

Application to Review

Applicant #147708

— General Application

Applicant Provided Information

1. First Name
Jessica

2. Last Name
Schwager

3. Birth Date
03/21/1933

4. Last four digits of social security number
No answer provided

5. Gender
Female

6. Grade/Year in School (at the time this application is being completed)
High School Senior

Step 5(b): Directly to the left of the “Application” tab is the “Review” tab. When you click on “Review,” you will see the scoring rubric you will be asked to complete as the reviewer.

OPPORTUNITIES > TEST PORTFOLIO > APPLICANT #147708

Review Application Side-by-Side

Thank you for agreeing to be a scholarship reader for the Oklahoma City Community Foundation. Your participation assures that all applicants will be evaluated by an impartial committee, a necessary condition for the applicants but also for assuring the charitable class of the scholarship activity.

Please know that each scholarship has its own committee of volunteers who read and evaluate each application. As a reviewer, you will be asked to make decisions based on a fund's particular guidelines. In general, scholarship reviewers will look for applicant's who demonstrate strong leadership potential, academic performance, proper grammar, commitment to school and community, creativity, clear goals and aspirations, as well as financial need and any other fund-specific requirements.

The specific requirements for this scholarship are listed below. The reviewing period for this scholarship will close on Monday, June 5th.

HELPFUL TIP: If you click on “Side-by-Side” in the upper right hand corner, you can view the reviewer questions and the student's application simultaneously on the same screen.

Applicant #147708

Bookmark

Mark this applicant in your list of evaluations so you can easily find them again.

* Does this student demonstrate a commitment to leadership and participation in school activities (zero being the lowest score and 10 being the highest score)

* Academics based on GPA of 3.0 or higher & shows potential to excel in college (zero being the lowest score and 10 being the highest score)

* Financial Need (zero being the lowest score and 10 being the highest score)

* Does this applicant's resume and/or letter of recommendation speak to a commitment to Community Service? (zero being the lowest score and 10 being the highest score)

* Essay - is it well written and does it communicate a thoughtful response? (zero being the lowest score and 10 being the highest score)

Step 5(c): Clicking on the “Side-by-Side” tab allows you to view the Reviewer information and the Applicant information at the same time. This tab is also located in the upper right-hand corner, directly to the right of the “Applications” tab.



This what the side-by-side view looks like:

OPPORTUNITIES > TEST PORTFOLIO > APPLICANT #147708

Application to Review

Click on any of these links to return to the previous screens.

Schwäger

3. Birth Date
03/21/1933

4. Last four digits of social security number
No answer provided

5. Gender
Female

6. Grade/Year in School (at the time this application is being completed)
High School Senior

7. High School Name
Search carefully for your high school before selecting "Other."
Adair High School, Adair

8. If you indicated "Other" above for the name of your high school, please enter the name of your high school here. ⓘ
No answer provided

9. INVOLVEMENT & ACTIVITIES
For the following section (A-D), we encourage you to create and save your lists in a Word document and then copy and paste the information into the application. If a section does not apply to you, type "Not applicable at this time."

A. List all employment and internship experience. Include company, location, dates worked, position titles and duties.
not applicable

10. B. List all high school and college activities by year. Include the name of the organization and your role/involvement.
not applicable

Thank you for agreeing to be a scholarship reader for the Oklahoma City Community Foundation. Your participation assures that all applicants will be evaluated by an impartial committee, a necessary condition for the applicants but also for assuring the charitable class of the scholarship activity.

Please know that each scholarship has its own committee of volunteers who read and evaluate each application. As a reviewer, you will be asked to make decisions based on a fund's particular guidelines. In general, scholarship reviewers will look for applicant's who demonstrate strong leadership potential, academic performance, proper grammar, commitment to school and community, creativity, clear goals and aspirations, as well as financial need and any other fund-specific requirements.

The specific requirements for this scholarship are listed below. The reviewing period for this scholarship will close on Monday, June 5th.

HELPFUL TIP: If you click on "Side-by-Side" in the upper right hand corner, you can view the reviewer questions and the student's application simultaneously on the same screen.

Bookmark
 Mark this applicant in your list of evaluations so you can easily find them again.

✦ Does this student demonstrate a commitment to leadership and participation in school activities (zero being the lowest score and 10 being the highest score)
[Dropdown menu]

✦ Academics based on GPA of 3.0 or higher & shows potential to excel in college (zero being the lowest score and 10 being the highest score)
[Dropdown menu]

✦ Financial Need (zero being the lowest score and 10 being the highest score)
[Dropdown menu]

✦ Does this applicant's resume and/or letter of recommendation speak to a commitment to Community Service? (zero being the lowest score and 10 being the highest score)
[Dropdown menu]

✦ Essay - is it well written and does it communicate a thoughtful response? (zero being the lowest score and 10 being the highest score)
[Dropdown menu]

✦ I have no conflict of interest in the execution of my responsibilities as a member of the assigned Scholarship Selection Committee. I am not a relative of any of these applicants/potential award recipients, nor am I a person who may receive tangible or intangible benefits from my participation on this Scholarship Selection Committee. I further agree to adhere to IRS rules and Foundation Scholarship Committee policies in fulfilling my responsibilities as a member of this committee: (1) All awards must be given for educational purposes; (2) Selection of recipients must be made on an objective, non-discriminatory basis; (3) There must be broad dissemination of eligibility requirements and deadlines for application; and (4) Recommendations for award recipients must be submitted electronically or in writing. All award recommendations must be ratified by the Oklahoma City Community Foundation Trustees.

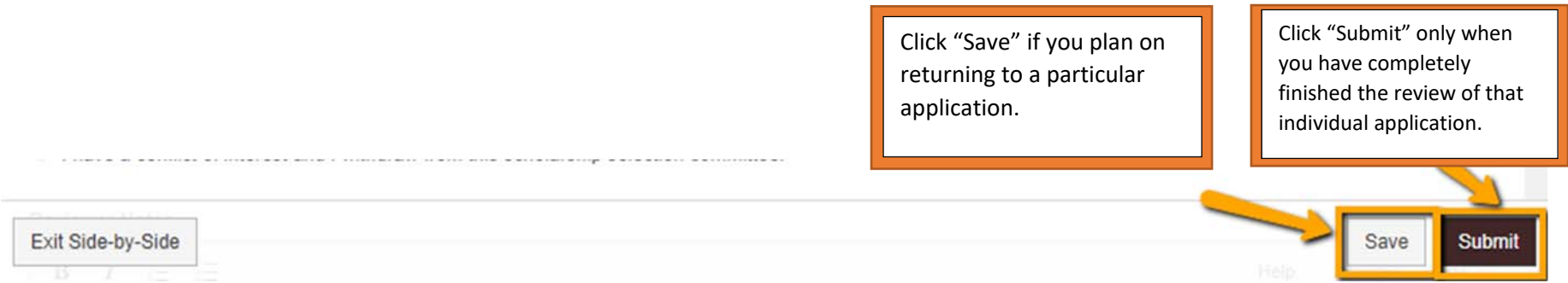
I have no conflict of interest.

I have a conflict of interest and I withdraw from this scholarship selection committee.

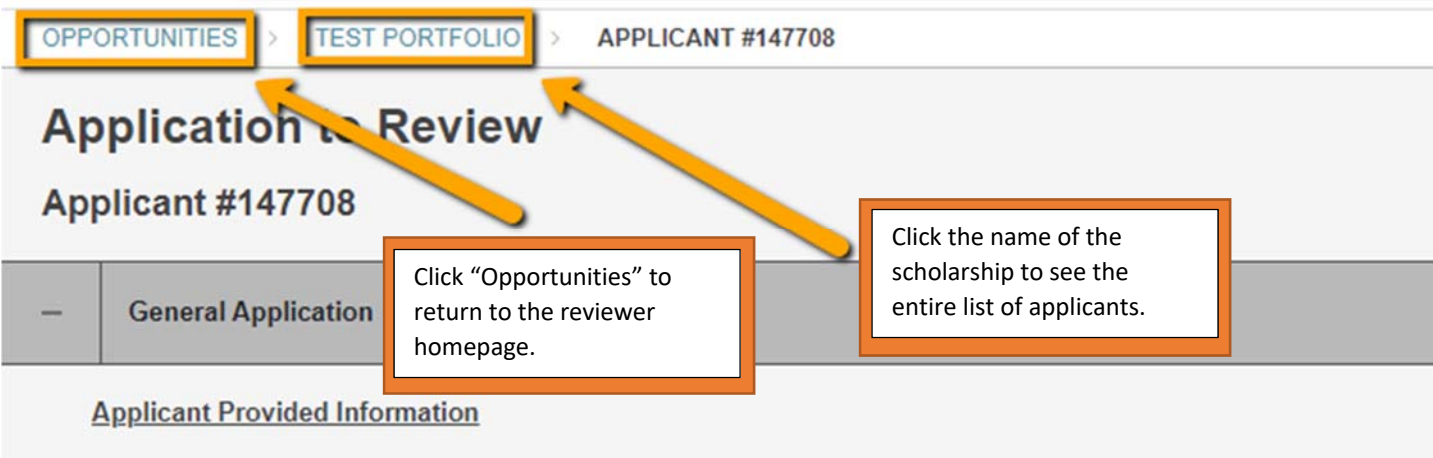
Exit Side-by-Side [Save] [Submit]

Use the "Bookmark" check box to mark an application that you want to return to at a later date.

Step 6: From the "Reviewer" tab or the "Side-by-Side" tab, click the "Submit" button only when you are completely finished with reviewing an application. If you want to keep working on an application or return to an application after reviewing, click the "Save" button.



Step 7: Once you have saved or submitted the application that you are reviewing, you can go back to the list of applicants by clicking on the name of the scholarship OR go back to the Reviewer home page by clicking "Opportunities."



If you have any questions, please contact Jess, Rick, or Wanda!