

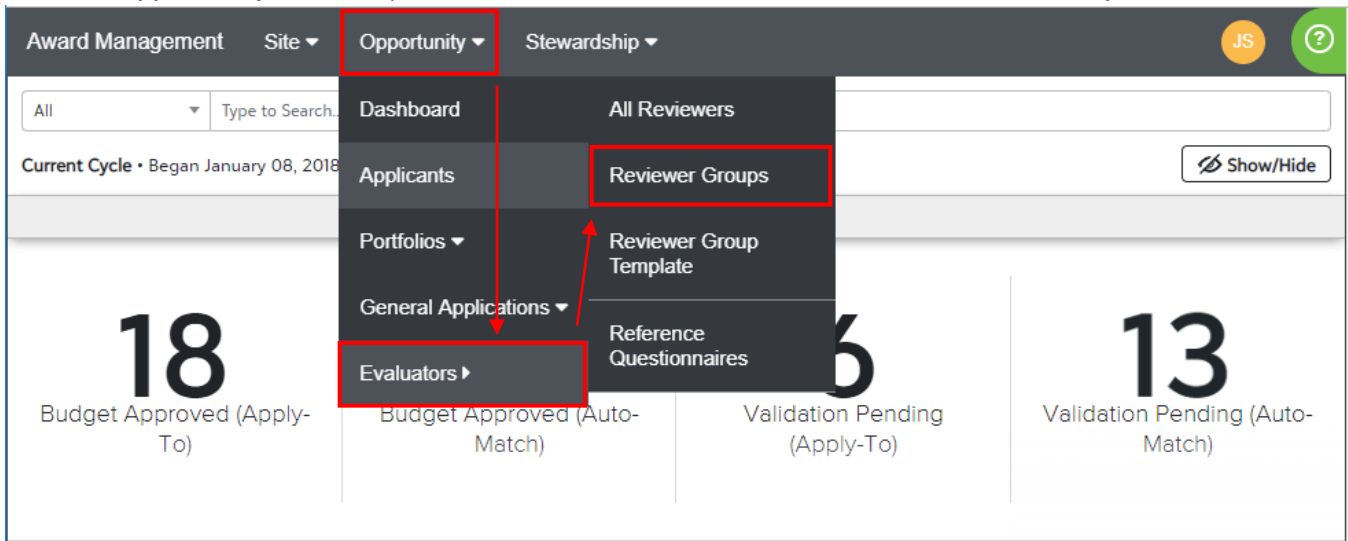
# FS4U – Finding Scholarships for You

Florida State University’s Portal to Foundation Scholarships

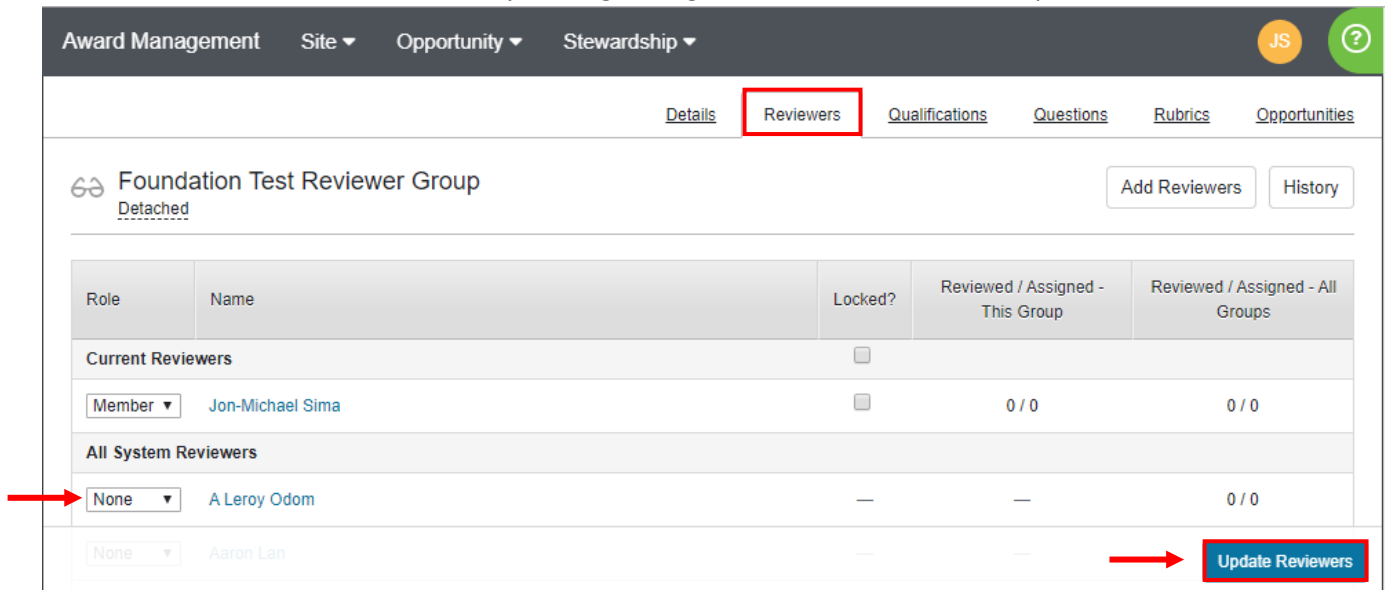
## How to Add or Remove Reviewers to a Reviewer Group

If you have an existing Reviewer Group with Reviewers, or if you have just created a new Reviewer Group, you have the option to add Reviewers at any time. In the case of a new Reviewer Group, you will need at least one Reviewer for the group to function. Adding Reviewers is great way to spread out the workload of your existing Reviewers or average a score for a single application.

Click on **“Opportunity”** at the top of the screen. Click on **“Evaluators”**, then **“Reviewer Groups”**.



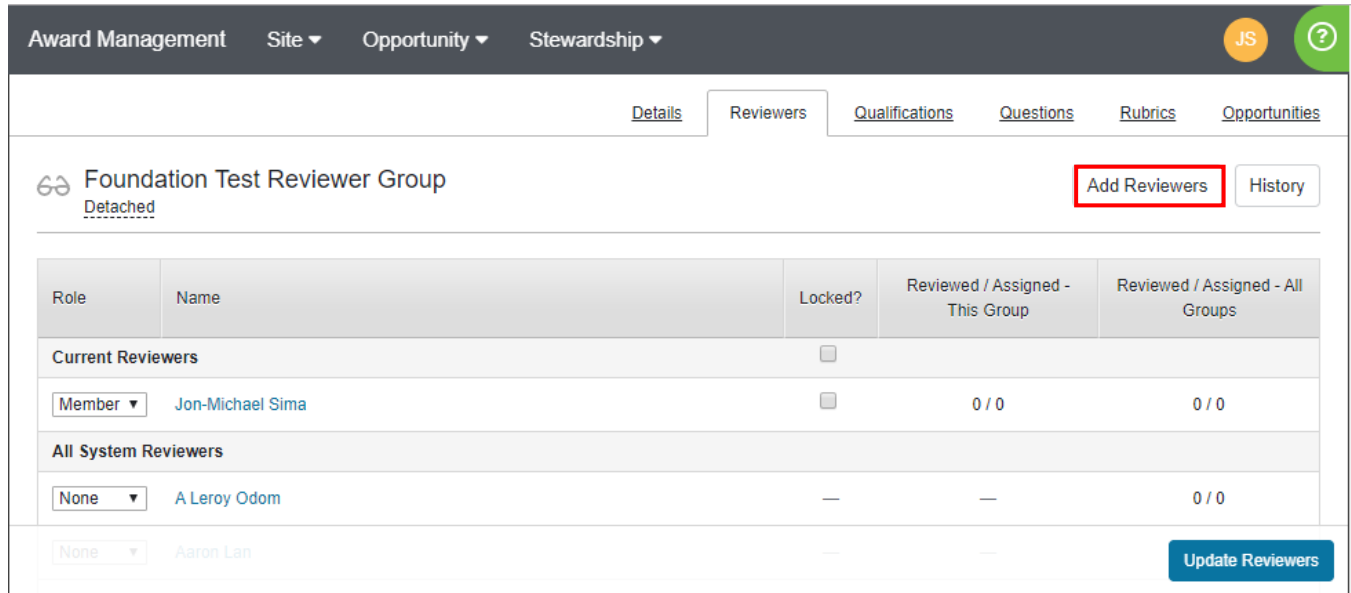
Locate the Reviewer Group you will be adding a Reviewer to and click on it. Click on the **“Reviewers”** tab. You should see a list of any current reviewers if you have any, as well as a list of all users who have been added as a Reviewer to the system. Search through the All System Reviewers list to find the user you would like to add (use CTRL+F to search faster). If your Reviewer is not listed, please see instructions on the following page to add a reviewer. Once found, click on the dropdown box labeled **“None”** for a choice of **“Chair”** or **“Member”**. In most cases you will select **“Member”**. Click **“Update Reviewers”** on the bottom-right of the screen to complete the process. Please read this short article to determine whether or not you need to assign a Reviewer the **“Chair”** role. *Note: Chairs will not have the ability to assign categories or encumber scholarships as mentioned in the article.*



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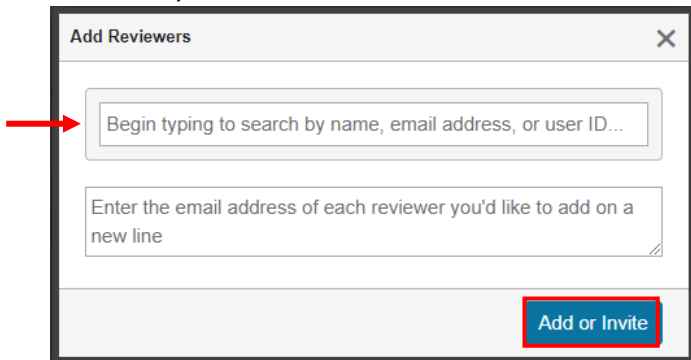
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If you are unable to find your Reviewer in the All System Reviewers list, you will first need to add him or her to the list. To get started, click on the **“Add Reviewers”** button in the top-right corner of the window.



The screenshot shows the 'Foundation Test Reviewer Group' interface. At the top, there are navigation tabs: 'Award Management', 'Site', 'Opportunity', and 'Stewardship'. Below these are sub-tabs: 'Details', 'Reviewers', 'Qualifications', 'Questions', 'Rubrics', and 'Opportunities'. The 'Reviewers' tab is active. The group name 'Foundation Test Reviewer Group' is displayed, along with a 'Detached' status and an 'Add Reviewers' button (highlighted in red) and a 'History' button. Below this is a table with columns: 'Role', 'Name', 'Locked?', 'Reviewed / Assigned - This Group', and 'Reviewed / Assigned - All Groups'. The table is divided into two sections: 'Current Reviewers' and 'All System Reviewers'. In the 'Current Reviewers' section, there is one entry for 'Jon-Michael Sima' with a role of 'Member' and '0 / 0' in both columns. In the 'All System Reviewers' section, there are two entries: 'A Leroy Odom' with a role of 'None' and '0 / 0', and 'Aaron Lan' with a role of 'None' and '0 / 0'. An 'Update Reviewers' button is located at the bottom right of the table.

A popup menu will appear. Use the top search box to search through all existing users by name or email address. This will identify any individual who may already be in the system as a user, but not yet assigned the Reviewer role. As you type, results will appear in a dropdown list. If the user you are searching for appears, click on him or her to place that person in the box below. If the user does not appear, type the email address manually in the box below to invite the user. Click on the **“Add or Invite”** button and return to the instructions on the previous page to finalize your selections.



The screenshot shows the 'Add Reviewers' popup window. It has a title bar with 'Add Reviewers' and a close button. Below the title bar is a search box with the placeholder text 'Begin typing to search by name, email address, or user ID...'. Below the search box is a text area with the placeholder text 'Enter the email address of each reviewer you'd like to add on a new line'. At the bottom right of the popup is an 'Add or Invite' button (highlighted in red).

As a reminder, all external third party users must complete and return the [Student Data Confidentiality Agreement](#).

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To remove a Reviewer, return to the Reviewers tab of your Reviewer Group. Under the section labeled **“Current Reviewers”**, locate the Reviewer you would like to remove and click on the dropdown menu labeled **“Member”** or **“Chair”**. Select **“None”** and then click **“Update Reviewers”** on the bottom-right of the screen to complete the process.

The screenshot shows the 'Reviewers' tab for the 'Foundation Test Reviewer Group'. The interface includes a navigation bar with 'Award Management', 'Site', 'Opportunity', and 'Stewardship'. The 'Reviewers' tab is selected and highlighted with a red box. Below the navigation, there are buttons for 'Add Reviewers' and 'History'. The main content area contains a table with the following data:

Role	Name	Locked?	Reviewed / Assigned - This Group	Reviewed / Assigned - All Groups
<b>Current Reviewers</b>				
Member	Jon-Michael Sima	<input type="checkbox"/>	0 / 0	0 / 0
<b>All System Reviewers</b>				
None	A Leroy Odom	—	—	0 / 0
None	Aaron Lan	—	—	—

A red arrow points to the 'Member' dropdown menu for Jon-Michael Sima. Another red arrow points to the 'Update Reviewers' button at the bottom right of the table.

Removing Reviewers will increase the workload for your remaining Reviewers, so please be mindful of this change.

### What happens to saved or submitted reviews if I remove a reviewer from a group?

If your group is set to automatic assignments:

- The reviewer will no longer see this information in their portal
- The score will be removed from all calculations
- If that user is later added back to the group:
  - The existing saved/submitted reviews (with scores) will be restored to the portal
  - The scores will be restored to all calculations, including the All Reviews grid with no additional intervention

If your group is set to manual assignments:

- The reviewer will no longer see this information in their portal
- The score will be removed from all calculations
- If that user is later added back to the group:
  - Formerly assigned applications not yet begun will be restored
  - The existing saved/submitted reviews (with scores) will be restored to the portal
  - The scores will be restored to all calculations, including the All Reviews grid with no intervention