

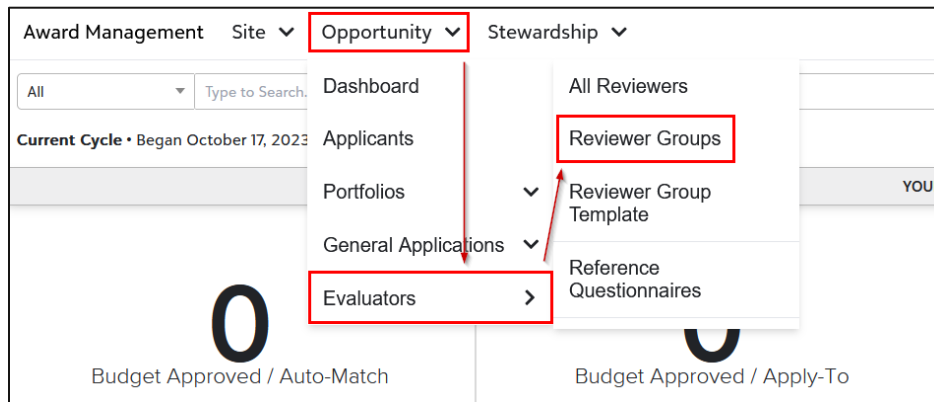
How to Create a Reviewer Group

Before an Opportunity Administrator selects an applicant for an award, they may require evaluation by a selection committee. FS4U provides an organized way to review applicants through the Reviewer Group feature. We do not require that Reviewer Groups be used, and if you choose not to you can skip this tutorial and go straight to the job aid on our website for more information on [How to Approve an Award](#). However, if you do choose to use this feature, there are a few important steps you must take before the group can be used. How you customize the group will determine who and how applicants are reviewed for each scholarship cycle, so please read each section carefully. You may also find more information on this topic using the Blackbaud Knowledgebase article [Customizing and Maintaining Reviewer Groups](#).

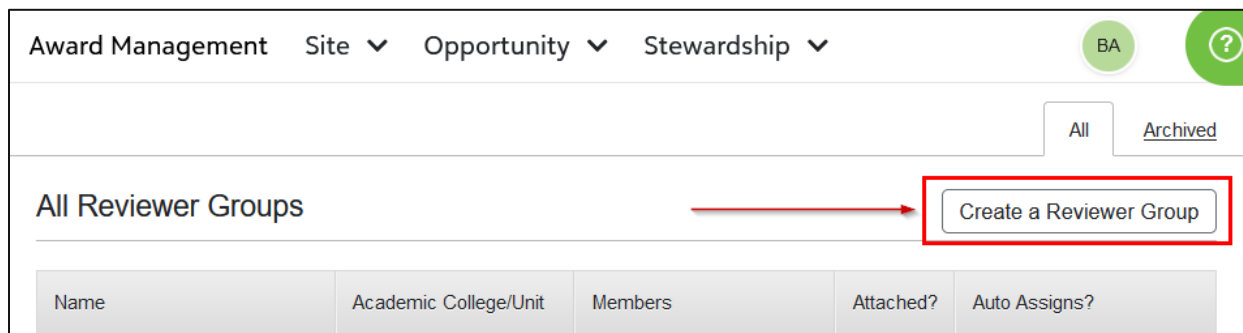
Reviewer Groups allow you to determine:

- which reviewers are in which groups,
- which opportunities they should be reviewing,
- which applicants they should be focusing upon, and
- what kinds of scoring rubrics or questions they should use to review applications

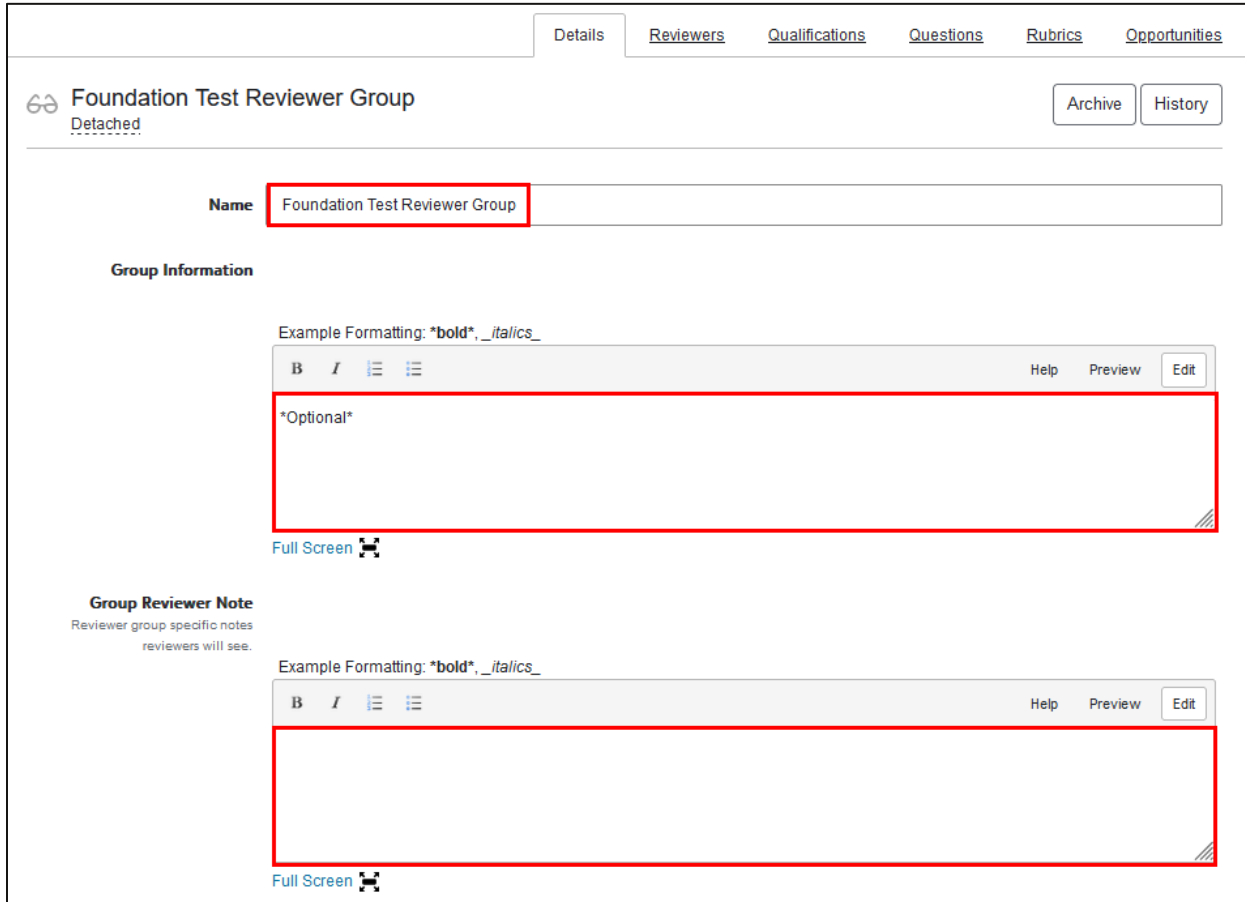
To create a Reviewer Group, start by navigating to **Reviewer Groups** (Opportunity → Evaluators → Reviewer Groups).



Once you are viewing the **All Reviewer Groups** page, click **Create a Reviewer Group** in the top right corner.

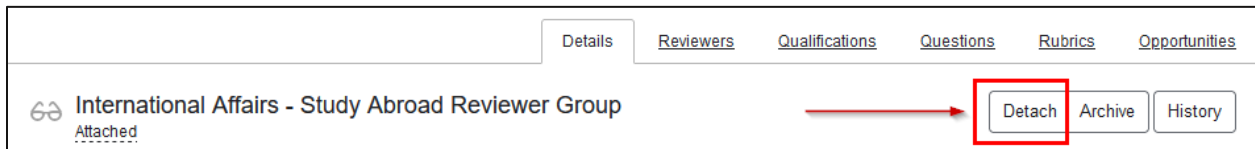


Start by naming the group. Adding content into **Group Information** and **Group Reviewer Note** is optional but the latter field is a great chance to preemptively address questions reviewers might have about the process since the note is visible to them at the top of their rubric scoring screen during the review process.



The screenshot shows the configuration page for a reviewer group. At the top, there are tabs for 'Details', 'Reviewers', 'Qualifications', 'Questions', 'Rubrics', and 'Opportunities'. The group name is 'Foundation Test Reviewer Group' and it is currently 'Detached'. There are 'Archive' and 'History' buttons. The 'Name' field contains 'Foundation Test Reviewer Group'. Below this is the 'Group Information' section with a rich text editor containing '*Optional*'. At the bottom is the 'Group Reviewer Note' section, also with a rich text editor.

By default, new Reviewer Groups inherit the system default rubric which is a basic 0 to 10 score that allows any integer in that range. If you wish to customize a rubric, you can click **Detach** in the top right. For more information about customizing a rubric, please view our [How to Configure Your Reviewer Group](#) on the FS4U Job Aids site.

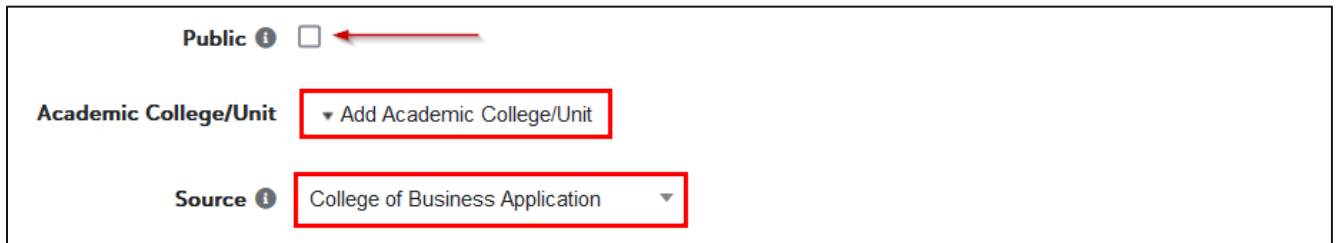


The screenshot shows the configuration page for a reviewer group. At the top, there are tabs for 'Details', 'Reviewers', 'Qualifications', 'Questions', 'Rubrics', and 'Opportunities'. The group name is 'International Affairs - Study Abroad Reviewer Group' and it is currently 'Attached'. There are 'Detach', 'Archive', and 'History' buttons. A red arrow points to the 'Detach' button.

The **Public** option allows other Opportunity Administrators to assign a group to their opportunities. It is recommended to leave this box unchecked.

Academic College/Unit dictates which Opportunity Administrators and/or Budget Approvers can modify configurations within the Reviewer Group. For instance, an Opportunity Administrator with access to all College of Business funds would choose BU – Business to grant anyone else sharing that credential access to this reviewer group.

Source determines which opportunities and applications may be assigned to reviewers in this group. This also determines questions available to use as qualification criteria for the group. By default, the **Source** is set to General Application. Verify whether the opportunities that will be reviewed in your group are sourced to the General Application or to a specific Conditional Application, such as the College of Business Application.



The screenshot shows a form with three fields. The first field is labeled "Public" and has an unchecked checkbox. A red arrow points to this checkbox. The second field is labeled "Academic College/Unit" and has a dropdown menu with the text "Add Academic College/Unit". The third field is labeled "Source" and has a dropdown menu with the text "College of Business Application". Both the "Academic College/Unit" and "Source" fields are highlighted with red boxes.

Assign Reviews allows you to choose whether to have the Opportunity Administrator or Reviewer Chair manually assign applications or let the system automatically assign applications to a certain number of reviewers or to every reviewer. If choosing to manually assign, more information is available in the [How to Manually Assign Applications to Reviewers](#) job aid. Selecting one of the other options, such as **At most 1 review per application**, will split reviews by the number of reviewers. For instance, in a group with 2 reviewers where **At most 1 review per application** is selected for 100 qualified applicants, each reviewer will be assigned 50 applications with no overlap.

Checking the box for **Only Review Qualified Applications** ensures reviewers can only be assigned those applications where a student has at least 1 qualification point. This applies to review groups assigned to a Conditional Application or opportunities. In the case of General Applications, all applicants are automatically qualified.

You do have the option to clone an existing Reviewer Group using the **Clone Now** tool. This can be a valuable shortcut to default to identical configuration, rubrics, rubric help text, questions, qualifications, members, and assignments. Once cloned, each of these components can be modified as needed with the exception of reattaching to the default rubric.

Assign Reviews ⓘ Every application to every reviewer ▼

Automatic assignments are processed at regular intervals. Changes might take a few moments to occur.
Please note, the system will stop assigning applications after a reviewer has 5000 reviews assigned to them.

Only Review Qualified Applications ⓘ ←

Cloning ⓘ

Clone Now

For more information on adding reviewers, establishing qualifications, questions and rubrics, and linking opportunities, please visit the [FS4U Job Aids](#) site.