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.

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

Click on “Create a Reviewer Group” in the top right corner.
Enter a name, description of the group and any reviewer notes for the reviews to see. This is a chance to pre-empt any questions your reviewers may have about your process. Reviewers will only see the “Group Reviewer Note” information, which is displayed at the top of their rubric scoring screen.

Make sure to click “Detach” in the top right corner of the screen to maintain full control over the unique configurations of your group. Otherwise, it will receive the default reviewer note, questions, and rubrics from the Reviewer Group Template.
Check the “Public” box if you would like every administrator to be able to assign applications to this group. Otherwise, leave it unchecked and select the “Academic College/Units” that should have access.

If the opportunities you plan to link to your group are associated with a Conditional Application, and applicants are required to complete it to be considered, choose it in the “Source” box above. Otherwise, set this to the General Application. You must have access to or share the same “Academic College/Unit” of a Conditional Application to be able to select a source.

If you are manually moving applicants to your reviewers, select “Manually” in the “Assign Reviews” box below and visit the job aid on our website that provides instructions on how to do that. Otherwise, set this to how many reviews each applicant will receive. Selecting “at most 1 review per application” with 2 reviewers will split the applicants in half. For example, if there are 100 applicants and 2 reviewers, each reviewer will have 50 applicants to review. You can reduce the burden of your reviewers by adding more reviewers. Selecting “at most 2 reviews per application” with 2 reviewers will assign both reviewers the full list. For example, if there are 100 applicants and 2 reviewers, each reviewer will have 100 applicants to review. Whatever option you select, you must have at least that number of reviewers in the group.

If you would like the reviewer group to only be assigned qualified applications (that is, applications which have received at least 1 qualification point), mark the “Only Qualified Applications” box. This setting also ensures that only Submitted applications (not Drafted) reach your reviewers.
Click “Create Group” before continuing to the customization process.

For more information on how to add reviewers, setup qualifications, questions and rubrics, and link opportunities, please visit the FS4U Resource webpage for additional job aids.