

# FS4U – Finding Scholarships for You

Florida State University’s Portal to Foundation Scholarships

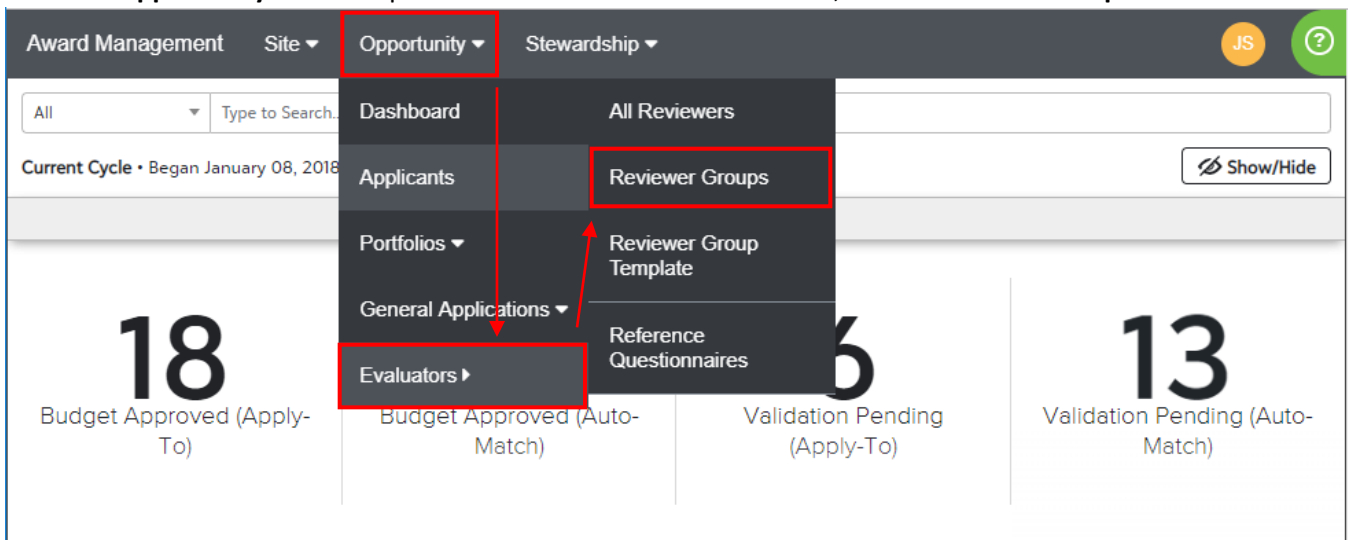
## How to Create a Reviewer Group

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](#).

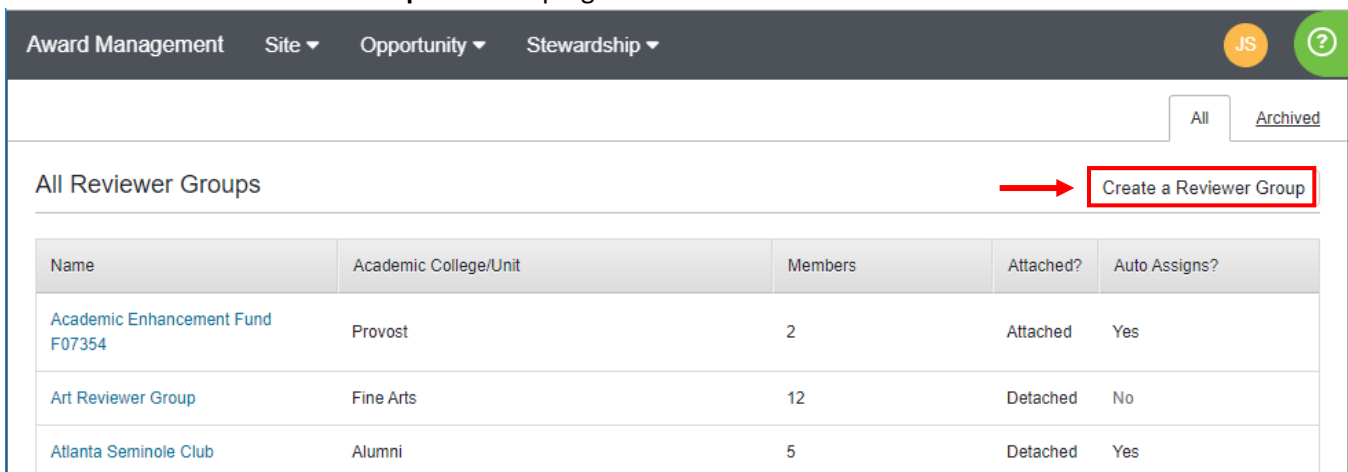
Reviewer Groups allow you to determine:

- 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.



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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.

Award Management Site Opportunity Stewardship JS ?

Details Reviewers Qualifications Questions Rubrics Opportunities

Foundation Test Reviewer Group  
Detached

Archive History

Name: Foundation Test Reviewer Group

Group Information: B I [bulleted list] [numbered list] Help Preview Edit

\*Optional\*

Example Formatting: *\*bold\**, *\_italics\_* Full Screen

Group Reviewer Note: B I [bulleted list] [numbered list] Help Preview Edit

Reviewer group specific notes reviewers will see.

Example Formatting: *\*bold\**, *\_italics\_* Full 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.

Award Management Site Opportunity Stewardship JS ?

Details Reviewers Qualifications Questions Rubrics Opportunities

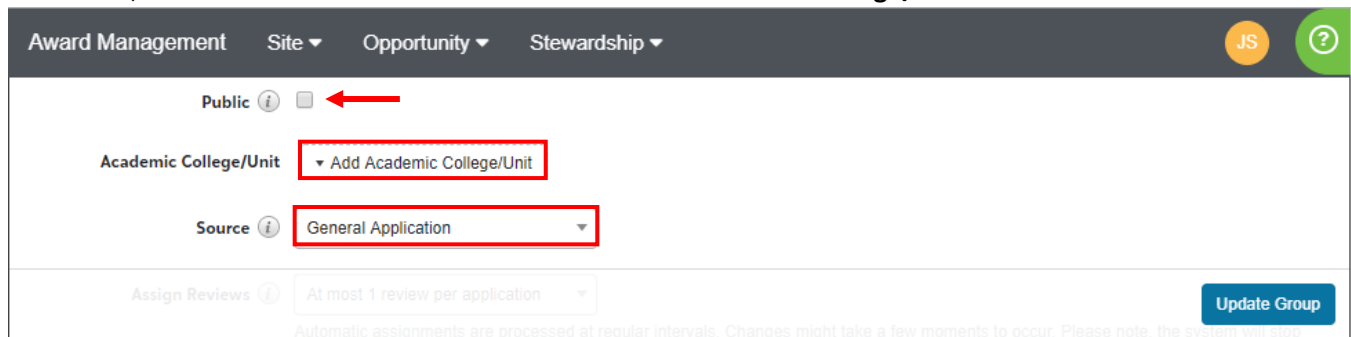
Academic Enhancement Fund F07354  
Attached

Detach Archive History

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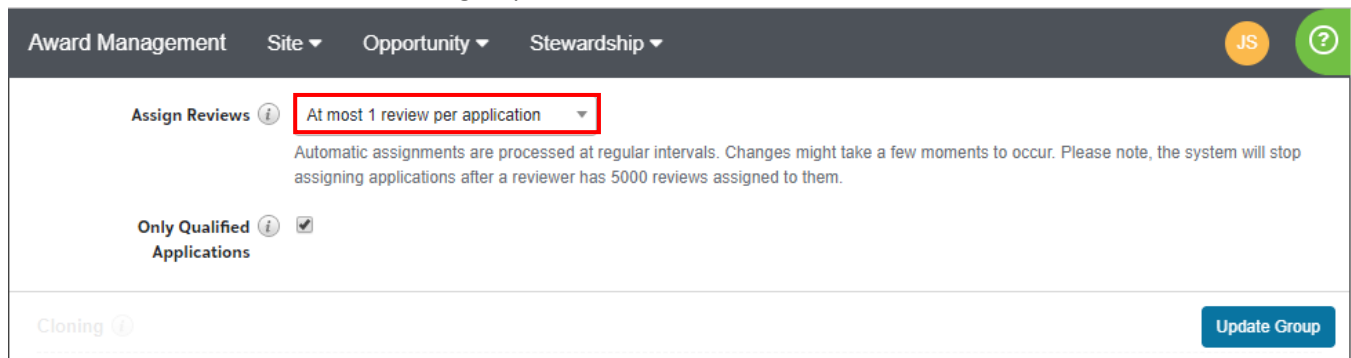
Check the **“Public”** box if you would like every administrator to be able to assign applications to this group. Otherwise, leave it unchecked and select the **“Academic College/Units”** that should have access.



The screenshot shows the 'Award Management' interface. At the top, there are navigation tabs: 'Award Management', 'Site', 'Opportunity', and 'Stewardship'. On the right, there are user initials 'JS' and a help icon. Below the navigation, there is a 'Public' checkbox with an information icon and a red arrow pointing to it. Underneath, there is a dropdown menu for 'Academic College/Unit' with the text 'Add Academic College/Unit'. Below that is a dropdown menu for 'Source' with 'General Application' selected. At the bottom, there is an 'Assign Reviews' section with a dropdown set to 'At most 1 review per application' and an 'Update Group' button.

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.



The screenshot shows the 'Award Management' interface. At the top, there are navigation tabs: 'Award Management', 'Site', 'Opportunity', and 'Stewardship'. On the right, there are user initials 'JS' and a help icon. Below the navigation, there is an 'Assign Reviews' section with a dropdown menu set to 'At most 1 review per application'. Below that is a checkbox for 'Only Qualified Applications' which is checked. At the bottom, there is a 'Cloning' section and an 'Update Group' button.

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.

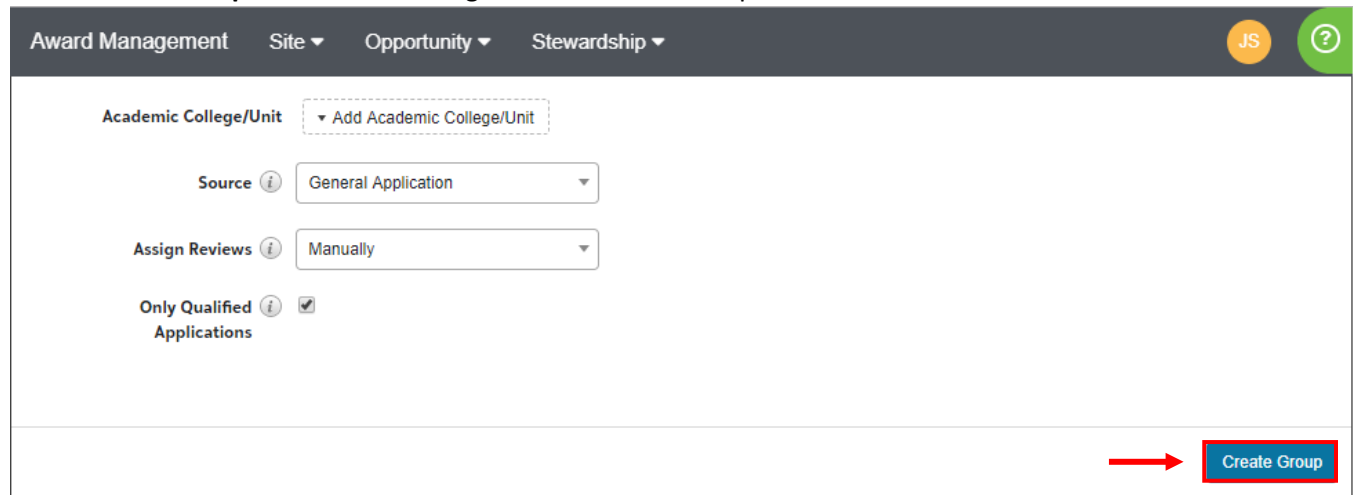
In the cases of Conditional, Apply-to, and Auto-match Applications, qualified applications are those that have at least one qualification point. In the case of General Applications, all applicants are automatically qualified.

**Only Qualified Applications**

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Click **"Create Group"** before continuing to the customization process.



The screenshot shows the top navigation bar with 'Award Management', 'Site', 'Opportunity', and 'Stewardship' menus. On the right, there are user initials 'JS' and a help icon. The main content area contains several form fields: 'Academic College/Unit' with a dropdown menu showing 'Add Academic College/Unit'; 'Source' with a dropdown menu showing 'General Application'; 'Assign Reviews' with a dropdown menu showing 'Manually'; and 'Only Qualified Applications' with a checked checkbox. A red arrow points to a blue 'Create Group' button in the bottom right corner.

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.