The University of South Alabama
Office of Scholarship Services

Jag$POT
Reviewer Instructions
Before You Begin

The University of South Alabama’s Scholarship Opportunity Program Tracker allows scholarship committee members the flexibility to review eligible students at work, from home, or on the road. JagSPOT may be accessed on any device with internet access, including desktop computers, laptop computers, and tablet computers. This allows individual members to review and/or score applications independently prior to making awards.

These instructions will guide you through the review process from start to finish. However, these instructions are generic to the review process. You are encouraged to communicate with your scholarship committee “Reviewer Chair” for specific deadlines and further instructions; all applicant information and dates listed in these materials are for training purposes only.

If you have questions or experience technical difficulties during your review process, please contact the Office of Scholarship Services at scholarships@southalabama.edu or (251) 461-1958.

Reviewer Portal Overview:

The “Reviewer Portal” has been designed to provide a streamlined interface that is both welcoming and intuitive to new users. The intuitive display of information and buttons guide “Reviewers” to complete assigned tasks easily and thoroughly.

As a “Reviewer,” you will be one of the individuals who will judge the merit of each applicant within a particular scholarship “Opportunity.” You will have the ability to do the following:

- View applications that are assigned to you for review;
- View basic details for any “Opportunity” to which you are assigned;
- View “Opportunity”-specific application responses;
- View data imported from Banner (if marked as “Reviewable”)
- Complete evaluations of applications by providing scores or responses to other questions (such as indicating preferred finalists)
- Temporarily save your work on these evaluations (if necessary)
- Submit answers and scores when completed on each application evaluation
- Update evaluations (until the “Review Period’s” deadline arrives)
- View previously-completed evaluations and associated applications (until the end of the application cycle)

Invitation to the System:

The typical workflow for new “Reviewers” working in JagSPOT begins with an invitation email. The email contains a confirmation link that takes you to the JagSPOT sign in page, where you will use your Jag Number and JagMail password to access the “Reviewer Portal.” USA employees should be sure to sign in on the “Applicants and Administrators” tab.
Click on the JagSPOT Login button, located on the left side of the screen.

USA EMPLOYEES- Reviewer Roll:
Sign in on the Applicants and Administrators tab.

Log in using your Jag Number. (e.g. J00000000)

Use your JagMail Password.
The “Reviewer Portal” offers a list of assigned Opportunities.

By clicking on the name of any assigned “Opportunity,” you will be able to view a list of all applications assigned for review.

If at any time you would like to review system information about a particular “Opportunity,” you can click on the “Opportunity Details” button to view the description, review deadlines, and scholarship deadlines.

To get started click on the “Begin” button beside any unevaluated application.
While reviewing an individual application, you can use the “Review” and “Application” tabs to toggle back and forth between reviewing and evaluating.

<table>
<thead>
<tr>
<th>Opportunities</th>
<th>Brandon Phipps</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have evaluated 0 of 16 applications for The Ernest S. Biczak, MD '77, Endowed Scholarship.</td>
<td></td>
</tr>
</tbody>
</table>

The “Application” tab reveals all ‘reviewer-visible’ answers on the applicant’s “General Application,” as well as any imported, “Opportunity”-specific, or “Conditional Application” information.

Clicking on the “Side-by-Side” button will launch a full-screen view of both the “Review” and “Application” tab information.
You may work in this full-screen view as long as needed and, when ready to return to the normal view, clicking on the “Exit Full Screen” button will return you back to the basic “Reviewer Portal” view.

If you need to temporarily save the evaluation and return to it again later, click on the "Save" button. A temporary score will appear beside the evaluation.
When completely finished with the evaluation, click on the "Submit" button. Once submitted, scores and answers are displayed to administrators as part of the application’s “Reviewer Score” inside the “Administrator Portal.” You can continue updating submitted reviews until the “End Review Period” date, when your information will be frozen.

Within the “Opportunity,” in the “Reviewer Portal,” you will see one of three buttons beside any application:

“Begin” button - to start working on a new application (not yet saved or submitted)

“Resume” button - to return to a saved review and continue working

“Update” button - to update a submitted review (prior to the “End Review Period” date)

Once the “End Review Period” date has passed, you will only be able to "View" the applications and reviews. You will no longer be able to make any changes to scores or responses.