

BROOME COMMUNITY COLLEGE
FOUNDATION, INC.



Building a brighter future through your support!

How to Review Student Applications in Award Spring

1. First, you will need to set up your reviewer account.

1) Go to <https://sunybroome.awardspring.com/signin>

2) Click the “Forgot Password” link on the lower right

3) Type in your email address. It must match the one that is setup in your Award Spring Reviewer User Account.

Note: The BCC Foundation must set this up, prior to you registering for a password. Also notify the office if your email has changed so this can be updated.

4) You will receive an email notification with a link to create your password

5) Choose a password and be sure to write it down

6) You will be logged into to your reviewer account once you have chosen your password

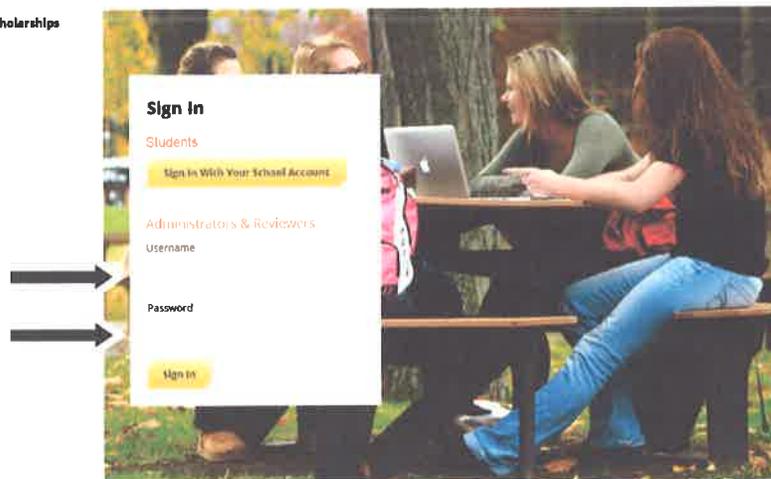
7) To log back in, go to <https://sunybroome.awardspring.com/> and sign in under the “Administrators and Reviewers” section.

If you have trouble setting up your account, please contact the Foundation Office at (607) 778-5047 or foundation@sunybroome.edu.

2. You are now ready to review. Reviewers can log in using their email and password they created. Users will log in at <https://sunybroome.awardspring.com/> with their credentials on the screen under “Administrators and Reviewers”.

SUNY  BROOME

 Scholarships



- Once you have logged in you will see a list of scholarship(s) that have been assigned to you. Click on the scholarship name.

The screenshot shows the AwardSpring dashboard for a user named 'drespad@gmail.com'. The main heading is 'AWARDSPRING'. Below it, there are two tabs: 'Scholarships' (active) and 'Scholarships'. A table lists several scholarships with their completion status, the number of applicants remaining, and the review due date.

Scholarship Name	% Complete	Applicants Remaining	Review Due Date
SUNY Broome Student Giving Peer Scholarship	0%	49	Apr 01, 2016
Michael J. Katusak Scholarship for Student Opportunity	0%	1	Apr 01, 2016
John Patrick Leet Memorial Scholarship	0%	47	Apr 01, 2016
Dr. Judy U. Siggins Scholarship for Outstanding Achievement	0%	52	Apr 01, 2016
Joan M. Tassey Scholarship	0%	127	Apr 01, 2016
Alumni Association Continuing Student Scholarship	0%	98	Apr 01, 2016

At the bottom of the dashboard, there is a footer with the text '© 2016 AwardSpring™ All Rights Reserved' and links for 'Privacy Policy' and 'Terms of Use'.

- Once you click on a scholarship, you will see all of the applicants that qualify for this scholarship and that need to be reviewed.

The screenshot shows the AwardSpring dashboard for a user named 'drespad@gmail.com'. The main heading is 'AWARDSPRING'. Below it, there are two tabs: 'Scholarships' (active) and 'Scholarships'. A specific scholarship is selected: 'SUNY Broome Student Giving Peer Scholarship'. Below the scholarship name, there is a section for '49 Applicants'. A table lists the names of the applicants and their status.

Score	Applicant Name	Status
--	Sabrina	Not Started
--	Marie	Not Started
--	Abigail	Not Started
--	Allison	Not Started
--	Earl	Not Started
--	Joy	Not Started
--	Mikayla	Not Started
--	Michael	Not Started
--	Carlisse	Not Started
--	Hung	Not Started
--	Palge	Not Started

At the top right of the dashboard, there is a 'Review Deadline' box showing '4/1/2016 - 46 days'. At the bottom of the dashboard, there is a footer with the text '© 2016 AwardSpring™ All Rights Reserved' and links for 'Privacy Policy' and 'Terms of Use'.

- To begin reviewing, click on the first applicant in the list and begin scoring the applicant using the score card. Remember to click “Save”.

AWARD SPRING

drespad@gmail.com ▾

Scholarships **Scholarships** SUNY Broome Student Giving Peer Scholarship

Sabrina [REDACTED] Next

General Information

Middle Initial
L

Gender
F

Phone Number
[REDACTED]

Address 1
[REDACTED]

City
binghamton

State Name
NY

Zip Code
13905

County

Score 0 / 15 Minimize

Rank based on GPA GPA 2.0 - 2.5 = 1 GPA 2.6 - 2.9 = 2 GPA 3.0 - 3.5 = 3 GPA 3.6 - 4.0 = 4

Overall student strength Weak = 1 Average = 2 Above Avg. = 3 Excellent = 4 Outstanding = 5

Overall Essay Strength Poor = 1 Average = 2 Excellent = 3

Selfless, hardworking, kind volunteers and striving for a goal Poor = 1 Average = 2 Excellent = 3

Save

- Once you have finished scoring the applicant and have clicked “Save”. To move onto the next applicant click the “Next” button in the right hand corner of the screen and repeat the scoring process.

AWARD SPRING

drespad@gmail.com ▾

Scholarships **Scholarships** SUNY Broome Student Giving Peer Scholarship

Sabrina [REDACTED] Next

General Information

Middle Initial
[REDACTED]

Gender
[REDACTED]

Phone Number
[REDACTED]

Address 1
[REDACTED]

City
binghamton

State Name
NY

Zip Code
[REDACTED]

County

Score 10 / 15 Minimize

3 /4 Rank based on GPA GPA 2.0 - 2.5 = 1 GPA 2.6 - 2.9 = 2 GPA 3.0 - 3.5 = 3 GPA 3.6 - 4.0 = 4

4 /5 Overall student strength Weak = 1 Average = 2 Above Avg. = 3 Excellent = 4 Outstanding = 5

1 /3 Overall Essay Strength Poor = 1 Average = 2 Excellent = 3

2 /3 Selfless, hardworking, kind volunteers and striving for a goal Poor = 1 Average = 2 Excellent = 3

Save ✓ Saved

7. Once you have completed reviewing all the applicants for the scholarship(s), under the scholarship applicant list (for each scholarship), it will give a percentage next to the student's name that indicates what their overall score is. The higher the score the higher they will be ranked on the list to be awarded the scholarship.



AWARDSPRING drespad@gmail.com

Scholarships Review Deadline: 4/1/2016 - 46 days

SUNY Broome Student Giving Peer Scholarship

49 Applicants View All

Score	Applicant Name	Status
95%	Sabrina	Not Started
94%	Marie	Not Started
93%	Abigail	Not Started
--	Allison	Not Started
--	Kari	Not Started
--	Joy	Not Started
--	Mikayla	Not Started
--	Michael	Not Started
--	Carissa	Not Started
--	Hung	Not Started
--	Palge	Not Started

Important information about the review process:

1. Reviewers can begin review on January 9, 2017 and review applications as they are submitted. Deadline for scholarship review to be completed is March 7th, 2017
2. The student that ranks the highest on the list will be awarded the scholarship **unless** that student has already been awarded a previous scholarship, in which administrators (the Foundation) can see when we award/deny the students. In which case the next student with the highest score will be awarded and so on.
3. If a scholarship has multiple reviewers, it is not necessary for all reviewers to score. The weighted score of each student will still be tallied, but only with those that filled out the scorecard.
4. If you know of additional information about a student (major change, intent to graduate, withdrawal/drop of classes, etc.) that is would not be indicated in the scholarship application, please notify the Foundation immediately to we can make proper adjustments.
5. If you have a student(s) in mind that you would like to see awarded the scholarship, you will want to make sure these student(s) are ranked high, but remember if they received another scholarship we may move to the next student, so it is important to review and rank as many students as possible.
 - 5a.) If you do not see a student(s) name in the scholarship applicant list they either did not qualify or apply. In order for a student to be chosen for a scholarship, **THEY MUST APPLY** by taking the time to fill out the scholarship application.

Tips on how to review:

1. Review as a group and use only one reviewer login
2. Review individually, at your own pace. Your scores are averaged with the other reviewers if there are multiple assigned to the scholarship(s).
3. If you have a student(s) in mind that you would like to see awarded the scholarship, you will want to make sure these student(s) are ranked high, but remember if they received another scholarship we may move to the next student, so it is important to review and rank as many students as possible.
 - 3a.) If you do not see a student(s) name in the scholarship applicant list they either did not qualify or apply. In order for a student to be chosen for a scholarship, **THEY MUST APPLY** by taking the time to fill out the scholarship application.
4. Deans are not linked as a reviewer to all the scholarships in their division, only the ones they are responsible for. Therefore, it is imperative that communication about scholarship review is among the Dean and department reviewers.

If you have questions, contact the Foundation:

Amy Englehart, Executive Assistant

Phone: (607)778-5047

Email: englehartad@sunybroome.edu