



Scholarship Reviewer Training

AMANDA STONE, SCHOLARSHIP MANAGER

Nice to meet you!

- ▶ Amanda Stone, Scholarship Manager
- ▶ Located in CSS Building (Financial Aid Office)
- ▶ 661-395-4721
- ▶ amanda.stone@bakersfieldcollege.edu
- ▶ Additional training in-person if needed



It starts with an email...

- ▶ Email triggered at start of Review Period
 - ▶ 02/01/2019 – Applications Close for Students
 - ▶ 02/14/2019– Review Period Open
 - ▶ 03/15/2019 – Review Period
- ▶ Follow email link to login/create account
 - ▶ Single Sign-On should work
- ▶ Email also contains:
 - ▶ Instructional Video + transcript
 - ▶ Written Instructions (.pdf)



Dear Jacelyn Hill,

The scholarship review period is now open!

Your reviews are a critical part of our scholarship process and we would like to thank you in advance for your time and consideration. **37 scholarship reviews were assigned to you today.** Please visit the link below to get started.

http://kccd.academicworks.com/reviewer/opportunities?email_id=jacelyn.hill%40bakersfieldcollege.edu

Helpful Reminders

- Quick 4-minute instructional video on [Using the AcademicWorks Reviewer Portal](#)
- [Transcript of instructional video](#)
- Reviewer Portal Walkthrough ([.pdf](#))
- If you require further assistance using the reviewer portal, please contact the individual handling scholarships for your campus.

AcademicWorks requires the latest versions of Google Chrome, Apple Safari and Mozilla Firefox. Internet Explorer is not recommended. If you are experiencing any issues with logging into the system, please check to see if your browser is up-to-date.

A word about quantity...

- ▶ **A failure to plan, is a plan to fail**
- ▶ Consider # of reviews & calculate your time accordingly
 - ▶ Example: 140 total reviews, each review takes an average 8 minutes, I need about 4.5 hours/week of dedicated time.
 - ▶ Less than an hour per workday
- ▶ Plan your time out according to your schedule and style
- ▶ Remove distractions, get into a rhythm, and bust 'em out



Accessing the Sign-in Screen



Opportunities

✔ Signed out successfully.

[Applicants and Administrators](#) [References and Reviewers](#)

Welcome!
Welcome back! In order to access your account to serve as a reference or reviewer, please sign in using your email address and the password you set when you created your account. If you need to recover your password, please click on [trouble signing in](#).

Email Address

Password

[Trouble signing in?](#)

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If unable to log-in from this tab, try the Applicants & Administrators tab.

When in doubt, CALL ME!

x4721

Reviewing in AcademicWorks – Tips

- ▶ Use Side-by-Side view
- ▶ Bookmark your favorites or students you want to circle back to
- ▶ Leave notes for yourself
- ▶ Save & return if needed
- ▶ You may update submitted scores until review period closes
- ▶ If you think you won't finish on time, email me or call me right away
- ▶ **When in doubt, reach out!**

I'm here to help you!
amanda.stone@bakersfieldcollege.edu,
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Upcoming Dates - Scholarships

- ▶ Review Period Opens
 - ▶ February 14th, 2019
- ▶ Review Period Closes
 - ▶ March 15th, 2019
- ▶ Honors Celebration
 - ▶ April 26th, 2019





Amanda Stone, Scholarship Manager

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*Thank
You*