Instructions for Reviewing Wells Mountain Initiative Scholarship Applications

(1) Click on an applicant's name.

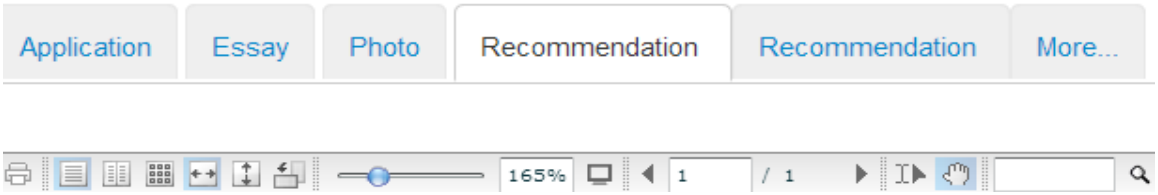


(2) You are now viewing their review form and application. Read their application by scrolling through the main document. Then proceed to click on each of the tabs (Essay, Photo, Recommendation, More…, Personal Statement, Secondary School Grades, Grading Key, National Exam Results, Letter of Acceptance, College Transcript, Photos etc.). Clicking on a tab will generate a preview of the document.

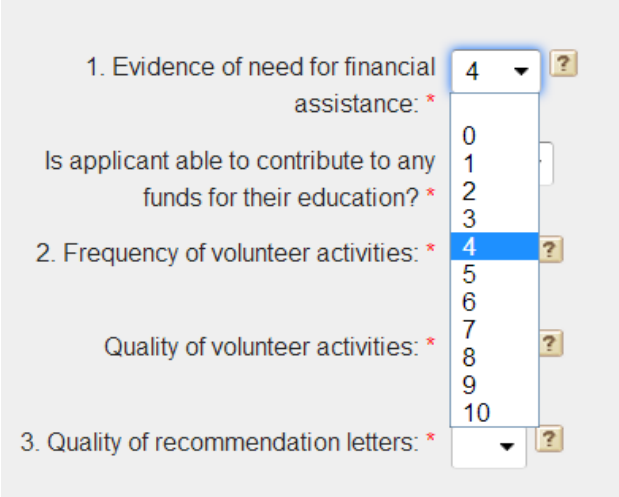


(3) Use the navigation bar to view the document in different ways (print, increase/reduce the size, rotate the image, see the document on your full screen etc.). Note: If the applicant has uploaded a jpeg file, you will not have access to the navigation bar. To enlarge the image, hold "Ctrl" and

press “+”. To reduce the size, hold “Ctrl” and press “-“. Pressing “Esc” will close the attachment. I**f you encounter a document that appears blank, please alert our office before discarding the application. Some applicants use outdated versions of programs that can’t be opened in the review portal, but we may be able to open the document and send it to you.**



(4) To assess the application, read each question on the review form and use the pull-down feature to assign a point value of 0-5 or 0-10 per question and 100 points total per application. Preview suggestions on how to assign points by hovering over the yellow “?”.



(5) Your points will auto sum and be displayed at the bottom of the review form. Note: Average quality of grades calculates to produce a number associated with the letter grade. Yes and no answers are not assigned numerical values.

(6) Having completed the review form, you have two options, “Save Draft” or “Submit”. We encourage you to select “Save Draft”. Saving the draft will allow you to return to the review form and change the points awarded. After reading all the applications, you may want to raise or lower the scores of the first few you read. Your top four scoring applicants will progress to the second round. Note: You can select “Submit” if you know that the applicant will not be in your top four. You will not be able to change the points awarded if you select “Submit”.



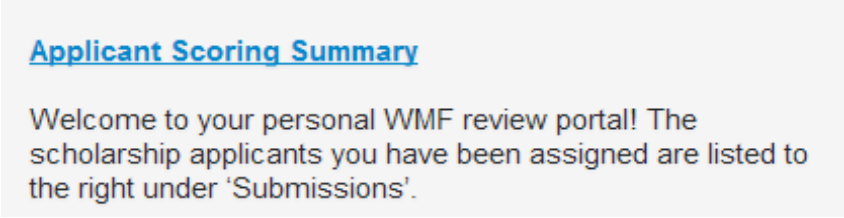
(7) After selecting “Save Draft” or “Submit”, you will click on “Return to Listings” (located near the top of the page).



(8) You will now see your applicants. If you selected “Submit”, the applicant will have a red button titled “Done”. If you selected “Save Draft”, you will see a yellow button that says “Edit”. You will eventually need to return to all applicants with yellow buttons, change the numerical values you assigned them or keep the same values previously assigned, and select “Submit” to complete your review process.



(9) To review the scores you assigned your applicants, you can click “Applicant Scoring Summary”.

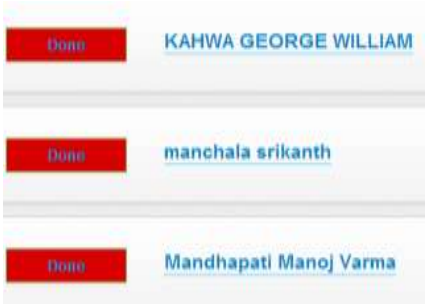


(10) All scores populate for all applicants. Their names are listed on the left and scrolling to the end of the document to the right will enable you to compare the total scores you assigned.

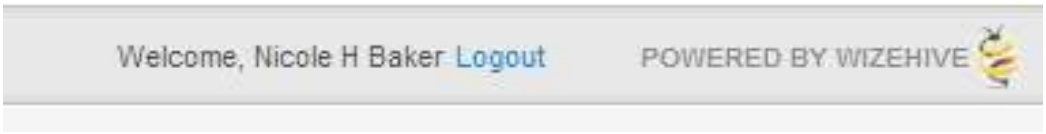
Name	Status	1. Evidence of need for financial assistance	Is applicant able to contribute to any funds for t	Overall impression of this student in terms of mat	Total	General comments
ABE PETER NASON	Draft	8	Yes	8	71	
Aheisibwe Gino	Draft	7	Yes	8	76	
chemutai violet	Draft	7	Yes	8	74	
david ibon martha david ibon	Submitted	10	No	3	45	No.

(11) To change your original scoring of an applicant, or to submit applicants that are currently in a saved draft stage and have a yellow "Edit" button, follow steps 1, 4 and 6.

(12) To complete the review process, all applications must have a red button titled "Done".



(13) Thank you for all of your hard work! Your top-scoring applications will move on to the second round of review. Please remember to "Logout" when not reviewing applications.



If you have any questions or run into any technical problems, feel free to call Carol or Lisa at 802-453-4065 or reach us by email at info@wellsmountaininitiative.org