

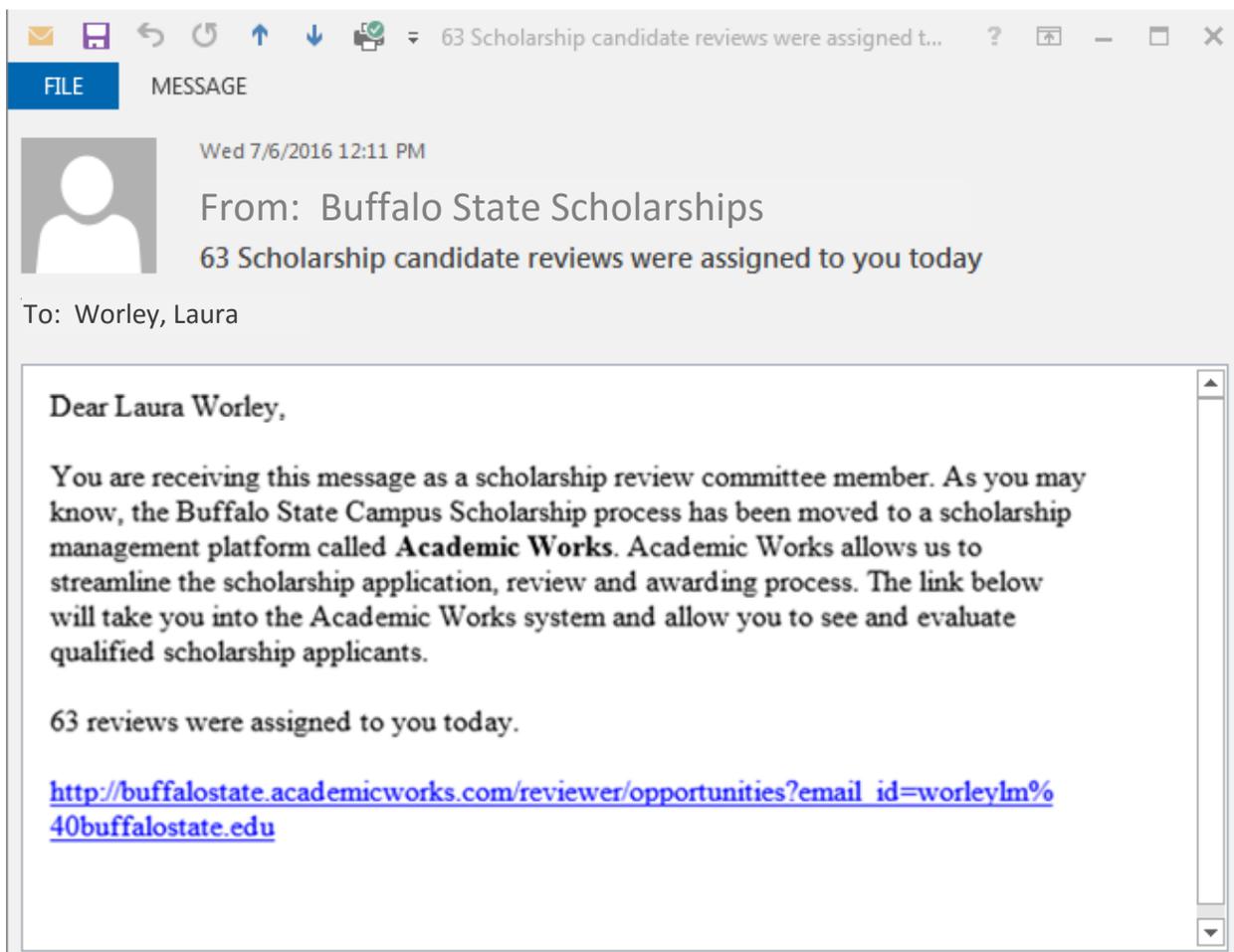
## Instructions for CAPS Scholarship Reviewers

### Introduction

Thank you for volunteering your time as a scholarship reviewer. Below are step by step instructions for using CAPS (Campus Application Portal for Scholarships) to select scholarship recipient(s). If you have any questions, please contact Laura Worley, Scholarship Coordinator, Financial Aid Office at [Scholarship@buffalostate.edu](mailto:Scholarship@buffalostate.edu).

### 1. Reviewer Invitation Email

As a scholarship review committee member, you will receive an invitation email notifying you that you have scholarship candidates to review when the scholarship review period has opened. Within the email is a link to take you into the CAPS sign-in page:



You can also access the Reviewer portal via <http://financialaid.buffalostate.edu/academic-works>. Click on "**Scholarship Reviewers**", and then click on "**Sign in to CAPS (AcademicWorks)**".

## 2. Sign in to CAPS

When you click on the link, you will see the following sign in screen. Please remember to click on the **“Reference and Reviewers tab”**. The screen defaults to Applicants and Administrators upon opening.

trouble signing in.' Below this is a form with two input fields: 'Email Address' (with placeholder text 'Reference / Reviewer Email Address') and 'Password'. At the bottom left of the form is a link for '[Trouble signing in?](#)' and at the bottom right is a 'Sign In' button."/>

Opportunities

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

Rectangular Snip

**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**

Reference / Reviewer Email Address

**Password**

[Trouble signing in?](#)

Please sign in using your email address and CAPS password you created.

For your convenience, jot down your password here: \_\_\_\_\_

**If you have Buffalo State network credentials** (i.e. the username/password you use to access Blackboard and campus computers) please sign in using them.

If you have trouble signing in to CAPS, click on the [Trouble signing in?](#) link and follow the instructions to recover your password.

### 3. Identifying Scholarship Applications for Review

Once you are in the Reviewer Portal, you will see the name of your scholarship and the reviews assigned to you.

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Anne Marinucci Buscaglia Scholarship      Reviews 06/01/2016 - 08/15/2016      36 Reviews Assigned to You  
Spring 2016

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### 4. Begin the Scholarship Application Review Process

Click on the **Reviews Assigned to You**.

This will open up the list of individual applications for reviewing. The **Opportunity Details** button allows you to view the description, applicant deadline, number of awards, and average award amount. The **Begin** button will take you to the evaluation screen for that applicant.

**Class of 1946 Golden Anniversary Scholarship**  [Opportunity Details](#)

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Applicant	Your Rating	Qualified	Actions
Applicant #1020	-	Yes	<a href="#">Begin</a>
Applicant #1030	-	Yes	<a href="#">Begin</a>



## 5. Special View for Review Chairperson

Review Chairperson has a slightly different view than regular reviewers. Below is an example of the Chairperson view:

Returning Veteran Spring 2016	Reviews 06/01/2016 - 08/15/2016 2 Applications to Chair • 10 Reviews to Chair	2 Reviews Assigned to You
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Reviewer Chairperson should click on **Applications to Chair** to see a grid view of the applicants. They can also click on the highlighted **Reviews Assigned to You** to evaluate applicants. At this time, please ignore the “# Reviews to Chair” link.

## 6. Scoring and Selecting a Scholarship Finalist (Reviewer and Chairperson)

Once you click on an applicant, the following screen displays. It defaults to opening to the Review Tab; there is also the Application Tab and the Side-by-Side Tab.

You have evaluated **0 of 36** applications for Anne Marinucci Buscaglia Scholarship.

[Review](#) [Application](#)  [Side-by-Side](#)

**Anne Marinucci Buscaglia Scholarship > Applicant# 999**

**Instructions:** Thank you for volunteering your time as a scholarship reviewer to help us select award recipients! You do have the ability to save your review scores and come back at a later time. **Please remember to “Submit” all reviews before your deadline date.** In scoring, remember 10 is high and 1 is low. If you have any questions, please contact your committee chairperson or Laura Worley, Scholarship Coordinator in the Financial Aid Office at worleylm@buffalostate.edu.

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**Applicant Provided Information**

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**General Application**

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1. **First Name**  
Sandy

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2. **Last Name**  
Student

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3. **Expected Date of Graduation**



*By clicking on the Scholarship Name you will be directed back to the list of applicants.*

### **The Review Tab**

The Review Tab allows you, the reviewer, to rate the applicant using rubric scales of 0-5; 5 being the most favorable, and 0 being the least. There is a box labeled **Bookmark** if you would like to tag a candidate so you may find them again later. A bookmark tag will be seen near the student's name on the full listing of scholarships candidates. You will need to indicate if the applicant is a finalist using the check box. There is also space to write any notes you wish to make on the applicant for discussion or to make the final decision.

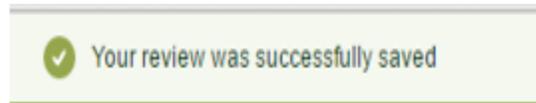
### **The Application Tab**

The Application Tab shows you all of the application data, both what was pulled out of Banner and what the applicant submitted (essays, references, etc.). Note: Banner data is updated daily within CAPS.

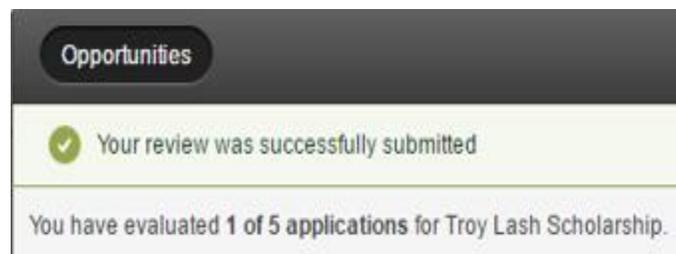
### **The Side-by-Side Tab**

The Side-by-Side view puts the Review page and the Application data next to each other in a single page view. This allows you to read applicant information and make notes and scoring easier. To return to the previous view, click the **Exit Side-by-Side** button found in the lower left corner of the screen.

In the Review Tab, a reviewer may temporarily save their work on an applicant by clicking the **Save** button at the bottom of the review page. This allows you to revisit this application at a later time. The following message will appear:



When you are completely done with your review of an application you must click on the **Submit** button. Scores and notes for the application will be seen in the Administrator View. You will see the following message after you click submit:



Click the **Opportunities** button to return and continue the reviewing process. **Reviewers can continue to update reviews throughout the review period.**

Your progress on completed evaluations will be tracked, and you will see messaging for any outstanding evaluations once you log back into CAPS.

Reviewers will receive a reminder email notifying you that you have outstanding evaluations and that the review period is ending soon.

## 7. Choosing your scholarship recipient(s)

The Reviewer Chairperson(s) will see all of the applicants selected as Finalist and their Academic Achievement scores. It is the responsibility of the Reviewer Chairperson to notify the Scholarship Coordinator, Laura Worley who the scholarship recipient(s) is. Please email Laura at [worleylm@buffalostate.edu](mailto:worleylm@buffalostate.edu) with the student's name and Banner ID.

## 8. Extending the Award Offer

**The Scholarship Coordinator** is responsible for extending the award offers out of CAPS and will update the recipient's financial aid award package. It is understood that departments that have sent letters of congratulations on awarded scholarships will continue to send them.

## 9. Scholarship Recipient Notification and Thank You letter

When an applicant is offered a scholarship, CAPS will send an email to the recipient's Buffalo State email address notifying them that they have been selected for the scholarship. Recipients will receive a link into CAPS to accept or decline the scholarship. **All recipients (new and fall renewal) must accept the scholarship via CAPS.** They will also be informed to compose a Thank You letter to the donor(s) of the scholarship and submit to Kristin Van Slyke in the Institutional Advancement Office. Scholarship funds will not be disbursed until the Thank You letter is received.

## 10. Scholarship Disbursement

CAPS will monitor recipients to ensure that they still meet the qualifications for the scholarship (enrollment, major, GPA) at time of disbursement. Scholarship recipients who have been offered and accepted a scholarship in CAPS will have their funds paid on a **disbursement roster** that will be created out of CAPS and dropped in a share drive to the Foundations Office. Foundations accounting will create a single check for all of the recipients on the disbursement roster. The Scholarship Coordinator will pick up the check, update the financial aid award screen in Banner and deliver the check to the Student Accounts Office for payment.