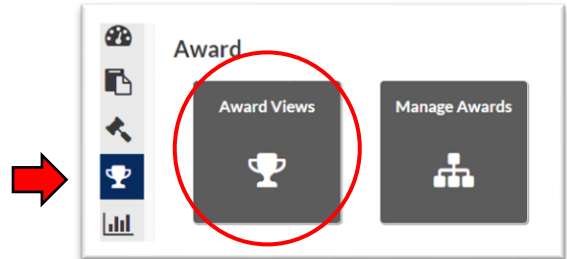




JagSPOT Awarding Internal Application Scholarships

This guide will assist with the awarding process for Scholarships with an Internal Application (previous known as conditional applications). Detailed instructions for the reviewing process can be found in the Reviewing and Rubrics For Internal Applications Quick Start Guide.

1. First, select to *Award* on the left-hand navigation bar and click on *Award Views*.



2. If an award view has already been created for this scholarship, select that view by clicking on the corresponding *Pencil* icon. If not, create a new award view by pressing the *Add+* button (detailed instructions can be found in the Creating Award Views Document).

My Award Views Add +

Active Inactive

Name	Number of Scholarships	Review Pool	SmartRank	Edit	Deactivate
Scholarship Name	28	No Pools	N/A		
Scholarship Name	1	No Pools	FAKE		

3. Once inside the *Award View*, a list of eligible students will be visible. *Column Manager* can be used to add additional information from the student's file to your view.

Add Award View

* Name:

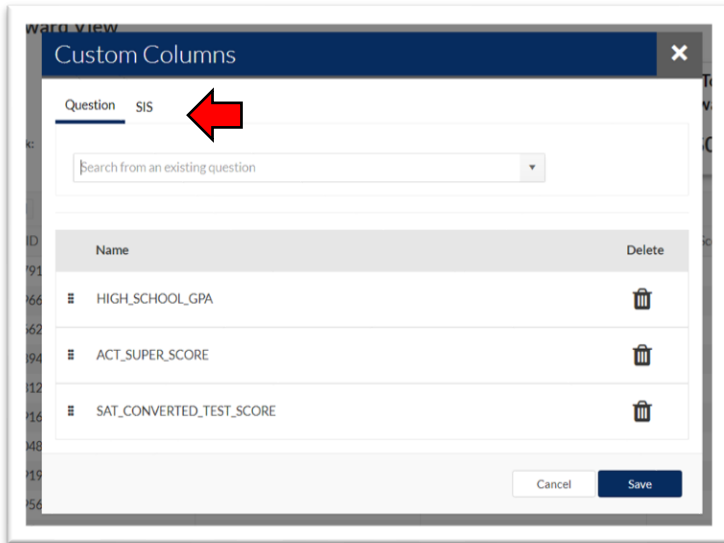
* Pool:

SmartRank:

Manage Scholarships (1/219)

Total Applicants	Total Awarded	Remaining Budget
253	\$0.00	\$999,999.00

Student ID	Name	Award Amount	Review Score	HS Cumulativ...	ACT_SUPER_S...	SAT_CONVER...
J00688791	Student Name	\$0.00		4.2	23	0
J00685966	Student Name	\$0.00		4.59	25	0

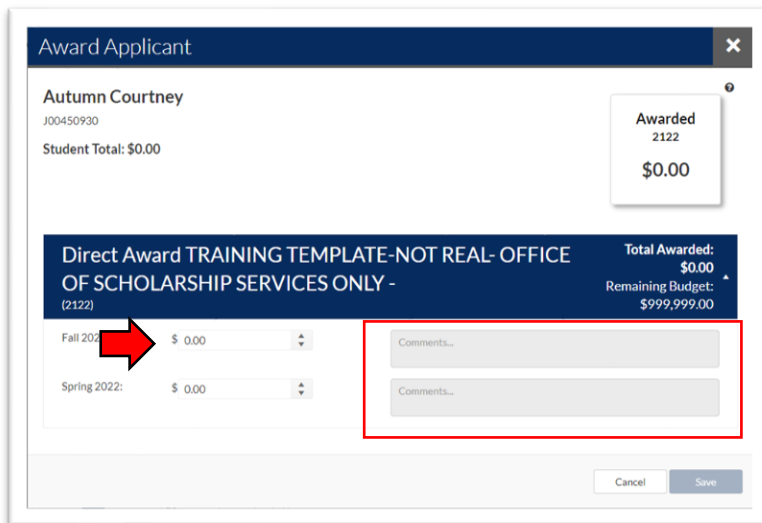


4. A pop-up window will appear to allow you to search via Questions or SIS Data. Refer to the list of frequently used SIS Data Codes on the Scholarship Services JagSPOT knowledgebase.

Use the pop-up window to search for and add any columns you may find useful, such as:

- HIGH_SCHOOL_GPA
- ACT_SUPER_SCORE
- SAT_CONVERTED_TEST_SCORE

5. After identifying the students to be awarded, click on the *\$0.00 Award Amount* next to their name. This will pull up an awarding window.



In this window you will enter the dollar amount you are awarding the student into the corresponding award term. There is also a box for comments if you would like to make notations for the record.

6. Once you have allocated all of the awards in the award view, save your work and alert your fundholder that awards are ready for approval.