How to Use the Committee Function

1. Log in using your NetID
   https://yale.communityforce.com
Using the Committee Function Tutorial

2. Enter NetID and password

3. CAS log in
4. Click on “Manage Student Applications”
5. Select the appropriate fellowship

Optional: Search by keyword

Optional: select “Display All” to see all applications
Step One: Creating a Committee

1. Click on “Evaluation Committee Setup”
Step One: Creating a Committee

2. Click on “Assign Committee Members”
### Step One: Creating a Committee

#### 3. Click on “Add Committee”

#### 4. Enter a name for your committee and click “Save and Exit”
5(a). If the committee member you would like to add does not yet have a reviewer account in the Student Grants Database, you can add them manually here. **Alert:** once you add a person here, they will receive an email notifying them that an account has been created for them in the database.
5. Select a committee member from the list of reviewers and use the arrow to push them into the “Assigned Committee Members” category.

6. Click “Continue”
Step Two: Creating a Task for the Committee to Complete

1. Click on “Evaluation Task Setup”

**Definition:** A “task” is a set of questions that you would like the committee to answer or comment on while they are reviewing the applications. These can be designed to prompt scores, comments or “yes/no/maybe” responses.
Step Two: Creating a Task for the Committee to Complete

2. Click on “Create Task”

3. Enter a name for your task and determine the order it will appear (usually 1)

4. Check both of these boxes

5. Click “Save & Exit”
Step Three: Creating a Score Sheet or Question Sheet

1. Click on “Create/Edit” to create a score sheet or question sheet related to that task.

2. Click on “Add Question”.

[Image of a user interface with a table listing tasks and a button to add questions.]
Step Three: Creating a Score Sheet or Question Sheet

1(a). Write your instructions for the reviewer here

2(a). Select “DropDown” as the question type

3(a). Click on “Add Values”
4(a). Write the values of your drop-down options (these may be text or numeric).

5(a). Click the plus sign to add more values.

6(a). Click on “Save & Close”
Step Three, Option A: Creating a Drop-Down Options Question

7(a). Check both of these boxes

9(a). Click “Save & Exit”

8(a). This number determines the order in which the question will appear on the score sheet.
1(b). Write your instructions for the reviewer here

2(b). Select “EssayBox” as the question type

Optional: Indicate a minimum or maximum word count
Step Three, Option B: Creating a Comments Area

3(b). Check both of these boxes

4(b). This number determines the order in which the question will appear on the score sheet

5(b). Click “Save & Exit”
Step Four: Assigning Applicants to Committee Members

1. Click on “Assign Applicants to Committee”
Step Four: Assigning Applicants to Committee Members

2. Select the task from the drop-down list

3. Use the drop-down options and radio buttons to determine the pool of applicants from which you would like to be able to select

4. Click “Display Applicants”

5. Select the appropriate committee from the drop-down list
Step Four: Assigning Applicants to Committee Members

6. Select the applicant(s) you would like to assign by checking the box next to the applicant's name.

7. Select the committee member to whom you would like to assign the applicant(s) by checking the box next to their name.

8. Click on “Save Assignment.”
Questions? Please contact the Yale Student Grants team with any questions: studentgrants@yale.edu.