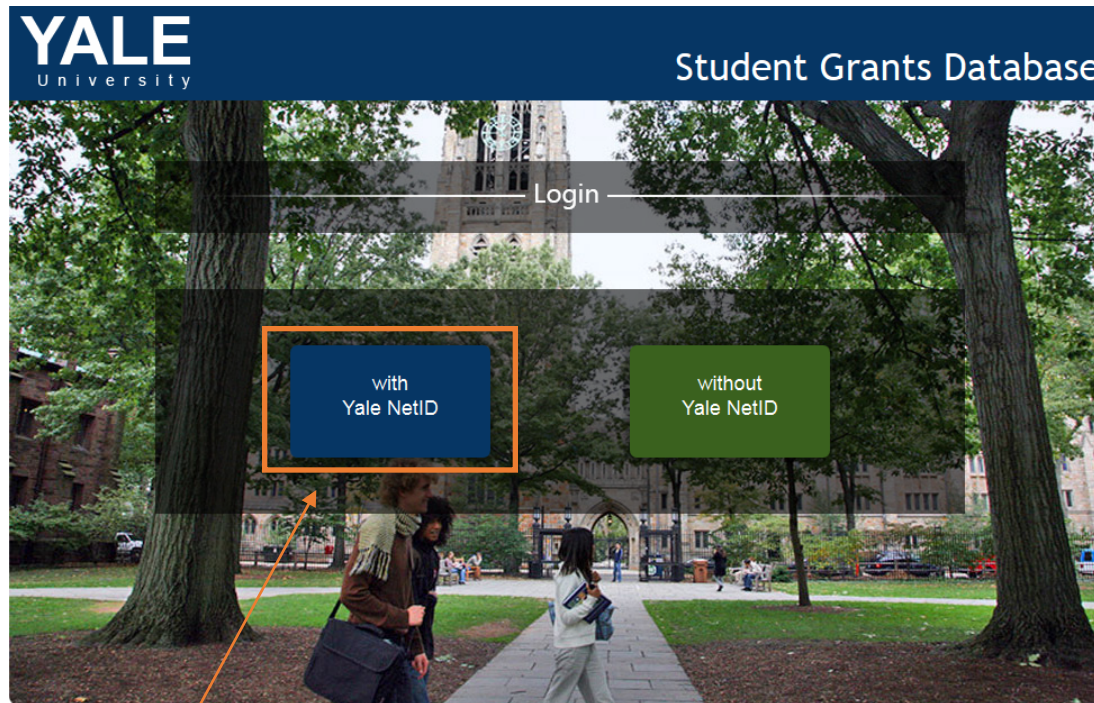


How to Use the Committee Function



1. Log in using your NetID
<https://yale.communityforce.com>

2. Enter NetID and password

3. CAS log in

The image shows a screenshot of the Yale Central Authentication Service (CAS) login page. The page has a dark blue header with the text "Yale Central Authentication Service". Below the header, the main content area is white. On the left side, there is a "Login required" section with a sub-header "Login required" and a message: "You may establish Yale authentication now in order to access protected services later." Below this message are two input fields: "NetID:" and "Password:". Both input fields are highlighted with an orange border. Below the input fields is a checkbox labeled "Warn me before logging me in to other sites." and a yellow "Login" button, which is also highlighted with an orange border. Below the "Login" button is a "Please note" section with a sub-header "Please note" and two paragraphs of text. The first paragraph says: "Before entering your NetID and password, verify that the URL for this page begins with: **https://secure.its.yale.edu**". The second paragraph says: "To protect your privacy, quit your web browser when you are done accessing services that require authentication." On the right side of the page, there is a light yellow sidebar with several links: "CAS Login", "CAS Logout", "Help with CAS", "Feedback", "Forgot your password?", and "Changing your password".

Yale *Central Authentication Service*

Login required
You may establish Yale authentication now in order to access protected services later.

NetID:

Password:

Warn me before logging me in to other sites.

Please note
Before entering your NetID and password, verify that the URL for this page begins with: **https://secure.its.yale.edu**
To protect your privacy, quit your web browser when you are done accessing services that require authentication.

CAS Login
CAS Logout
Help with CAS
Feedback
Forgot your password?
Changing your password

4. Click on "Manage Student Applications"

Home

Home

Grants/Fellowships Search

User Setup

Fellowship Application Setup

Fellowship Description Setup

Manage Student Applications

Reports (All Fellowships)

Administration

Score Applicants

Institutional Reports

Notification Center

Optional: Search by keyword

Home > Evaluations

Evaluations

Search By:

Application Form: Grants/Fellowships: Sponsoring Organization:

Total Applications: 1

Application Form	Grants/Fellowships	Sponsoring Organization	Start Date	Deadline	Published
SGDB Training Application	SGDB Training Fellowship	SGDB Training	07/13/2016	07/13/2016	Yes

Go to Page Go Page 1 Of 1 Display Records per Page

5. Select the appropriate fellowship

Optional: select "Display All" to see all applications

Home > Evaluations > SGDB Training Application

1. Click on "Evaluation Committee Setup"

The screenshot shows a dashboard titled "SGDB Training Application" with a blue header bar. Below the header, there are six icons arranged in a 2x3 grid, each with a label underneath. The "Evaluation Committee Setup" icon, which depicts three people, is highlighted with an orange border. An orange arrow points from a text box above to this icon. The other icons and their labels are: "Applicant Status" (top left), "Evaluate and Award Applicants" (top right), "Reports (One Fellowship)" (bottom left), "Release Application Sections to Students" (bottom middle), and "Manage Email Notifications" (bottom right).

2. Click on "Assign Committee Members"



Step One: Creating a Committee

3. Click on "Add Committee"

Committees

Add Committee Export to Excel

<input type="checkbox"/>	Committee Name	Committee Members	Assigned Applicants
<input type="checkbox"/>	Heinz test Total Committee Members: 1 Total Assigned Applicants: 4	Rose, Emma	Bader, Jonah Baron, Anna Brewer, Simon Chang, Amy

Go to Page Go Page 1 Of 1 Display Records per Page

4. Enter a name for your committee and click "Save and Exit"

Create Committee

Save Save And Exit Cancel

Committee Name :

Save Save And Exit Cancel

Manage Committee Members

Select Committee:

Search for Committee Members

Users assigned to a committee must first be added to the application user list. If you don't find the reviewer you want to select, please [click here](#) to add them.

Search By:

First Name:	Last Name:	Email Address:	Sponsoring Organization:	<input type="button" value="Search"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	All	

Yale Faculty and Staff plus non Yale reviewers included in Manage Users

Clough, Robert (r.clough@yale.edu)	Assigned Committee Member(s)
CloughReviewer, Robert (rclough83@gmail.com)	
Cohen, Samuel (samuel.cohen@yale.edu)	
Cole, Alison (alison.cole@yale.edu)	
Conde, Djenab (djenab.conde@gmail.com)	
Connolly, Meghan (meghan.connolly@yale.edu)	
Connolly, Tricia (tricia.connolly@yale.edu)	
Corley, Nickia (nickia.corley@yale.edu)	
Cotino, Victoria (victoria.cotino@yale.edu)	
Crumlish, Peter (peter.crumlish@yale.edu)	
Cullen, Marleen (marleen.cullen@yale.edu)	
Cupo, Ellen (ellen.cupo@yale.edu)	
Cusack, Diane (diane.cusack@yale.edu)	
Dailinger, Katherine (katherine.dailinger@yale.edu)	

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.

Step One: Creating a Committee

Manage Committee Members

Select Committee:

Search for Committee Members

Users assigned to a committee must first be added to the application user list. If you don't find the reviewer you want to select, please [click here](#) to add them.

Search By:

First Name:	Last Name:	Email Address:	Sponsoring Organization:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="All"/> <input type="button" value="Search"/>

Yale Faculty and Staff plus non Yale reviewers included in Manage Users

- Clough, Robert (r.clough@yale.edu)
- CloughReviewer, Robert (rclough83@gmail.com)
- Cohen, Samuel (samuel.cohen@yale.edu)
- Cole, Alison (alison.cole@yale.edu)
- Conde, Djenab (djenab.conde@gmail.com)
- Connolly, Meghan (meghan.connolly@yale.edu)
- Connolly, Tricia (tricia.connolly@yale.edu)
- Corley, Nickia (nickia.corley@yale.edu)
- Cotino, Victoria (victoria.cotino@yale.edu)
- Crumlish, Peter (peter.crumlish@yale.edu)
- Cullen, Marleen (marleen.cullen@yale.edu)
- Cupo, Ellen (ellen.cupo@yale.edu)
- Cusack, Diane (diane.cusack@yale.edu)

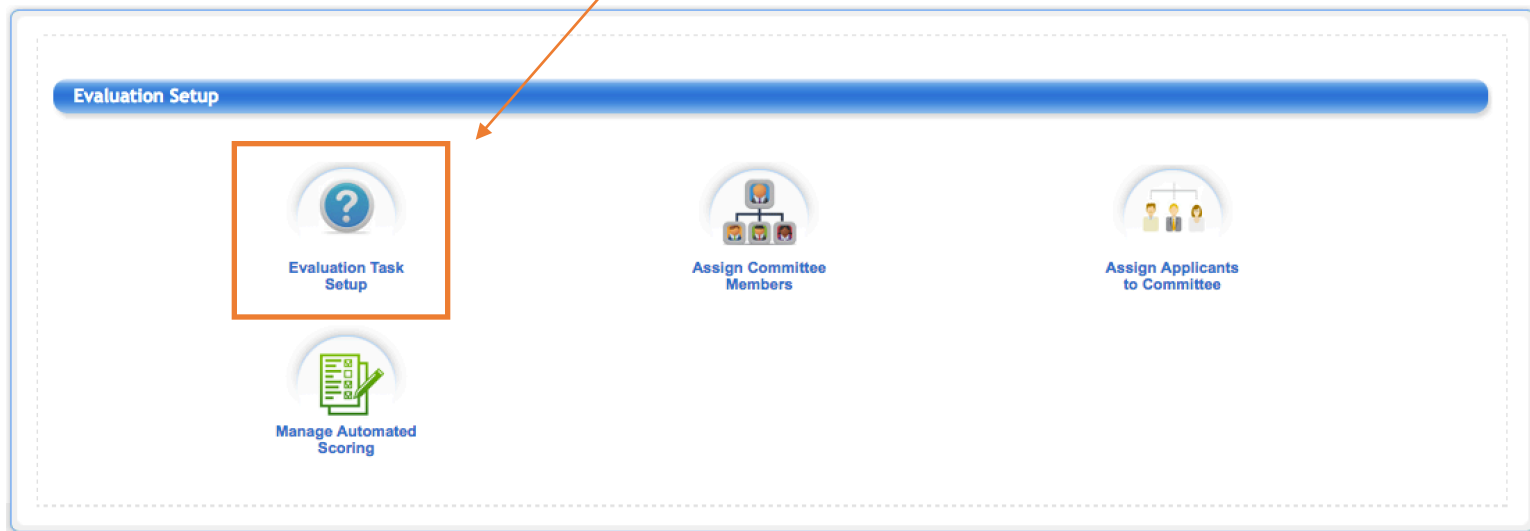
Assigned Committee Member(s)

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"

The screenshot shows a web interface titled "Tasks". At the top right, there are two buttons: "Create Task" and "Clone A Task". The "Create Task" button is highlighted with an orange box, and an orange arrow points from the instruction box above to it. Below the buttons is a table with the following columns: Up, Down, Sort Order, Task Name, Display on Review Rpts, Display to Reviewer, and Score Sheet. The table contains one row with the following data: a red 'x' in the Up column, an upward arrow in the Down column, the number '1' in the Sort Order column, the text "Class of 1960 John Heinz Government Service Fellowship Ranking" in the Task Name column, "Yes" in the Display on Review Rpts column, "Yes" in the Display to Reviewer column, and a "Create/Edit" link in the Score Sheet column. Below the table, there is a "Go to Page" field with the number "1" and a "Go" button, a "Page 1 Of 1" indicator with left and right arrows, and a "Display" field with the number "10" and a "Records per Page" label.

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

The screenshot shows a web interface titled "Add/Edit Tasks". At the top, there are three buttons: "Save", "Save & Exit", and "Exit". Below these buttons is a form with the following fields: "Task Name:" with the text "Test Task" entered, and "*Order:" with the number "1" entered. Below these fields are two checkboxes: "Display on Review Reports:" and "Display to Reviewer:", both of which are checked. Below the checkboxes are three buttons: "Save", "Save & Exit", and "Exit". The "Save & Exit" button is highlighted with an orange box, and an orange arrow points from the instruction box below to it. An orange arrow also points from the instruction box above to the "Task Name" field.

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

	Up	Down	Sort Order	Task Name	Display on Review Rpts	Display to Reviewer	Score Sheet
✘	▲	▼	1	Test Task	Yes	Yes	Create/Edit
✘	▲	▼	2	Class of 1960 John Heinz Government Service Fellowship Ranking	Yes	Yes	Create/Edit

No Custom Questions are configured for this Step!

[Add Question](#)

2. Click on "Add Question"

Step Three: Creating a Score Sheet or Question Sheet

Questions

Save Save & Exit Cancel Exit

*Question :

Please score this applicant out of 5 points.

Design mode HTML text

Bubble Instruction :

Report/Excel Column Name : Question1

*Question XML Name : Question1

*Question Type: DropDown

Required:

Scoring Comment:

*Order: 1

Add Value(s)

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

2(a). Select "DropDown" as the question type

3(a). Click on "Add Values"

Step Three, Option A: Creating a Drop-Down Options Question

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"

Label	Value	
1	1	✖
		+

Step Three, Option A: Creating a Drop-Down Options Question

Questions

Save Save & Exit Cancel Exit

*Question :

Please score this applicant out of 5 points.

Design mode HTML text

Bubble Instruction :

Report/Excel Column Name : Question1

*Question XML Name : Question1

*Question Type: DropDown

Required:

Scoring Comment:

*Order: 1

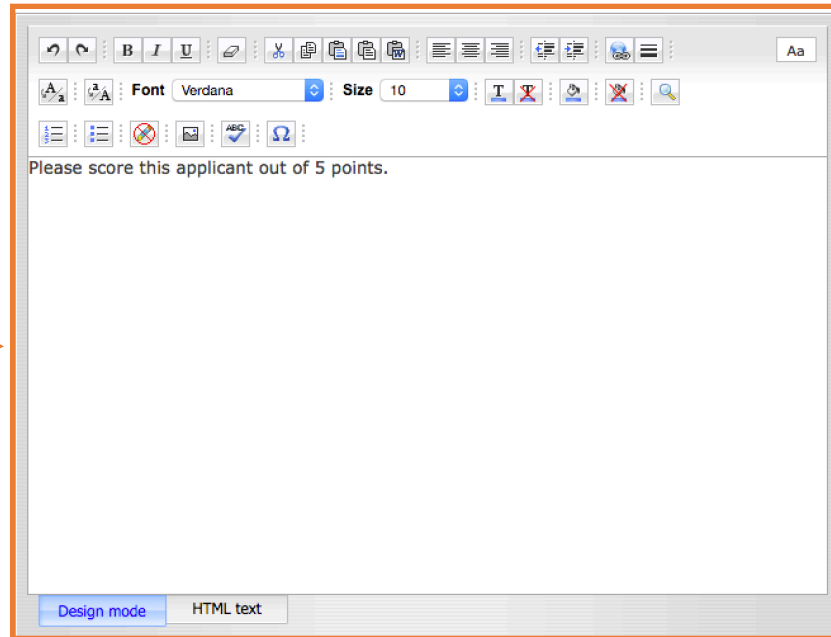
7(a). Check both of these boxes

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

9(a). Click "Save & Exit"

Step Three, Option B: Creating a Comments Area

*Question :



A rich text editor interface with a toolbar at the top containing icons for undo, redo, bold, italic, underline, link, unlink, list, and other text formatting options. Below the toolbar, the font is set to Verdana and the size to 10. The main text area contains the instruction: "Please score this applicant out of 5 points." At the bottom of the editor, there are two tabs: "Design mode" (selected) and "HTML text".

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

Bubble Instruction :

Report/Excel Column Name :

*Question XML Name :

*Question Type:

Required:

Scoring Comment:

Min Word Count

Max Word Count

*Order

Question1

Question1

EssayBox

1

2(b). Select "EssayBox" as the question type

Optional: Indicate a minimum or maximum word count

Step Three, Option B: Creating a Comments Area

The screenshot shows a question editor interface. At the top, there is a text area for the question content, currently containing "Please score this applicant out of 5 points." Below this is a toolbar with various formatting options. The interface is split into two modes: "Design mode" (selected) and "HTML text".

Below the question editor, there are several input fields and checkboxes:

- Bubble Instruction : [Empty text box]
- Report/Excel Column Name : [Question1]
- *Question XML Name : [Question1]
- *Question Type: [EssayBox]
- Required:
- Scoring Comment:
- Min Word Count : [Empty text box]
- Max Word Count : [Empty text box]
- *Order : [Empty text box]

At the bottom right, there is a "Save & Exit" button.

Annotations in orange boxes provide instructions:

- 3(b). Check both of these boxes (points to the "Required" and "Scoring Comment" checkboxes).
- 4(b). This number determines the order in which the question will appear on the score sheet (points to the "*Order" field).
- 5(b). Click "Save & Exit" (points to the "Save & Exit" button).

1. Click on "Assign Applicants to Committee"

The screenshot shows a software interface titled "Evaluation Setup" in a blue header bar. Below the header, there are four main menu items, each with an icon and a label: "Evaluation Task Setup" (with a question mark icon), "Assign Committee Members" (with a hierarchy icon), "Assign Applicants to Committee" (with a group of people icon), and "Manage Automated Scoring" (with a checklist icon). The "Assign Applicants to Committee" button is highlighted with an orange border. An orange arrow points from the instruction box above to this button.

Step Four: Assigning Applicants to Committee Members

Assignments

Select Task Name:

Select Status:

Select Status Detail:

Filter By: Custom Filters Grants/Fellowships

Show Un-Assigned Applicants
 Show Assigned Applicants
 Show All Applicants

Total Applicants: 24

- Adams, Haley
- Bildner, Rephael
- Collado, Carolyn
- Dupler-McClintock, Ellie
- Elliott, Adrienne
- Fallone, Emma
- Flynn, Colleen
- Gankin, Yelena
- Hedin, Emmet

Select: [All](#) | [None](#) | [Go](#)

Enable Random Selection

Applicant Assignment Worksheet

Select Committee:

Members of Committee : Heinz test
Total Members: 1

- Rose, Emma (roseejr82@gmail.com)

Select: [All](#) | [None](#) | [Go](#)

Enable Random Selection

1. Select the task from the drop-down list

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

Assignments

Select Task Name:

Show Un-Assigned Applicants
 Show Assigned Applicants
 Show All Applicants
Total Applicants: 24

- Adams, Haley
- Bildner, Rephael
- Collado, Carolyn
- Dupler-McClintock, Ellie
- Elliott, Adrienne
- Fallone, Emma
- Flynn, Colleen
- Gankin, Yelena
- Hedin, Emmet

Select: [All](#) | [None](#) | [Go](#)

Enable Random Selection

Select Committee:

Members of Committee : Heinz test
Total Members: 1

- Rose, Emma (roseejr82@gmail.com)

Select: [All](#) | [None](#) | [Go](#)

Enable Random Selection

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.