

Adding Evaluation Scoring Rubrics

Adding evaluations is very easy if you have already learned to build your application. Questions for evaluators can be set up the same way as applicant questions. The way to differentiate between evaluator questions and applicant questions is the “Class”.

When in question edit mode, click on the drop-down next to “Question Class” and select “Evaluator”.

The screenshot shows the 'Edit Question' interface for 'Melissa's Example'. On the left is a sidebar with navigation options: APPS CREATION, Applicants, Evaluation, Reports, Requests, Interviews, Program, Form, App Rules, Autoscore, Calculation, Checklist, FAQ, Matching, and Messages. The main content area has a title 'Melissa's Example' and a deadline 'February 06, 2020 at 11:59 PM EST (Midnight)'. Below this is the 'Edit Question' form. The 'Question Class' dropdown is set to 'Applicant'. The 'Question Type' is 'Textbox - Single Line' with a 'Field Length' of 15. There are checkboxes for 'Required', 'Hide from Evaluators', and 'Validate Text'. A 'Question help' field contains 'Full Name'. On the right, a tree view shows the application structure: Melissa's Example > Start > Contact Info > Text Box - Single Line.

When at a section or page level, click the cogwheel icon (Page/Section Settings) in either the top right corner. Click on the drop-down next to either “Page Class” or “Section Class” and select “Evaluator”.

Edit Section: Contact Info

New Page New Section Change Order Cancel

The screenshot shows the 'Edit Section: Contact Info' interface. At the top are buttons for 'New Page', 'New Section', 'Change Order', and 'Cancel'. Below is a section titled 'Contact Info' with a cogwheel icon, a document icon, and a trash icon in the top right corner. The section contains two text input fields: 'Text Box Single Line' and 'Textbox Multi-Line/ Essay'.

Edit Page

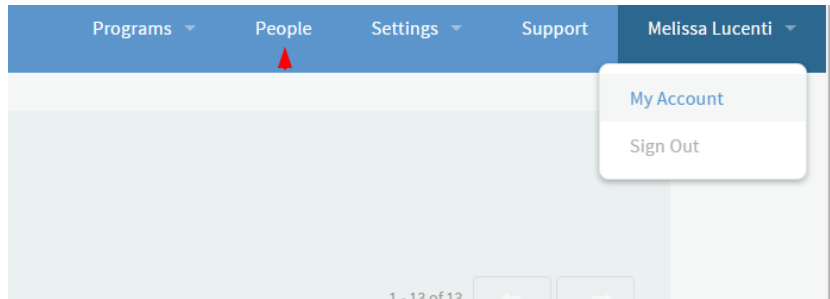
The screenshot shows the 'Edit Page' interface. The 'Page Class' dropdown is set to 'Applicant'. The 'Section Class' dropdown is set to 'Evaluator', indicated by a red arrow. The 'Section Class' dropdown is located below the 'Page Class' dropdown. At the bottom are buttons for 'Save Page', 'New Page', and 'Cancel'.

Melissa's Example
Start
Employment
Extra-curricular Activ ...

You can arrange your evaluations however you choose. Questions, sections, and pages can be placed anywhere within the application so that you can organize the questions in a way that is easiest for your evaluators.

Setting Up Evaluators & Assigning Evaluations

If your evaluator does not yet have an account, go to “People”.



Click the blue “Create User” button towards the top of the screen.

Check the box next to “Evaluator” and enter the rest of the information for your evaluator. You’ll do this for each evaluator. The evaluator will receive an email inviting them to set up an evaluator account.

If the evaluator is already in your user list, but not set up as an evaluator: Go to “User Accounts” and find the user you want to assign as an evaluator. Check the box in the “Evaluator” column.

User Accounts Export Users [Create User](#)

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First Name Last Name Email Role Last Login
 Created

First Name	Last Name	Email	Role	Evaluator	Evals	Apps	Last Login	Created On	Status	Action	Password
Mel	Lucenti	melissa.lucenti+evaluator@scholarselect.com	Applicant	<input checked="" type="checkbox"/>	62	0	2015-09-04 14:38:42	2014-01-23 16:21:49	Active	Reset	
Melissa	Lucenti	melissa.lucenti@smarterselect.com	Admin	<input type="checkbox"/>	0	16	2015-09-08 09:08:19	2013-12-13 13:06:15	Active	Reset	
Melissa	Lucenti	melissa.lucenti+applicant@scholarselect.com	Applicant	<input type="checkbox"/>	0	158	2015-09-04 11:03:45	2014-01-23 10:44:48	Active	Reset	
Melissa	Lucenti	melissa.lucenti+example@smarterselect.com	Provider Admin	<input type="checkbox"/>	0	0	2015-09-08 09:39:01	2014-08-13 10:34:01	Active	Reset	
Melissa (Test)	Lucenti (Account)	melissa.lucenti+applicant@smarterselect.com	Applicant	<input checked="" type="checkbox"/>	0	15	2015-09-04 12:36:08	2015-08-26 13:08:05	Active	Reset	

This user will now be available to make evaluations in addition to the role they already have in the system (Provider User or Provider Admin).

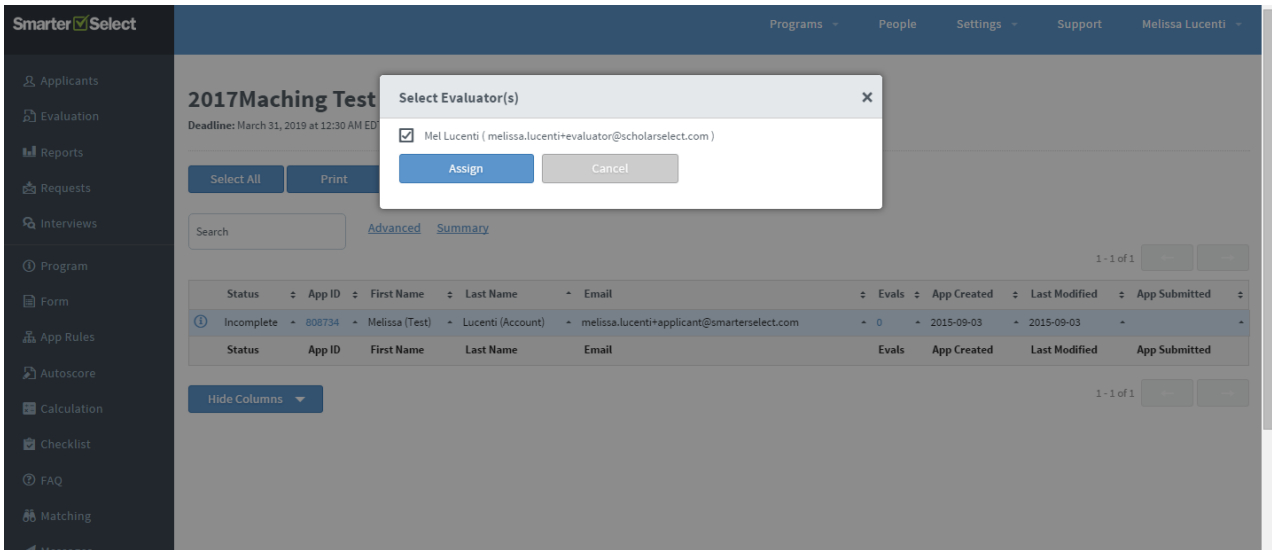
Assigning Evaluators to Applications

Once you are ready to assign your evaluators to applications, go into your program. Click on “Applicants” in the grey navigation menu on the left hand side of your screen.

Select the applicants you want to assign to your evaluator(s) by clicking on their line in the table. Click the “Evaluator” button at the top of the table.

Check the box(es) next to the evaluator(s) you want assigned to the applicants you selected.

Click “Assign” and then “OK” in the next pop-up dialog box. When your evaluators login to their account, all assigned applications will appear in a list on their homescreen.



Once you have evaluators assigned to applicants, they will appear in the table under “Evaluations”. Under “Evaluations” (found in the grey navigation menu within your program/application on the left), you can: Double-click the application under an evaluator to view the evaluation.

Export the evaluation data to a spreadsheet by selecting the line of the evaluations you want to export and clicking the “Export” button at the top of the table.

