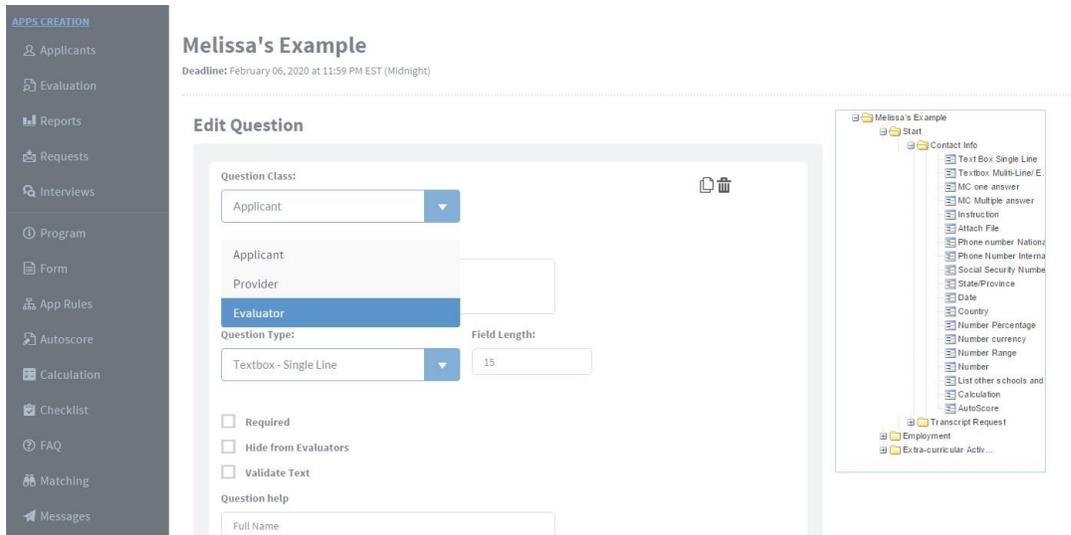


Adding Evaluation Scoring Rubrics

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”.

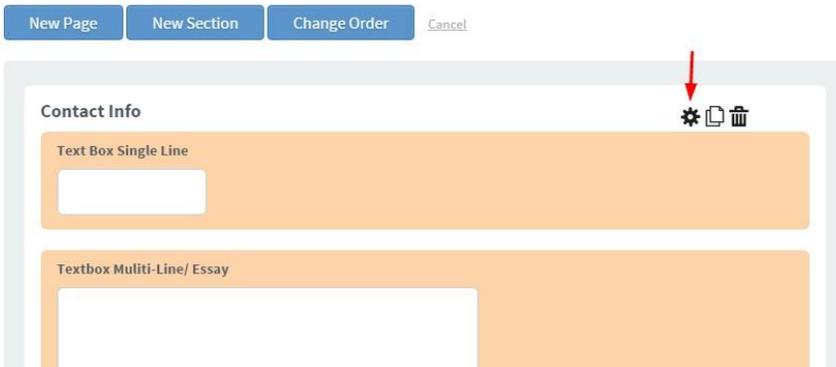
When in question edit mode, click on the drop-down next to “Question Class” and select “Evaluator”.



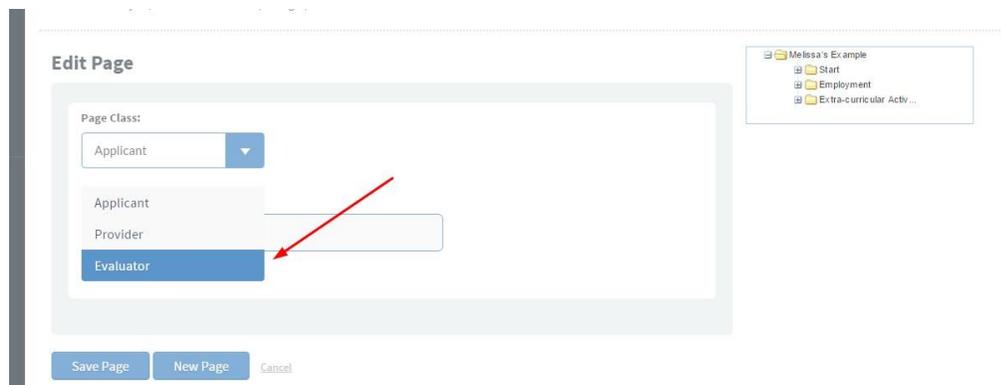
The screenshot shows the 'Edit Question' interface for 'Melissa's Example'. The 'Question Class' dropdown is currently set to 'Applicant'. A secondary dropdown menu is open, showing 'Evaluator' selected. The 'Question Type' is 'Textbox - Single Line' and the 'Field Length' is 15. There are checkboxes for 'Required', 'Hide from Evaluators', and 'Validate Text'. A sidebar on the right shows a tree view of the application structure with various question types listed.

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



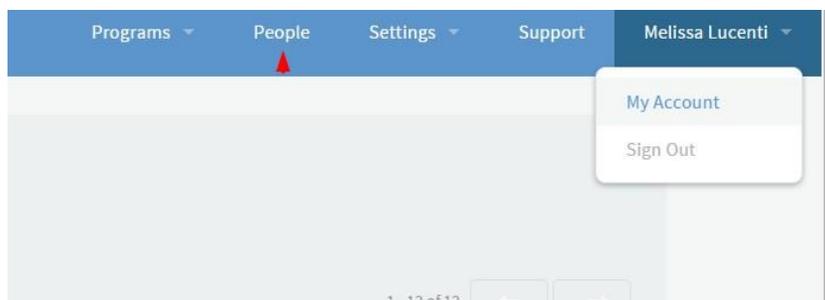
The screenshot shows the 'Edit Section: Contact Info' interface. It features buttons for 'New Page', 'New Section', 'Change Order', and 'Cancel'. Below these are two text input fields: 'Text Box Single Line' and 'Textbox Multi-Line/ Essay'. A red arrow points to a cogwheel icon in the top right corner of the section.



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.

New User Account

To create a new user account, enter the information requested on this form. An e-mail will be sent to the address you specify with instructions on how to create an account.

User Role(s) *

Evaluator Provider User

Email *

Email Confirmation *

First Name *

Last Name *

[Create](#) [Cancel](#)

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](#)

1 - 5 of 5

First Name Last Name Email Role Last Login

Created From To

| First Name | Last Name | Email | Role | Evaluator | Evals | Apps | Last Login | Created On | Status | Action | Password |
|----------------|-------------------|--|----------------|-------------------------------------|-------|------|---------------------|---------------------|--------|-----------------------|----------|
| Mel | Lucenti | melissa.lucenti+evaluator@scholarsselect.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@scholarsselect.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).

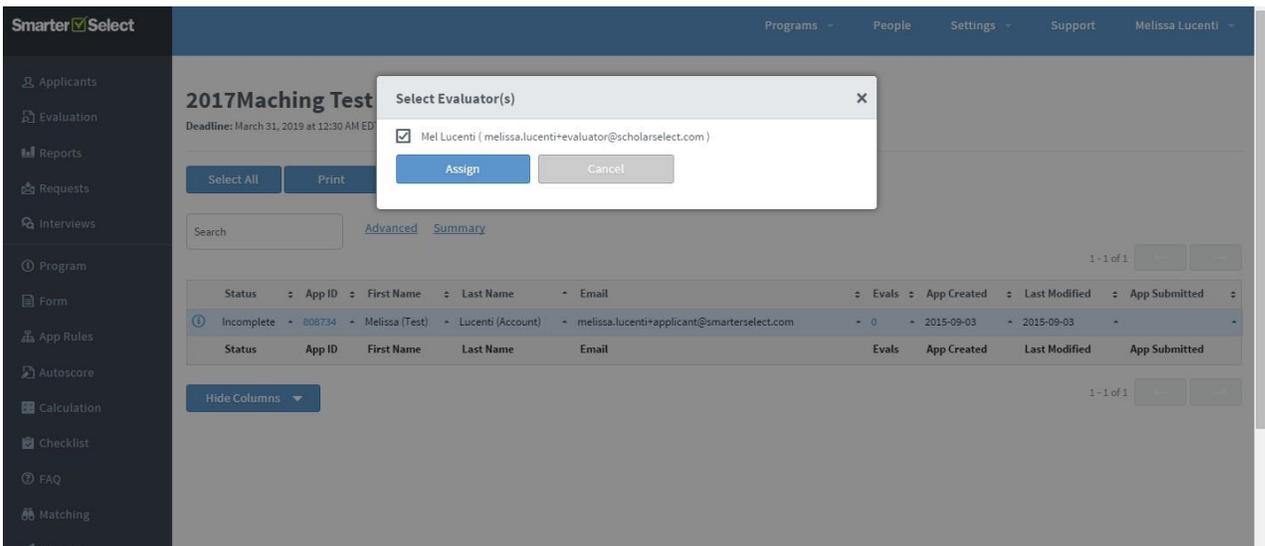
Assigning Evaluators to Applications

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 home screen.



The screenshot displays the SmarterSelect interface for a program titled "2017Maching Test". A modal dialog box titled "Select Evaluator(s)" is open, showing a list of evaluators with "Mel Lucenti (melissa.lucenti+evaluator@scholarsselect.com)" selected. The background interface includes a navigation menu on the left with options like Applicants, Evaluation, Reports, Requests, Interviews, Program, Form, App Rules, Autoscore, Calculation, Checklist, FAQ, and Matching. The main content area shows a table of applications with columns for Status, App ID, First Name, Last Name, Email, Evals, App Created, Last Modified, and App Submitted. The table contains one row with the following data: Status: Incomplete, App ID: 808734, First Name: Melissa (Test), Last Name: Lucenti (Account), Email: melissa.lucenti+applicant@smarterselect.com, Evals: 0, App Created: 2015-09-03, Last Modified: 2015-09-03, App Submitted: -.

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.

SmarterSelect

Programs People Settings Support Melissa Lucenti

2017Maching Test Common App

Evaluator Deadline: April 10, 2019 at 12:30 AM EDT

Select All Email Broadcast Print Export Status Create Evaluator Remove Evaluations Settings

Search 1 - 1 of 1

| Status | Eval ID | Evaluator | Last Modified | Eval Submitted | App ID | Applicant |
|-------------|---------|--------------|-----------------------|----------------|----------|-----------------------------------|
| Not Started | 1113632 | Lucenti, Mel | Sep 08 2015 11:03 EDT | | 00808734 | Lucenti (Account), Melissa (Test) |

Status Eval ID Evaluator Last Modified Eval Submitted App ID Applicant

Note: If you wish to run an Evaluator Report before exporting the data click [here](#) to find out how!