

Basic Training for Evaluators: A Walkthrough

ESTABLISH ACCOUNT

Before you begin your evaluations, the program's admin must create your account. If you already have a SmarterSelect user account, you can log in at any time. But it's important to know that evaluators do not create their own accounts. Please communicate with your program admin if you have a question about user account status.

The invitation is received via email and this invitation has a clickable link "Activate Account" that will take you to SmarterSelect to establish your new user account. You will only need to create a new password.

Hello Smarter Evaluator,

You have been invited to be an evaluator for Example Organization.

To activate your account, please click the link below

[Activate Account](#)

Or copy the link below into your browser

https://rails4.staging.smarterselect.com/create_user/new_from_pending_user?id=660922&provider_hash=29ce53e288254d0e45240e7b2b237ab3e35cbb25

Thank you,
Janet Provider

Example Organization
123 Main
Dallas, TX 00000
UNITED STATES

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LIST OF ASSIGNED EVALUATIONS

Once your program admin has assigned applications for you to evaluate, they will appear in the My Evaluations table which serves as your home page in SmarterSelect. Your program admin may have customized your table view, so what you see may vary from the example below.

Click **Read** to review and/or score an application.

Click **Print** to see and/or print a PDF version of the evaluation.

Click **View** to read an evaluation after the evaluation deadline.

My Evaluations [Instructions](#)

Example Organization Example Scholarship Program Evaluation Deadline: November 01, 2020 at 06:00 PM CST

Search 1 - 5 of 5

Actions	Applicant	Status
Read Print	Test Evaluator	Reading
Read Print	Student 01 Student 01	Reading
Read Print	Test Test	Reading
Read Print	Courtney Bradford	Reading
Read Print	Casey Demo	Reading
Actions	Applicant	Status

An evaluation's status is **Not Started** until it has been opened by you. Once you have begun, the status will change to **Reading**. Once you complete and submit your evaluation, the status will change to **Evaluated**. You may save your progress and return later to finish and you may make edits to your evaluations up until the deadline, even if it is completed.

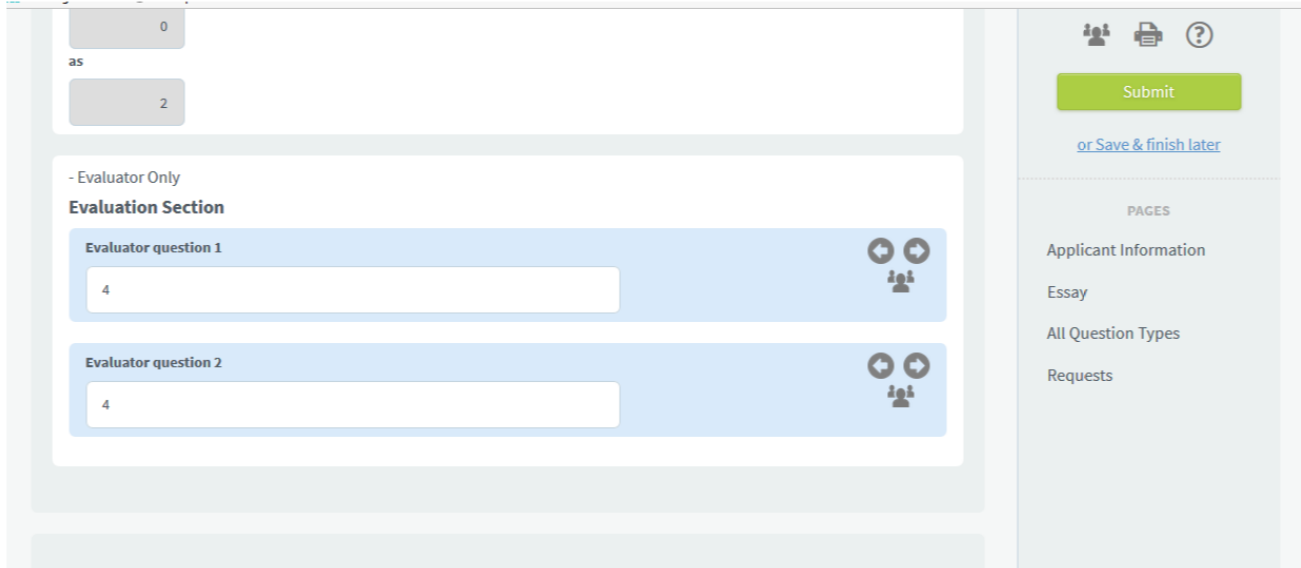
EVALUATING APPLICATIONS

Once you click **Read**, you will be taken to the application. The evaluation form is integrated with the application so the scoring and/or comment fields are located by the particular information you are evaluating.

All areas for you to complete are found in blue boxes, making them distinct from the application itself.

Click on the **right arrow** to move to the next evaluation question, or on the **left arrow** to go back to the last evaluation question.

If your program admin has set up the evaluations so that you may see the scores and comments from other evaluators reviewing the same application, you will see a share icon (three people). Click this icon to see other scores/comments for the field, or click on the share icon in the right-hand navigation to see all fields at once.

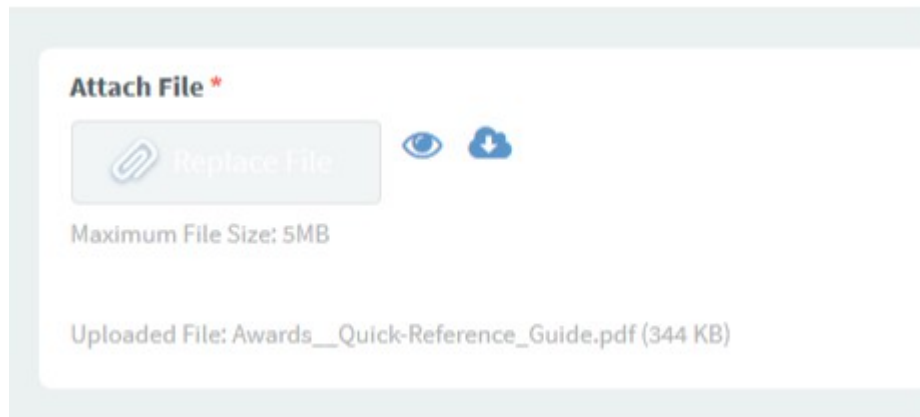


ATTACHMENTS AND FILES

Files may be uploaded to the application that you will need to review. There is a file to review if you see a file name next to "Uploaded File".

PDFs and image files can be viewed directly in the application by clicking the eye/view icon.

To download and open all other files for review, click the download cloud icon.



COMPLETING EVALUATIONS

When you have completed your review, click the green **Submit** button at the end of the evaluation. This will mark the evaluation as **Evaluated** and help you know what you have left to review.