



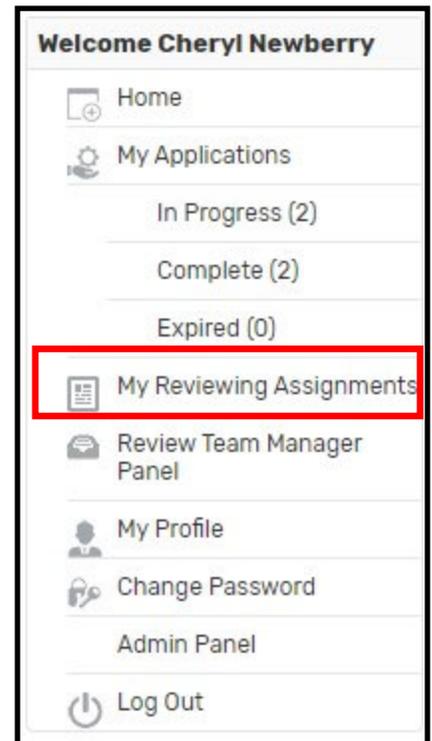
MEMBER RECOGNITION

Help Sheet for Awards Judges

Thank You for agreeing to serve as a judge for the NAE4-HA awards process. Whether you are judging at the State, Regional or National level, these instructions will help you to navigate the judging process on the OpenWater System.

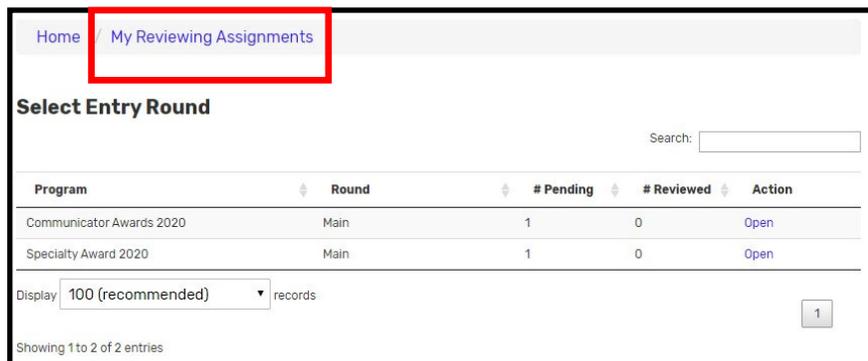
Steps for Accessing Reviewing Assignments

1. Judging Groups will be assigned in the Awards System according to the spreadsheets of judging assignments submitted. As a judge, you may be assigned to multiple categories or if you are judging a national award, perhaps only one category.
2. Judges will have access and be able to do the following tasks:
 - ⇒ See categories assigned to judge
 - ⇒ View applications and attachments to applications in each category as a group
 - ⇒ Complete score sheet for each application online
3. Judges will access their assignments by logging in to their awards system account. There will be a new item in the menu box — **My Reviewing Assignments**.



Completing Reviewing/Judging

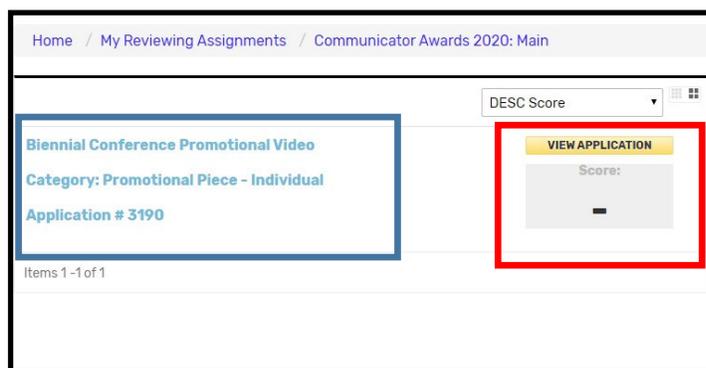
1. The screen you will see when you click on **My Reviewing Assignments** is pictured below.



2. To access applications for a specific category, click on “Open” in the right column for the category you wish to judge.

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- The next screen will take you to the list of applications to review (blue box) and the score sheets for each application (red box) in that category. In the example at right there is 1 application for Promotional Piece-Individual Award.

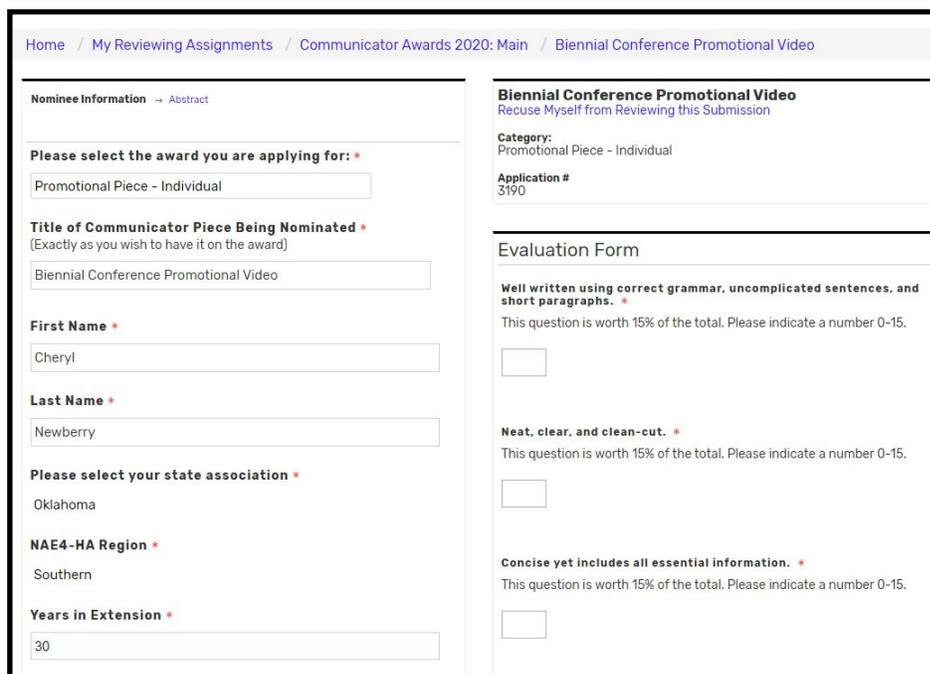


The screenshot shows a web interface for reviewing applications. At the top, there is a breadcrumb trail: Home / My Reviewing Assignments / Communicator Awards 2020: Main. Below this, there is a dropdown menu for 'DESC Score'. The main content area displays a list of applications. A blue box highlights the application details: 'Biennial Conference Promotional Video', 'Category: Promotional Piece - Individual', and 'Application # 3190'. A red box highlights a 'VIEW APPLICATION' button and a 'Score:' field with a minus sign. Below the list, it says 'Items 1 -1 of 1'.

- When you click on an application, the screen will expand to look like the example below. Two columns will be visible — left column will be the application and right column will be the score sheet.
- The application may be several pages long. Click on the “NEXT” box at the bottom of the application column to continue through the application.

- The application will have attachments to open and review AND/OR links to go review materials. Please make sure you open all attachments/links to get all application information.

- The score sheet provides a box to type in a whole number for each scored section. Please note that there is information on the maximum score for each section with the criteria being evaluated.



The screenshot shows the expanded view of the application and score sheet. The left column contains the application details, and the right column contains the score sheet. The application details include: 'Nominee Information' (Abstract), 'Please select the award you are applying for:' (Promotional Piece - Individual), 'Title of Communicator Piece Being Nominated' (Biennial Conference Promotional Video), 'First Name' (Cheryl), 'Last Name' (Newberry), 'Please select your state association:' (Oklahoma), 'NAE4-HA Region' (Southern), and 'Years in Extension' (30). The score sheet includes: 'Biennial Conference Promotional Video', 'Recuse Myself from Reviewing this Submission', 'Category: Promotional Piece - Individual', 'Application # 3190', and an 'Evaluation Form' with three sections: 'Well written using correct grammar, uncomplicated sentences, and short paragraphs.', 'Neat, clear, and clean-cut.', and 'Concise yet includes all essential information.' Each section has a text box for the score and a note that the question is worth 15% of the total.

- Comments may also be added in the text box at the bottom. This is encouraged, especially for those not advancing to help them strengthen their applications in the future. Score sheets will be accessible by applicant after all judging is completed (sometime in June).
- Scores are saved as they are recorded. There is no submission process to lock in scores. However, please adhere to judging deadlines provided by the person who asked you to judge so that they can mark winners and move them on to next level of judging after that deadline.