



MEMBER RECOGNITION

Help Sheet for Awards Managers

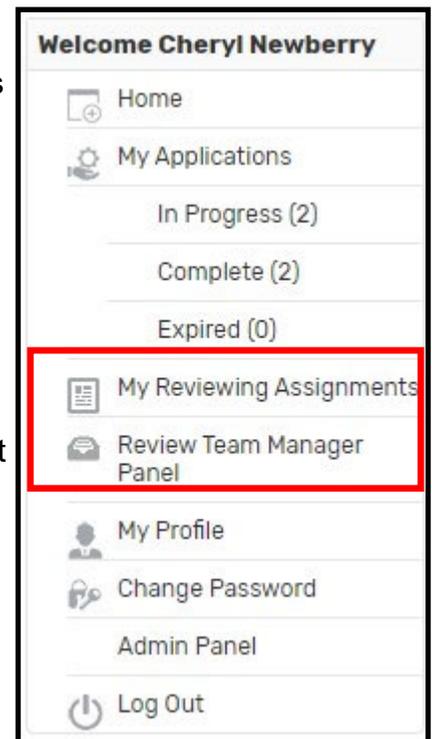
What is an Awards Manager?

An awards manager is defined as the individual responsible for overseeing the awards judging process at the State, Regional or National level. This would include:

- ⇒ State Member Recognition Contacts
- ⇒ Regional Member Recognition Chairs
- ⇒ National Member Recognition Chair

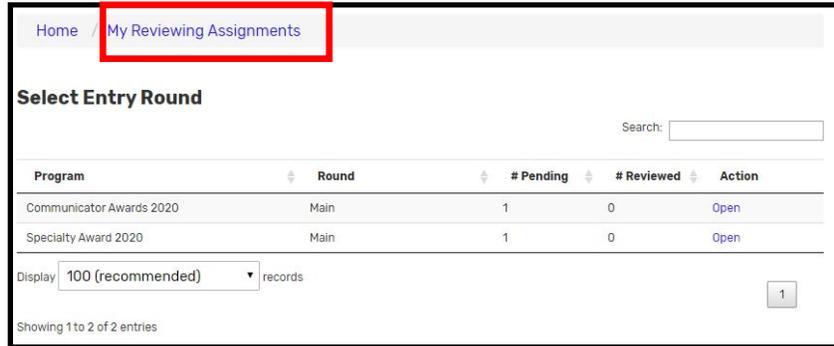
Steps for Accessing Judging Groups as an Awards Manager

1. Judging Groups will be assigned in the Awards System according to the spreadsheets of judging assignments submitted.
2. The designated Awards Manager will be assigned to have access and be able to do the following tasks:
 - ⇒ See the progress of judging to make sure judges are reviewing and completing score sheets
 - ⇒ Access judge's scores
 - ⇒ See judging results from highest to lowest scores
 - ⇒ Assign winner and move winner on to next round of judging
 - ⇒ Recuse a judge from judging if they have an application in that category
3. Awards Manager will access their assigned judging groups by logging in to their awards system account. There will be a two new items in the menu box — **My Reviewing Assignments** and **Review Team Manager Panel**.



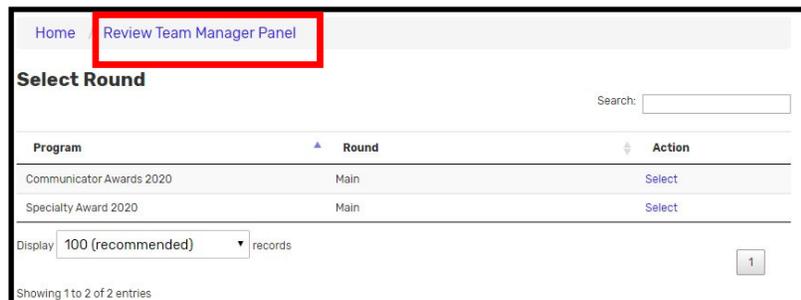
Managing Awards and Completing Judging

1. If you have indeed been assigned to judge categories, you will need to complete score sheets for each application assigned. The screen you will see when you click on **My Reviewing Assignments** is pictured below.



IMPORTANT NOTE: As an Awards Manager, it will appear you have been assigned as a judge **AND** manager of award categories. Unless you are actually assigned to judge a category, you will NOT need to score applications.

2. The screen you will see when you select **Review Team Manager Panel** will look like the image below. Any judging groups you are assigned to oversee will be listed under team name. Click “Select” beside one of the award types to see the categories to manage.



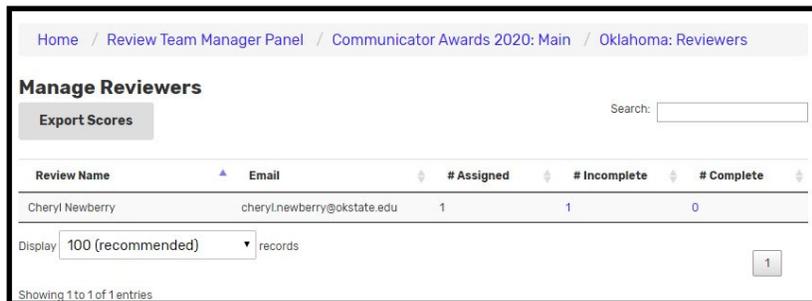
3. Beside the category are two different action items:

⇒ **Manage Reviewers** — Allows you to see progress of number of applications judged and still incomplete. This will give you a quick overview of progress of judging so that you can remind judges to complete their assignments.



⇒ **Scores/Results** — this screen will list each awards judging group, the number of award submissions, and number of judged submissions. This screen is another way to see progress of judging and which groups have completed their assignments.

4. Selecting the “Manage Reviewers” option will bring up a screen as pictured below. Notice the “Export Scores” box in gray above the chart. You can easily see scores for each judge by clicking on that button. A second box will pop up that will ask you how you prefer to download the information. Recommendation is to choose “Show Score Summaries Only” and your preference of viewing the data (CVS or XLS). Choosing the other option will provide EVERY single question for every single award in the system and will require much scrolling to see scores for each section of a particular score sheet.



5. The Scores/Results page will also provide the link to the section where the awards manager will review judge’s scores and select the winner to move on to the next level of judging. Click on “Judging Results” to access.

Category Name	# of Submissions	# of Judged Submissions	Action
View All Categories	2	2	Judging Results
Educational Technology Award	2	2	Judging Results

6. Once judges have completed assignment for a specific category, click on Judging Results for that category and the next screen will appear with each application, the category name, the average score of all judges, ranking and other information. (Blue Box)

7. To select the winning application and move it on to the next round:

⇒ Check the box on the far left beside the highest scoring application. (small red circle)

⇒ Select the “Set Both” gray box (larger red circle).

Application Title	Application #	Category	Applicant	Avg Score	Rank	%	Winner	Forwarded
Cheryl Newberry	1232	Educational Technology Award	Cheryl Newberry	65.50	1	100	NO	2
Cheryl Newberry	1233	Educational Technology Award	C'Ann Newberry	59.00	2	50	NO	2

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- ⇒ A new screen will open (right image) where you will mark “Forward to next round”. Then click on “Set”. That will complete the judging process for that award category.
- ⇒ **NOTE:** Awards managers who are marking the National Winner will only mark winner. There will be no level to move them forward.



Other Awards / Distinctions

Do not forward
 Forward to next round

Set Cancel

Average Score Ties

In the event judge's average scores are tied for two or more applications for first place, recommendation is that judges discuss, make a decision on the winning application, adjust scores in the awards system website so that the application they feel is most deserving of advancing has the highest score. This will adjust the average score so that the awards manager can mark the correct application.