How to Review Scholarship Applications in STARS

USF University Scholarships and Financial Aid Services (USFAS)
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Agenda

• Troubleshooting STARS Browser Issues

• Assigning Review Committee Members (RCM) to scholarships in STARS

• Reviewing/assigning/scoring scholarship applications before and after the posted deadlines

• Review of the Qualifying Students (scholarship applicants) and how to search for a student application in STARS

• Review of test scores data in STARS and using the USF Staff Portal REPORT6 to review test scores and other Banner data

• USFAS Scholarship Application Deadlines and additional STARS reminders

• Questions??
Troubleshooting STARS Browser Issues
Troubleshooting STARS Browser Issues

- Internet Explorer (IE) is the recommended browser for STARS.
Assigning Review Committee Members (RCM), Scholarships (*New), and Scoring Templates in STARS
Assign Review Committee Members (RCM) to specific Scholarship(s) in STARS

- Search for your scholarship via Scholarships on the home page.
- On the Scholarship Details page:
  - Select the Review Members tab.
  - Select Assign Review Member.
  - Review committee members must be assigned to a scholarship before he/she will be able to review and score.
- Enter name of RCM and change permission group to Review Committee.
- Check the box beside RCM name and then click Next.
*NEW* Assign Scholarship Applications to Review Committee Members (RCM)

• Select the Assign Applications button.

• Assign Application Options:
  
  • How many reviewers should score each application?
    • Choose the number of review members per application.
    • Each RCM can be assigned to review each application or the applications can be divided between the RCMs.
      • Note: RCM per app number cannot be greater than the number of review members assigned to this scholarship.

• Reset Review Members per App to “0” if there is a data entry error and click Assign Applications.

• DO NOT reassign RCMs once scoring has started.

*Provided by CAPPEX*
*NEW* Example of Assigning Scholarship Applications to RCMs

- In this example, there are only (2) reviewers and each needs to review each application.
- Enter a (2) into the box and then click Assign Applications.
- STARS assign the applications to each reviewer.

*Provided by CAPPEX*
In this example, the applications are divided between (2) reviewers by indicating a (1) in the field.

STARS randomly assign the applications by clicking Assign Applications.

The applications are divided “evenly” between both reviewers.

NOTE: STARS divided the (9) applications as evenly as possible between (2) reviewers.
Assigning Scoring Templates to Scholarships in STARS

• Select the Scores tab on the Scholarship Details page to assign a scoring template.

• Scoring templates=scoring rubric

• A scoring template must be assigned to each scholarship.

• Select the appropriate score template, from the drop down menu, for your scholarship.

• Click Apply Template

• Need changes to a template or need to add a new type of template?
  • Contact Scholarship Awarding Team for assistance.
Reviewing Scholarship Applications in STARS
STARS Main Menu

Select **Review Applications** on the STARS Main Menu
1. The reviewer will see a list of scholarships to which he/she has been assigned to review.

2. Double-click a scholarship to begin the review of those applications.

3. Click **Start Review**, or double-click a student name to begin scoring that applicant.
1. This screen presents the student application including all necessary information as the reviewer scrolls down the page.

2. The scoring template appears at the top of the student application.

3. Reviewer can use the Notes section to add information related to their review. This section can be seen by administrators, but is not viewable by other reviewers. - Click the Update button to save notes.

4. The Copy Scores check box allows reviewers to copy the scores they provide a student to all other scholarships in which the reviewer has been assigned that same student.

5. There is no Save button on this screen because scores that are entered are immediately stored.

6. Click the Next Student button in the upper right to move to the next application.
Alternate Option to Review Scholarship Applications: Award Scholarship View
Select **Award Scholarships** on the STARS Main Menu.

*Provided by CAPPEX*
1. Use the **Award Scholarship** screen to view each student who applied for a specific scholarship.

2. Please be careful in this view because changes made on this screen will affect the scholarship and the students who have applied.

3. This is a **View Only** option so do not make changes without consulting the **Scholarship Awarding Team**.
Scholarship Application Review - Award Scholarship Screen (cont.)

- There are also applicant filters on this view for the specific scholarship.

- Select **Show Filter** to assist with narrowing the applicants.

- Filter applicants on various options listed.
1. Please be careful in this view because changes made on this screen will affect the scholarship and the students who have applied. This is a view only option so do not make changes without consulting the Scholarship Awarding Team.

2. Save or print all or select student applications in various format types (PDF, Excel, CSV, etc.). Select Check All to save or print all student applications for the specific scholarship.
How to Review “Qualifying Students” and Academic and Financial Aid Data in STARS
View Qualifying Students by Scholarship Search

- Using the **Scholarship** search find the appropriate scholarship.

- Under the scholarship details screen, select the **Qualifying Student** tab
  - This view will only allow for you to see qualifying applicants who have or have not applied for a particular scholarship.

- The list can be sorted by either by selecting **Not Applied, Applied, or Non-Qualifying**.

- You can “apply” a not applied student for a particular scholarship by selecting the student and then click the **Apply Student** button.

- The student’s application will appear in the **Review Applications** section for the specific scholarship.

- You can remove applications by selecting the student and then **Remove Application** (only available on **Applied** screen).
STARS Student Review

- Select **Student** tab

- Review the **Academic Year** to make sure it is correct

- Search by last and/or first name or university ID number (**Student #**)

- Select the student to view their account
STARS Student Review

Use the various tabs to review the student account:

• **Personal Information**: Contact and demographic information
• **Questionnaire**: Student responses to questionnaire
• **Academic Information**
• **Test Scores**: GPA, test scores, FAFSA data
• **Documents**: Requested/submitted uploaded documents
• **Student Essay Questions**: Responses to required essay questions
Student Test Scores Tab

- Use **Test Scores** tab to review test score data and financial aid information for an individual student.

- Test score information will be available for RCMs via the scholarship application review screens.

- USFAS intends to refresh/deliver Banner data to STARS after each scholarship application deadline.

- Review application deadlines on [USF Staff Portal](#).
Retrieve Banner Data using REPORT6

- Access REPORT6 via the USF Staff Portal- Reports

- A username and password are needed to access the USF Staff Portal Administrative Reports.

- Need access? An Accountable Officer for your awarding unit must contact Anita Brown to request access to the administrative reports.

- Listed below are the parameters for retrieving STARS Banner information via REPORT6:
  
  Aid Year: 1415
  
  Term Code: Fall 2014
  
  Application: USFAS
  
  Creator ID: SRUNION
  
  User ID: SRUNION
  
  Selection: (Select your Unit)
    • Do not see your unit? Contact Anita Brown for assistance.
Scholarship Deadline Reminders

• Scholarships in STARS must have scholarship application deadlines that adhere to the 2014-2015 scholarship application deadlines.

• Scholarship application deadlines can be before but not after the scholarship application deadline posted on the USF Staff Portal.

• The default deadline in STARS was 2/15/13 and awarding units were responsible for updating this date for their scholarships in STARS.

• The scholarship Deadline date listed in STARS (for each scholarship) is enforced by the system and scholarships will no longer be available for students to apply for after the deadline.
Summary and Reminders

• Troubleshooting browser issues-Internet Explorer (IE).

• Steps for the scholarship application review process: scholarships must have RCMs assigned, applications must be assigned to RCMs, and a scoring template must be assigned to each scholarship.

• Review the **Qualifying Students** tab to monitor your pool of applicants as well as potential applicants.

• Remember the scholarship application deadlines and review your scholarship application progress prior to the deadline.

• **2014-2015 FAFSA data will be available after 2/9/14.**

• Alert USFAS of any issues that you or your review committee members experience while using STARS.

• **DO NOT DELETE OR EDIT ANYTHING IN STARS WITHOUT SPEAKING TO AN USFAS SCHOLARSHIP TEAM MEMBER!!!**
Questions???
Thanks for Coming!

Questions?

Contact a Member of the USFAS Scholarship Teams:

www.usf.edu/finaid