

JagSPOT Awarding Internal Applications with Continuous Awarding Applications

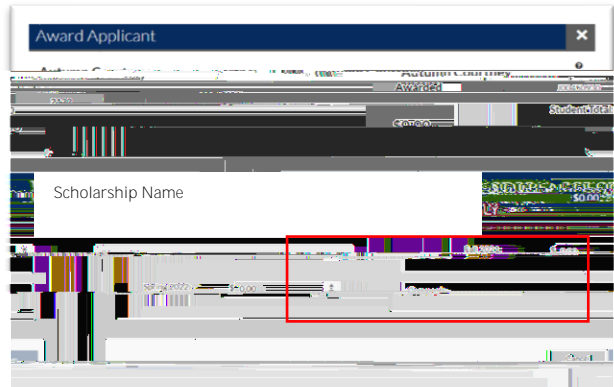
This guide will assist you with Internal Applications with Continuous Awarding and the awarding process. Internal Applications with Continuous Awarding do not have a committee review option in JagSPOT.

Awarding While Scholarship Is Still Accepting Applications

1. Navigate to *Plan* on the left-hand navigation bar and then select the *Scholarships* tile.
2. Locate the scholarship you will be awarding and click on the *Pencil* icon to edit it.
3. Once applicants have been reviewed, they can be promoted to the award screen by clicking on the *\$* in the *Award Amount* column. This message will automatically appear, click *Confirm* if this is indeed the student you want to award.
4. Once students have been promoted to be awarded, move to the

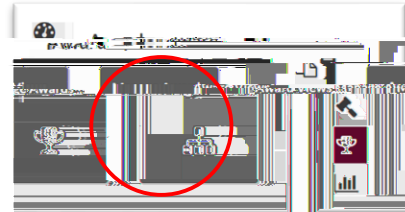
5. In this window enter the dollar amount being awarded to the student into the corresponding award term.

There is *box for comments* if you would like to make notations for the record.



Awarding Once the Scholarship Is Still Closed

1. Navigate to *Award* on the left-hand navigation bar and click on *Award Views*.



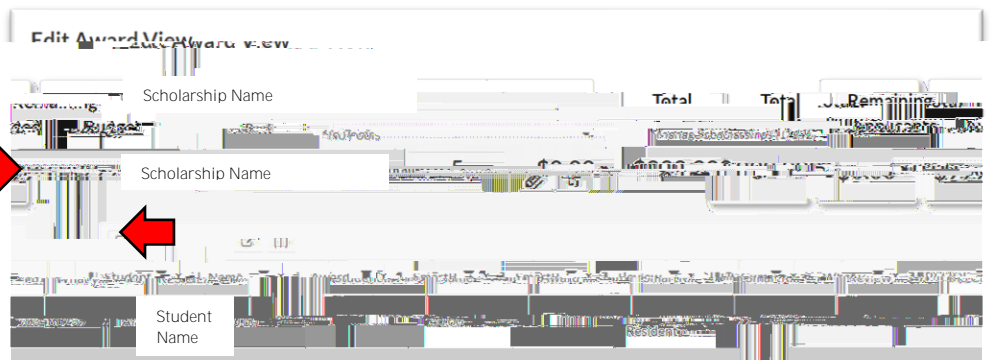
2. If an *Award View* has already been created for this scholarship, select that view by clicking on the corresponding *Pencil* icon.



If not, create a new award view by pressing the *Add+* button (detailed instructions can be found in the *Creating Award Views Document*).

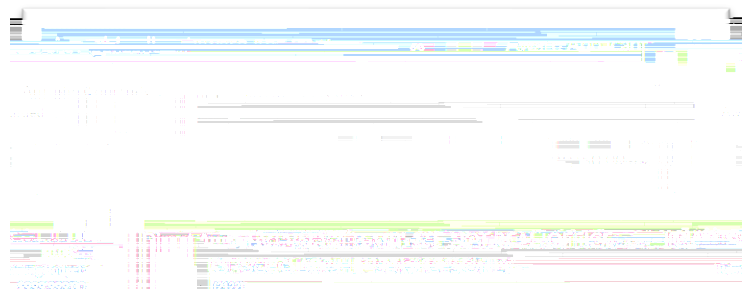
3. Once inside the *Award View*, a list of eligible students will be visible.

SmartRanks and or the *Column Manager* can be used to add additional information from the student's file to your view.



4. After identifying the students to be awarded, click on the *\$0.00 Award Amount* next to their name. This will pull up an awarding window.

In this window you will enter the dollar amount you are awarding the student into the corresponding award term. There is also a box for comments if you would like to make notations for the record.



5. Once all awards in the *Award View* have been awarded, save your work.

