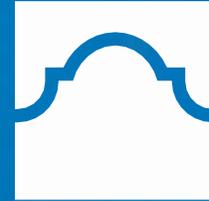


2023-2024

# Alamo Colleges Foundation Scholarship Reviewer Orientation



ALAMO  
COLLEGES  
DISTRICT



Malcolm Baldrige  
National Quality Award  
2018 Award Recipient

Achieving the Dream  
LEADER COLLEGE  
OF DISTINCTION

# Scholarship Judging Site – Awards Management (Scholarship process and management system)



Sign In

▼ Opportunities

## All Opportunities

Show Filters

To apply for scholarships click "Sign In", log in with your Student ACES credentials below, and complete your application.

You will submit **one** General Scholarship Application to be considered for all Alamo Colleges Foundation Scholarships.

**2022-2023 General Scholarship Application:**

Fall 2022, Spring 2023, and Summer 2023 semesters

Opens: **January 10, 2022**

Closes: **May 01, 2022**

Other scholarships may become available, each with their own requirements and deadlines. We encourage you to review the scholarship listing below throughout the academic year. All students (domestic, international or DACA) are invited to apply for the scholarships available. Scholarship eligibility is based on various factors such as academic merit, program of study, community service, extracurricular activities, residency, campus/club organization, and/or financial need.

If you are a previous applicant or want to be considered for a scholarship renewal, you must apply again to be considered for 2022-2023 academic year funding.

Please note that you are required to be enrolled or admitted at the Alamo Colleges to apply for scholarships on this website. Incoming students will start the admission process by completed their ApplyTexas application at [www.applytexas.org](http://www.applytexas.org) to receive your ACES credentials.

### Next steps:

- Once you submit your scholarship application, you will receive confirmation to your ACES email certifying you have successfully submitted your application.
- Scholarship recipient selections begin after the application deadline and continue throughout the academic year.
- Students selected to receive a scholarship **will be notified through ACES email and will be required to accept their award within two weeks of notification.**
- To be considered for any need based scholarships, complete and submit the 2022-2023 Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Below is a comprehensive list of all of our scholarships that are awarded under the General Scholarship Application process. Your application is reviewed for any opportunity you are eligible for and therefore you do not need to apply for each individually.

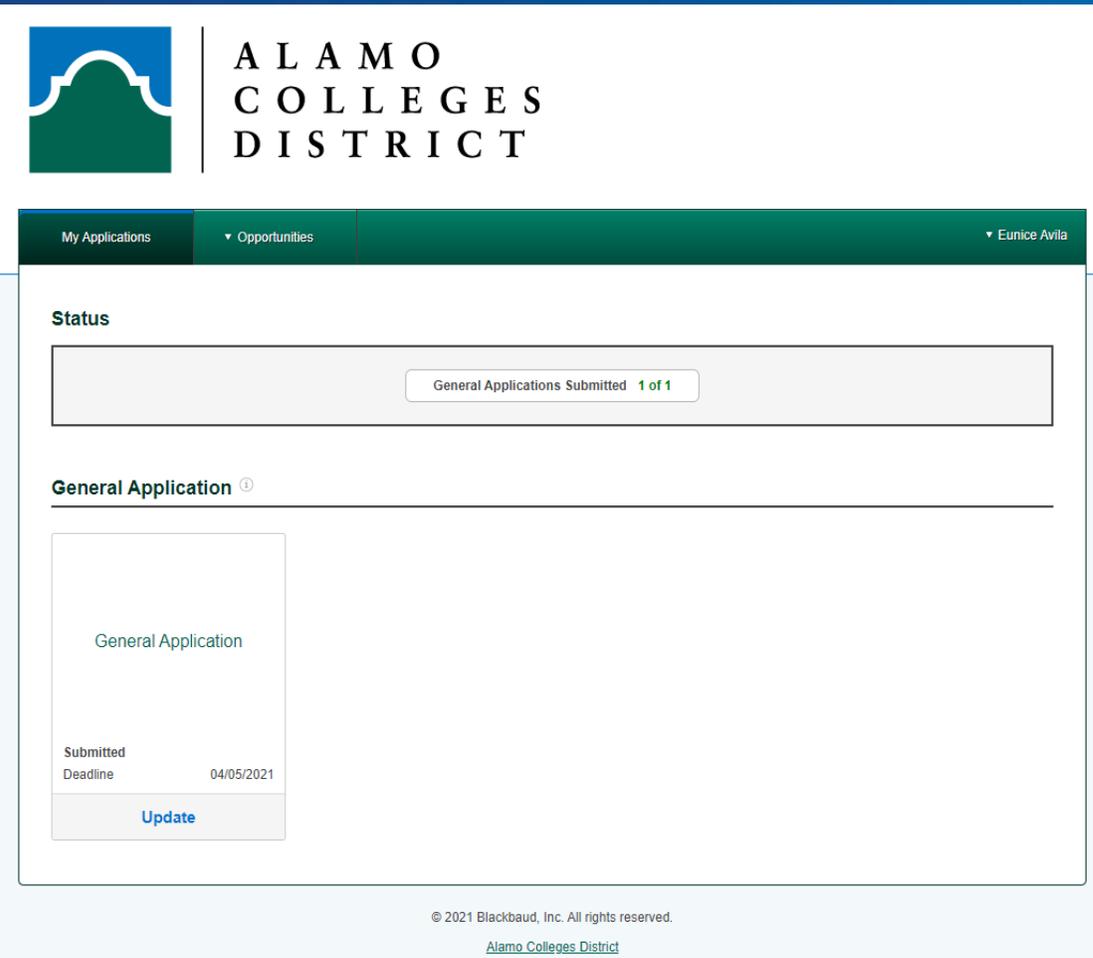
Some listed awards say 'ended' at this time since they are in process for the 2021-2022 cycle. All of the opportunities below will be open for the 2022-23 cycle by May 1, 2022.

Search by Keyword

Award	Name	Actions
Varies	<a href="#">ACORN Scholarship for Career Employment Endowed Scholarship</a> In order to be eligible for this scholarship, you must meet the...	Deadline 05/01/2022
Varies	<a href="#">Adelante Child Care Endowed Scholarship</a> San Antonio College Irene C. Fuentes, Scholarship Coordinator 1819 N....	Deadline 05/01/2022

- Keeps our scholarship program running efficiently by giving access to one central awards platform.
- A single website makes it easy to promote all scholarships on each campus to our student population.
- Nightly integration with our student information system shortens the time it takes to complete an application and improves the quality and accuracy of data on each application.

# The Student Scholarship Application



The screenshot shows the Alamo Colleges District website's scholarship application portal. At the top left is the Alamo Colleges District logo. The navigation bar includes 'My Applications', 'Opportunities', and a user profile for 'Eunice Avila'. The main content area is titled 'Status' and displays a summary box: 'General Applications Submitted 1 of 1'. Below this, there is a section for 'General Application' with a card showing 'Submitted' and 'Deadline 04/05/2021', and an 'Update' button. At the bottom, there is a copyright notice for Blackbaud, Inc. and a link to the Alamo Colleges District website.

- Web-based application available to students 24/7
- One application for full award year and considered for all Foundation scholarships

## Important Dates

- Application Opens: January 5, 2023
- Application Closes: May 15, 2023
- Application Review/Scoring Period: May 17 – May 29, 2023

# Reviewing/Scoring Process

The reviewer process begins on May 17 – May 29, 2023. All reviews are due on May 29<sup>th</sup>.

**It is estimated that up to 4 hours will be needed to complete all assigned reviews.**

It is recommended that you complete approximately 5 reviews shortly after receiving the sign-in link, so that you can correctly estimate the amount of time needed to complete all reviews.

If for any reason you are unable to complete the reviews assigned to you, please contact the Scholarship team as soon as possible at [dst-scholarship@alamo.edu](mailto:dst-scholarship@alamo.edu).



# Step 1. Receive reviewer email



Dear Sofia Ongay,

4 scholarship reviews were assigned to you today.

Log on to Blackbaud Award Management here to begin:

[https://alamo.academicworks.com/reviewer/opportunities?email\\_id=bob.michael%40academicworks.com](https://alamo.academicworks.com/reviewer/opportunities?email_id=bob.michael%40academicworks.com)



Thank you for your time and consideration. For more information on how to use the new online applicant scoring process, we encourage you to watch this short video (4 min 44 sec):

[Reviewer-Log-In-Instructions 4:44mins](#)



Trouble Signing in or need to recover your password, Click Here:

[https://alamo.academicworks.com/users/password/new#references\\_and\\_reviewers](https://alamo.academicworks.com/users/password/new#references_and_reviewers)

Please note, when scoring candidates you are able to save and go back to review the candidate, but once you have submitted your review, it will not be available to change. If you have any questions, please contact the scholarship team at [dst-scholarship@alamo.edu](mailto:dst-scholarship@alamo.edu) or 210-485-0044.

Thank you so much for your time and support, helping us review scholarship applications.  
Alamo Colleges Foundation

You will receive an email from [dst-scholarship@alamo.edu](mailto:dst-scholarship@alamo.edu) on May 17<sup>th</sup>

The email contains the link to log into the system to begin reviewing applications, and a link to watch an instructional video on the process.

## Step 2. Choose Reference & Reviewers tab



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A screenshot of the Alamo Colleges District login page. The page has a dark green header with the word "Opportunities" in white. Below the header, there are two tabs: "Applicants and Administrators" and "References and Reviewers". A red arrow points to the "References and Reviewers" tab. The main content area is white and contains a "Welcome!" message, a sign-in form with fields for "Email Address" and "Password", and a "Sign In" button. There is also a link for "Trouble signing in?".

Opportunities

Applicants and Administrators | References and Reviewers

**Welcome!**  
Welcome back! In order to access your account to serve as a reference or reviewer, please sign in using your email address and the password you set when you created your account. If you need to recover your password, please click on [trouble signing in](#).

**Email Address**  
Reference / Reviewer Email Address

**Password**

[Trouble signing in?](#)

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[Alamo Colleges District](#)

To log in,  
you must click on the  
**“References and Reviewers”**  
tab.

The “Applicants and  
Administrators” tab is for  
students that want to apply.



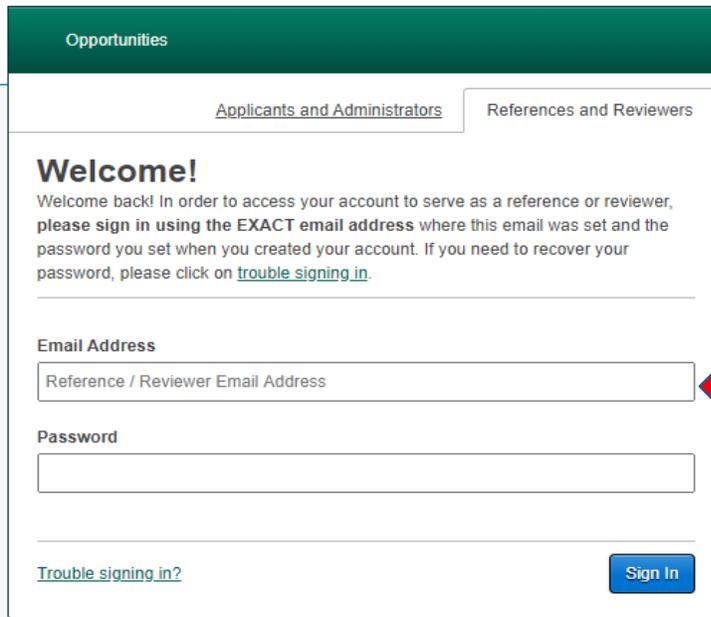
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# Step 3. Sign In



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COLLEGES  
DISTRICT

A screenshot of a web application interface for signing in as a reviewer. The page has a dark green header with the word "Opportunities". Below the header, there are two tabs: "Applicants and Administrators" and "References and Reviewers". The "References and Reviewers" tab is active. The main content area has a "Welcome!" heading followed by a paragraph of instructions: "Welcome back! In order to access your account to serve as a reference or reviewer, please sign in using the EXACT email address where this email was set and the password you set when you created your account. If you need to recover your password, please click on [trouble signing in](#)." Below this is a form with two input fields: "Email Address" (with placeholder text "Reference / Reviewer Email Address") and "Password". A red arrow points to the "Email Address" field. At the bottom left of the form is a link for "Trouble signing in?" and at the bottom right is a blue "Sign In" button.

Opportunities

[Applicants and Administrators](#) [References and Reviewers](#)

**Welcome!**

Welcome back! In order to access your account to serve as a reference or reviewer, please sign in using the EXACT email address where this email was set and the password you set when you created your account. If you need to recover your password, please click on [trouble signing in](#).

Email Address

Reference / Reviewer Email Address

Password

[Trouble signing in?](#) [Sign In](#)

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[Alamo Colleges District](#)

**Sign In** using the **same email address** the link was sent to, and **create a password**.

If you have participated in judging previously, it will be the **same password**.

*Your password will be reused each time you Sign-In as a reviewer*



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# Trouble signing in?

Click the “Trouble signing in” link in the lower left corner

## To recover your password....

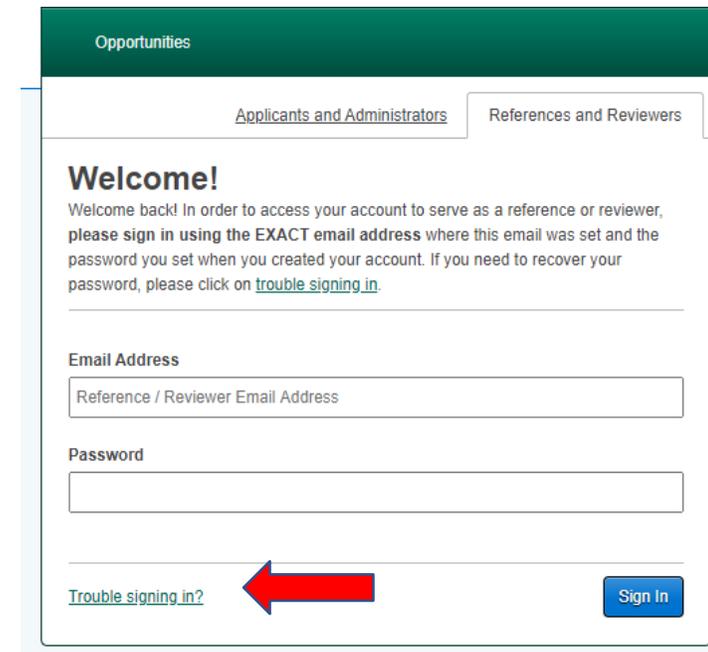
1. Enter the exact email address where the committee reviewer link was sent.

2. Click on “**Recover Password**” in the lower right corner. A password must be 8 characters or more, and:

1 character must be an **uppercase letter**

1 character must be a **lower case letter**

1 character must be a **number**



Opportunities

Applicants and Administrators | References and Reviewers

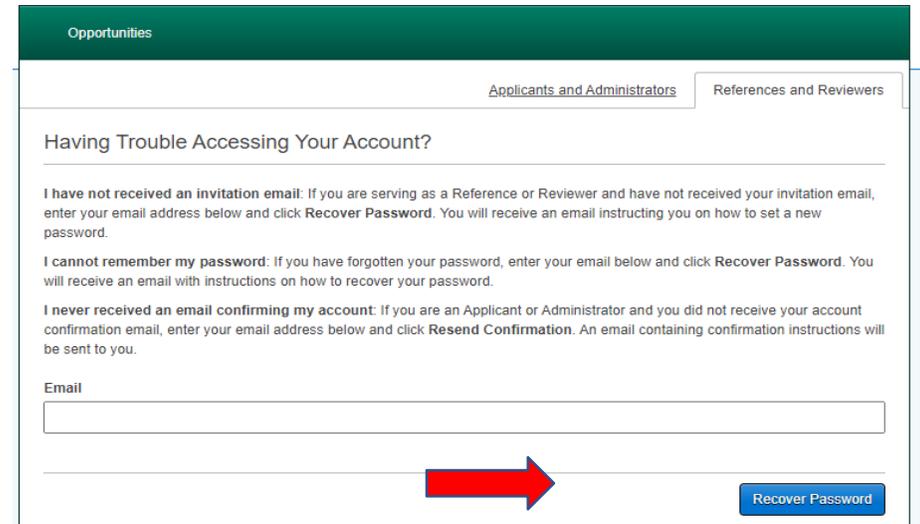
### Welcome!

Welcome back! In order to access your account to serve as a reference or reviewer, please sign in using the EXACT email address where this email was set and the password you set when you created your account. If you need to recover your password, please click on [trouble signing in](#).

Email Address  
Reference / Reviewer Email Address

Password

[Trouble signing in?](#)  [Sign In](#)



Opportunities

Applicants and Administrators | References and Reviewers

### Having Trouble Accessing Your Account?

**I have not received an invitation email:** If you are serving as a Reference or Reviewer and have not received your invitation email, enter your email address below and click **Recover Password**. You will receive an email instructing you on how to set a new password.

**I cannot remember my password:** If you have forgotten your password, enter your email below and click **Recover Password**. You will receive an email with instructions on how to recover your password.

**I never received an email confirming my account:** If you are an Applicant or Administrator and you did not receive your account confirmation email, enter your email address below and click **Resend Confirmation**. An email containing confirmation instructions will be sent to you.

Email

 [Recover Password](#)



# Step 4. General Applications

Opportunities ▼ Sofia Ongay

1. Test Cammy is the Best Scholarship Opportunity Details

Applicant	Assigned	Your Rating	Qualified	Actions
Applicant #1295	03/17/2021	-	Yes	<a href="#">Begin</a>
Applicant #1296	03/17/2021	-	Yes	<a href="#">Begin</a>
Applicant #1297	03/17/2021	-	Yes	<a href="#">Begin</a>
Applicant #1298	03/17/2021	-	Yes	<a href="#">Begin</a>
Applicant #1299	03/17/2021	-	Yes	<a href="#">Begin</a>
Applicant #1300	03/17/2021	-	Yes	<a href="#">Begin</a>
Applicant #1301	03/17/2021	-	Yes	<a href="#">Begin</a>
Applicant #1302	03/17/2021	-	Yes	<a href="#">Begin</a>
Applicant #1303	03/17/2021	-	Yes	<a href="#">Begin</a>
Applicant #1304	03/17/2021	-	Yes	<a href="#">Begin</a>
Applicant #1305	03/17/2021	-	Yes	<a href="#">Begin</a>
Applicant #1306	03/17/2021	-	Yes	<a href="#">Begin</a>
Applicant #1307	03/17/2021	-	Yes	<a href="#">Begin</a>
Applicant #1308	03/17/2021	-	Yes	<a href="#">Begin</a>

View the list of students that you are assigned to review.

*All applicants are listed anonymously.*



# Step 5. Review students

Opportunities ▼ Sofia Ongay

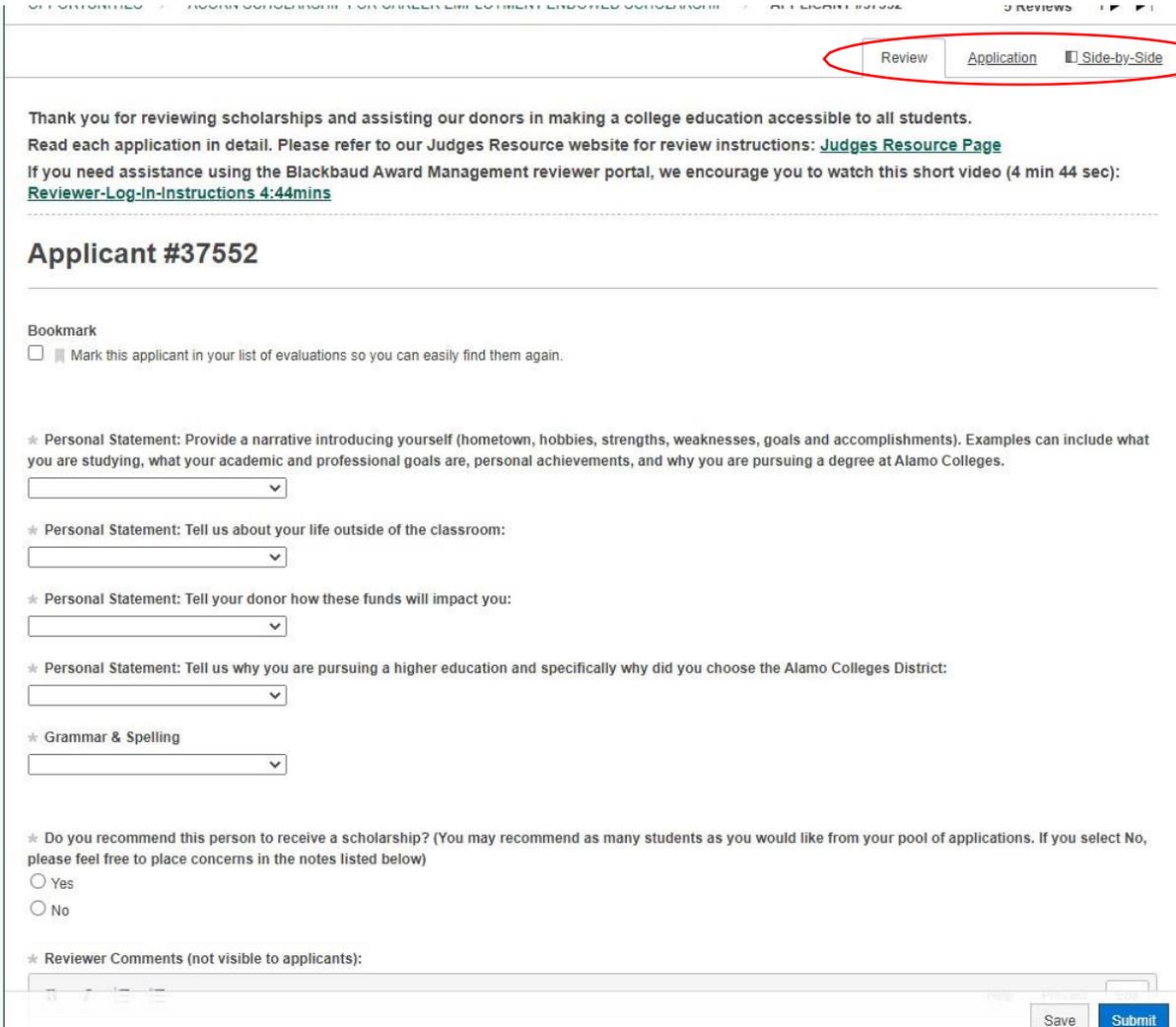
1. Test Cammy is the Best Scholarship Opportunity Details

▼	Applicant	Assigned	Your Rating	Qualified	Actions
🔖	Applicant #1295	03/17/2021	-	Yes	<a href="#">Begin</a>
🔖	Applicant #1296	03/17/2021	-	Yes	<a href="#">Begin</a>

Click **“Begin”** to review a candidate.



# Viewing the application



The screenshot shows a web interface for reviewing applications. At the top, there are three tabs: 'Review', 'Application', and 'Side-by-Side'. The 'Review' tab is highlighted with a red circle and a red arrow pointing to it from the right. Below the tabs, there is a message: 'Thank you for reviewing scholarships and assisting our donors in making a college education accessible to all students. Read each application in detail. Please refer to our Judges Resource website for review instructions: [Judges Resource Page](#) If you need assistance using the Blackbaud Award Management reviewer portal, we encourage you to watch this short video (4 min 44 sec): [Reviewer-Log-In-Instructions 4:44mins](#)'. Below this, the applicant's name is 'Applicant #37552'. There is a 'Bookmark' section with a checkbox and the text 'Mark this applicant in your list of evaluations so you can easily find them again.' Below that are five personal statement questions, each with a dropdown menu: 1. 'Personal Statement: Provide a narrative introducing yourself (hometown, hobbies, strengths, weaknesses, goals and accomplishments). Examples can include what you are studying, what your academic and professional goals are, personal achievements, and why you are pursuing a degree at Alamo Colleges.' 2. 'Personal Statement: Tell us about your life outside of the classroom:' 3. 'Personal Statement: Tell your donor how these funds will impact you:' 4. 'Personal Statement: Tell us why you are pursuing a higher education and specifically why did you choose the Alamo Colleges District:' 5. 'Grammar & Spelling'. At the bottom, there is a question: 'Do you recommend this person to receive a scholarship? (You may recommend as many students as you would like from your pool of applications. If you select No, please feel free to place concerns in the notes listed below)' with radio buttons for 'Yes' and 'No'. Below that is a text area for 'Reviewer Comments (not visible to applicants):'. At the very bottom right, there are 'Save' and 'Submit' buttons.

The “Review” tab is where you will list the scores. To view the application click the “Application” tab

or

switch to “Side-by-Side” to review the student’s application and the review tab at the same time.



# “Side-by-Side Option”

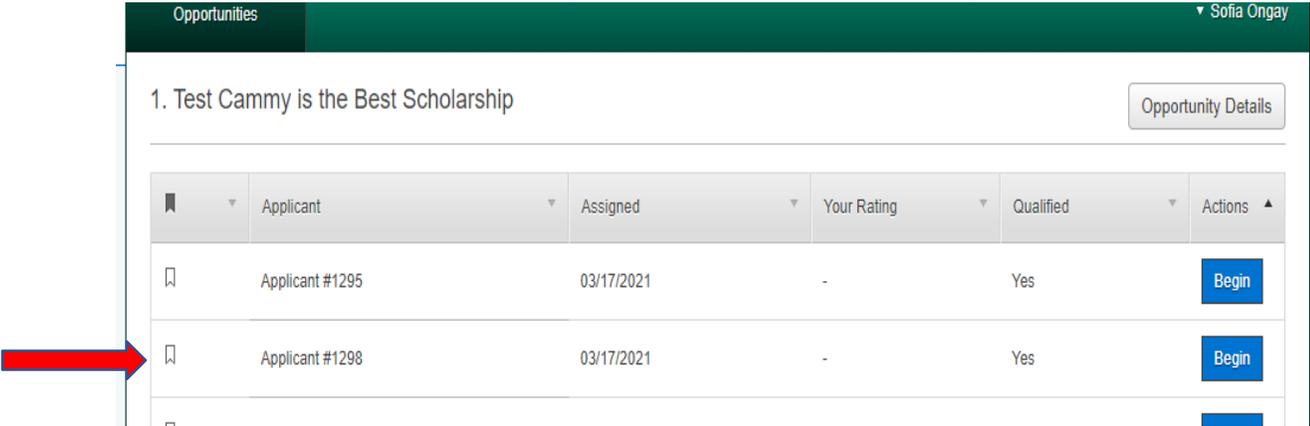
This allows you to scroll to review the student’s application and essays next to your rating criteria for quick reference.

The screenshot displays a web interface for reviewing an application. The top navigation bar includes 'OPPORTUNITIES > GENERAL APPLICATION > APPLICANT #61084' and '2424 Reviews'. The main content is split into two panels. The left panel, titled 'Application to Review', shows 'Applicant #61084' and a 'General Application' section. Under 'Applicant Provided Information', there are seven numbered prompts: 1. Academic Plans (Kinesiology), 2. Do you plan to enroll: Part Time (6-11 hours), 3. When do you plan to graduate or transfer from Alamo Colleges? (list date) (05/17/2023), 4. If you transfer after Alamo Colleges, what university will you attend? (Unknown), 5. If you transfer after Alamo Colleges, what will you major in? (Not applicable), 6. What is your academic objective and/or career plan? (twenty words or less) (To attend a physical therapy college for a DPT), and 7. Short Answer Responses (PLEASE REMEMBER ALL RESPONSES SHOULD BE ANONYMOUS AND SHOULD NOT INCLUDE PERSONAL IDENTIFIERS (SUCH AS NAME OR ADDRESS). Respond to the following two prompts. Please use full sentences and proofread your responses for spelling, grammar, and punctuation. Responses must be between 200 and 500 words. Essay One: Without including your name, tell us about yourself. This is your opportunity to provide information about who you are and what you do.). The right panel contains a thank-you message, a link to 'Judges Resource Page', a video link 'Reviewer-Log-in-Instructions 4:44mins', a 'Bookmark' section with a checkbox, and two essay scoring sections: '\* Essay 1 & 2: Combined Content Score (Essay Content is weighted at 80% of total score)' and '\* Essay 1 & 2: Combined Grammar & Spelling (Grammar & Spelling is weighted at 20% of total score)'. Below these is an 'Optional Reviewer Comments' section with a rich text editor. At the bottom of the right panel are 'Exit Side-by-Side', 'Save', and 'Submit' buttons.



# Bookmark feature

This feature makes it easy to find an applicant you may want to come back to review.



Opportunities ▼ Sofia Ongay

1. Test Cammy is the Best Scholarship Opportunity Details

▼	Applicant	Assigned	Your Rating	Qualified	Actions
🔖	Applicant #1295	03/17/2021	-	Yes	Begin
🔖	Applicant #1298	03/17/2021	-	Yes	Begin

To review students with a bookmark click on “**Finish**”.



🔖	Applicant #1298	03/17/2021	-	Yes	Finish
🔖	Applicant #2303	03/17/2021	-	Yes	Finish



# Step 6. Review & Score

Thank you for your dedication and support to the success of our students!

Thank you for reviewing scholarships and assisting our donors in making a college education accessible to all students.

Read each application in detail. Please refer to our Judges Resource website for review instructions: [Judges Resource Page](#)

If you need assistance using the Blackbaud Award Management reviewer portal, we encourage you to watch this short video (4 min 44 sec):

[Reviewer-Log-In-Instructions 4:44mins](#)

Applicant #61087

## Bookmark

Mark this applicant in your list of evaluations so you can easily find them again.

\* Essay 1 & 2: Combined Content Score (Essay Content is weighted at 80% of total score)

Your objective will be to provide a score from 1-5 on combined essay content. Student essays will be scored on thoroughness and content, and will provide 80% of the overall score.

[Show More](#)

\* Essay 1 & 2: Combined Grammar & Spelling (Grammar & Spelling is weighted at 20% of total score)

Your objective will be to provide a score from 1-5 on combines essay spelling and grammar. Spelling and grammar are assessed separately and will provide 20% of the overall

[Show More](#)

Optional Reviewer Comments (not visible to applicants):

Example Formatting: **\*bold\***, *\_italics\_*

**B** *I*  

Help Preview

Rate the applicants  
using the scoring rubric.  
*(See on next page)*

Scores will be listed 1-5.  
Select the drop down on  
each item to select the  
score.



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# Scoring Rubric – Information to Review

•**Essay 1:** Without including your name, tell us about yourself. This is your opportunity to provide information about who you are and what you do.

For example, you may include items like the following:

- Where were you born and where do you live now?
- How would you describe yourself as a person: strengths, weaknesses, and lessons learned in life?
- What activities are you involved in such as employment, family commitments, military service, community service, organizations, hobbies, and/or extracurricular activities?
- What are your personal and professional goals?
- What do you consider some of your personal, professional and/or academic achievements?



# Scoring Rubric – Information to Review

•**Essay 2:** Tell us why you are pursuing a higher education at Alamo Colleges and how a scholarship would impact you. This is your opportunity to explain your academic goals and how a scholarship would directly affect reaching that goal.

For example, you may include items like the following:

- Why are you choosing to continue your education at Alamo Colleges?
- What would receiving a scholarship mean to you?
- What are your academic, educational, career, financial, and/or personal goals and how would a scholarship help you?
- Describe what you are studying and why?
- Are there any specific issues that receiving a scholarship would solve for you?
- What expenses would a scholarship most help with?



# Scoring Rubric - Points

## Essay Content: – up to 5 points

- Provides evidence of having a sense of direction and an understanding of how that has developed through past experiences.
- Explains how a scholarship will help achieve their educational, career and life goals.
- Understand what aspects of the Alamo Colleges appeal most to the student, and how they'll make use of specific resources and opportunities here.

*Essay Content is weighted at 80% of total score*

## Grammar & Spelling: – up to 5 points

- Demonstrates proper grammar and correct spelling.

*Grammar & Spelling is weighted at 20% of total score*



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# Step 7. Finish & Submit

Thank you for your dedication and support to the success of our students!

Thank you for reviewing scholarships and assisting our donors in making a college education accessible to all students. Read each application in detail. Please refer to our Judges Resource website for review instructions: [Judges Resource Page](#)  
If you need assistance using the Blackbaud Award Management reviewer portal, we encourage you to watch this short video (4 min 44 sec): [Reviewer-Log-In-Instructions 4:44mins](#)

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Applicant #61094

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**Bookmark**  
 Mark this applicant in your list of evaluations so you can easily find them again.

\* Essay 1 & 2: Combined Content Score (Essay Content is weighted at 80% of total score)  
  
Your objective will be to provide a score from 1-5 on combined essay content. Student essays will be scored on thoroughness and content, and will provide 80% of the overall score.  
[Show More](#)

\* Essay 1 & 2: Combined Grammar & Spelling (Grammar & Spelling is weighted at 20% of total score)  
  
Your objective will be to provide a score from 1-5 on combines essay spelling and grammar. Spelling and grammar are assessed separately and will provide 20% of the overall score.  
[Show More](#)

Optional Reviewer Comments (not visible to applicants):  
Example Formatting: **bold**, *italics*

**B** *I*

Help Preview Edit

---

Save **Submit**

You may also write any comments in the Review Comment section you would like the scholarship team to consider when awarding. ***These are optional.***

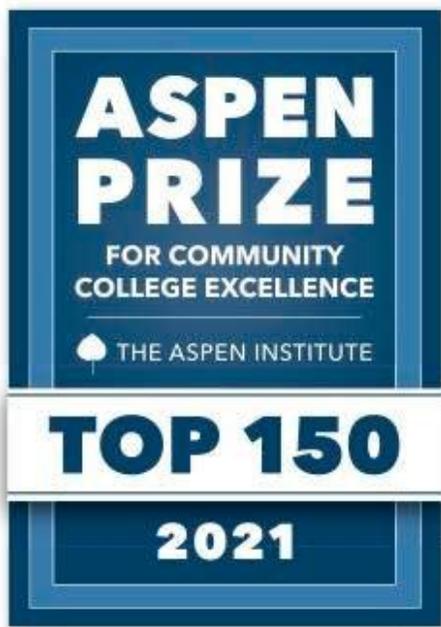
Click "Submit" to finalize your rankings.





**Malcolm Baldrige**  
National Quality Award

**2018 Award Recipient**



Achieving the Dream | **LEADER COLLEGE OF DISTINCTION**

ALAMO COLLEGE DISTRICT  
EST. 1961



**Questions?? – We are here to help!**

**Your role is vital to the scholarship selection process.  
Thank you for taking the time to assist our students!**

**For questions please contact the Scholarship Team:**

**Amy Carcanagues**

**[acarcanagues@alamo.edu](mailto:acarcanagues@alamo.edu)**

**Sofia Ongay**

**[songay@alamo.edu](mailto:songay@alamo.edu)**

**Sonia Flores**

**[sflores189@alamo.edu](mailto:sflores189@alamo.edu)**

# Thank you



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