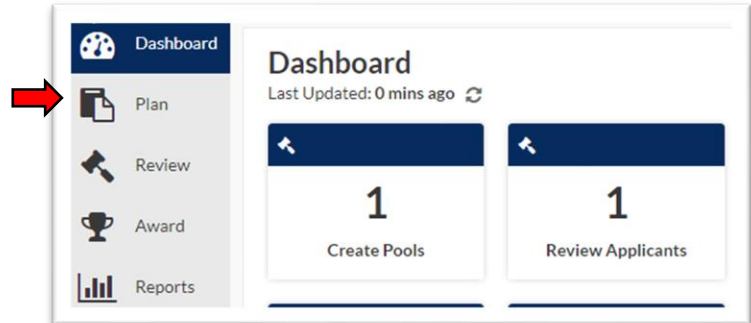# JagSPOT Understanding A Scholarship's Settings

This guide will assist with locating and understanding the features of scholarships within JagSPOT.

1. To locate a scholarship under your pervue in JagSPOT, start by clicking on *Plan* in the left hand navigation portal.


2. Once you have arrived on the *Plan* page, select the *Scholarships* tile.

> If you will be using rubrics while reviewing applications in JagSPOT, you can review and edit them by selecting the *Scorecards* tile.
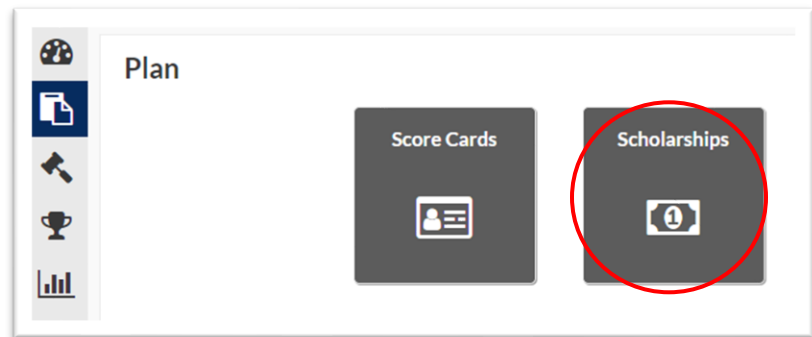
3. The scholarship planning portal will now be visible. On this screen all of the scholarships you oversee will appear in the tab corresponding to their current status.
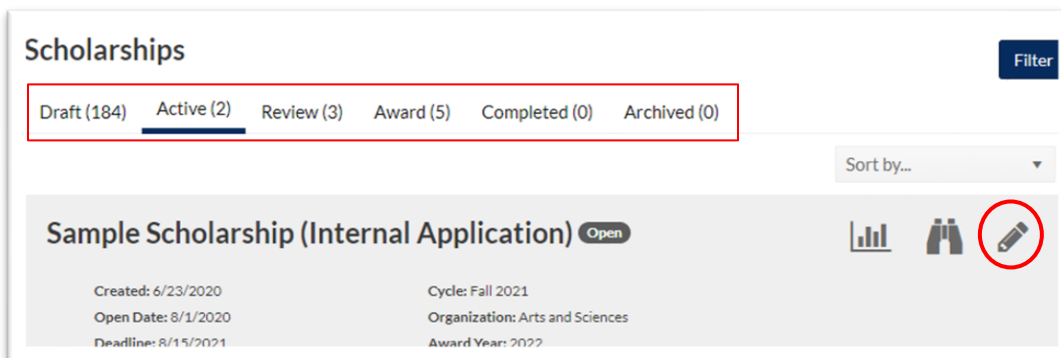
> **Draft:** Award is not visible to students, can still be edited.
> **Active:** Award is open and avalible for students to apply to.
> **Review:** Award application period has ended and is ready for rewiew and awarding.
> **Award:** Award is ready for awarding.
> **Completed:** Award has been awarded for this award year.
> **Archived:** Award listings from previous award years.

4. Once the correct scholarship has been identified, click on the *Pencil* icon to access it.
5. On the scholarship detail view there are various fields to consider.

Scholarship Page Fields:

General: Details of current scholarship settings.

Matching: Criteria students need to meet to be able to view the scholarship.

Candidates: List of students who have applied or who meet matching criteria if no application.

Awards: List of students who have been awarded this aid year.

Sample Scholarship (Internal Application) : Open

General   Matching   Candidates   Awards

General details: Scholarship name and basic organizational details.

Cycle Dates: Dates when scholarships open and close for students to apply.

Scholarship Information

* Name: Sample Scholarship (Internal Application)

* Organization: Arts and Sciences

Department: Select an item...

** Cycle: Fall 2021   Open Date: 8/1/2020 Deadline: 8/15/2021

Application Method: Direct Award (previously auto-match or faculty nominated), Internal Application (previously conditional applications), Internal Application Continuous Awarding (conditional application that can be awarded on a rolling basis).

** Application Method: Internal Application

** Application: Mitchell College of Business Conditional Scholarship Application

Donor: Financial Aid Office ✕

** Award Year: 2022

Award Year and Terms: Award year and terms will be preset.

** Terms: 202210 ✕

Max Applicants:

Acceptance Required: YES

Thank You Required: YES

Approval Required: NO

Award Approval Required: YES

* Thank You Template: Generic Department non renewable signed Dept Head

Display Contact Info: Select an item...

Fund Code: SRA01

Alternate Codes:

Total Amount: 999 will appear as a placeholder until endowment reports come out in January.

** Total Amount: 99

Shared Amount: NO

** Max number of Awards: 99

Amount Displayed: Displayed to the student when they view the scholarship

** Amount Displayed: Varies

Renewable to Student: NO

Notify of Award Loss: NO

Public Scholarship: NO

Description: Description of award that is visible to students when they view the scholarship.

** Description: This scholarship was created to assist a student with their tuition charges. You must have a 3.0 institutional GPA to apply.