

GSMS Awards: Add My Ranks



To access the [Portal](#), click the link that you were sent via the competition email (from grad.awards@ualberta.ca) about the competition opening. You'll need login using your ccid and password. Contact IST to create a ticket, if you cannot login. Make sure to select the "Awards Adjudication" tab at the top of the page, if you have multiple.

From the **Add My Ranks** page, you can review applications assigned to you, add your personal ranks and comment on the applications. These ranks and comments are personal to you, and are not shared with the review panel, nor the final meeting. To retain them for your records (optional), please export your ranks page.

If you wish to report subcommittee ranks for review at the Final Meeting (or you are Chair), please use the "Add my Subcommittee Ranks" page, and [training](#).

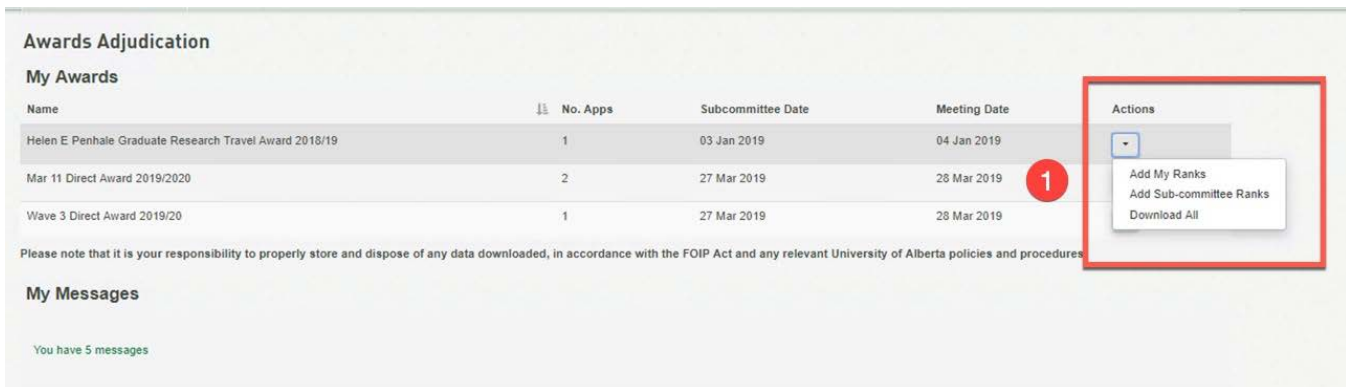
Sections (details below)

Step 1: Open the Awards Adjudication Portal

Step 2: Add My Ranks & Export my Ranks

Step 3: Download All (applications, memo, spreadsheet)*

Step 1: Open the Awards Adjudication Portal



The screenshot shows the 'Awards Adjudication' portal interface. At the top, there is a header 'Awards Adjudication' and a sub-header 'My Awards'. Below this is a table with columns: Name, No. Apps, Subcommittee Date, Meeting Date, and Actions. The table contains three rows of award information. A red circle with the number '1' is placed over the 'Actions' column for the second row. A dropdown menu is open for the 'Actions' column, showing three options: 'Add My Ranks', 'Add Sub-committee Ranks', and 'Download All'. Below the table, there is a note about data storage and a section for 'My Messages' indicating 5 messages.

Name	No. Apps	Subcommittee Date	Meeting Date	Actions
Helen E. Penhale Graduate Research Travel Award 2018/19	1	03 Jan 2019	04 Jan 2019	
Mar 11 Direct Award 2019/2020	2	27 Mar 2019	28 Mar 2019	1
Wave 3 Direct Award 2019/20	1	27 Mar 2019	28 Mar 2019	

1. After you click the link to open the Portal, it will open with all of the award competitions that you currently have assigned to you under the My Awards header. You may also be part of a subcommittee, which you can review when you click Add My Ranks (top of the page).
2. Select the award you wish to review and click **Add My Ranks** option under "Actions". A new tab will open.

Step 2: Add My Ranks & Export My Ranks

This page gives you general information about the award, deadline, eligibility and committee membership. You can rank, comment, export lists, download applications singly, and message your committee from this page.

All applications that you are asked to review should be present. Contact FGSR Awards if anything is missing.

If you are unsure of what to review, please contact us & also view the Advisor Comments & Memo for info.

Here, you view and rank the applications. The competition memo can be downloaded from the Download All step (Step 3).

Faculty of Graduate Studies and Research

AWARDS ADJUDICATION | LOGOUT

Dr EW Gauk-Westfield Award 2018/19 Adjudication: My Ranks

Award Information (1)

Subcommittee Deadline Date: 01 Jul 2018
 Adjudication Meeting Date: 31 Jul 2018
 Eligibility:
 • Tell us a story: What is your favourite story?
 • Area of Study: Area of Study: Nominee's major area of research deals with behavioural disorders of children

Subcommittee (2)
 CELLULAR AND MOLECULAR BIOLOGY

Name	Department	Role
Helena Tkalez	Anthropology	Chair
Dev Adj1 Test Gsc	Unknown	Member

Instructions for completing this task. (3)
 These can be edited in SLP_GSAWD_ADJ_01_RNK_INSTR.

Sort By: [Dropdown] [Sort] (4)

Actions	EEMPLID	Last	First	Rank	Comments	Dpt/Level	GPAs	Term	Rank/Of	Advisor Comments
[Dropdown]	0123456	TKALEZ	HELENA	[Input]	[Text Area]	Human Ecology / Masters	- / -	Summer Term 2019	/ 0	
[Dropdown]	1394569	DEU	GOQJBEQJ	[Input]	[Text Area]	Human Ecology / Masters	8 / -		/ 0	

Showing 1 to 2 of 2 entries

[Update] [Send Message] [Export List] [Download All] [Close Tab] (5-9)

1. **Award Information:** Eligibility criteria are displayed (or linked to) for you to use to evaluate the applicants against.
2. **Subcommittee:** The other reviewers in this committee (whom you can message). One will be “Chair”, whose responsibilities will have been outlined in the request to serve from FGSR Awards.
3. **Training Material**
4. **Sort By** (optional): You can use preselected fields to sort the applications.
5. **Update:** Click update to save your changes in the Rank and Comments fields
 - a. **Rank:** Your personal rank of a specific application. You do not need to rank all applications, unless asked to rank all submissions. You can update your rank repeatedly.
 - b. **Comments** (optional): Enter personal comments to your review. These can be exported for use at the subcommittee meeting/final meeting. You can update your comment repeatedly.

- c. **GPA and Ranks (x/y)**: These may be provided by Awards staff. Details are in your memo.
 - d. **Advisor Comments** may also be added by FGSR staff (i.e. if the GPA is an Admissions GPA).
 6. **Send Message** will open a new tab. The message will be pre-populated with FGSR Awards, the GSC Chair and your subcommittee reviewers as recipients. You may remove recipients. You may send message text to the addressees by typing in the Message box and clicking Send.
 7. **Export List**: After updating (saving) your changes, click Export List to download a spreadsheet that includes the applicant information, your ranks and comments. You can retain this information for a later date, if you require your ranks or comments in a later meeting. Please retain these responsibly.
 8. **Download All**: This allows you to download all applications assigned within this award *and* the adjudication **memo** and spreadsheet. A tab opens to allow you to select all or some of the applications for download. See Step 3.
 9. **Close Tab** will return you to your main Portal Page
 10. **Actions**:
 - a. **View** allows you to see the applicant profile (general biographical and/or program data)
 - b. **Download**: This will download a single applicant PDF to the tray on your computer (usually the bottom of your screen). You must have a PDF reader program to view the file. Make sure to dispose of all downloaded files responsibly.

PLEASE NOTE: We recommend downloading applications one-by-one if you are only reviewing a handful of awards, or are unsure of how to rename downloaded files. Downloading one-by-one will give you a file that is named with the student’s ID and name.

Download All will download with a file name that also includes code. It is totally functional, but may be irritating to use if you only wish to review a couple of applications. We have requested an upgrade to this functionality. You can see the student’s name and EMPLID in the file name.

Step 3: Download All (applications, memo, spreadsheet)

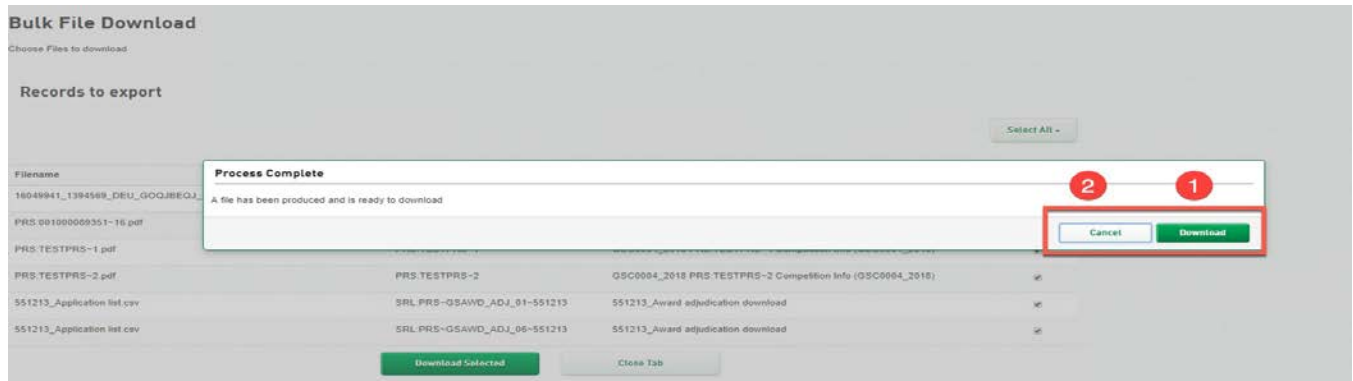
Click Download All to begin.

The screenshot shows a 'Bulk File Download' interface. At the top, it says 'Choose Files to download'. Below that is a section titled 'Records to export' containing a table with columns for 'Filename', 'Document Code', and 'Description'. The table lists several files, including PDFs and CSVs. To the right of the table is a 'Select' column with checkboxes. A red box labeled '1' highlights the 'Select All' button at the top right. A red box labeled '2' highlights the 'Select' column checkboxes. At the bottom of the table, there are two buttons: 'Download Selected' (highlighted with a red box labeled '3') and 'Close Tab' (highlighted with a red box labeled '4').

Filename	Document Code	Description
16049941_1394569_DEU_GOQJBEQJ_000010_1_2019-05-07.PDF	FNB:000010-10-16049941-1-99999	000010-10-16049941-1 FNB:000010-10-16049941-1-99999
PRS:001000089351-18.pdf	PRS:001000089351-18	GSC0004_2018 PRS:001000089351-18 Competition Info (GSC0004_2018)
PRS:TESTPRS-1.pdf	PRS:TESTPRS-1	GSC0004_2018 PRS:TESTPRS-1 Competition Info (GSC0004_2018)
PRS:TESTPRS-2.pdf	PRS:TESTPRS-2	GSC0004_2018 PRS:TESTPRS-2 Competition Info (GSC0004_2018)
551213_Application list.csv	SRL:PRS-GSAWD_ADJ_01-551213	551213_Award adjudication download
551213_Application list.csv	SRL:PRS-GSAWD_ADJ_06-551213	551213_Award adjudication download

1. **Select All** will be automatically chosen for you when you click Download All.
2. You can remove any unwanted PDFs or the summary sheet from your download.

3. **Download Selected:** Click when ready to download the selected files.
4. Close Tab to cancel this action.



1. **Download:** Click Download to save all ZIP files to your computer. Open the zip file to access the:
 - a. **Applications** (their names will look like code),
 - b. **Memo** (this PDF will be prefixed “PRS” and contains the “Competition Info”)
 - c. **Spreadsheet** (This CSV will be prefixed “SRL” and contains the “Application List”).
2. Cancel to not download the files.