

# GSMS Awards: Add Subcommittee Ranks



The Subcommittee Ranks will be used by the FGSR at the Final Meeting (these must be input before the Final Adjudication Meeting deadline). Use the **Add Subcommittee Ranks** Action button to input your committee ranking if you are the Chair of the subcommittee or delegate.

It is suggested that you first read the **Add My Ranks** [training document](#).

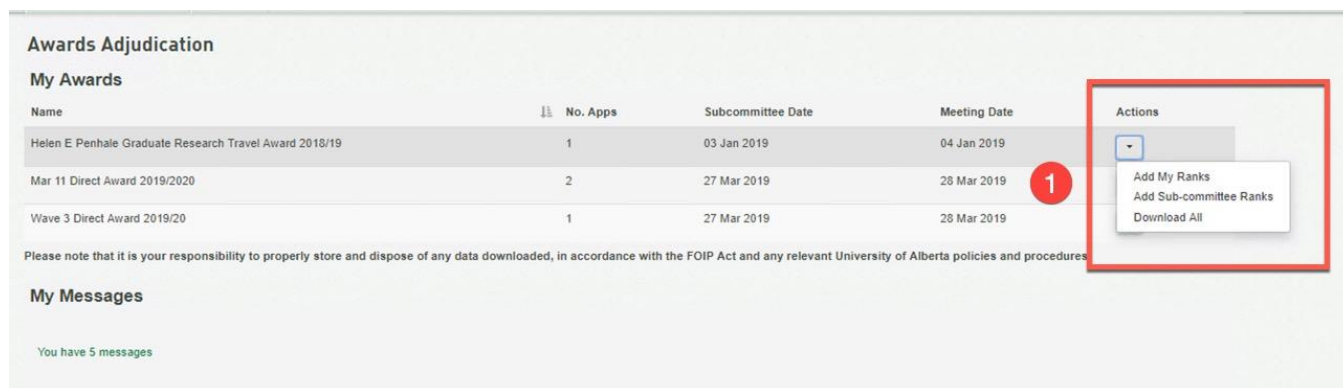
If you wish to review applications assigned to you, add your personal ranks and comment on the applications, please use the Add my Ranks page.

## Sections (details below)

Step 1: Open the Awards Adjudication Portal

Step 2: Add Subcommittee Ranks

### Step 1: Open the Awards Adjudication Portal



The screenshot shows the 'Awards Adjudication' portal. Under the 'My Awards' section, there is a table with the following data:

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	<b>1</b>
Wave 3 Direct Award 2019/20	1	27 Mar 2019	28 Mar 2019	

The 'Actions' dropdown menu for the second row is open, showing the following options: 'Add My Ranks', 'Add Sub-committee Ranks', and 'Download All'. A red circle with the number '1' is placed over the 'Add Sub-committee Ranks' option. Below the table, there is a note: 'Please note that it is your responsibility to properly store and dispose of any data downloaded, in accordance with the FOIP Act and any relevant University of Alberta policies and procedures'. Under the 'My Messages' section, it says 'You have 5 messages'.

To access the [Portal](#), click the link that you were sent via email (from [grad.awards@ualberta.ca](mailto:grad.awards@ualberta.ca)) about the competition opening. Alternatively, you can 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.

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.
2. Select the award you wish to review and click **Add Subcommittee Ranks** option under "Actions". A new tab will open.
3. Continue, if you are the Chair or designate, to input the subcommittee rankings that will be used at the final meeting (and submitted to FGSR).

## Step 2: Add Subcommittee Ranks

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

**Award Information**

Subcommittee Deadline Date	01 Jul 2018	<b>Subcommittee</b>	CELLULAR AND MOLECULAR BIOLOGY				
Adjudication Meeting Date	31 Jul 2018	<b>Name</b>	Helena Tkalez	<b>Department</b>	Anthropology	<b>Role</b>	Chair
Eligibility	<ul style="list-style-type: none"><li>Tell us a story: What is your favourite story?</li><li>Area of Study: Area of Study: Nominee's major area of research deals with behavioural disorders of children</li></ul>	<b>Dev Adj1 Test Qsc</b>	Dev Adj1 Test Qsc	<b>Unknown</b>	Unknown	<b>Member</b>	Member

Instructions for completing this task:  
These can be edited in SLP GSAWD\_ADJ\_01\_RNK\_INSTR.

Sort By:  Sort 1

Actions	EMPLID	Last	First	Rank	Dpt/Level	GPA's	Term	Advisor Comments
<input type="checkbox"/>	1394569	DEU	GOQJBEQJ	<input type="text"/>	Human Ecology / Masters (Crse)	8 / -	Fall 2018	
<input type="checkbox"/>	0123456	TKALEZ	HELENA	<input type="text"/>	Human Ecology / Masters (Crse)	- / -	Fall 2019	

Showing 1 to 2 of 2 entries

Update 3 Send Message Export List Download All Close Tab

1. **Sort By** (optional): You can use preselected fields to sort the applications.
2. **Rank**: Enter the Subcommittee's rank per applicant (the adjudication memo will have set out guidelines as to how and how many applicants to rank). The ranks will be visible to each subcommittee member (as well as FGSR) until the competition is closed. You do not need to rank all applications, unless asked to rank all submissions. You can update your rank repeatedly. Add the Subcommittee's **Rank**. The ranks will be visible to each subcommittee member (as well as FGSR) until the competition is closed.
3. **Update**: Click update to save your changes.

**NOTE:** All other functionality on this page is outlined in the **Add My Ranks** training document. Please Training PDF GSMS Awards Adjudication [Add My Ranks Training Guide](#) OR Knowledge Based Article - KB0012844

Certain pieces of functionality are undergoing changes during our warranty period. For example, downloading files individually works as expected, while downloading "all" files results in the files being named in code. The downloaded file will still open & is fully usable.