REVIEWING APPLICATIONS
Below is a list of applications assigned to you. If you have any questions about the review process, please contact Christine Young, cdyoung@cu.edu.

Applicants to be Reviewed

<table>
<thead>
<tr>
<th>Submission</th>
<th>Reference Material</th>
<th>Evaluate Submissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atoyososyy Omolade Ajike</td>
<td>See Reference Material</td>
<td>Click to complete</td>
</tr>
<tr>
<td>Chanel Kelthoff</td>
<td>See Reference Material</td>
<td>Click to complete</td>
</tr>
<tr>
<td>Christopher William Johnson</td>
<td>See Reference Material</td>
<td>Click to complete</td>
</tr>
<tr>
<td>Clarissa M. Fischfield</td>
<td>See Reference Material</td>
<td>Click to complete</td>
</tr>
<tr>
<td>Della Sickle Henley</td>
<td>See Reference Material</td>
<td>Click to complete</td>
</tr>
<tr>
<td>Huihan Liu</td>
<td>See Reference Material</td>
<td>Click to complete</td>
</tr>
</tbody>
</table>

Completion of Rankings

Pending Review:

- Evaluate Submissions: 0/6
- Upon reviewing the application material for each submission listed above, click on the "click to complete" button[s] on the same row to fill in your evaluation comments.
- To view this content online, click on the "See Reference Material" link for each row to see the corresponding content.
- If you would rather print this material instead of reading it online, you may click on the "download" link located at the top of the page to download everything onto your computer first and then print the desired files.

The file you download will be a zip file that you must unzip. If you need help unzipping the file, please see this article.
EACH APPLICANT

Click "see/hide reference material" to see/hide all materials for each applicant.
Each piece of material for the applicant becomes clickable and opens to view.

You can make a comment as a reminder for yourself.

You can adjust the size of what you see.
CONTINUED

Simply click though the pages at the bottom using the arrows to see the entire document.
To actually view the resume and essay (uploaded documents), you need to click on the places that say “upload your admission statement” NOT “admission statement.” The former will show you the actual document the applicant uploaded while the later shows the directions/task.
If you prefer to download the data onto your computer rather than viewing it online, you have this option as well. You can do this either for each individual applicant or for all applicants assigned to you.
When you have finished reviewing the applicant, you need to rank him/her. You do this by clicking the “click to complete” button in line with each applicant name.
This will take you to the rating form you are familiar with. The only thing you have to enter is the applicant’s name and their rank. There is a space for comments and concerns.