

GENERAL INFORMATION AND PORTFOLIO PREPARATION

For Coordinators

Electronic Procedure: Each coordinator will receive, by email, logon information with a temporary password. Upon entering the Sterling Scholar website and clicking on the login button (upper right corner) you will be directed to enter your user ID (your email address) and temporary password (included in the email invitation). After your initial login you will be directed to create and set a permanent password. Once completed you will be able to begin entering the names and personal information for your schools Sterling Scholars and their category as well as upload the Sterling Scholar group photograph. Screen Example:

The screenshot shows the Sterling Scholar Awards website. At the top right, it says "Test Coordinator" and "Logout". Below the logo, it says "STERLING SCHOLAR AWARDS" and "Presented by Deseret News KSL". There are buttons for "HOME" and "ACCOUNT". Below the header, it says "Nominees for Bear River High School". There are links for "Add Nominee", "Submit Nominees", "School Nominee Report", "Parent/Student Declaration Form", and "Upload Group Photo". Below these links, there are three expandable sections: "Nominees", "Categories without Nominees", and "Group Photo".

This screenshot is a zoomed-in view of the "Group Photo" section of the Sterling Scholar Awards website. It shows the same header as the previous screenshot, but with the "Group Photo" section expanded. A group photograph of approximately 15 students in formal attire is displayed. The photo shows a mix of boys and girls, some standing and some sitting in the front row.

The coordinator will be responsible for the initial setup of each Sterling Scholar nominee profile; which includes entering student information, transcripts and scores. Each nominee will receive a welcome email with their login information along with a temporary password based on the email information entered by their coordinator during this initial setup process. As illustrated below, coordinators should also upload the nominees individual picture and update personal information including the nominees address and parents name (in the "Robert and Carol Jones" format please) and any comments you would like to make (This would be a good place to make a note when there are two sets of parents or any other particular situation which may need to be annotated). At this time the coordinator should print out the Parent/Student Declaration forms to be signed by each nominee and their parent(s). All forms are to be emailed to the Sterling Scholar Director by Friday, January 15, 2016. The group photo should also be uploaded by this date.

The screenshot shows the Sterling Scholar Awards website interface. At the top left is the Sterling Scholar Awards logo, which includes a stylized 'S' and the text 'STERLING SCHOLAR AWARDS'. To the right of the logo are links for 'Deseret News' and 'CSU'. In the top right corner, there are links for 'Log in Coordinator' and 'Logout'. Below these are 'HOME' and 'ACCOUNT' buttons. The main content area is a form titled 'Student Information'. The form includes fields for 'Full Name', 'Email', 'Category' (with a dropdown menu showing 'Mathematics'), 'Address', 'City', 'State' (with a dropdown menu showing 'Utah'), 'Zip', and 'Phone'. There is also a 'Comments' field and a 'Parents' field. Below the form are sections for 'Transcripts & Scores' and 'Missing Items', each with a right-pointing arrow. At the bottom of the form are 'Save' and 'Cancel' buttons.

After completing the above screen you will have access to a listing of all the portfolio items to be completed for that nominee:



STERLING SCHOLAR

A W A R D S

Discret News

Test Student
Logout

HOME ACCOUNT

View Portfolio

Parent/Student Declaration Form

Test Student

Personal Info

School:	Murray	Category:	English
Name of Nominee:	Test Student		
Address:	<input type="text"/>		
City:	<input type="text"/>	State:	VA
Zip:	<input type="text"/>		
Phone:	<input type="text"/>		
Email:	<input type="text"/>		

Upload Picture

Save

Test Scores

Letter of Recommendation

Category Scholarship Activities

Category Scholarship Activity Description

Leadership

Leadership Description

Community Service / Citizenship

Community Service / Citizenship Description

Unique Qualities

Life Enrichment

Additional Attachments

The coordinator will be responsible to enter/upload the nominee's high school transcript and ACT/SAT scores. The nominee will not have access to this screen. This action replaces the previous form for "Principal/Coordinator Certification". If allowed by your district, the nominee's class ranking should be on their transcript. **Please note:** Proof of ACT scores are required if not on the uploaded transcript. **ALL** scores **MUST** come from the same test. Mixing and matching scores from different tests is **NOT** allowed.

The coordinator has completed the initial setup process once all student information and transcripts and scores have been entered. The remaining pages numbered on this screen are different screens that the nominee will complete. You will be able to monitor the nominees' progress and review each section. It is your decision as to how often you do so:

Test Coordinator
Logout

STERLING SCHOLAR
AWARDS Presented by Desert News 103.5

HOME ACCOUNT

Student Information ▶
Transcripts & Scores ▶
Missing Items for Test Student ▼

Missing Items (Items that need to be completed)

Personal Information	A Personal Photo of the nominee is required to be included in the portfolio.
Scholarship	A certified list of high school grades must be included in your profile along with proof of ACT and SAT scores.
Letter of Recommendation	Add a letter of recommendation from a teacher or instructor.
Category: Scholarship	Category: Scholarship Activities - In 20 weeks or less, list up to six activities, honors and awards relating to your category.
Category: Scholarship	Choose one of the activities, honors or awards, describe it briefly and explain why it was meaningful to you. What did you learn and what did you accomplish?
Leadership	List up to six activities, honors and awards that relate to the leadership qualifications.
Leadership	Choose one of the activities, honors or awards, six activities, honors and awards that relate to the leadership qualification and describe it briefly.
Community Service/Citizenship	List up to six activities, honors or awards that relate to the qualifications for Community Service and/or Citizenship.
Community Service/Citizenship	Choose one of the activities, honors or awards, six activities, honors and awards that relate to the community service and/or citizenship qualification and describe it briefly.
Unique Qualities	Describe five or three unique things about you self and relate them to your category. If possible, include challenges you have overcome and describe any distinctive experiences that have affected you.
Life Experiences	How do you think your involvement in this category will enrich your life?
Attachments	Do you have any additional attachments in your portfolio.

Save Cancel

When the nominee has completed his/her portfolio they will click on a submit button which will; 1) alert the coordinator that the nominee believes the portfolio is finished, 2) The coordinator will ask the nominee to print the portfolio, and 3) if not already done, print out the "Parent/Nominee Declaration" form to be completed and turned into the coordinator, who will then email them all to the Sterling Scholar Awards Program office by January 14, 2016. It is recommended that the coordinators review the portfolio with each nominee and agreed upon changes to be made at that time. **Once the nominee has submitted their portfolio, only the coordinator has the ability to reopen the portfolio for the nominee to make corrections or additions as needed.**

***When all portfolios have been received, reviewed and accepted as complete and certified, the coordinator will submit them to the Southwest Sterling Scholar Awards Program office for competition (Submit Nominees link is shown on the first screen). **They will be inaccessible by the nominee or coordinator from that point on.**