**AmpliFund Training: Multi Round Scoring Intro and Settings**

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| Welcome to the AmpliFund Training video focused on an introduction to multi round scoring and how to set up multi round scoring settings. Multi round scoring is an advanced feature in AmpliFund available to customers who have an Advanced or Enterprise subscription with custom workflow configuration capability. |
| AmpliFund’s multi round scoring features include the ability to have multiple scoring rounds for a single opportunity. The ability to allow or limit reviewers capability to edit their scores after submission while in the active round. The ability to either show or hide previous scores and comments to reviewers. And flexibility and options in how the scoring per round and the overall total is calculated. |
| To set up multi round scoring there are a few steps that must be followed. First the multi round scoring settings must be configured in the opportunity application settings. We will review that first step in this video. Next, ensure your application form or forms are configured with scored questions. Then the associated workflow for the opportunity must have one queue for each scoring round, that includes the scoring action. After all those steps are completed, you are ready to start scoring applications. |
| There are a few important distinctions between the set up for single round scoring and multi round scoring. These can be a helpful resource as you consider scoring options. First in the application settings of an opportunity if a single round is in place, then multi round scoring should be set to No, however if the opportunity will utilize multiple rounds of scoring, this setting should be Yes. Next with workflow configuration, single round scoring requires just one scoring queue with the scoring action. Multi round scoring requires one scoring queue per scoring round. The queue names will be the scoring round names. With multi round scoring you can have the same group of reviewers each round or can have different reviewers each round. |
| This video will review the application setting options for multi round scoring. Application settings are found on the opportunity under the Configuration tab. It is important to remember that once an application is submitted for an opportunity, application settings are locked. Let’s jump into AmpliFund and review the setting options. |
| From the calendar click on Award Management and then Fund Opportunities or Grant Opportunities. |
| From the list of available opportunities, select the opportunity you’d like to set up multi round scoring for. |
| At the top, click on Configuration then Application Settings. |
| On the application settings page, there are a number of important settings for your opportunity. In this video we will review only the Scoring Information Section. Please reference other videos available on our support site for additional instruction on other application settings. The first 4 settings in the scoring information section are available for either single round scoring or multi round scoring. |
| The first option is to Ignore Score Outliers. If left as No, all scores will be included in each applications average. If this setting is changed to Yes, the highest and lowest score from each application will be excluded in each round and overall. |
| The next option is reviewer scorecard visibility the two options are Reviewer only or All reviewers. If left as Reviewer only, each reviewer would only see their own scorecard – including scores and comments. If this setting is changed to All reviewers, all reviewers in each round can see all scorecards. Please note that org admins and opportunity managers can see all score cards regardless of this setting. |
| The next option is show budget details. If this setting is Yes, all reviewers will have access to the budget template submitted with an application. If this setting is No, only org admins and the assigned opportunity manager can view the budget template. |
| The next option is allow edits after submission. If this setting is configured as Yes, reviewers would be able to edit their own scores after submission during the active round. If there are multiple scoring rounds configured, reviewers are not able to change their scores from round 1 if the application has already been moved to round 2. Org admins, fund admins and the assigned opportunity manager can change scores at anytime in the review process. If one of these roles makes a change the workflow item history shows their user role made the change. |
| The next setting is multiple scoring rounds. If the opportunity will have multiple scoring rounds this should be set as Yes. Once yes is selected additional configuration options will appear. |
| The first multi round scoring option is to show previous scores and comments to reviewers. If this setting is marked as yes, reviewers will see the most recent round of scores and comments. If no is selected previous scores and comments will not be visible to reviewers. |
| The next configuration option is scoring per round. This setting allows you to dictate how the score will be calculated across all reviewers for each round. The options include Average – meaning an average of all reviewer scores would be the round score. High score, which would show the round score as the highest score given. Low score which would show the round score as the lowest score given. Or total score which would sum all reviewer scores for each round. |
| The last multi round scoring configuration option is the overall total. The overall total options allow you to indicate how scoring across all rounds will total. The options are average – which calculates an average of all round scores. Final, which would make the overall score the last round score. Or total which would sum all the round scores. |
| After you finish configuring settings in the application settings tab, be sure to click on Update in the bottom right hand corner to save your application settings. As a reminder, application settings can be changed at any time prior to the first application being submitted. After the first application is submitted, the settings are locked. |
| Through this training video you’ve learned about Multi Round Scoring and how to configuration application settings for multi round scoring. Should you have any additional questions, please reference our support site. Thank you! |