

LSAC Unite Essentials

Assigning and Reviewing Files Part II

Updated 3/19/2024

Exercise 1 - Assign Applications to a Standard Review Group JD

Task: Assign a group of applications to a standard review group

Scenario: JD applicants with a cumulative GPA of 3.75 and higher are eligible for the Elle Woods scholarship. You have a standard concurrent review group set up just to review these applications. Select all applicants that match this criterion and assign them to the Council of Reviewers reviewer group.

If you'd like to try the exercise on your own without detailed instructions, feel free to do so. If not, detailed instructions follow.

Guided Practice

This training exercise has two parts. The first part walks you through how to organize the grid. The second part walks you through how to assign a standard review group.

Part 1: Organize the grid

1. Click **REVIEWS**.
2. Verify you are on the *My Pending Actions* tab.
3. Organize the grid.
 - a. Cumulative GPA column: Filter to show **is greater than or equal to 3.75**
 - b. Status column: Filter to only show **Ready for Review**
 - c. Last Name, First column: Filter to show only **your** Greek records
4. Notice the number of records in the grid. There should be at least 4 people

Part 2: Assign applications to a review group

1. Select check box for applications of all your [Greek] records that appear in the *My Pending Actions* grid.
2. Click **Actions**.
3. Click **Assign**.
4. Select the *Council of Reviewers* reviewer group.
5. Click Submit.
6. Confirm your changes.
7. Click **Yes**.