

## SurveyMonkey Apply Program

1. Program:
  - a. Judges New to the Program:
    - i. Click on the link in the email that you will receive from CPS STEM Exhibitions and choose “Forgot your password?” You will be prompted to create a password. This email will be sent out within the next week.
  - b. Returning Judges from the Regional STEM Exhibition
    - i. Can access your account using <https://cpsstemexhibitions.smapply.io/>
2. Once you are logged into the system, choose “Reviewer” or it may take you directly to the page.
3. Your assigned projects will appear on the page and will be sorted by Exhibition and type of Project (Experimental, Design, Mathematics)
4. Choose “Start” for the project(s) you would like to work on within a specific Exhibition
5. Click “Start” or the “Students Name” to begin judging.
6. Summary and Application will be on the left side with scoring on the right side.
  - a. Click on “Application” to see the students Paper (you can also download)
  - b. Scroll down to the bottom of the application to see the link to the students YouTube video and click on the link to watch the video.
    - i. Please let me know if a YouTube video link is not working, I will do my best to fix the problem.
  - c. The system will automatically score for you as you input your scores for each section. It will not allow you to Save Draft/Mark as Complete if a number that is not allowed is imputed. Ex. Abstract (0-2 pts) a 3 will not work.
  - d. Click “Save Draft: or “Mark as Complete” on the bottom of the “Your Review” side.
    - i. You can always make changes to any score after hitting “Mark as Complete”.
7. Click on “Review Dashboard” in the top right of the page to return to the main page at any time.

Email Carrie Kaestner at [cjkessinger@cps.edu](mailto:cjkessinger@cps.edu) should you have any questions.