



21st CCLC Assign Readers Instructions

This page allows the grant administrator to select a reader and then assign applications to that reader.

To begin:

1. Type in the **Read Due Date**
2. Type in the **Number of Readers**
3. Select the **Scoring Method**
4. Select the **Project Year** from the drop-down list.
5. Select the **21st Century Competitive** from the drop-down list
6. Click **Save**
7. Select the Reader from the drop-down list.
8. The system will then populate a list of applicants below on the left that do not have assigned readers
9. When an applicant has been assigned the required number of readers, it will no longer appear in the list on the left.
10. Highlight the name of an applicant on the left and click **Add** to move it to the right. Holding down the **Control Key** while clicking applicants, allows you to select more than one.
11. Click **Save** to assign the reader to the applicants listed in the box on the right.
12. Click the **Show Assignments** to show all applicants and assigned readers.
13. Applications that do not have the required amount of readers will appear in red at the top; they will also stay on the left-hand side of the table.
14. To reassign an application to a reader
 - a. Select the Reader's name using the drop-down arrow
 - b. The reader's **Assigned Applicants** appear in the box on the right
 - c. Highlight the applicant to be reassigned
 - d. Choose another **Reader** from the bottom right box
 - e. Click **Reassign**
15. Once all applications have been assigned to readers, click **Begin Read**

NOTE: If there are no applicants available to assign, a note stating that no applicants are available to assign will appear in the left window.

The list on the right contains those applicants that have been assigned to the selected reader. If no applications have been assigned to the selected reader, this list will be blank.

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