LSAC Unite

LSAC Unite Essentials
Decisions and Scholarships
Updated 3/19/2024

Exercise 3 – Award a Scholarship LLM

Task: Award a Scholarship

Scenario: Full Time LLM applicants are eligible for the *Commonwealth* scholarship of $22,000 for one year. This year it will be awarded to two people.

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 find the applications. The second part walks you through how to add the scholarship.

Part 1: Organize the grid

1. Click **REVIEWS**.

2. Verify you are on the *All Decisions* tab.

3. Organize the grid by specifying the columns.

   - Application Type column: Hide

   - Cumulative GPA column: Hide

   - Degree column: Show

   - High LSAT Index column: Hide

   - High LSAT Score column: Hide

4. Click **Save**.

5. Continue organizing the grid.

- **NOTE:** When you filter a column, there are steps that are not documented in the exercise, to include: choosing the filter to use, selecting or entering data to filter on, and clicking **Filter** to apply the changes.

- Status column: Filter to include only **Admitted**

- Sub-Status column: Filter to exclude **Deferred** and **Withdraw**

- Degree column: Filter to include **LLM**

- Last Name, First column: Filter to contain **your Greek letter.**

Part 2: Update Scholarship

1. From the grid, select two (2) people containing your Greek letter.

2. Click **Actions**.

3. Select **Edit**.

4. Be sure to choose **Apply the same edit to each selection**.

5. Click **Continue**.

6. From Available Fields, select **Scholarship**.

7. Click **Add**.

8. Click **Continue**.

9. Select Scholarship Type - **Commonwealth**.

10. Select Granted Date - **TODAY**.

11. Select Year (use the current year).

12. Enter Scholarship Amount - **$22,000.**

13. Click **Submit**.

14. Verify your changes.

15. Click **Confirm**.