



## OSCAR Law School Administrator Resources

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## Update Your Law School Profile

### About Law School Profiles in OSCAR

Law school administrators (LSAs) maintain a career office profile in OSCAR to provide applicants from their schools and LSAs from other schools with a point of contact. Applicants from your school can access this information under their “My Career Office” tab in OSCAR, and LSAs can run a report displaying a list of law school career offices. **Please be sure to update this profile regularly so that your applicants will have the best information possible.**

The Law School Profile also permits you to copy/paste a URL (website address) into OSCAR that will give judges and staff attorney offices information about your law school (e.g., grading system, class rank, etc.). Your law school profile link will appear on the applicant’s background information sheet, the first page generated in the OSCAR application packet. The OSCAR Program Office encourages law schools to use the [NALP Directory of Law Schools \(NDLS\) website](#), which provides a summary of relevant information about the grading system, class rank policies, enrollment, and other academic information for each law school, and provides consistency in the information that the judges are viewing for each law school.

### I. Update Name and Point of Contact Information

1. Under **Tools** in the main navigation menu, select **Law School Profile**.

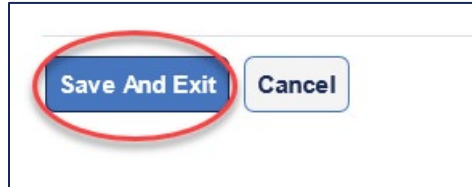


2. Complete all required fields in the profile, beginning with **Office Name** and **Law School Website** (see [II. Enter a Link to Your NALP Profile](#)).

Law School Profile	
Law School Name:	Other
Office Name*:	<input type="text" value="OSCAR Program Office"/>
Law School Website ?:	<input type="text" value="http://www.nalplawschoolsonline."/>



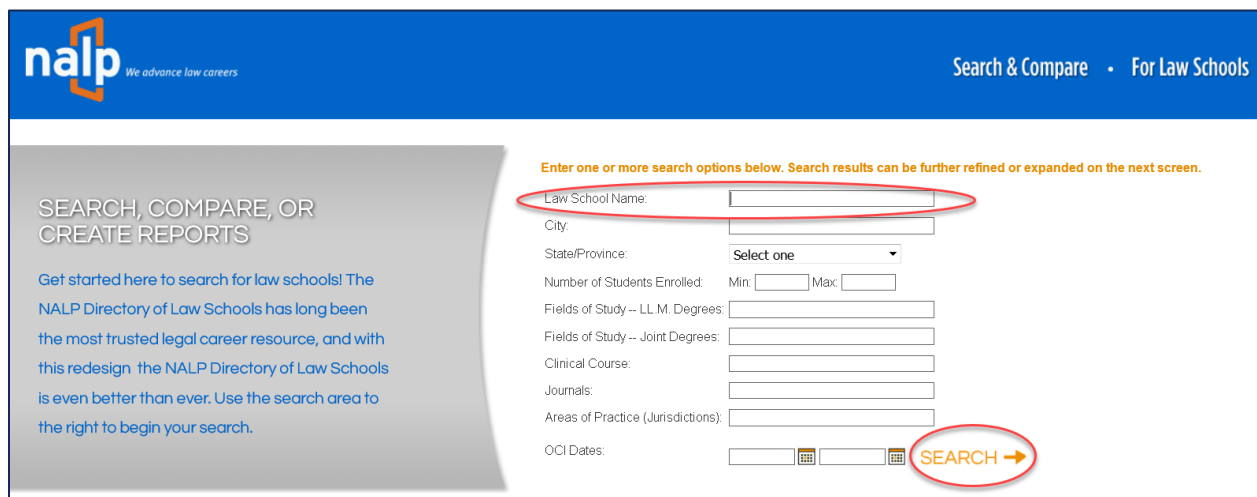
3. Enter the information in the remaining fields: Address, Point of Contact, Phone, and Office Email.
4. Click **Save And Exit** to complete the profile.



## II. Enter a Link to Your NALP Profile

If you wish to include a link to your profile page on the NALP website, follow the instructions below. This link will be included on the first page of the full application packet available to judges/staff attorney offices. Alternately, you can enter a link to your law school website.

1. Navigate to the NALP website at [www.nalplawsonline.org](http://www.nalplawsonline.org).
2. Search for your law school using the search fields on the landing page, then click **Search**.



3. Click on the link for your law school, listed in the search results.
4. Copy and paste the link into the **Law School Website** field of your Law School Profile (detailed in [Section I](#)).

Law School Profile	
Law School Name:	Other
Office Name*:	<input type="text" value="OSCAR Program Office"/>
Law School Website ?:	<input type="text" value="http://www.nalplawsonline.org"/>

### Contact OSCAR

[oscar-support@ao.uscourts.gov](mailto:oscar-support@ao.uscourts.gov)

866-666-2120 (toll-free)

8 a.m. – 5 p.m. (ET) Monday – Friday



5. Click **Save And Exit** to complete the profile.

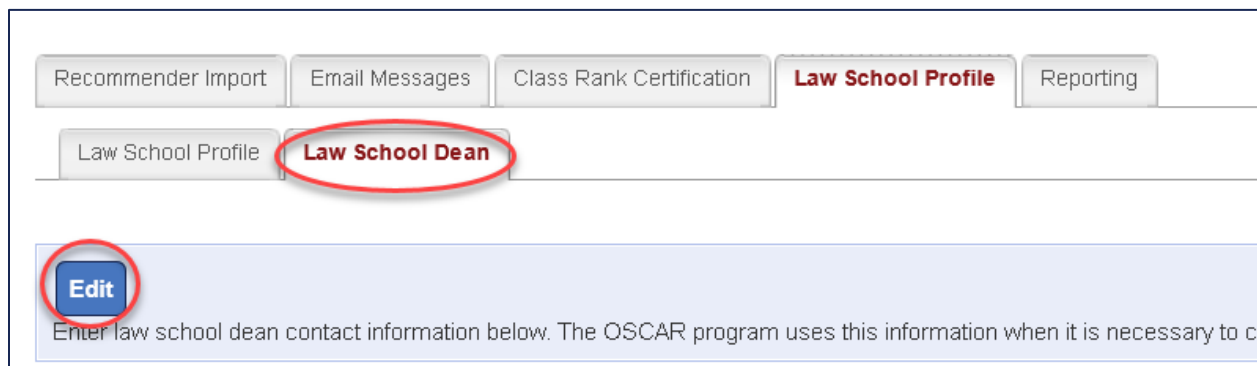


### III. Update Law School Dean Tab

1. Under **Tools** in the main navigation menu, select **Law School Profile**.



2. Click the **Law School Dean** tab and click **Edit** to access the form.



3. Complete all required fields.



**Law School Dean**

Dean's Name\*:

Dean's Address\*:

Address #1

Street\*:

City\*:

State/Territory\*:

Zip\*:

Dean's Phone Number\*:  -  -  Extension (optional):

Dean's Email Address\*:

4. Click **Submit** to complete and exit the profile.



## Certify Your Class Rank

### About the Class Rank System in OSCAR

**Note:** *The class ranking system in OSCAR is set by the OSCAR Working Group of judges and law school representatives.*

When registering for an OSCAR account, it is required for applicants to select their class rank. To ensure accuracy of this, OSCAR law school administrators (LSAs) must certify the class rank system for their law schools. Once this is set, applicants from your law school will only have access to the selected class rank system in OSCAR.

If your law school does not provide rankings, select **Does Not Rank**. Applicants from law schools that do not rank will not be able to select any option other than *School Does Not Rank* when they create their profile. To ensure equitable treatment of applicants from schools that do not rank, OSCAR is configured so that a search on any percentage ranking will return all applicants from those schools. These applicants will be identified in a search result by the words *School Does Not Rank* in the class rank column.

If your school does rank, select **Ranks**. Applicants must select their class rank from a pull-down menu that includes options in 5% increments from 5% to 50%, 50% and below, and the selection *Not Yet Ranked*. If your school has a partial ranking system, select **Partial Rank**. Applicants will have the option of selecting their class rank percentage, *Not Yet Ranked*, or *I Am Not Ranked*. Ranked applicants from schools that partially rank will be returned with a search on a percentage ranking; unranked students will not (although they will show up in other types of searches). Additionally, some students from schools that rank or partially rank may not yet have an official class rank. These students will not appear in the results by searches by class rank and will be identified in the results of other searches by the words *Not Yet Ranked*.

1. Under **Tools** in the main navigation menu, select **Class Rank Certification**.







2. Select your class rank system by selecting one of the options provided: **Does Not Rank**, **Ranks**, or **Partial Rank**.

Does your school provide class rankings for law students?

Does Not Rank

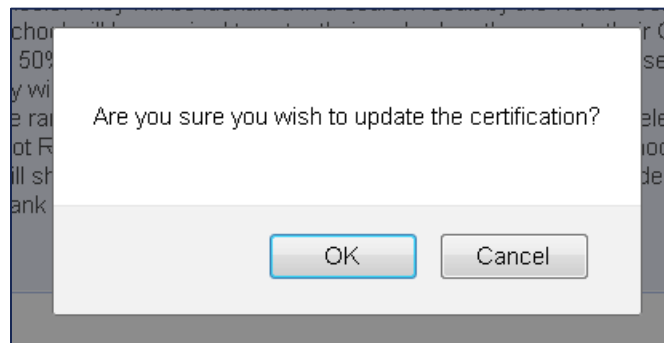
Ranks

Partial Rank

3. Click **Update** to set your class rank system.



4. OSCAR will display a pop-up box asking, “Are you sure you wish to update the certification?” Click **OK** to complete the process.

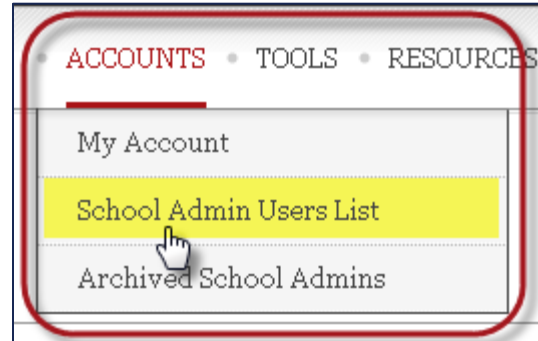




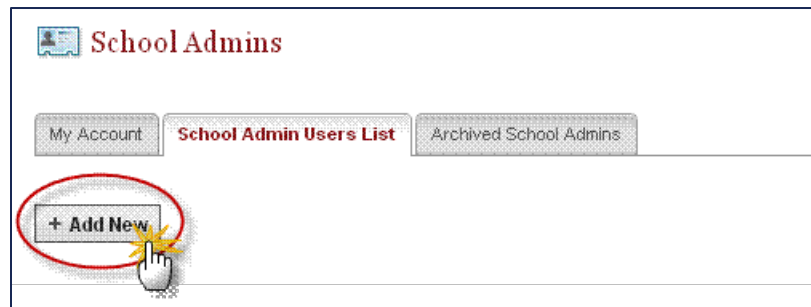
## Create a New LSA Account

As a law school administrator (LSA), you can create new LSA accounts for members of your law school's staff. This will allow you to more effectively manage OSCAR functions and address applicant and faculty recommender issues.

1. Under **Accounts** in the main navigation menu, select **School Admin Users List**.



2. Click the **Add New** button.



3. Begin filling out the required fields (marked with a red asterisk).

**Notes:**

- Click **Yes** under “Receive Emails on New & Pending Requests” to be notified of new and pending requests for letters of recommendation sent to your faculty recommenders. The LSA will continue to receive these notifications even if the recommender sets up their account not to receive them.
- If you have already designated an administrator to receive CCs for all recommender emails, leave the “CC on Recommender Emails” field blank. Set the “Receive OSCAR Notification Emails” and “Receive Emails on Automatically Filled Recommendation Requests” fields to **Daily** or **Weekly** for the LSA to be kept updated on newly posted clerkship positions and auto-filled recommendation requests.



**School Admin Information**

---

**School Admin**

**First Name\*:**

**Last Name\*:**

**Email\*:**

**Phone\*:**  -  -  Extension (optional):

**CC: on Recommender Emails:** A CC of the email sent when a student (from this administrator's) school request system will be sent to this address.  
NOTE: If you have already designated an administrator to receive cc's for all requests, this field will be disabled.

**Receive Emails on New & Pending Requests\*:** Select "yes" to continue receiving email notifications after the recommender has pending recommendation requests.  
 Yes  No

**Receive OSCAR Notification Emails:**  Daily  Weekly  Never

**Preferred States:**  
If you would like to limit notifications to specific states, please select below. Other states will be included by default.  
Note: To make more than one selection, use the CTRL key and click on the item.

**Receive Emails on Automatically Filled Recommendation Requests:**  Daily  Weekly  Never

4. Click **Save**. OSCAR will display the two tabs for the new LSA's account: School Admin Information and Account.

**School Admin Information** **Account**

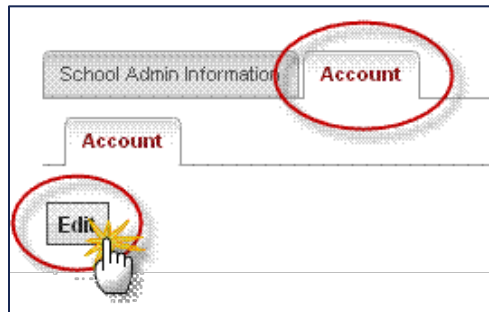
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**School Admin**

**First Name:**  [Tip Sheet](#)



- Click on the **Account** tab and then click the **Edit** button.



- Enter login information (username and password) and assign user rights.

A screenshot of the 'Account Information' form in the OSCAR system. The form is titled 'Account Information' and includes a sub-header 'Account'. Below the header, there are four buttons: 'Save & Exit', 'Save', 'Delete Record', and 'Cancel Changes'. The form contains the following fields and options:

- Username :** A text input field with a yellow button labeled 'Enter Username' to its right.
- Password:** A text input field with a yellow button labeled 'Enter Password' to its right.
- Verify Password:** A text input field with a yellow button labeled 'Verify Password' to its right.
- User Rights :** A list of radio button options: Administrator, Edit Law School Admins, Edit Student Accounts, Read-Only, and Recommenders Only.

Annotations on the left side of the form:

- An orange box with the text 'Enter username and password.' has a bracket pointing to the Username, Password, and Verify Password fields.
- Another orange box with the text 'Assign user rights level (see appendix).' has a bracket pointing to the User Rights list.

At the bottom of the form, the 'Save & Exit' button is highlighted with a red circle and a hand cursor pointing to it.

- Click **Save & Exit** to complete.

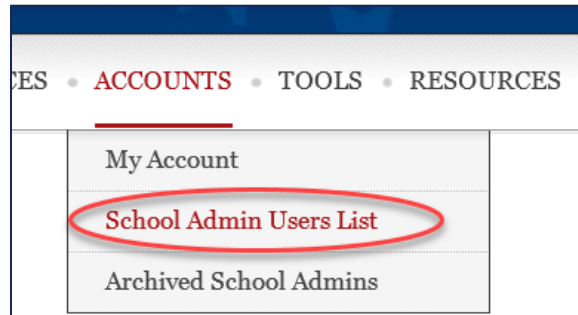


## Manage Account User Rights

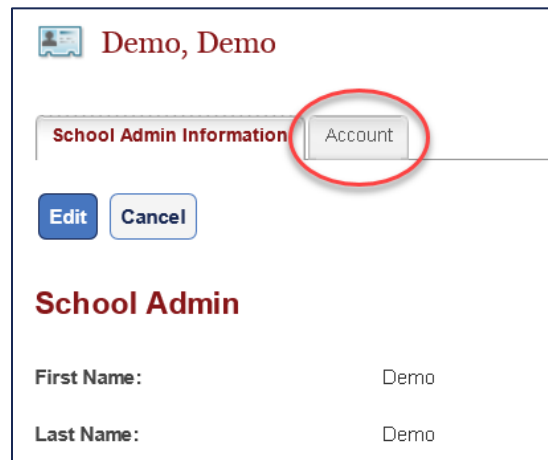
LSAs can have various levels of user rights assigned to each account depending on the type of tasks they need to perform in OSCAR.

To manage the user rights for each LSA account:

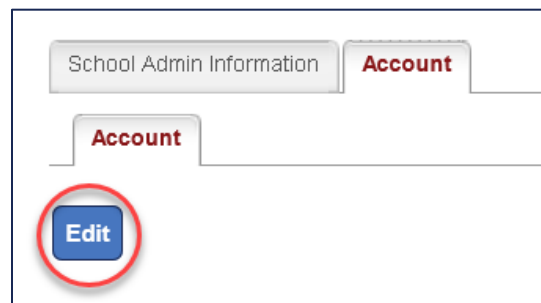
1. Under **Accounts** in the main navigation menu, select **School Admin Users List**.



2. Click on the last name to view the account you wish to manage or click **Add New**.
3. Click the **Account** tab.



4. Click **Edit**.





### Account Information

Enter all information as completely as possible.

**Username\*:**

**Password:**

**Verify Password:**

**User Rights ?\*:**

- Administrator
- Edit Law School Admins
- Edit Student Accounts
- Read-Only
- Recommenders Only

5. You can now select the user rights of your choice. There are five user rights that can be assigned to the user (descriptions of each level of user right are provided in the section below):
  - **Administrator**
  - **Edit Law School Admins**
  - **Edit Student Accounts**
  - **Recommenders Only**
  - **Read Only**
6. Click **Save & Exit** when complete.

## User Right Descriptions

### Administrator

The **Administrator** system rights give a user full access to the system to perform the following functions:

- Monitor and manage the applicants and recommenders from the law school
- Issue and change applicant and recommender passwords and usernames
- Issue logins and passwords to law school staff and assign system rights
- View applicants, edit their accounts, upload documents, and submit applications on their behalf
- View judge list
- View staff attorney office list
- Upload recommendation letters
- Download judge address list
- Download staff attorney office address list
- Build reports



- Create system emails
- Upload/edit the Master Recommender Directory
- Certify class rank and create law school profile
- Login as applicants and recommenders

**Note:** Only the Administrator has the system rights to run reports, update law school profile, upload the Master Recommender Directory, and certify class rank. The Administrator can designate other users in each of the remaining categories.

## Edit Law School Admins

The **Edit Law School Admins (LSAs)** category allows the user to perform the following functions:

- Add/edit/remove/deactivate LSA accounts
- View applicants
- View recommenders
- View judge list
- View staff attorney office list
- Download judge address list
- Download staff attorney office address list
- Build and edit applications
- Delete applications
- Perform advanced searches
- View judge information

## Edit Students Accounts

The **Edit Students Accounts** category allows users to perform the following functions:

- Create/edit/remove student (applicant) accounts
- Upload application documents
- Create/choose recommenders
- Submit applications on behalf of an applicant
- View recommenders; “wear the hat”/log in as recommender
- View judge list
- View staff attorney office list
- Download judge address list
- Download staff attorney office address list
- View school administrators
- Upload recommendation letters
- “Wear the hat”/log in as applicant

## Read Only

The **Read Only** category allows users to perform the following functions:

- View recommenders list/export pending recommendations list to Excel to print reports
- View applicants list, profiles, documents, and applications



- View judge list and profile
- View staff attorney office list and profile
- View school administrators

## Recommenders Only

The **Recommenders Only** category allows users to perform the following functions:

- View all recommenders; login as capability
- Upload recommendation letters

**Note:** Does not have the ability to delete faculty or non-faculty accounts.



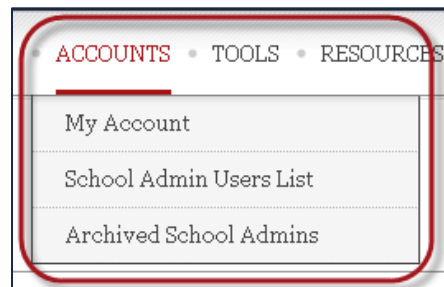


## Change Account Usernames/Passwords

Law school administrators can reset their own passwords as well as the usernames and passwords of other law school administrators. Both procedures are detailed below.

### Reset Your Password

1. Under **Accounts** in the main navigation menu, select **My Account**.



2. On the **Main** tab, enter your current password and new password following the password requirements provided in the yellow box above.

A screenshot of the 'Change Password' form in the OSCAR system. The form is titled 'Change Password' and has a yellow background. It contains a list of password requirements: 'Your password must contain: At least 8 characters (20 maximum), At least 1 number, At least 1 lower case letter, At least 1 upper case letter, At least 1 special character (i.e., %, &, \*, #, and @), No spaces'. Below the requirements is a blue 'Change Password' button. The form also has a 'Main' tab and a 'Security Questions' tab. Below the requirements, there are three input fields: 'Current Password\*', 'New Password\*', and 'Repeat New Password\*'. At the bottom of the form is another blue 'Change Password' button.



3. Click **Change Password** to finalize the password change.

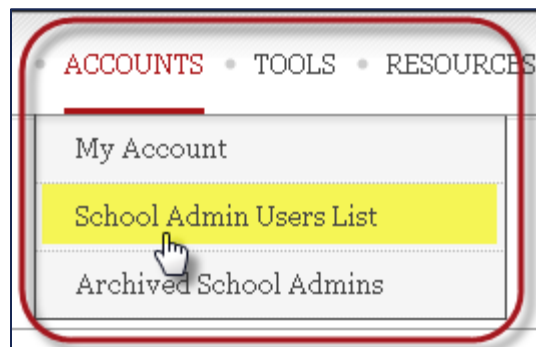
The screenshot shows the 'My Account' section of the OSCAR system. At the top, there are tabs for 'My Account', 'School Admin Users List', and 'Archived School Admins'. Below these are sub-tabs for 'Main' and 'Security Questions'. A yellow warning box contains the following password requirements:

- ! Your password must contain:
  - At least 8 characters (20 maximum)
  - At least 1 number
  - At least 1 lower case letter
  - At least 1 upper case letter
  - At least 1 special character (i.e., %, &, \*, #, and @)
  - No spaces

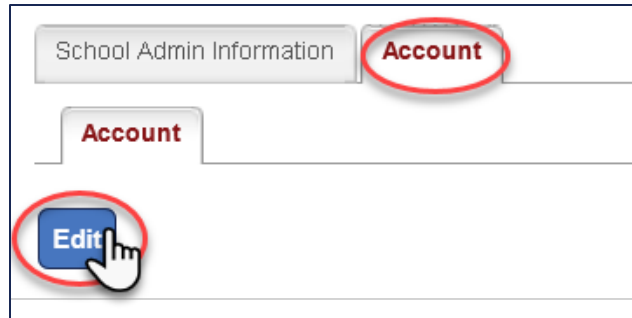
A red circle highlights the 'Change Password' button, with a green arrow pointing to it from the right. Below the warning box is the 'Change Password' form, which includes three input fields: 'Current Password\*', 'New Password\*', and 'Repeat New Password\*'.

## Reset Username/Password for Law School Administrators

1. Under **Accounts** in the main navigation menu, select **School Admin Users List**.



2. Click the last name of the user or the view icon (  ) for the user whose login information you wish to reset.
3. Click the **Account** tab, then click the **Edit** button.



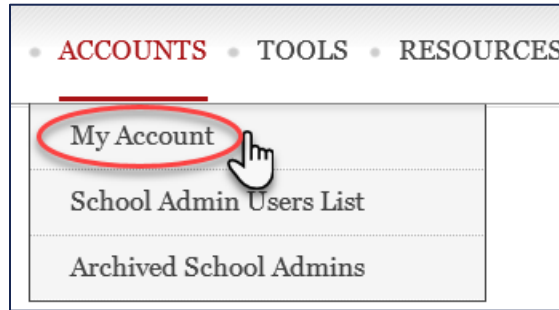
4. Change the username and/or password.
5. Click the **Save & Exit** button.

**Note:** OSCAR will **not** send an automatic notification of the change.

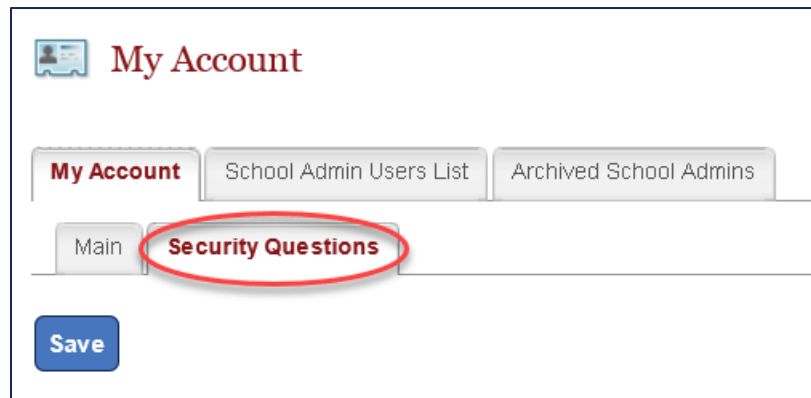


## Update Account Security Questions

1. Under **Accounts** in the main navigation menu, select **My Account**.



2. Click the **Security Questions** tab.



3. Select 3 questions from the drop-down menu and provide your answers.

**Security Question 1\*:** What is the name of the city/town where you were born?

**Answer\*:** What is the name of the city/town where you were born?

**Security Question 2\*:** What was the name of the street on which you grew up?

**Answer\*:** What was your high school mascot?

**Security Question 3\*:** What is your favorite sports team?

**Answer\*:** Who is your favorite author?

What was the make of your first car?

What is the name of your favorite book?

What is your father's middle name?

What is your mother's middle name?

What was the last name of your best childhood friend?

Who is your all-time favorite movie character?

**Save**



4. Click **Save**.

### Security Questions

To help remember and protect your password, supply some personal "hints" by selecting three different security questions for your OSCAR account using our automated account resetting tool. *Note: Answers are not case sensitive.*

**Security Question 1\*:**

**Answer\*:**

**Security Question 2\*:**

**Answer\*:**

**Security Question 3\*:**

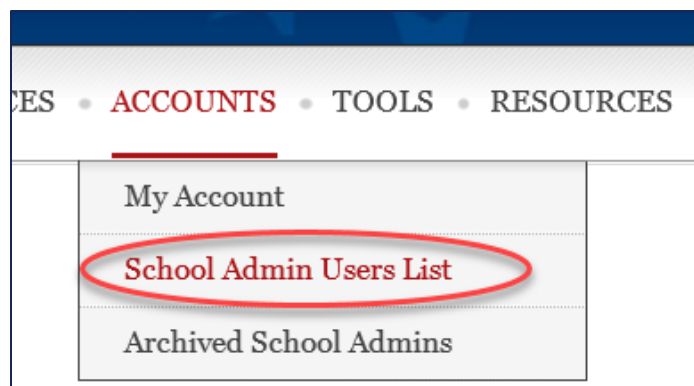
**Answer\*:**


















## Review Your LSA Accounts

Managing the LSA accounts for your law school is a crucial part of yearly housekeeping in OSCAR. Occasionally, accounts will remain active beyond the initial account holder's term of employment or be passed down to other users without updating the username and password (a practice the OSCAR Program Office discourages). In both these situations, the previous account holders can continue to access OSCAR, which can pose a threat to our information security. To prevent unauthorized access to the system, please review your LSA accounts on at least a yearly basis and delete any inactive accounts. When a new staff member requires an account, please create a new one (see **Create a New LSA Account**).

1. Under **Accounts** in the main navigation menu, select **School Admin Users List**.

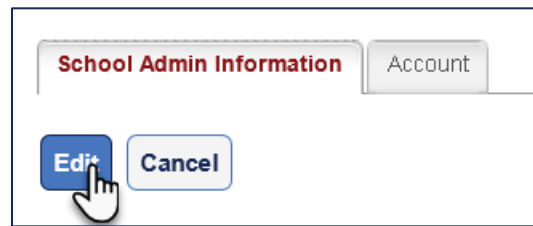


2. OSCAR will display all current school admin users. Please review the names and email addresses associated with the accounts listed and delete any outdated or unused accounts. To begin, click on the last name.

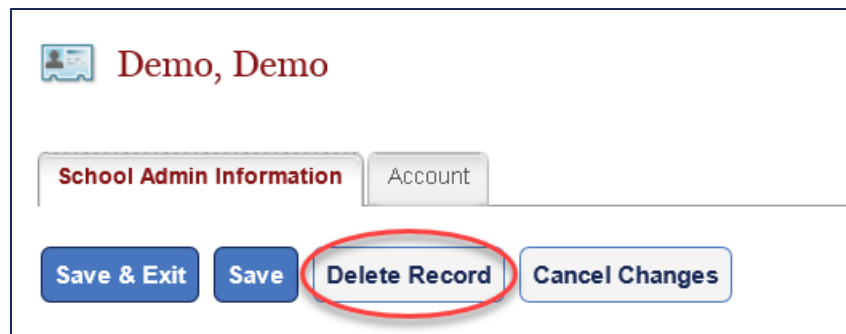
	Last Name	First Name
  	<a href="#">Demo</a>	Demo
  	<a href="#">dfdf</a>	dfd
  	<a href="#">LSA</a>	Administrator
  	<a href="#">LSA</a>	Edit Student Accounts
  	<a href="#">LSA</a>	Recommender Only



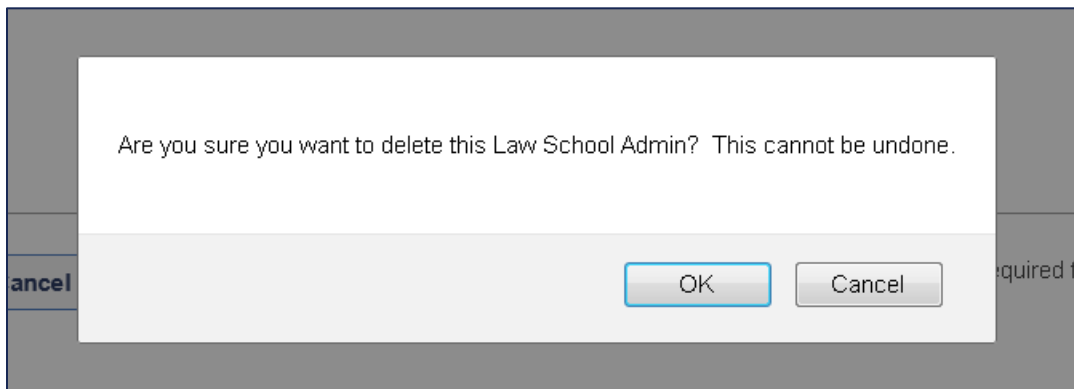
3. On the School Admin Information tab, click **Edit**.



4. After reviewing the account information, click the **Delete Record** button if you wish to delete the account.



5. OSCAR displays a pop-up warning. Click **OK** to continue and permanently delete the account.



Repeat this process as necessary for all accounts.



## II. Access Judge and Staff Attorney Office Information

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Search by Clerkship or Position Status .....	35
Search by Participating vs. Non-Participating .....	36





## Download the Judge Address File

### About the Judge Address File

OSCAR provides a feature that allows law school administrators to download a judge address mailing list into an Excel spreadsheet. This feature will allow you to maintain an electronic file and create mailing labels for judges accepting paper applications. The file contains the following data fields:

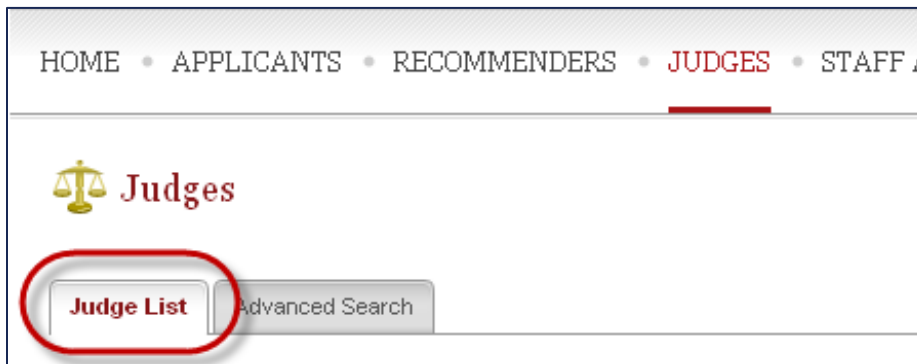
Last Name	Application Method	Chambers Profile
First Name	Address Line 1	Additional Chambers
Middle Name	Address Line 2	Information
Generation	Address Line 3	Date of Appointment
Circuit Code	Address Line 4	Judge Law School
District Code	City	Judge Undergraduate School
Type of Judge	State	Date Profile Modified
Court	Zip Code	
Hiring Practices	Mailing Address	

**Note:** Some of the information that is made available via the United States Directory is sensitive. Therefore, the law school administrators having access to this electronic information are asked to use reasonable caution to ensure against redistribution of this data.

1. Click **Judges** in the main navigation menu.



2. Under the **Judges List**, perform a basic or advanced search if you want to narrow down the list of judges using the search criteria of your choice. You can also export the entire judges list.





**BASIC SEARCH**

Keywords

Searches for a match on judge name, city, hiring practices, and chambers information.

Clerkship Position Status  Available  Expired  Filled  None  Archived

Clerkship Type    
Career Law Clerk-Chambers  
Temporary Law Clerk-Chambers  
Pro Se Law Clerk  
Death Penalty Law Clerk

Note: To make more than one selection, use the CTRL key and click on the items.

Application Method  On-line (recommended)  Paper  E-mail

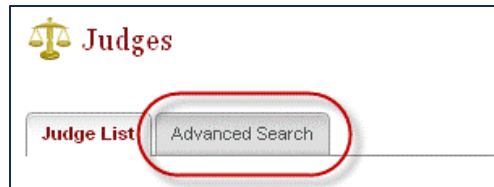
Judge Types

Participating Judges in OSCAR  Yes  No  Ignore

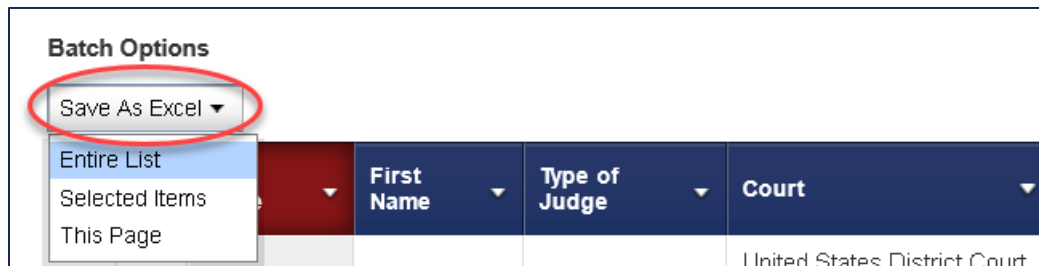
Term Start Year

Post/Last Modified Date for Open Positions

Post/Last Modified Date for Closed Positions



3. Under the **Batch Options**, select **Save As Excel**.
4. Select from the available options:
  - o **Entire List** will create an Excel file with all the judges on the list.
  - o **Selected Items** will create a file with only those judges you have selected (by checking the box next to their names).
  - o **This Page** will create a file with only those judges on the currently displayed page.



5. A pop-up window will appear with the option to **Save** your selection as an Excel file.
6. You can then name your file and save it to your computer.



## Download the Staff Attorney Office Directory

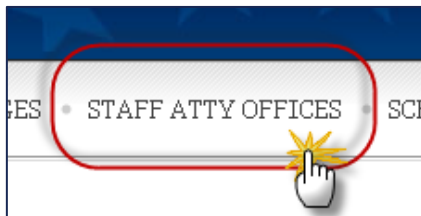
### About the Staff Attorney Office Directory

OSCAR provides a feature that allows law school administrators to download a staff attorney office address mailing list into an Excel spreadsheet. This feature will allow you to maintain an electronic file and create mailing labels for staff attorney offices accepting paper applications. The file contains the following data fields:

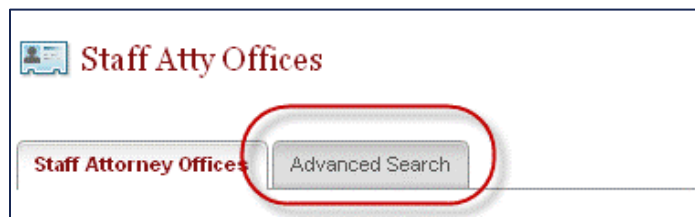
Circuit Name	Street	Mailing Address
Circuit Code	City	Office Profile
Court	State	Additional Office Information
Application Method	Zip Code	Date Profile Modified

**Note:** Some of the information that is made available via the United States Directory is sensitive. Therefore, the law school administrators having access to this electronic information are asked to use reasonable caution to ensure against redistribution of this data.

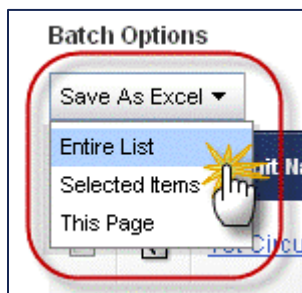
1. Click **Staff Atty Offices** in the main navigation menu.



2. Under the **Staff Attorney Offices Tab**, perform a basic or advanced search if you want to narrow down the list using the search criteria of your choice. You can also export the entire list.



3. Under the **Batch Options**, select **Save As Excel**.



4. Select from the available options:



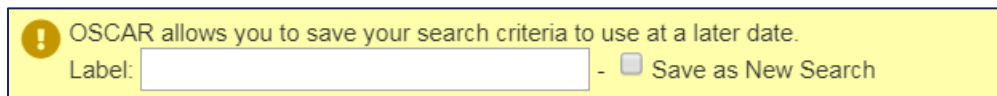
- **Entire List** will create an Excel file with all the staff attorney offices on the list.
  - **Selected Items** will create a file with only those staff attorney offices you have selected (by checking the box next to their names).
  - **This Page** will create a file with only those on the currently displayed page.
5. A pop-up window will appear with the option to **Save** your selection as an Excel file.
  6. You can then name your file and save it to your computer.



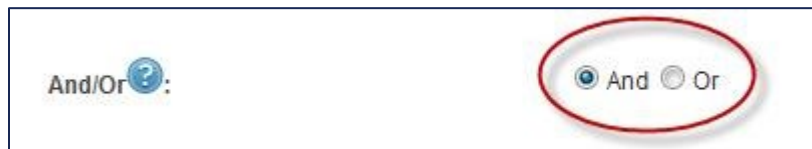
## Perform an Advanced Search for Judges and Clerkships

OSCAR's advanced search function permits you to perform searches for clerkship positions using very specific criteria. You may, for example, want to see as broad a spectrum as all the clerkships listed by district judges, or you may want to narrow your search significantly and view only those clerkships posted by judges in the U.S. Court of Appeals seeking applicants who graduated in the top 10% of their class.

1. Under **Judges** in the main menu, click **Advanced Search**.
2. At the top of the advanced search form, you have the option to save your search criteria for future use or to use a previously saved search (if available). To save your search criteria, enter a descriptive name in the *Label* field and check the **Save as New Search** checkbox. To use a saved search, select it from the drop-down menu. **Note:** This does not save the results of the search, just the criteria selected.



3. Begin selecting your advanced search criteria. First, determine whether to use **And** or **Or** logic for your search. You can narrow a search by clicking **And** in this field or broaden a search by clicking **Or**. A search for Circuit Judge **And** 1-Year clerkship term will yield only those judges who meet all of those criteria. A search for Circuit Judge **Or** 1-Year clerkship term **Or** Available clerkship position status will yield judges who meet any of those criteria. **Note:** OSCAR defaults to an **And** search if no selection is made.



4. Select your search criteria. You can search by the following parameters:
 

**Note:** Some fields (e.g., Application Method, Circuit Code, etc.) allow you to select multiple selections by holding down the CTRL key.

  - And/Or (determines search logic)
  - Recommendation and Reference Requirements
  - Keywords (judge name, city, hiring practices, and chambers information)
  - Law Review Preferred (Y/N)
  - Participating in OSCAR (Y/N)
  - Other Journal Preferred (Y/N)
  - Hiring Practices (Y/N)
  - Moot Court Experience Preferred (Y/N)
  - Application Method
  - Minimum Number of Years of Law School Grades Required
  - Interview Methods Accepted
  - Bar Admission(s)
  - City
  - Prior Judicial Clerkship Experience (Preferred/Required)
  - States/Territories
  - Specialized Work Experience
  - Specialty Court
  - Legal Work Experience Post-Law School (Preferred/Required)

### Contact OSCAR

[oscar-support@ao.uscourts.gov](mailto:oscar-support@ao.uscourts.gov)

866-666-2120 (toll-free)

8 a.m. – 5 p.m. (ET) Monday – Friday



# OSCAR

Online System for Clerkship Application and Review

- Court
- Class Rank Preferred
- Circuit Code
- Post/Last Modified Date for Open Positions
- District Code
- Post/Last Modified Date for Closed Positions
- Judge Type
- Term Start Month/Year
- Date of Appointment (Month/Year)
- Application Open Date
- Law School
- Application Close Date
- Undergraduate School
- Chambers Profile (Do Not Contact Chambers/Has Only Permanent Clerks)
- Clerkship Type
- Career Clerks
- Clerkship Position Status
- Temporary Clerks
- Clerkship Term
- Additional Chambers Information
- Number of Recommendations Required

**Note:** For applicants from law schools that do not rank, OSCAR has been configured so that a judge searching for applicants by percentage ranking will return all applicants from these schools. These applicants will be identified in a search result by the words *School does not rank* in the class rank column. A few law schools rank only a portion of their students. Ranked students from those schools will be returned with a search on a percentage ranking; unranked students will not (although they will show in other searches, e.g., by law school). Unranked students from those schools will be identified in a search result by the words *Student is not ranked* in the class rank column. Additionally, some students from schools that rank or partially rank may not yet have an official class rank. These students will not appear in the results by searches by class rank and will be identified in the results of other searches by the words *Not Yet Ranked*.

5. After selecting the desired search criteria, click **Submit** to begin the search. If you return to the *Advanced Search* screen to perform another search, use the **Clear** button to remove your previous selections.



6. OSCAR will take you to a new *Search Results* tab to view your results.



**Note:** These results will only be available for the time you are logged into OSCAR or until you conduct another search.

## Contact OSCAR

[oscar-support@ao.uscourts.gov](mailto:oscar-support@ao.uscourts.gov)

866-666-2120 (toll-free)

8 a.m. – 5 p.m. (ET) Monday – Friday



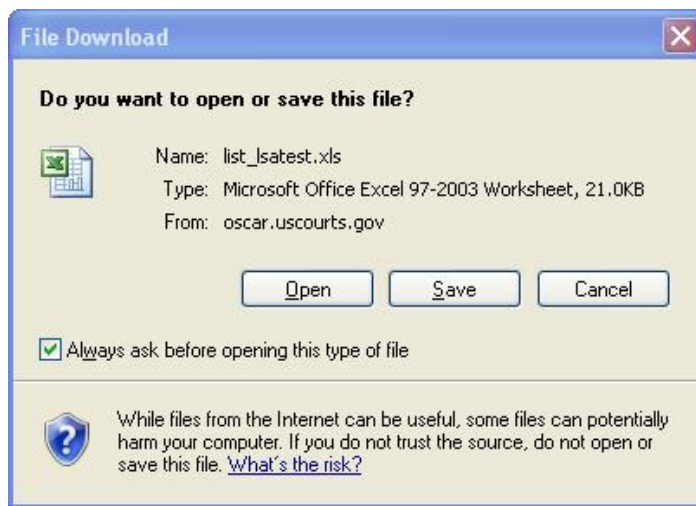
7. If you wish to save the information from your search beyond the current login session, you can use the **Batch Options** menu to save the search results to an Excel file. To save you results as an Excel spreadsheet:

- Go to the Batch Options menu and click on **Save as Excel**.
- Select from the available options:
  - **Entire List** will create an Excel file with all the judges on the list.
  - **Selected Items** will create a file with only those judges you have selected (by checking the boxes next to their names).
  - **This Page** will create a file with only those judges on the currently displayed page.



8. A pop-up window giving you the options of **Open**, **Save**, or **Cancel** will appear.

- If you select **Open**, you can view the list of judges in Excel and save the file to your computer or print the file.
- If you select **Save**, the **Save As** screen appears and you can name your file and save it to your computer.
- Selecting **Cancel** will abort the operation.



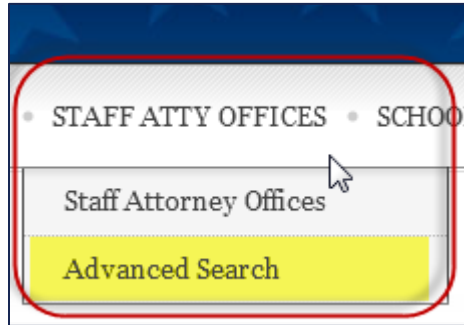
9. Your search results will now be available/saved in Excel file format.



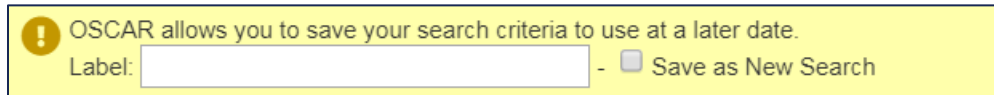
## Perform an Advanced Search for Staff Attorneys

OSCAR's advanced search function permits you to perform searches for staff attorney positions using very specific criteria. You might want to see as broad a spectrum as all the positions posted after May 30, or you might want to narrow your search significantly and view only those positions posted by staff attorney offices west of the Mississippi seeking applicants who graduated in the top 10% of their class.

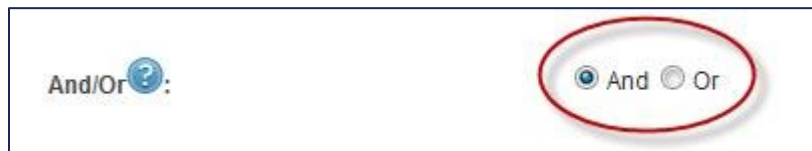
1. Under **Staff Atty Offices** in the main menu, click **Advanced Search**.



2. At the top of the advanced search form, you have the option to save your search criteria for future use or to use a previously saved search (if available). To save your search criteria, enter a descriptive name in the *Label* field and check the **Save as New Search** checkbox. To use a saved search, select it from the drop-down menu. **Note:** This does not save the results of the search, just the criteria selected.



3. Begin selecting your advanced search criteria. First, determine whether to use **And** or **Or** logic for your search. You can narrow a search by clicking **And** in this field or broaden a search by clicking **Or**. A search by circuit code **And** 1-Year position term will yield only those offices who meet all of those criteria. A search by circuit code **Or** 1-Year position term **Or** Available position status will yield offices who meet any of those criteria. **Note:** OSCAR defaults to an **And** search if no selection is made.



4. Select your search criteria. You can search by the following parameters. **Note:** Some fields (e.g., Application Method, Position Status, etc.) allow you to select multiple selections by holding down the CTRL key.
  - And/Or (determines search logic)
  - Bar Admission(s)
  - Keywords (search on a circuit name or a specific city)
  - Prior Judicial Experience Preferred
  - Application Method (searches for on-line, paper, and email)
  - Specialized Work Experience
  - Interview Methods Accepted
  - Legal Work Experience Post-Law School
  - City





- Other Journal Preferred
- Circuit Code
- Class Rank Preferred
- Position Status (search for available, filled, expired, none, and/or archived positions)
- Post/Last Modified Date for Open Positions (search for clerkships opened and/or modified 1 Day Ago, 7 Days Ago, 30 Days Ago, or 60 Days Ago)
- Position Term (searches against 1 Year, 2 Years, 3 Years, 4 Years, Career, and/or Temporary position term lengths)
- Post/Last Modified Date for Closed Positions (search for clerkships closed and/or modified 1 Day Ago, 7 Days Ago, 30 Days Ago, or 60 Days Ago)
- Number of Recommendations Required
- Term Start Month/Year
- Law Review Preferred
- Application Open Date
- Moot Court Experience Preferred
- Application Close Date
- Minimum Number of Years of Law School Grades Required

**Note:** For applicants from law schools that do not rank, OSCAR has been configured so that a staff attorney office searching for applicants by percentage ranking will return all applicants from these schools. These applicants will be identified in a search result by the words *School does not rank* in the class rank column. A few law schools rank only a portion of their students. Ranked students from those schools will be returned with a search on a percentage ranking; unranked students will not (although they will show in other searches, e.g., by law school). Unranked students from those schools will be identified in a search result by the words *Student is not ranked* in the class rank column. Additionally, some students from schools that rank or partially rank may not yet have an official class rank. These students will not appear in the results by searches by class rank and will be identified in the results of other searches by the words *Not Yet Ranked*.

5. After selecting the desired search criteria, click **Submit** to begin the search. If you return to the **Advanced Search** screen to perform another search, use the **Clear** button to remove your previous selections.



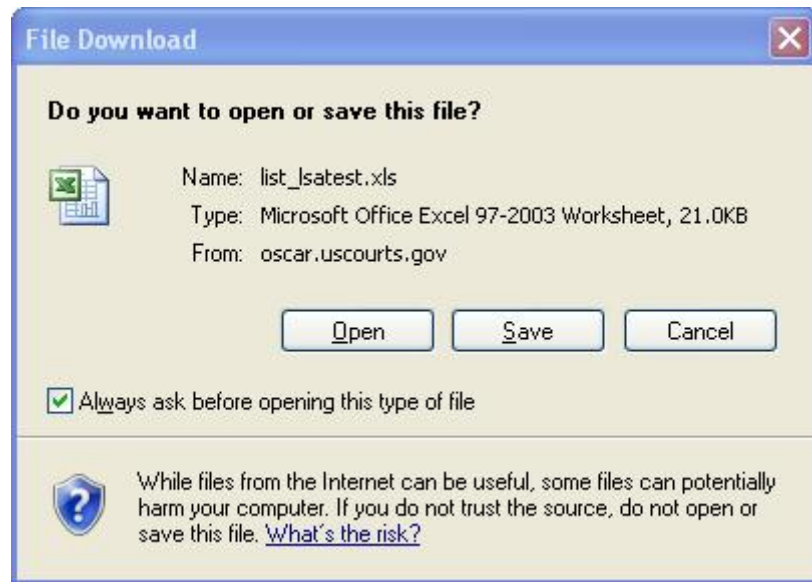
6. OSCAR will take you to a new **Search Results** tab to view your results.





**Note:** These results will only be available for the time you are logged into OSCAR or until you conduct another search.

7. If you wish to save the information from your search beyond the current login session, you can use the **Batch Options** menu to save the search results to an Excel file. To save you results as an Excel spreadsheet:
  - Go to the Batch Options menu and click on **Save as Excel**.
  - Select from the available options:
    - **Entire List** will create an Excel file with all the judges on the list.
    - **Selected Items** will create a file with only those judges you have selected (by checking the boxes next to their names).
    - **This Page** will create a file with only those judges on the currently displayed page.
8. A pop-up window giving you the options of **Open**, **Save**, or **Cancel** will appear.
  - If you select **Open**, you can view the list of judges in Excel and save the file to your computer or print the file.
  - If you select **Save**, the **Save As** screen appears and you can name your file and save it to your computer.
  - Selecting **Cancel** will abort the operation.



9. Your search results will now be available/saved in Excel file format.



## Search by Clerkship or Position Status

OSCAR provides you with a variety of ways of searching the **Judges List** tab and **Staff Attorney Offices** tab. Two particularly important search parameters are **Clerkship Position Status** (Judges List) and **Position Status** (Staff Attorney Offices). These filters allow you to define whether you are searching for Available, Filled, Expired, or Archived positions, or for those judges or staff attorney offices with no positions posted (None). You can easily execute this search using the Basic Search box on the Judges List or Staff Attorney Offices tab. The procedure is identical when searching either tab, so this tip sheet will take the Judges List tab, which is far more extensive, as its example.

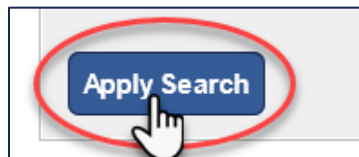
1. Navigate to **Judges** (or **Staff Atty Offices**) in the main menu and click **Judges List**.



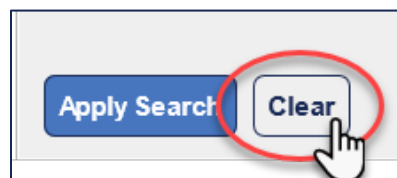
2. On the **Judges List**, scroll down to the basic search area. Select the criteria next to **Clerkship Position Status** (Available, Filled, Expired, None, and/or Archived).



3. Click the **Apply Search** button.



4. The **Judges List** tab will now display only those judges who meet the select criteria.
5. If you wish to execute a new search, click the **Clear** button to reset the search parameters. **Note:** The **Clear** button is only visible after a basic search has been made.





## Search by Participating vs. Non-Participating Judges

OSCAR provides you with a number of ways of searching the **Judges List**. One search you might want to run with some frequency is whether a judge is participating in the OSCAR program (i.e., maintaining a profile, posting positions, and/or accepting applications in OSCAR).

To search for participating vs. non-participating judges:

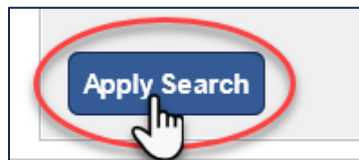
1. Navigate to **Judges** in the main menu and click **Judges List**.



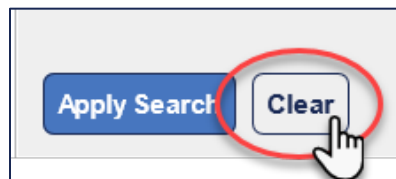
2. Under **Basic Search**, select **No**, **Yes**, or **Ignore** for **Participating in OSCAR**.

**Note:** Choosing **Ignore** will return a list of all judges, both participating and non-participating.

3. Click the **Apply Search** button.



4. The **Judges List** tab will now display only those judges who meet the search criteria.
5. If you wish to execute a new search, click the **Clear** button to reset the search parameters. **Note:** The **Clear** button is only visible after a basic search has been made.





## III. Assist Applicants

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## Approve an Alternate Graduation Date Account

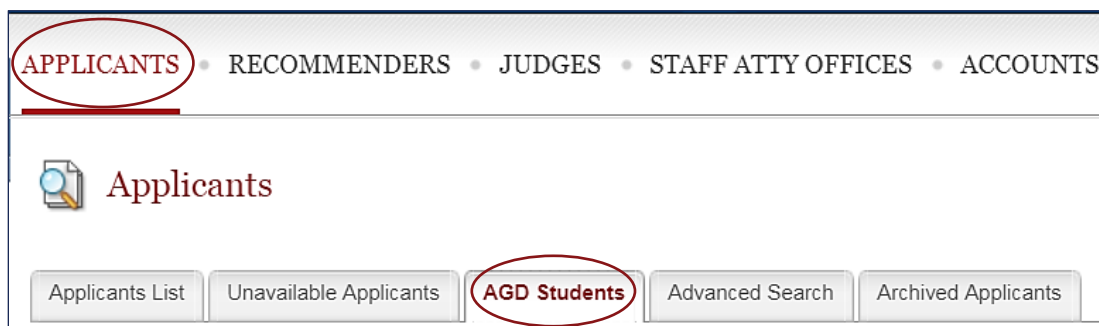
Law school students can register for an OSCAR account with Alternate Graduation Date (AGD) designation if they are a joint-degree, part-time, or other student with 2 years of law school grades and an alternate graduation date.

Before OSCAR can create the AGD applicant account, the law school administrator must approve the graduation date and AGD status.

When a student submits the OSCAR registration form with AGD status, OSCAR sends an email to the designated law school administrator with the subject “AGD Registration Request Update.”

Follow the steps below to approve or reject the Alternate Graduation Date applicant request.

1. Log into your OSCAR account.
2. On the home page, click **Applicants** and then **AGD Students**.



3. To approve or reject individual AGD applicant requests, click the **Approve** or **Reject** buttons in the **AGD Status** column on the right.
4. To approve or reject multiple AGD applicant requests at a time, use the selector to check all or some applicants in the left column, then click **Approve** or **Reject** under **Batch Options** on the top of the AGD Students list.

Batch Options							owing 20
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
		Last Name	First Name	Date of JD/LLB	Recommendations	AGD Status	
<input type="checkbox"/>		AGD Test	TY	Jan 13, 2019	0 pending, 0 complete	Approved	
<input type="checkbox"/>		man	ty	May 03, 2026	0 pending, 0 complete	Approved	
<input type="checkbox"/>		RRR	TEST	Mar 03, 2023	0 pending, 0 complete	<input type="button" value="Approve"/> <input type="button" value="Reject"/>	

Upon approval or rejection, a notice of status update will be automatically emailed to the applicant from OSCAR including instructions to access OSCAR or next steps.



Contact OSCAR

oscar-support@ao.uscourts.gov

866-666-2120 (toll-free)

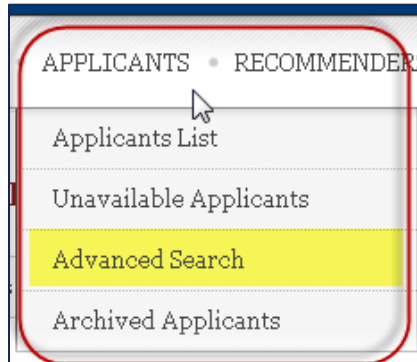
8 a.m. – 5 p.m. (ET) Monday – Friday



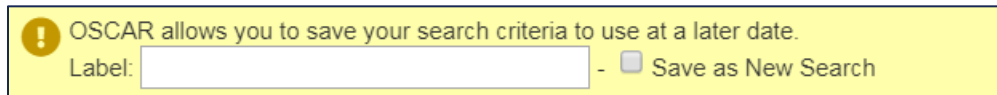
## Perform an Advanced Search for Applicants

OSCAR’s advanced search function permits you to search those applicants who are affiliated with your law school. Use this function if you wish to identify applicants who have a certain class ranking, graduated from a particular undergraduate school, or simply those who currently have applications in OSCAR.

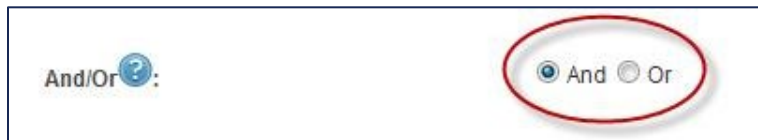
1. Under **Applicants** in the main menu, click **Advanced Search**.



2. At the top of the advanced search form, you have the option to save your search criteria for future use or to use a previously saved search (if available). To save your search criteria, enter a descriptive name in the *Label* field and check the **Save as New Search** checkbox. To use a saved search, select it from the drop-down menu. **Note:** This does not save the results of the search, just the criteria selected.



3. Begin completing the advanced search fields with your criteria. First, determine whether to use **And** or **Or** logic for your search. You can narrow a search by clicking **And** in this field or broaden a search by clicking **Or**. A search for *Has Applications of Yes And Law School Class Rank of 10%* will yield only those applicants who meet all of those criteria. A search for *Has Applications of Yes Or Law School Class Rank of 10%* will yield applicants who meet any of those criteria. **Note:** OSCAR defaults to an **And** search if no selection is made.



4. Select your search criteria and perform your applicant search. You can search by the following parameters. **Note:** Some fields (e.g., Date of JD/LLB, etc.) allow you to select multiple selections by holding down the CTRL key.
  - And/Or (determines search logic)
  - Law School Class Rank (search for applicants based on class rank)
  - Citizenship Status
  - Law Review/Journal (search for applicants who have published and/or participated in a Law Review/Journal)
  - Has Applications (Y/N)

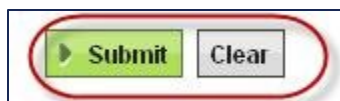




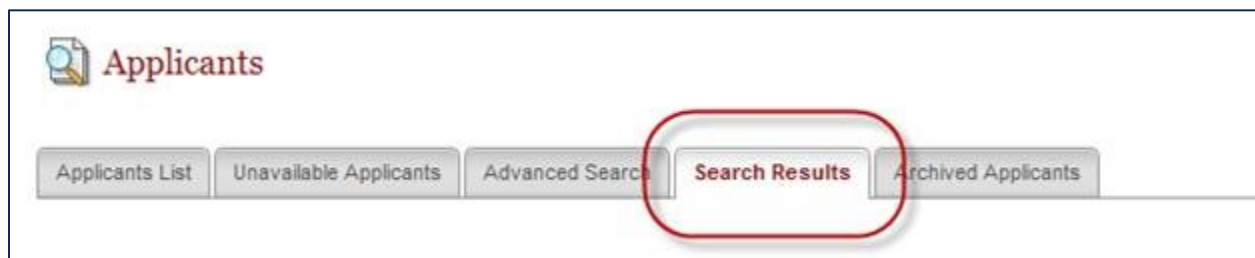
- BA/BS From (search for applicants from one or more specific undergraduate schools)
- LLM Applicant (Y/N)
- Date of BA/BS (search for applicants who completed their undergraduate degree in a specific year or range of years)
- Application Finalized Status (search for applicants with applications in Draft or Finalized status)
- Unavailable (search for applicants who have marked his/her OSCAR accounts as unavailable)
- Date of JD/LLB (search for applicants from a graduating year or a range of years)
- Created (search for applicants with OSCAR accounts created within a user-specified date range)
- Date of LLM (search for applicants from a graduating year or a range of years)
- Keywords (search for applicants by applicant's name or undergraduate school)

**Note:** Many law schools do not provide class rankings for any of their students. To ensure equitable treatment of students from those schools, OSCAR has been configured so that a search on any percentage ranking will return all applicants from those schools. They will be identified in a search result by the words *School does not rank* in the class rank column. A few law schools rank only a portion of their students. Ranked students from those schools will be returned with a search on a percentage ranking; unranked students will not (although they will show in other searches, e.g., by law school). Unranked students from those schools will be identified in a search result by the words *Student is not ranked* in the class rank column. Additionally, some students from schools that rank or partially rank may not yet have an official class rank. These students will not appear in the results by searches by class rank and will be identified in the results of other searches by the words *Not Yet Ranked*. A search on any of the class rank criteria will return all applicants who are within that percentage number and above. For example, a search on a class ranking of 20% will return applicants who have checked 20%, 15%, 10%, and 5%, together with all applicants in the *School does not rank* category.

5. After selecting the desired search criteria, click **Submit** to begin the search. If you return to the *Advanced Search* screen to perform another search, use the **Clear** button to remove your previous selections.



6. OSCAR will take you to a new *Search Results* tab to view your results.



**Note:** These results will only be available for the time you are logged into OSCAR or until you conduct another search.

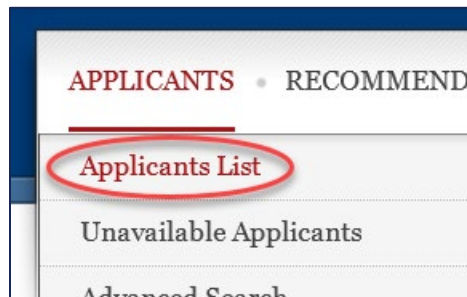




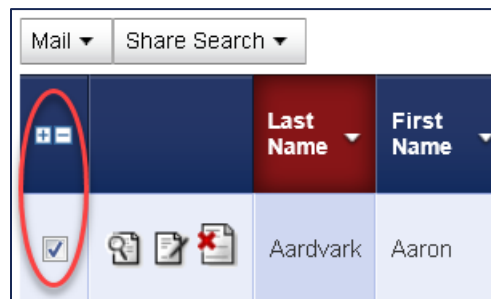
## Share a Saved Search with Applicants

Law school administrators can share saved searches for judges or staff attorney offices with applicants.

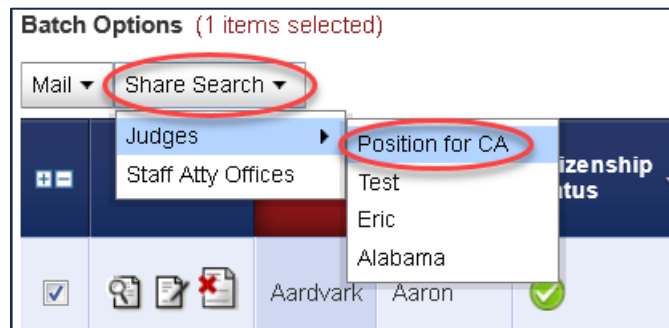
1. Under the **Applicants** tab in the main menu, select **Applicants List**.



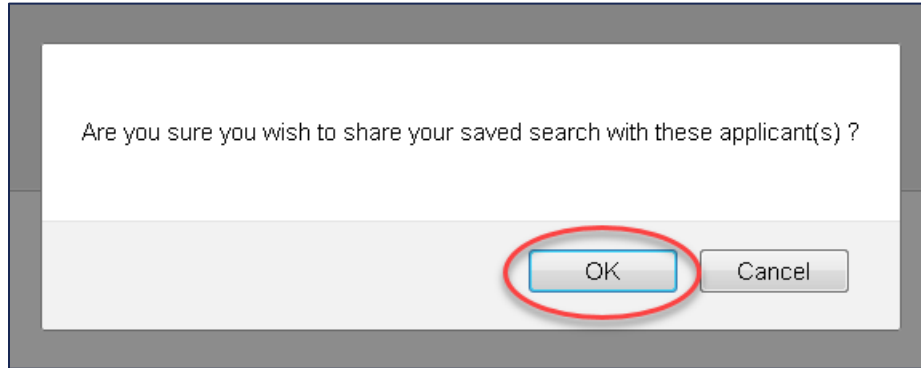
2. Select applicant(s) from the list using the checkboxes on the left.



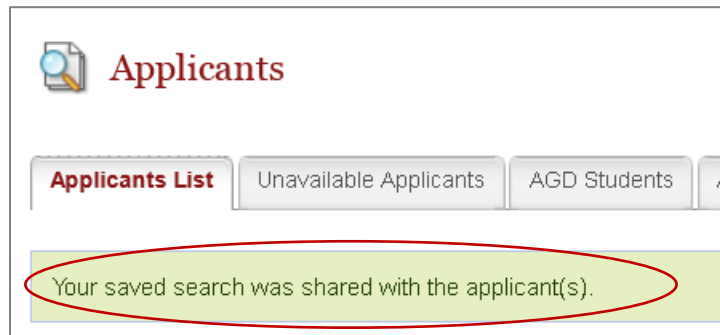
3. Under **Batch Options**, click the **Share Search** button and select the name of the saved search to share with applicants.




4. A pop-up message will appear, asking you to confirm you wish to share your saved search with the applicant(s). Click **OK** to share the search.




5. The page will refresh with a confirmation at the top that your saved search was shared with the applicant(s).



**Note:** The applicant(s) will see the shared search in their account under **Search for Positions**, then **Advanced Search**. The applicant(s) can access the saved search via a dropdown menu in the yellow box at the top of the advanced search page as shown below.

 OSCAR allows you to save your search criteria to use at a later date.  
Label:  -  Save as New Search

---

 OSCAR allows you to use saved searches by School Administrators.  
Choose one of the searches:

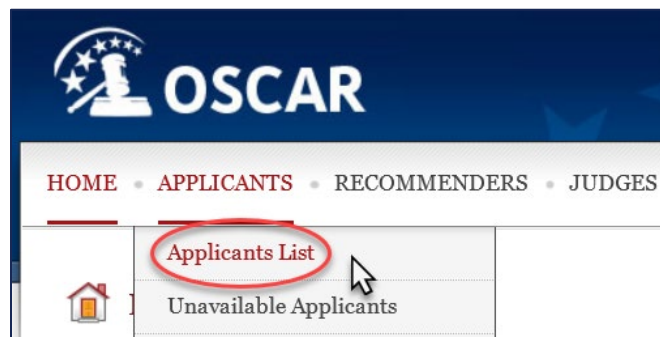


## Create an Application

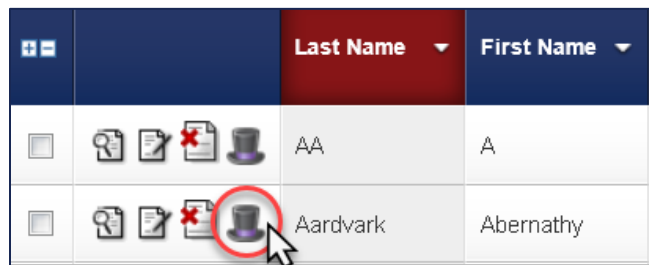
Law school administrators can create an application for a clerkship or staff attorney position on behalf of an applicant.

**Note:** The steps below detail the process for creating a **Draft Application Packet** that will need to be **Finalized** before the judge or staff attorney office will be able to view the packet's documents.

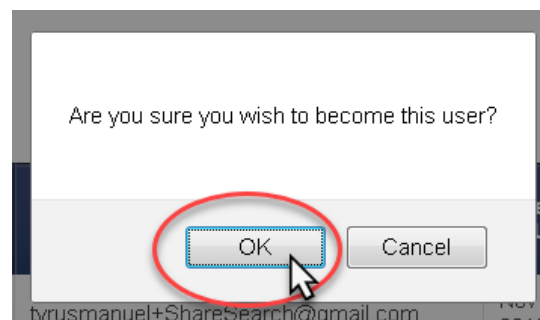
1. Under **Applicants** in the main navigation menu, click **Applicants List**.



2. In the **Applicants List**, click the **Wear the Hat** icon to the left of the applicant's name.



3. A pop-up message will appear. Click **OK** to proceed.





- Under the applicant's **Search for Positions** tab, click **Judges** or **Staff Attorneys**.
- Click on the **Last Name** of the judge or staff attorney office for the position to which the applicant is applying.

Batch Options				
Replace Resume/Cover Letter ▾	[Copy To New Folder]	Finalize Applications	Save This List to Excel	
☰	Last Name ▾	First Name ▾	Type of Judge ▾	Court ▾
	Aaron	Stewart	Magistrate Judge	United States District Court, Southern District of New York

**Clerkship Information**

Term Law Clerk-Chambers      1 Year      **Term Start:** 5/15/2020      **Term End:** 12/15/2021

- On the judge's or staff attorney office's profile page, click the **Clerkships List** tab (for judge positions) or the **Positions List** (for staff attorney office positions).
- Scroll down and click the **View & Apply** button.

Options	Clerkship Type
<b>View &amp; Apply</b>	Term Law Clerk-Chambers

- Follow the steps in the **Build an Application** box to select application documents, references, and recommenders.
- Click the **Create Draft Application** button.

Clicking on the **Create Draft Application** button to trigger recommendation requests to you

**Create Draft Application**

- After the draft application is created, the applicant must review the application before clicking **Finalize**, which submits it to the judge or staff attorney office.

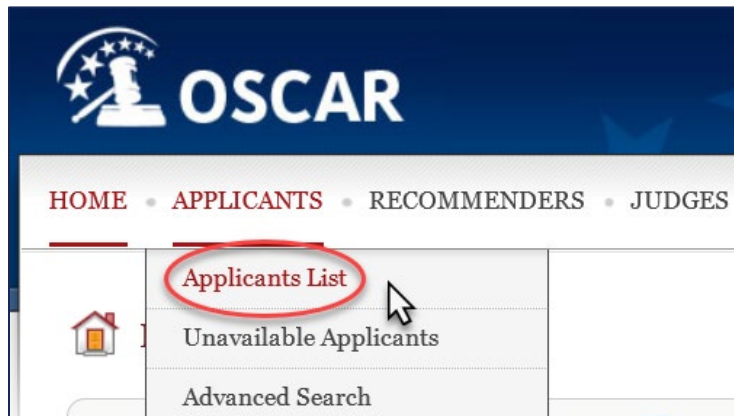


## Edit an Application

LSAs can edit applications on behalf of an applicant if the application is a draft or a finalized application to an available position. Application components include documents, references, and recommenders.

To edit an application, follow the steps below.

1. Under **Applicants** in the main navigation menu, click **Applicants List**.



2. Locate the applicant in the Applicant List and click the **View** icon to the left of their name.

		Last Name ▾	First Name ▾	Email Add
<input type="checkbox"/>		<a href="#">Abbas</a>	Amr	<a href="mailto:amr.abbas">amr.abbas</a>
<input type="checkbox"/>		<a href="#">Askin</a>	Molly	<a href="mailto:maskin@f">maskin@f</a>

3. OSCAR will display the individual applicant record. Select the **Clerkship Applications** tab to view clerkship applications or **Staff Attorney Applications** to view staff attorney applications.





- Under the active applications list, locate the application and click the **Edit** icon to open the application.

	Options	Judge ▾	Documents	Recommendations	Clerkship Type ▾	Position
<input type="checkbox"/>	 	Koeltl, John		Wells, Catharine McMorrow, Judith	Term Law Clerk- Chambers	1 Year (Aug 01, 2019 - Aug 01, 2020)

- OSCAR will display the documents, references (if applicable), and recommenders associated with the application. To edit:

- Documents:** Use the dropdown selectors under each document name to upload a new document or replace the current document.

<b>Judge:</b>	Koeltl, John
<b>Position:</b>	1 Year (Aug 01, 2019 - Aug 01, 2020)
<b>Choose My Documents:</b>	Select documents you have uploaded in My Documents Section
	<b>Full Application Packet:</b> 
	<b>Cover Letter</b> <a href="#">[Daniel Patrick Moynihan United States Courthouse Cover Letter]</a> <a href="#">[new]</a> : <div style="display: flex; align-items: center; margin-top: 5px;"> <span style="font-size: 2em; margin-right: 10px;">→</span> <input type="text" value="[leave current]"/> </div>
	<b>Resume</b> <a href="#">[Bijan Abaé Résumé]</a> <a href="#">[new]</a> : <div style="display: flex; align-items: center; margin-top: 5px;"> <span style="font-size: 2em; margin-right: 10px;">→</span> <input type="text" value="[leave current]"/> </div>
	<b>Writing Sample</b> <a href="#">[Appellate Brief Writing Sample]</a> <a href="#">[new]</a> : <input type="text" value="Appellate Brief Writing Sample (attached)"/>
	<b>Law Grade Sheet</b> <a href="#">[Boston College Law School Unofficial Grade Sheet]</a> <a href="#">[new]</a> : <input type="text" value="Boston College Law School Unofficial Grade Sheet (attached)"/>

- Recommenders:** Select recommenders by checking and/or unchecking boxes to the left of their names. (**Note:** The recommenders must be listed on the **My Recommenders** tab before they can be seen on this screen.)

<b>Recommenders :</b> <a href="#">HELP</a>	Recommenders upload letters of recommendation through OSCAR.
<input checked="" type="checkbox"/>	McMorrow, Judith
<input checked="" type="checkbox"/>	Wells, Catharine



- After the needed changes have been made, click the **Update Application** button. (Click the **Return To Application List** button to make no changes and return to the previous tab.) If appropriate, evites will be sent to new recommenders.

Recommenders : ? HELP

Recommenders upload letters of recomm

- Abriel, Evangeline
- Benjamin, Antonio
- Greanias, John ✓
- Polden, Donald

If you want to confirm the changes you ha  
this clerkship, click on the **Withdraw** butto

**Update Application** **Withdraw** **Return To Application List**

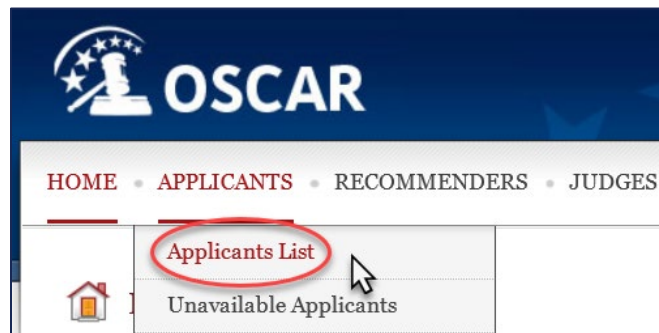
**Note:** If the application is still in draft, the applicant should review the selections and **Finalize** the application so it will be visible to the judge.











## Send Email to Applicants

OSCAR's email feature allows law school administrators to send batch emails to selected applicants. Using this feature, you can keep the applicants from your school apprised of OSCAR deadlines and dates, changes to the OSCAR system, and procedures specific to your school. Using merge fields (discussed below), you can draft a single email that OSCAR automatically personalizes to each recipient. This option is available from the **Applicants List** or **Search Results** tabs.

1. Under **Applicants** in the main navigation menu, click **Applicants List**.

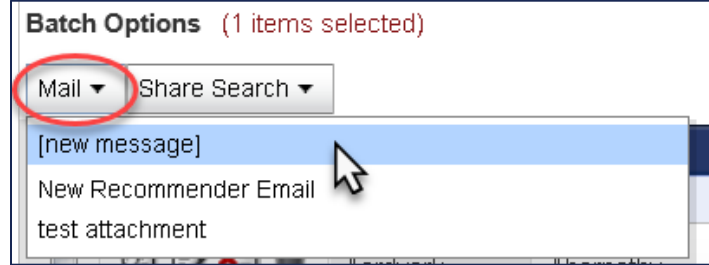


2. On the **Applicants List**, select individual or multiple applicants by checking the boxes next to their names, or click the  icon to select all the applicants on the list.


		Last Name	First Name
<input type="checkbox"/>	   	AA	A
<input type="checkbox"/>	   	Aardvark	Abernathy

3. Under **Batch Options**, click the **Mail** button.
4. Select one of the following:
  - o **[new message]** to create and send a new email
  - o One of the email templates that you created earlier or a previously saved email





5. On the **Mail Wizard** page, complete the fields under **STEP 1** to create your email. Fields marked with a red asterisk are required. Fill out the **Message Identifier** field if you wish to save this email for future use.

 **Mail Wizard**

Applicants List Unavailable Applicants AGD Students Advanced Search Archived Applicants **Mail Wizard**

**Mail Wizard**

**STEP 1: Review/Edit Message**  
Please review/set the parameters of the message you wish to send. Make any changes in the form below, select whether and how you wish to save these changes, and then select the 'next' button.

Cancel Next

**Message Identifier:** Please enter an identifier for this message

**Subject\*:** Enter the subject of the email message.

**From\*:** Please enter the e-mail address which will be used in the from field.

**Cc:** Address(es) who should be carbon copied

**Bcc:** Address(es) who should be blind copied

**Send Copy To:** Address(es) to receive a copy of the first message sent

**HTML Format:** Do you wish to format this message using HTML?  
 Yes  No

**Message Body\*:** Please enter the message body, including any substitution fields



6. Select from the **Message Options** on the right side of the screen:

- **Do Not Save:** discard the message after this single use
- **Save Changes:** Save changes if editing an existing message
- **Save as New:** Save the message for later use (**Note:** The **Message Identifier** field must be completed to use this option)

**Message Options**

Do Not Save

Save Changes

Save as New

7. Type your email in the **Message Body** field, using merge fields from the **Available Fields** box on the right side of the screen to automatically personalize the email for its recipients.

**Note:** Ensure the merge fields contain both brackets on each side (e.g., [fullname]).

**Message Body:** Please enter the message body, including any substitution fields

Dear [fullname],

**Available Fields**

[fullname]Applicant's full name

[fname]Applicant's first name

[mi]Applicant's middle initial

[lname]Applicant's last name

[law\_school]Applicant's law school

8. If you would like to attach a document or file to the email, click the **Add Item** button.

Attachment(s): **Add Item**

9. Click the **Next** button to continue.

Attachment(s): **Add Item**

**Cancel** **Next**



10. Fill out the recipient(s) fields to complete **STEP 2**. You can delete recipients as needed by clicking the **Remove Selected Recipients** button.

**Mail Wizard**

**STEP 2: Review Recipients**  
Please review the list of recipients below, and make any

tyrusmanuel+ShareSearch@gmail.com

remove selected recipients

**WARNING:** When you click 'Send Messages', the maili

cancel Prev Send Messages

11. Click **Send Messages**.

**WARNING:** When you click 'Send Messages', the maili

cancel Prev Send Messages

12. After the message is sent, OSCAR will display a screen that indicates the message is queued for delivery. Click **Done** to complete the process.



## Mark an Applicant as Unavailable or Deactivate the Account

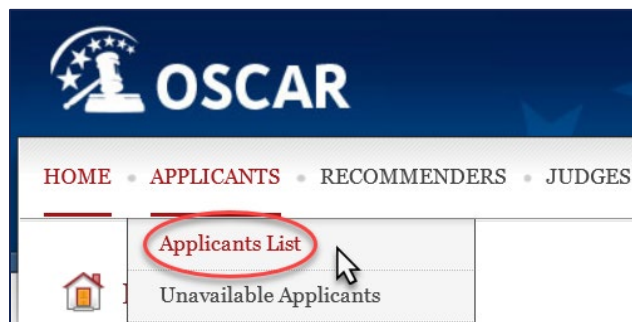
Applicants with active applications have two options for withdrawing themselves from consideration for all applications. LSAs can perform either of these functions on the applicant's behalf.

- Applicants can mark themselves **Unavailable**. This will withdraw all current applications and maintain the applicant's account with associated documents for future use. The applicant can indicate a reason and period of unavailability. **Note:** With this option, the applicant account may be archived if it becomes inactive for longer than 1 year.
- Applicants can **Deactivate** their accounts. This option is used for applicants who do not plan to resume using their OSCAR accounts. Deactivating an account will withdraw all current applications and delete the user's profile and application documents. A "deactivated" user will no longer receive any OSCAR communications. Deactivated accounts will be archived.

**Note:** Judges are able to see basic information on unavailable and deactivated applicants who have previously submitted applications to them.

### Mark an Applicant Unavailable

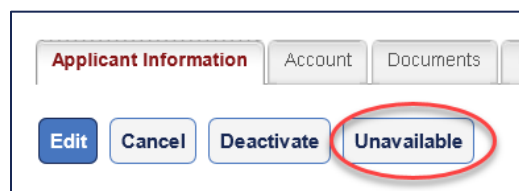
1. Under **Applicants** in the main navigation menu, click **Applicants List**.



2. Locate the applicant in the Applicant List and click the **View** icon to the left of their name.

		Last Name	First Name	Email Add
<input type="checkbox"/>		<a href="#">Abbas</a>	Amr	<a href="#">amr.abbas</a>
<input type="checkbox"/>		<a href="#">Askin</a>	Molly	<a href="#">maskin@f</a>

3. On the top of the **Applicant Information** page, click the **Unavailable** button.





- A pop-up box will appear, in which you can indicate a period of unavailability and select a reason for unavailability (Hired or Other). **Note:** Judges will have access to this information. Click **OK** to mark the applicant unavailable.

Confirm Unavailability

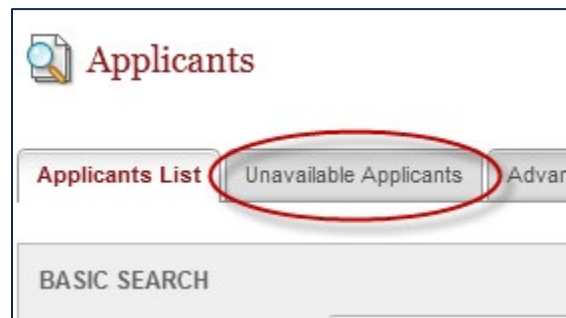
Please note that doing this will withdraw all of the applicant's applications.

**Period of Unavailability:**  
i.e., Until March 2011

**Reason for Unavailability:**

ok cancel

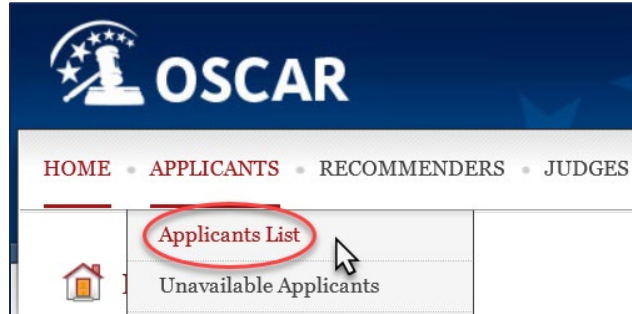
- OSCAR will refresh and display the **Applicant Information** tab with the updated General Information section.
- The applicant will no longer appear in your **Applicants List**. To view the applicant, you will need to go to the **Unavailable Applicants** tab.





## Deactivate an Applicant Account

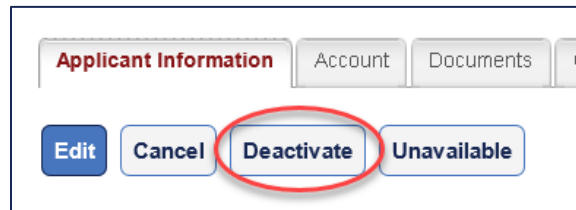
1. Under **Applicants** in the main navigation menu, click **Applicants List**.



2. Locate the applicant in the Applicant List and click the **View** icon to the left of their name.

		Last Name ▾	First Name ▾	Email Add
<input type="checkbox"/>		<a href="#">Abbas</a>	Amr	<a href="#">amr.abbas</a>
<input type="checkbox"/>		<a href="#">Askin</a>	Molly	<a href="#">maskin@f</a>

3. On the top of the **Applicant Information** page, click the **Deactivate** button.



4. A pop-up box will appear, in which you can indicate a period of unavailability and select a reason for unavailability (Hired or Other). **Note:** Judges will have access to this information. Click **OK** to deactivate the applicant.
5. OSCAR will refresh and display the **Applicant Information** tab with the updated General Information section.
6. The applicant will no longer appear in your **Applicants List**. To view the applicant, you will need to go to the **Archived Applicants** tab. Deactivated applicants will be completely removed from the OSCAR system in the yearly database clean-up process.





## IV. Assist Recommenders

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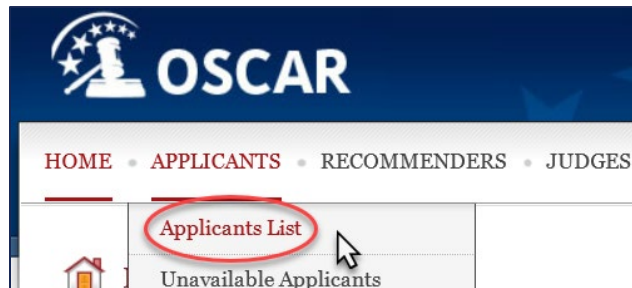
## Fill Individual Recommendation Requests

OSCAR provides law school administrators with two methods to fill requests for letters of recommendation on behalf of recommenders:


- Log in as a recommender from the Recommenders List and fill a request from within the recommender account (this option allows you to fill multiple requests simultaneously), or
- Fill individual requests directly from the **Applicants List** tab.

This tip sheet will address filling individual requests from the **Applicants List** tab. For information on the login as function, please see **Log in as Another User (“Wear the Hat”)**.

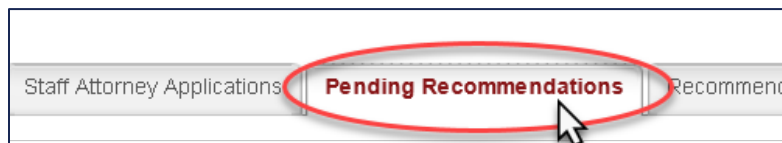
1. Under **Applicants** in the main menu, select **Applicants List**.



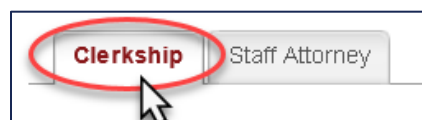
2. Under the **Applicants List**, scroll down to the listing of applicants and locate the applicant for whom you will be uploading a letter of recommendation. **Note:** You can search for the applicant’s name or email address using the gray search box.
3. Click on the **View** icon (📄) to the left of the applicant’s name.

		Last Name ▾	First Name ▾	Email Add
<input type="checkbox"/>		<a href="#">Abbas</a>	Amr	<a href="mailto:amr.abbas">amr.abbas</a>
<input type="checkbox"/>		<a href="#">Askin</a>	Molly	<a href="mailto:maskin@f">maskin@f</a>

4. On the **Applicant Information** tab, select the **Pending Recommendations** tab.





5. Click on the **Clerkship** tab to see pending recommendations for clerkship applications or the **Staff Attorney** tab to view pending recommendations for staff attorney applications.







6. Click the **Edit** icon (  ) to the left of the recommender's name whose letter you will be uploading.

	Recommender	Judge
	Case, Justin	Judge, OSCAR Test

7. OSCAR will display a screen allowing you to enter the letter of recommendation. You can either upload the recommendation as a PDF file or enter/copy it into OSCAR's online editor.

## To Upload a PDF File

1. Next to **Recommendation Type**, select **.pdf file**.

**1 Recommendation Type\***: Choose "online editor" to compose, format, and edit your recommendation.

online editor  .pdf file

2. Following your selection of **.pdf file**, the OSCAR screen will refresh and display the **Select PDF File to Upload** box. Click the **Browse** button and locate the file you wish to upload on your local computer or network drive.

**2 Select PDF File to Upload:**

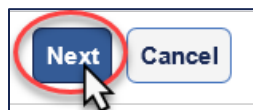
Maximum File Size: 1MB

File:

Please select your document to upload.

**Browse...** No file selected.

3. Click **Next** to continue.




4. OSCAR displays the **Confirm Recommendation** screen with confirmation of your uploaded file. To preview your recommendation letter exactly as a judge or staff attorney office will see it, click the PDF icon or document name under **Uploaded File**. You will also see the name of the judge or staff attorney office you designated to receive the letter.



- To make changes, click **Edit Recommendation** to return to the previous screen, where you can upload a modified file. Letters uploaded from an existing PDF file cannot be edited in OSCAR. If there is a problem with the letter in PDF format, fix the letter in its original software program and upload it again. If you are satisfied with your letter, click **Submit Recommendation** to finalize the process.

**3 Confirm recommendation**

**Uploaded File:**

 [LSA Tip Sheets TOC 4 Assist Recommenders.pdf](#)

**Attach to Applications:**

OSCAR Test T Judge

**Submit Recommendation** **Edit Recommendation**

## To Enter a Letter in the Online Editor

- Next to **Recommendation Type**, select **online editor**.

**1 Recommendation Type\*:** Choose "online editor" to compose, format, and edit your recommendation in the box below; choose ".pdf file" to upload an existing recommendation.

online editor  .pdf file

- If the recommender previously created a letter template, you can choose it from the **Select Template** dropdown menu.

**2 Select Template:** Select a recommendation letter template from the options below to use a pre-existing recommendation template, or leave blank to create a new letter from scratch.



3. **Optional:** To save your letter for re-use in OSCAR, enter a name in the text box under **Save Current Template**, and click **Save Template** once you have entered the letter in the online editor.

**3 Save Current Template:** If you enter a label for this recommendation here, it will be saved to your "My Templates" tab and you may choose to use it for future recommendations. If you do not want to save this recommendation, leave this field blank. You may also save your template without submitting your recommendation by using the "Save Template" button to the right of the Label input field. If you change the label of a saved template, the template will be saved as a new template. **Note: When entering a recommendation, it is recommended that you save often. You must enter a label to save a template.**

Template name  **Save Template**

4. Scroll down to **Edit Recommendation** and enter your letter in the online editor. When using the online editor, it is helpful to remember these tips:
  - To insert a single line break, hold down the **Shift** key and press **Enter**.
  - You cannot insert graphics, institutional letterhead, or signatures in the online editor.
  - Formatting problems may occur when copying the letter from a word processing program like Microsoft Word. These documents contain hidden commands for printing, and copying the files also copies these hidden commands. Click the **Paste as Plain Text** icon in the online editor to remove most (but not necessarily all) of the original formatting.

**4 Edit Recommendation:** **Note:** To insert a single line break, hold down the **Shift** key and press **Enter**. For descriptions of the available buttons, [click here](#)

[date]

- By using merge fields, you can customize one letter for multiple recipients. There is a list of merge fields on the right side of the screen. Merge fields will automatically be filled with the data for each judge or staff attorney office receiving the recommendation letter as shown in the image below. OSCAR automatically includes a salutation block with merge fields for judges or staff attorney offices. If you do not wish to use the merge fields included in the online editor box, you may copy and paste any of the fields listed in **Applicant** or **Judge** headings of the **Merge Fields** box to create your letter.



**Note:** To insert a single line break, hold down the **Shift** key and press **Enter**. For descriptions of the available buttons, [click here](#)

**Merge Fields**

If you chose to type or paste a letter into the online editor, you may include any of the fields listed below. They will be merged to fill in the respective values when you complete your recommendation. Please note that the fields must be typed exactly as they appear; you may copy and paste them from the list to insure accuracy.

For convenience, OSCAR automatically displays the judge address block and salutation line for your letters in the online editor. If you choose to use additional merge codes in your letter, make sure that you copy all characters, including the brackets.

[honorable\_judgename]  
[formatted\_address]  
Dear Judge [judge\_name]

I am writing you on behalf of [fname] [lname], who I believe would like to work with you as a judicial clerk. I can recommend him in the highest terms.

[fname] took my Business Organizations course at [law\_school] this past autumn, 2011. From quite early on he stood out. He was always well prepared for each class session, and a frequent volunteer when I posed questions to the class. His replies to my questions, as well as many questions he posed on his own, always were thoughtful. To top that off, [fname]'s mode of delivery and overall tone both as class participant and as curious student after class always was kindly and disarming. You could not help but think not only that here was a bright and conscientious

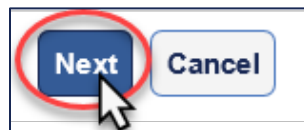
Path: p

The above code would translate to:

The Honorable John Doe  
123 Main St  
Washington, D.C. 20001

Dear Judge Doe

- When you have completed entering in your letter, click **Next** to continue.




- OSCAR displays the **Confirm Recommendation** screen. You can review the typed-in letter, and you can preview the letter as a PDF file, which is how it will be seen by a judge or staff attorney office. To do this, click the PDF icon next to the judge or staff attorney office name under **Attach to Applications**.



### 5 Confirm recommendation

#### Typed-In Letter:

Please review your recommendation. If you input text, please make sure it is correct. If you are satisfied, click the "Submit Recommendation" button. If you would like to make further changes, click the "Edit Recommendation" button.

Note: The merge fields you have chosen will be replaced with the appropriate data when the letter is completed. You may preview how your merged recommendation will look by clicking the  icon next to each judge name below. You must click on the Confirm Recommendation button to update your letter with the edits.

[date]

[honorable\_judgename]  
[formatted\_address]

Dear Judge [judge\_lname]:

I am writing you on behalf of [fname] [lname], who I believe would like to work with you as a judicial clerk. I can recommend him in the highest terms.

Sincerely,

Justin Beiber

#### Attach to Applications:

 OSCAR Test T Judge

7. To make changes to your letter, click **Edit Recommendation** to return to the previous screen. Otherwise, click **Submit Recommendation** to finalize the process.

#### Attach to Applications:

OSCAR Test T Judge

**Submit Recommendation**

Edit Recommendation





## Create a Recommender Account

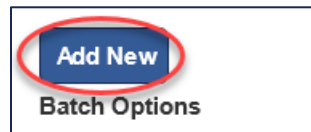
As a law school administrator, you have the ability to manage recommender accounts for members of your faculty. In addition to creating new recommender accounts and deleting outdated accounts, you can edit any existing recommender accounts, including designating outside recommenders as faculty, and changing usernames and passwords.

To create a recommender account, follow the steps below.

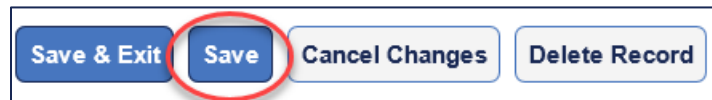
1. Under **Recommenders** in the main menu, click on **Faculty Recommenders List** or **Non-Faculty Recommenders List**.



2. Click the **Add New** button (at the top or bottom of the screen) to create a new recommender account.

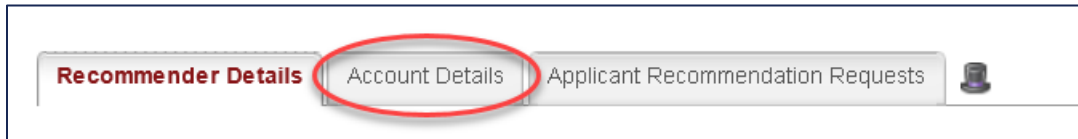


3. On the **Recommender Details** tab, complete the fields. **Notes:**
  - OSCAR displays the **First Name**, **Last Name**, **Email**, and **Phone Number** fields on application cover sheets and on footers of submitted letters of recommendation.
  - If you select **Never** for **Email Frequency of New Recommendation Requests**, it will be necessary for the applicants to ask the recommender to log in to OSCAR and upload a letter of recommendation.
4. Click the **Save** button to continue.

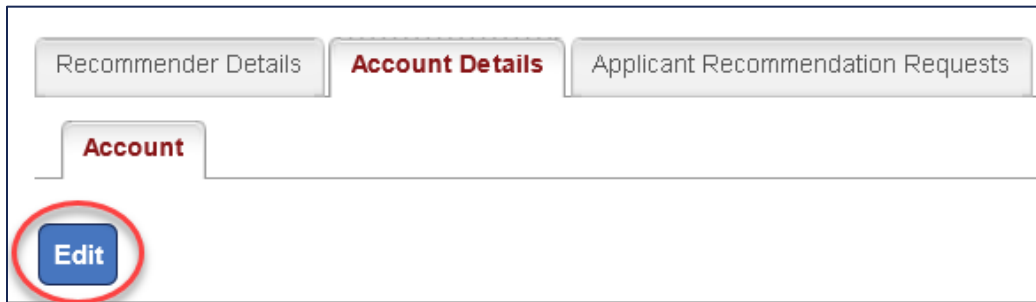




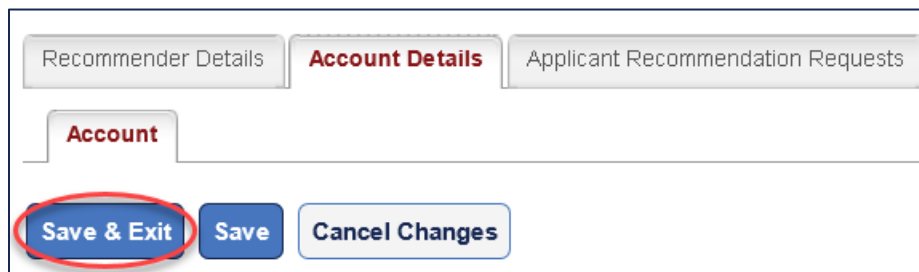
- OSCAR will refresh the **Recommender Details** screen with the new information. OSCAR displays two additional tabs—**Account Details** and **Applicant Recommendation Requests**. Select the **Account Details** tab.



- OSCAR will automatically assign a username to the new account (typically the recommender's last name and a string of numbers). However, as an LSA, you can enter a customized username, which may be easier for a recommender to remember. It is not necessary to assign a password, as OSCAR will automatically create and send a password the first time an applicant identifies the recommender on an application. To change the username for the account, click the **Edit** button.



- Enter the desired username and/or password. Click **Save & Exit** to return to the **Recommenders List** tab. The new recommender account should now be fully functional. **Note:** Clicking the **Save** button will save your changes and allow you to remain on the **Account Details** tab.





## Edit a Recommender Account


Two tabs are used for editing a recommender account in OSCAR:



- **Recommender Details:** Includes the recommender's name and contact information (email address, phone number, and faculty assistant email address), whether the OSCAR system Evite is blocked, whether and how often the recommender will receive notification of new and/or pending recommendation requests, and the recommender's faculty affiliation.
- **Account Details:** Allows you to change a recommender's username or password.

To edit a recommender account, follow the steps below.

1. Under **Recommenders** in the main menu, select **Faculty Recommenders List** or **Non-Faculty Recommenders List**.



2. On the **Faculty Recommenders List** or **Non-Faculty Recommenders List**, click on the **Edit** icon (  ) to the left of the recommender account you wish to edit.

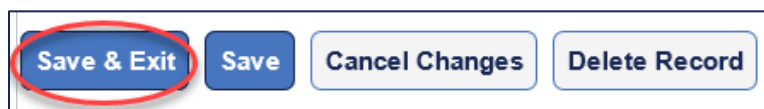
		Last Name ▾	First Name ▾	Email Address
		Abbas	Amr	<a href="mailto:amr.abbas@matoukbassiouny.com">amr.abbas@matoukbassiouny.com</a>

### Edit Recommender Details

3. On the **Recommender Details** tab, make the appropriate edits.



4. Once you have made your changes, click **Save & Exit** button to return to the **Recommenders List**. **Note:** The **Save** button will save your changes and leave you on the **Recommender Details** tab.





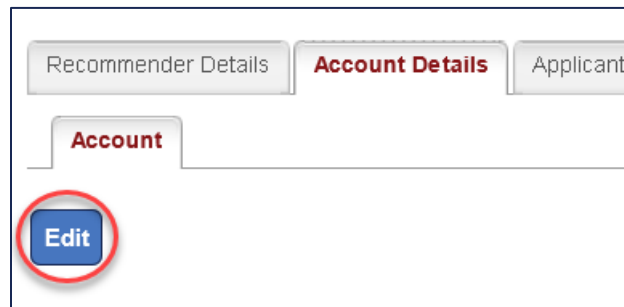


## Edit Account Details (Username or Password)

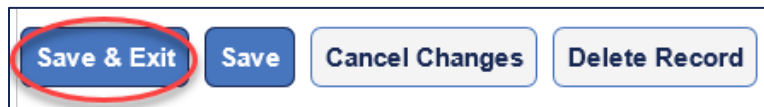
5. Click on the **Account Details** tab.



6. Click the **Edit** button to make changes to the username or password.



7. Make the desired changes. Click **Save & Exit**.



**Note:** OSCAR does **not** send an email when you change a recommender's password. You must inform the recommender of the new login information.





## Delete a Recommender Account

**Warning: Account deletions are permanent.** Please be absolutely sure before taking this action. Do not delete non-faculty recommender accounts. If you are deleting a duplicate recommender account that has pending recommendation requests, those requests will be deleted. You will need to instruct applicants to update their applications with requests to the valid account (see the [How to Identify Recommenders tip sheet](#)). This can only be done with applications that are not finalized. Completed letters of recommendation are not affected by deleting a recommender. If you have questions about this process, please contact the OSCAR Program Office.

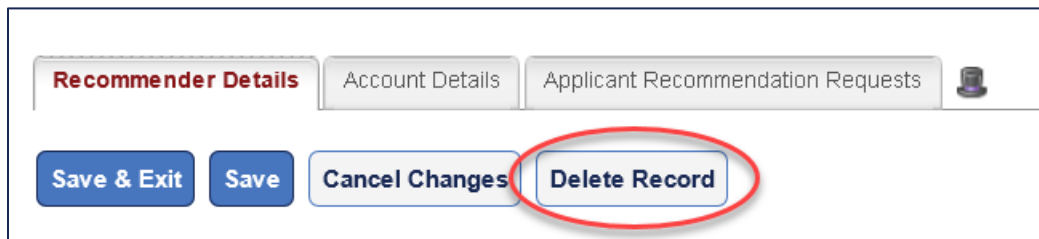
1. Under **Recommenders** in the main menu, select **Faculty Recommenders List**.



2. Locate the recommender account you wish to delete and click the **Edit** icon (  ) to the left of the recommender name.

		Last Name ▾	First Name ▾	Email Address
		Abbas	Amr	<a href="mailto:amr.abbas@matoukbassiouny.com">amr.abbas@matoukbassiouny.com</a>

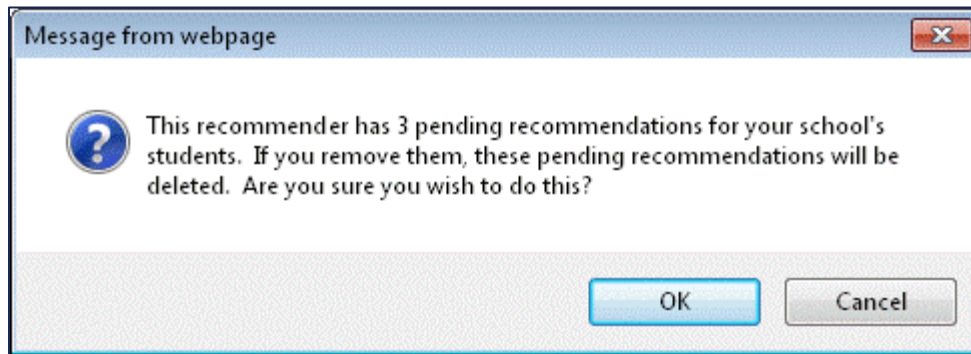
3. OSCAR will display the **Recommender Details** tab in edit mode. Click the **Delete Record** button.



**Note:** If you are deleting a duplicate record, it is advisable to first change the **Last Name** and **Email** fields by substituting 'dummy' information. Save the account with the 'dummy' information before deleting. This will ensure that OSCAR does not 'remember' the email address and prevent you from re-using it.



- OSCAR will display a pop-up warning indicating the number of outstanding recommendation requests the recommender has. (**Note:** This number may be 0). Any pending requests will be deleted. Completed letters of recommendation will not be affected.



- Click **OK** to continue and delete the recommender account. OSCAR will return you to the **Recommenders List** tab once the action is completed.



## Send Email to Recommenders

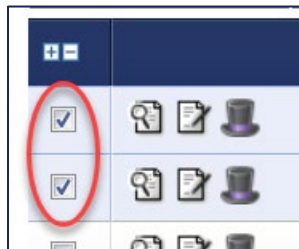
OSCAR’s email feature allows law school administrators to send batch emails to recommenders, their assistants, or both. The recommender email function was added to the system to allow the law schools to control the sending of reminder emails to their faculty recommenders, but it could be used for other purposes as needed. For instance, you can also use this email feature to send new login information to your recommenders at the beginning of a new hiring season (e.g., username and password). By using merge fields (discussed below), you can draft a single email that OSCAR automatically personalizes to each recipient.

1. Under **Recommenders** in the main menu, select **Faculty Recommenders List**.

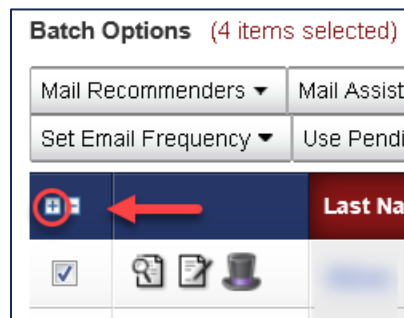


2. On the **Faculty Recommenders List**, select individual recommenders or all of your recommenders using the checkboxes on the left:

- o **Select individual recommenders:** Check the boxes to the left of the recommender name(s). OSCAR highlights the selected recommenders in blue.



- o **Select all recommenders:** Click the plus icon (⊕) above the left-hand column. OSCAR displays the total number of selected entries above the **Batch Options** menu.





- To send email to the selected recommenders, select **Mail**, **Mail Assistants**, or **Mail Recommenders & Assistants**.

Batch Options

Mail ▼ Mail Assistants ▼ Mail Recommenders & Assistants ▼

- Select **[new message]** or one of the previously created email templates or saved email.

Batch Options

Mail Recommenders ▼ Mail Assistants ▼ Mail Recommenders & Assistants ▼

[new message]

New Recommender Email

- After you make your selection, OSCAR displays the **Mail Wizard** with the title **STEP 1: Review/Edit Message**.
- Fill out the message information fields. Fields marked with a red asterisk are required. **Note:** Fill out the **Message Identifier** field if you wish to save this email for future use.

**Mail Wizard**

**STEP 1: Review/Edit Message**  
Please review/set the parameters of the message you wish to send. Make any changes in the fields below, save these changes, and then select the 'next' button.

**Message Identifier:** Please enter an identifier for this message

**Subject\*:** Enter the subject of the email message.

- Select from the **Message Options** on the right side of the screen:
  - Do Not Save:** discard the message after this single use
  - Save Changes:** Save changes if editing an existing message
  - Save as New:** Save the message for later use (**Note:** The **Message Identifier** field must be completed to use this option)



**Message Options**  
 Do Not Save  
 Save Changes  
 Save as New

8. Type your email in the **Message Body** field, using merge fields from the **Available Fields** box on the right side of the screen to automatically personalize the email for its recipients.

**Note:** Ensure the merge fields contain both brackets on each side (e.g., [fullname]).

<b>Message Body:</b>	Please enter the message body, including any substitution fields Dear [fullname],	<b>Available Fields</b> [fullname] [fname] [lname] [username] [password]
----------------------	--	---

9. If you would like to attach a document or file to the email, click the **Add Item** button.

Attachment(s):

10. Click the **Next** button to continue.

Attachment(s):

---



11. Fill out the recipient(s) fields to complete **STEP 2**. You can delete recipients as needed by clicking the **Remove Selected Recipients** button.

**Mail Wizard**

**STEP 2: Review Recipients**  
Please review the list of recipients below, and make any

tyrusmanuel+ShareSearch@gmail.com

remove selected recipients

**WARNING:** When you click 'Send Messages', the maili

cancel Prev Send Messages

12. Click **Send Messages**.

**WARNING:** When you click 'Send Messages', the maili

cancel Prev Send Messages

13. After the message is sent, OSCAR will display a screen that indicates the message is queued for delivery. Click **Done** to complete the process.



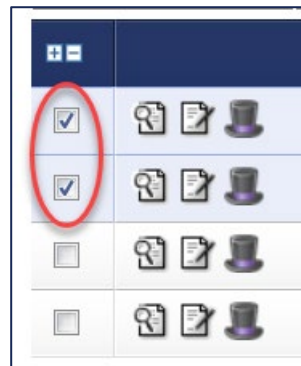
## Block Evites Emails to Recommenders

OSCAR enables law school administrators to block the initial Evite email that OSCAR sends to recommenders and faculty assistants when an applicant first identifies the recommender in the OSCAR system. If you use the **Block Evite** feature, please note that the system will automatically suspend email notifications for new recommendation requests and reminders of pending requests for those recommenders. However, you can configure OSCAR to continue to send you notifications of new and pending requests for your recommenders.

1. Under **Recommenders** in the main menu, select **Faculty Recommenders List**.

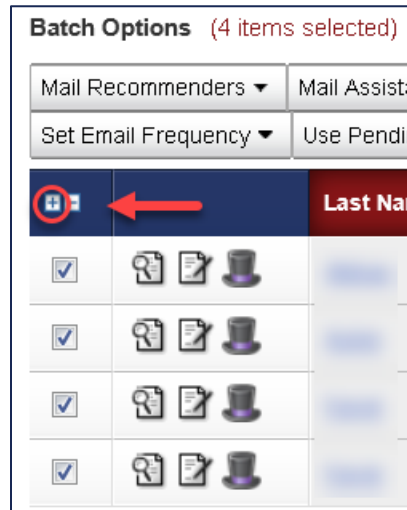


2. On the **Faculty Recommenders List**, select individual recommenders or all of your recommenders using the checkboxes on the left:
  - **Select individual recommenders:** Check the boxes to the left of the recommender name(s). OSCAR highlights the selected recommenders in blue.

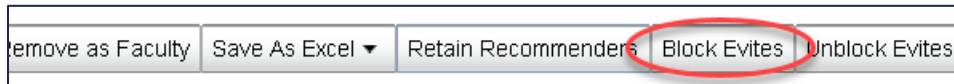


- **Select all recommenders:** Click the plus icon (+) located above the left-hand column. OSCAR displays the total number of selected entries above the **Batch Options** menu.

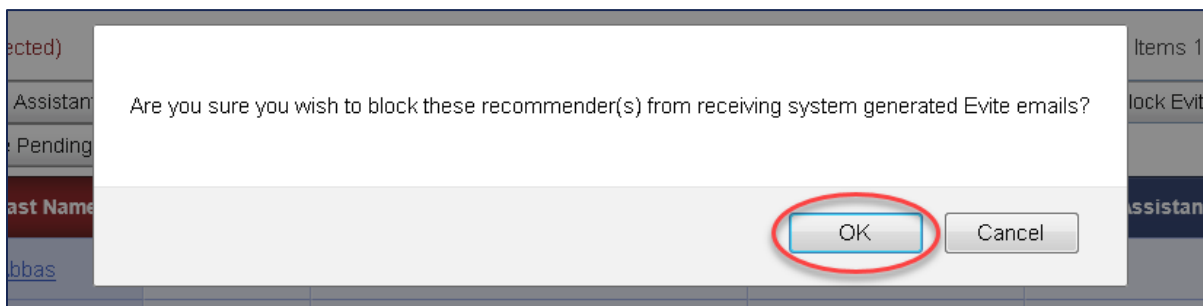




- To block evite emails for the selected recommenders, click **Block Evites** in the **Batch Options** menu. **Note:** If you had already blocked the evite emails and want to change the setting, then perform the steps described above, selecting **Unblock Evites** instead.



- OSCAR displays a pop-up asking, “Are you sure you wish to block these recommender(s) from receiving system generated Evite emails?” Click the **OK** button.



**Note:** To check that this setting is correct:

- Click on the last name of a recommender.
- Scroll down and view the line under **System Evite Blocked:**
  - Yes** – the Evite is blocked.
  - No** – the Evite will be sent.



## Change Email Notifications for Faculty Recommenders

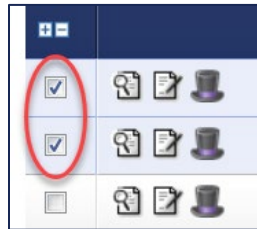
OSCAR sends email notifications to recommenders for new recommendation letter requests and reminders of pending recommendation letter requests. All new recommender accounts are set by default to receive notification of new and pending recommendation requests on a weekly basis. Law school administrators can change whether/how frequently faculty recommenders receive these emails using a batch method. If you choose to prevent faculty recommenders from receiving notification emails from OSCAR, it will be incumbent upon the requesting applicant to inform the recommender of the request for recommendation.

1. Under **Recommenders** in the main menu, select **Faculty Recommenders List**.

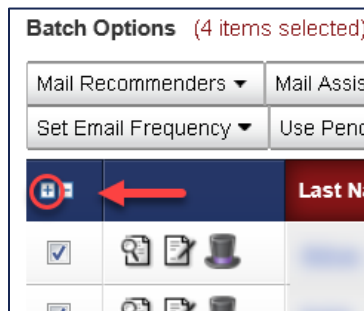


2. On the **Faculty Recommenders List**, select your recommenders individually or all at once:

- **Select individual recommenders:** Check the boxes to the left of the recommender name(s). OSCAR highlights the selected recommenders in blue.



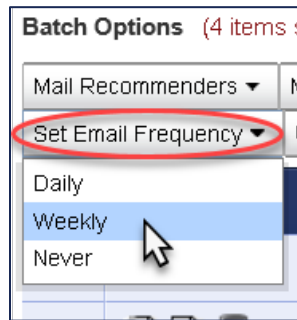
- **Select all recommenders:** Click the plus icon (+) above the left-hand column. OSCAR displays the total number of selected entries above the **Batch Options** menu.



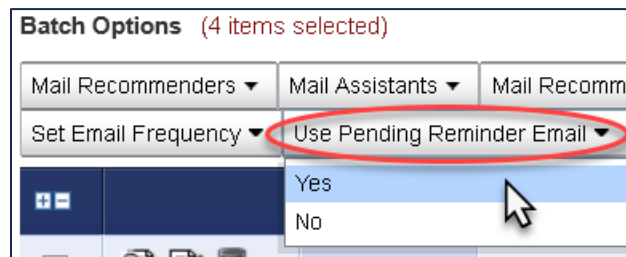


3. For the selected recommenders:

- **To change the email notification frequency for new recommendation requests:** Under **Batch Options**, select **Set Email Frequency** and click **Daily**, **Weekly**, or **Never**.



- **To change whether the recommender(s) will receive a weekly reminder for pending recommendation requests:** Under **Batch Options**, select **Use Pending Reminder Email** and click **Yes** or **No**.



**Note:** To check that the settings are correct:

1. Click on the last name of a recommender.
2. Scroll down and check that the values under **Email Frequency of New Recommendation Requests** and **Receive Weekly Reminder of Pending Requests** match your selections.



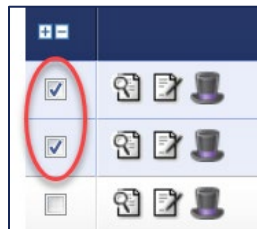
## Resend an Evite to Your Recommenders

OSCAR's email feature allows law school administrators to send batch emails to recommenders and/or their assistants. Using this function, you can resend an OSCAR Evite with login information to recommenders who may have lost it or not received the initial email.

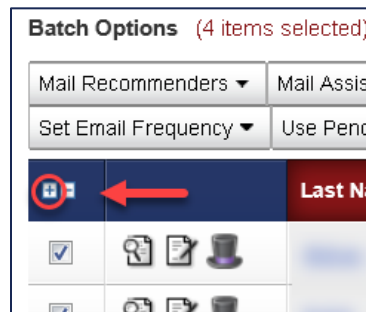
1. Under **Recommenders** in the main menu, select **Faculty Recommenders List**.



2. On the **Faculty Recommenders List**, select your recommenders individually or all at once:
  - **Select individual recommenders:** Check the boxes to the left of the recommender name(s). OSCAR highlights the selected recommenders in blue.



- **Select all recommenders:** Click the plus icon (+) above the left-hand column. OSCAR displays the total number of selected entries above the **Batch Options** menu.





- Under **Batch Options**, select **Mail** (to email recommenders only), **Mail Assistants** (to email their assistants only), or **Mail Recommenders & Assistants** (to email both).

The screenshot shows a dropdown menu titled "Batch Options" with three options: "Mail", "Mail Assistants", and "Mail Recommenders & Assistants". Each option has a small downward arrow on its right side.

**Note:** The steps below are the same for each of the three options.

- In your **Mail** dropdown list, select **New Recommender Email**.

The screenshot shows a dropdown menu titled "Batch Options (4 items selected)". It contains three dropdown menus: "Mail Recommenders", "Mail Assistants", and "Mail Recommenders & Assistants". Below these is a list of items: "[new message]", "New Recommender Email" (highlighted in blue and circled in red), and "Recommender Merge Code Test".

- On the **Mail Wizard** page, complete **STEP 1: Review/Edit Message** using the fields pre-populated with the address information and the body of the Evite. The email body automatically includes the usernames and passwords for the recipients when sent.

The screenshot shows the "Mail Wizard" page. At the top, there is a tab labeled "Mail Wizard". Below it, the heading "STEP 1: Review/Edit Message" is followed by the instruction: "Please review/set the parameters of the message you wish to send. Make any changes and save these changes, and then select the 'next' button." There are two buttons: "Cancel" and "Next". Below the buttons, there are two form fields: "Message Identifier:" with the value "New Recommender Email" and "Subject\*:" with the value "[fname] [lname]: OSCAR Recommendation Requested".





8. Click **Send Messages**.



9. After the message is sent, OSCAR displays a screen that indicates the message has been queued for delivery. Click **Done** to complete the process.



## Prevent Faculty Recommenders from Being Archived

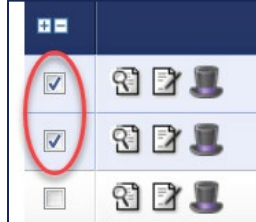
The OSCAR Batch Option **Retain Recommenders** enables law school administrators to prevent recommender accounts from becoming archived during OSCAR's yearly archiving process. Normally, recommender accounts that have not registered any activity since September 30 of the previous year (e.g., receiving a request for a letter of recommendation) are archived. By using this feature, law school administrators can retain recommender accounts for the upcoming hiring season.

1. Under **Recommenders** in the main menu, select **Faculty Recommenders List**.

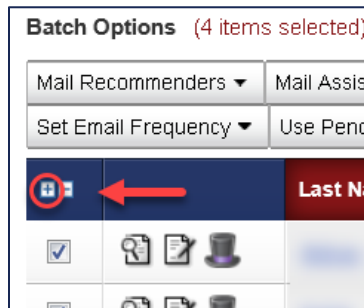


2. On the **Faculty Recommenders List**, select your recommenders individually or all at once:

- **Select individual recommenders:** Check the boxes to the left of the recommender name(s). OSCAR highlights the selected recommenders in blue.



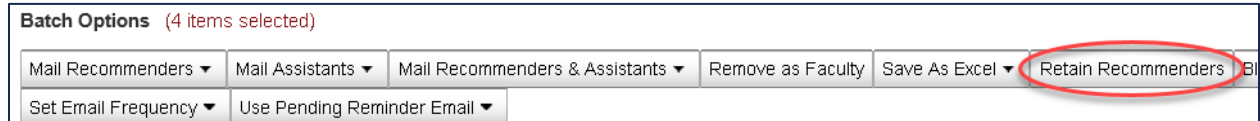
- **Select all recommenders:** Click the plus icon (+) above the left-hand column. OSCAR displays the total number of selected entries above the **Batch Options** menu.



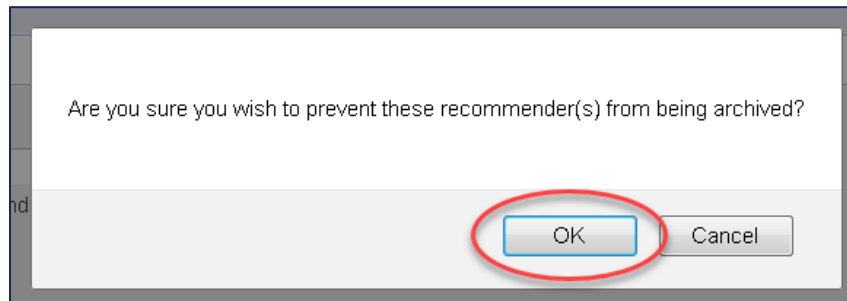




- Under **Batch Options**, click **Retain Recommenders** to prevent archiving.



- OSCAR displays a pop-up asking, “Are you sure you wish to prevent these recommender(s) from being archived?” Click **OK**.



**Note:** To check that this setting is correct:

- Click on the last name of a recommender.
- Go to the **Recommender Info** box on the right-hand side of the screen and view the date and time for **Modified By**. If this date is old (e.g., last year) then the recommender will be archived. If this date is current (e.g., this year) then the recommender will remain in the OSCAR database for one more year.





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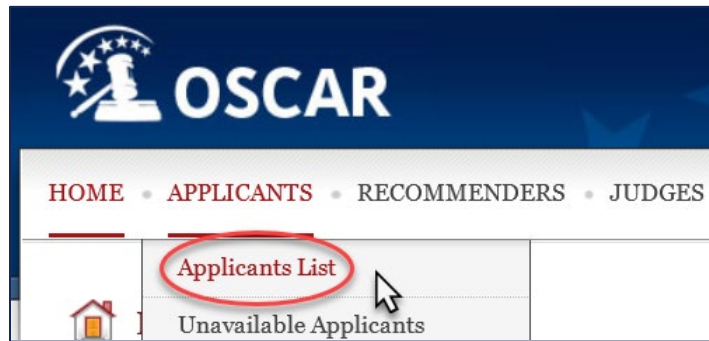


## Log in as Another User (“Wear the Hat”)



As a law school administrator, you can log in as any of the applicants and recommenders in your law school without having their usernames or passwords. This enables you to work directly in the account on behalf of the applicant or recommender. In many cases, this is the most expedient method to accomplish OSCAR tasks, such as uploading letters of recommendation. The procedure to log in as—or “wear the hat” of—another user is the same for both recommenders and applicants.

### Log in as an Applicant

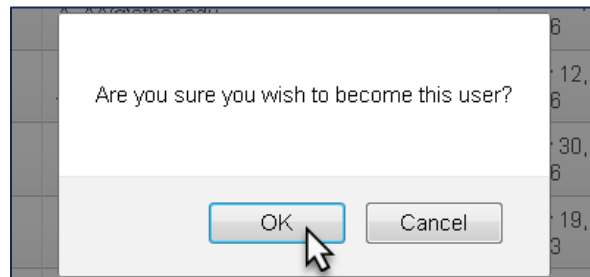
1. Under **Applicants** in the main menu, click **Applicants List**.



2. On the **Applicants List**, locate the applicant account and click on the hat icon.

		Last Name	First Name	Citizenship Status
<input type="checkbox"/>		AA	A	<input checked="" type="checkbox"/>
<input type="checkbox"/>		Aardvark	Abernathy	<input checked="" type="checkbox"/>

3. OSCAR asks you to confirm. Click **OK** to continue.

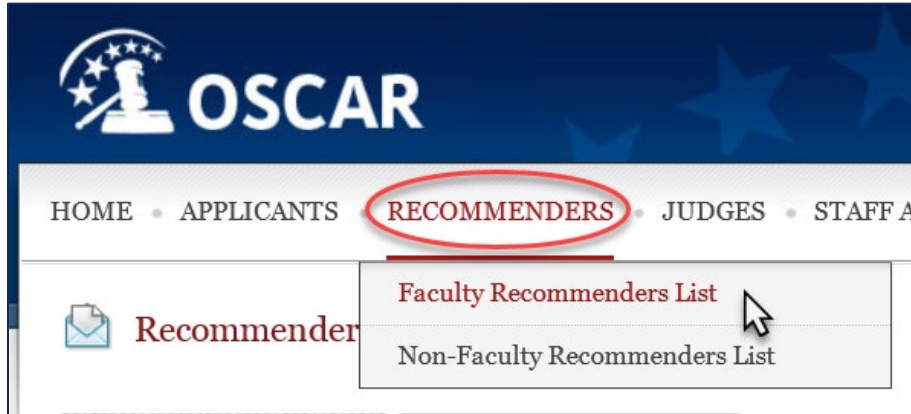


4. You are now logged in as the applicant and can perform any function needed.



## Log in as a Recommender

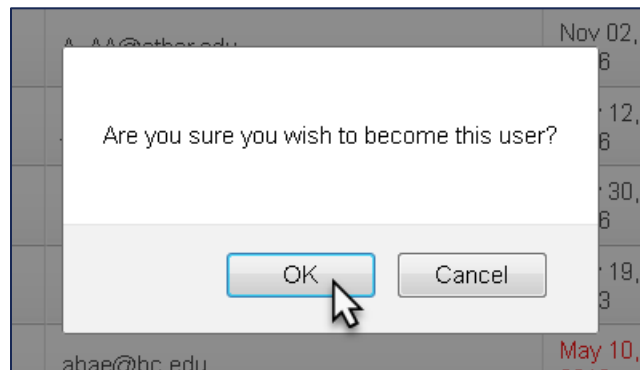
1. Under **Recommenders** in the main menu, click **Faculty Recommenders List** or **Non-Faculty Recommenders List**.



2. On the **Recommenders List**, locate the recommender account and click on the hat icon.

		Last Name ▾	First Name ▾	Email Add
<input type="checkbox"/>		<a href="#">Abbas</a>	Amr	<a href="mailto:amr.abbas">amr.abbas</a>
<input type="checkbox"/>		<a href="#">Askin</a>	Molly	<a href="mailto:maskin@f">maskin@f</a>

3. OSCAR asks you to confirm. Click **OK** to continue.



4. You are now logged in as the recommender and can perform any function needed.

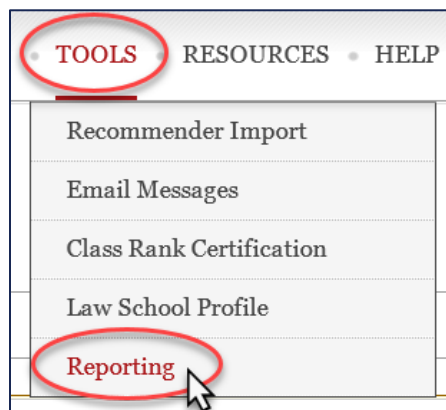


## Run Reports

As a law school administrator, you have the ability to run predefined reports within the OSCAR system. These reports are available for you to run your statistics on your applicant and recommender data. Reports can be run manually or scheduled to run at recurring intervals. Once you run the report, you can save the data to your computer. Each year, the OSCAR system will make available the current hiring season's reports. The system will update these reports on a yearly basis, to include deleting reports that are two years old.

**Note:** If you need to have access to this older data, you must save those reports to your computer.

1. Under **Tools** in the main menu, click **Reporting**.



2. On the **Reports** tab, you will see a list of available predefined reports for LSAs. These reports are named by the current year's data and are as follows:
  - **Applicant Accounts with Alternate Graduation Date (AGD) Approval:** Lists all applicants with an Alternate Graduation Date (AGD) approval by your law school with applicant name, email address, AGD graduation date, AGD status, AGD request decision date, and who the AGD request was finalized by.
  - **Application Count for Clerkship Positions by Applicant:** Lists all applications submitted to clerkship positions by your law school with applicant name, email address, JD/LLB from, date of JD/LLB, class rank, term length of position, judge, date application released for viewing, date application was created, date application updated, and total number of applications submitted per applicant.
  - **Application Count for SAO Positions by Applicant:** Lists all applications submitted by your law school with applicant name, email address, JD/LLB from, date of JD/LLB, class rank, term length of position, SAO, date application released for viewing, date application was created, date application updated, and total number of applications submitted per applicant.
  - **Applicant Information with Graduation Year:** Lists all applicants associated with your law school with contact info (name, email address, home phone, and cell phone), profile info (BA/BS from, date of BA/BS, date of JD/LLB, date of LLM, class rank, law review (Y/N), and law journal name), date OSCAR account was created, and availability.



- **Applicants Last Logins:** Shows all applicants with the last date and time their account logged into OSCAR.
- **Applicants with Applications:** Lists all applicants with applications by name; email address; JD/LLB from; date of JD/LLB; class rank; and the numbers of draft applications, finalized applications, withdrawn applications, and total applications.
- **Applicants with Draft Applications by Judge:** Lists applicants with draft applications by name, email address, and date of JD/LLB, and shows each judge for whom the applicant has a draft application, the clerkship type, and the date the application was created.
- **Count of Judges with Positions Opened Since Beginning of Prior Month:** Lists judges by name, court, judge type, clerkship status, clerkship type, clerkship term, date & time clerkship was created, and number of clerkship positions available.
- **Judges Removed:** Lists removed judges in the past year by name, court, judge type, and date of removal.
- **Law School Profiles:** Lists contact information for career offices of OSCAR-participating law schools, including school name, point of contact, phone number, email address, mailing address, and career office name.
- **Participating Judges Added in (year):** Lists these judges by name, court, judge type, and OSCAR participation.
- **Pending Recommendations by Applicant Name:** Shows number of pending recommendations per applicant with the applicant's email address.
- **Positions Opened Since Beginning of Prior Month:** Lists judge name, clerkship status, clerkship type, clerkship term, term start date, term end date, open date, close date, and creation date.
- **Recommendation Auto Attach Report:** List recommenders with letters set to automatically attach to new applications. Shows recommender name, recommender email, applicant, applicant email, applicant date of JD/LLB, submitted by, date auto-fill was set, expire date, and recommendation for (SAO or judge).
- **Recommendation Requests by Applicant with Recommender and Judge/SAO:** Lists applicant name and date of JD/LLB, recommender name and email address, judge or staff attorney office, application status (draft, finalized, or withdrawn), whether recommendation is pending, and position status.
- **Recommendations by Recommender with Applicant and Judge:** Lists recommender, applicant, judge, whether recommendation is pending, and the recommendation upload date.
- **Recommender List by School:** Shows all recommenders associated with your law school listed by name, email address, phone number, and assistant email address.



# OSCAR

Online System for Clerkship Application and Review

There are three icons available for the administrator to use in running reports:

- **Review Latest Run:** Click to view the latest version of the report.



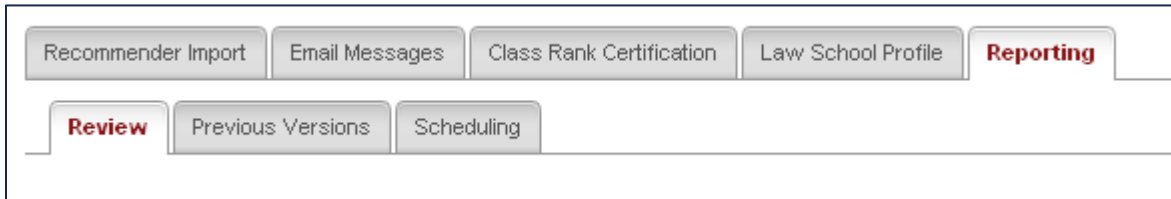
- **Regenerate Report:** Click to run a new version of the report with current data.



- **Previous Runs** - Click to see a list of previous runs. Previous runs may be viewed, exported to Excel, or deleted individually.



3. Select the appropriate option for the report you wish to use. On the **View Report** page, OSCAR will display a new set of tabs.



4. OSCAR will display your reporting data in a table below the tabs. Use the buttons above the data to **Regenerate Report**, **Open in New Window**, **Save as Excel**, or **Return to Report List**.

<span>Review</span> <span>Previous Versions</span> <span>Scheduling</span>							
<span>Regen Report</span> <span>Open In New Window</span> <span>Save As Excel</span> <span>Return To Report List</span>							
Applicant: Last Name	Applicant: First Name	Applicant: Email Address	Applicant: JD/LLB From	Applicant: Date of JD/LLB	Applicant: Class Rank	Application: Draft	Application: Finalized
AA	A	<a href="mailto:A_AA@other.edu">A_AA@other.edu</a>	Other	11/02/2016	30%	0	1
Aardvark	Abernathy	<a href="mailto:juliaharbo+oscar@gmail.com">juliaharbo+oscar@gmail.com</a>	Other	05/12/2016	Not yet ranked	1	1
Aardvark	Apple	<a href="mailto:applepieaardvark@test.com">applepieaardvark@test.com</a>	Other	05/30/2016	Not yet ranked	0	1
Aardvark	Lisa	<a href="mailto:For_WebEx_Seminars@testao.uscourts.gov">For_WebEx_Seminars@testao.uscourts.gov</a>	Other	05/19/2013	School does not rank	1	2
Abesadze	Vano	<a href="mailto:vano.abesadze@lls.edu">vano.abesadze@lls.edu</a>	Other	06/10/2008	School does not rank	0	0
Abouchaker	Christian	<a href="mailto:cac997@nyu.edu">cac997@nyu.edu</a>	Other	09/30/2014	5%	0	0



- To view previous runs of the report, click the **Previous Versions** tab next to the Review tab.



- On the **Previous Versions** tab, you can **View** (🔍) a report, **Save** a report to Excel (📄), or **Delete** the results for that run (🗑️).

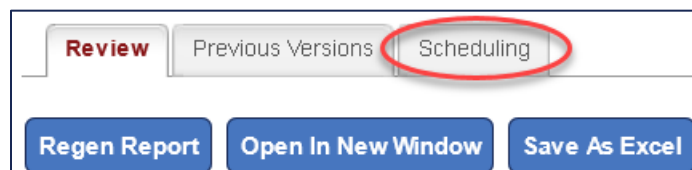
## Schedule a Report

OSCAR allows you to schedule any report to run at defined intervals. To schedule a report:

- Under the main **Reports** tab, click the **View** icon (🔍) to the left of the report you wish to schedule.

	Class	Description
  	Applicant	Alternate Graduation Date Report.

- Click the **Scheduling** tab from the report record screen.



- Under **Report Scheduler**, select the **Period** to choose how frequently your report will run (day, week, or month).

### Report Scheduler

You may schedule your reports to run on a recurring schedule.

**Period\*:** Select a frequency for this report to run.

Time of Run:

day  
day  
week  
month





- If you select **Week** or **Month**, you will need to enter which day(s) of the month you want the report to run on.

<b>Day(s) of the Month*:</b>	Please enter which days of the month you would this report to run, separated by a comma. Example: 15,30 to run on the 15th and 30th.
	<input type="text" value="15,30"/>

- Enter a value in the **Multiple** field. This will determine how often the report will run. For instance, if you set **Period** to **Month** and enter a **Multiple** of **2**, the report will run every two months.

<b>Multiple*:</b>	The value entered here will be used to determine how frequently your report is run. (Example: Period=month, Multiple=2, report will be run every 2 months.)
	<input type="text" value="2"/>

**Note:** If you don't want to set a specific multiple, leave the default value of **1** in the **Multiple** field.

- Click **Submit** to finalize.

<input type="button" value="Submit"/> <input type="button" value="Save"/> <input type="button" value="Cancel Changes"/>
---

- OSCAR will return you to the **Reports** tab. The **Next Scheduled Run** column for that report will now include the scheduling data you submitted.



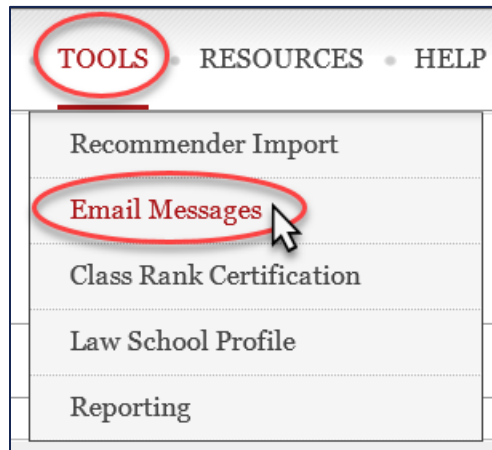
## Create and Save Emails for Future Use

OSCAR allows law school administrators to create and store emails within OSCAR using the **Email Messages** section of the **Tools** menu. This feature allows law schools to:

- Create the emails ahead of time,
- Save them in the system, and
- Access them at any time to send to applicants and/or recommenders.

When you create email templates, you can also take advantage of OSCAR's **Merge Fields**. These are placeholders for personal information, like the recipient's name or law school. When you send an email with these merge fields, OSCAR will fill them with the information for each recipient. This allows you to create a single, generic response template that OSCAR automatically personalizes.

1. Under **Tools** in the main menu, select **Email Messages**.



2. On the **Email Messages** tab, click the **Add New** button to create a new email message.



3. OSCAR will display the email templates form. Fill out the required fields:
  - **Message Identifier:** Choose a label for your message. This will display on the Batch Options menu, and you can select it when creating an email.
  - **Subject:** Choose a subject line that the recipient will see (this can be the same as the **Message Identifier**).
  - **Reply to:** Enter an email address that the recipient can reply to (OSCAR automatically adds the primary email address associated with your profile).
  - **Message Body:** Enter the text of your email body.



**Note:** OSCAR provides mail merge fields shown in the **Available Fields** gold box on the right of the screen. The merge fields are placeholders for information, such as the recipient's name or law school. When you send the email, OSCAR automatically replaces the merge field with the appropriate information for each recipient. You can click on a merge field in the box to insert it into the **Message Body** (ensure the merge code copied into the Message Body contains both brackets).

### Available Fields

For emails to Applicants or Recommenders

- [\[date\]](#)
- [\[tab\]](#)
- [\[username\]](#)
- [\[password\]](#)

For emails to Applicants

- [\[fullname\]](#)
- [\[fname\]](#)
- [\[mi\]](#)
- [\[lname\]](#)
- [\[law\\_school\]](#)
- [\[street\]](#)
- [\[city\]](#)
- [\[state\]](#)
- [\[zip\]](#)
- [\[phone\]](#)
- [\[email\]](#)

For emails to Recommenders

- [\[fullname\]](#)
- [\[fname\]](#)
- [\[lname\]](#)

**Note:** For the recommender Evite message template, use the merge code [applicant].

4. You can attach a document to the email by clicking on the **Add Item** button below the **Message Body**. Clicking the button will open a section where you can browse for and select a file stored on your computer or local network to attach to your email.

Attachment(s):

---



5. Click **Save** to save your work and remain on the same screen. If you are creating a lengthy email message, it is advisable to hit the **Save** button regularly. Click **Submit** to save the email and return to your list of email templates where OSCAR will display your new template.

Attachment(s): Add Item

Submit Save Cancel

Your message will now be available under **Batch Options** to send emails to applicants or recommenders.

**Note:** To delete an email message, check the box next to the message label and select **Delete Messages** under **Batch Options**.

Batch Options (1 items selected)

Delete Messages

<input type="checkbox"/>		Label
<input checked="" type="checkbox"/>		<a href="#">Test email</a>

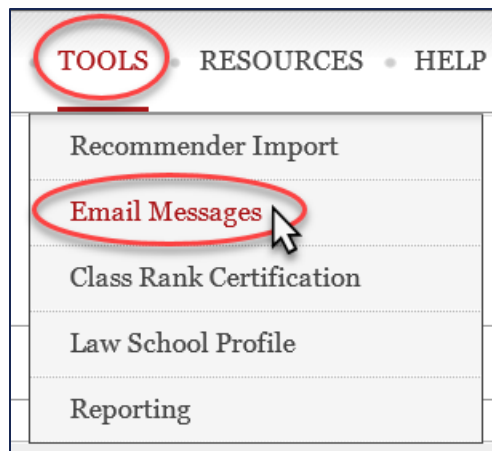
For more information on sending emails, see **Send Email to Applicants** or **Send Email to Recommenders**.



## Clean Up Your Saved System Emails

OSCAR allows law school administrators to create and store emails within OSCAR using the **Email Messages** section of the **Tools** menu. If you make use of this feature, we ask that you review this list from time to time and delete any outdated or unused emails. By reducing the number of items stored on OSCAR, we can help ensure that the site will function smoothly and quickly.

1. Under **Tools** in the main menu, select **Email Messages**.



2. On the **Email Messages** tab, review your list of messages for any that are out-of-date or that you no longer need. In the example below, there are messages that have not been modified in many years and should be deleted.

Modified
Jul 30, 2008 9:58 pm
Sep 01, 2010 3:06 pm
Sep 06, 2011 12:32 pm
May 17, 2010 3:13 pm

3. You have the option to review and delete messages individually or to delete multiple messages in a batch method. Follow the steps below for each option.



## To Review and Delete Messages Individually

1. Click on a message **Label** to view the contents of an individual message.

	Label	Subject
<input type="checkbox"/>	<a href="#">2013 graduates</a>	Congratulations
<input type="checkbox"/>	<a href="#">Alumni - Pending Recommendation Requests</a>	Pending Recommendation Requests re Alumni
<input type="checkbox"/>	<a href="#">New Recommender Email (The University of Texas School of Law)</a>	[fname] [lname]: Letter of Recommendation Requested
<input type="checkbox"/>	<a href="#">Outdated Message 2011</a>	2011 Applicants

2. To delete the message, first click **Edit**.

Recommender Import **Email Messages**

**Edit** Cancel

3. Click **Delete**.

Recommender Import **Email Messages**

Submit Save **Delete** Cancel

4. OSCAR will display a pop-up warning asking, "Are you sure you want to delete this entry? This cannot be undone." Click **OK** to delete the message and return to the *Email Messages* tab.

Are you sure you want to delete this entry? This cannot be undone.

OK Cancel



## To Delete Messages in a Batch Method

1. Check the boxes next to the messages you would like to delete. OSCAR highlights your selections in blue. Under **Batch Options**, click **Delete Messages**.

Batch Options (3 items selected)

Delete Messages

<input type="checkbox"/>		Label	Subject
<input type="checkbox"/>		<a href="#">2013 graduates</a>	Congratulations
<input checked="" type="checkbox"/>		<a href="#">Alumni - Pending Recommendation Requests</a>	Pending Recommendation Requests re Alumni
<input type="checkbox"/>		<a href="#">New Recommender Email (The University of Texas School of Law)</a>	[fname] [lname]: Letter of Recommendation Requested
<input checked="" type="checkbox"/>		<a href="#">Outdated Message 2011</a>	2011 Applicants
<input checked="" type="checkbox"/>		<a href="#">Second Testing WW</a>	Second Testing WW

2. OSCAR will display a pop-up warning asking, "Are you sure you want to delete these templates? This operation cannot be undone." Click **OK** to delete the message(s) and return to the **Email Messages** tab.

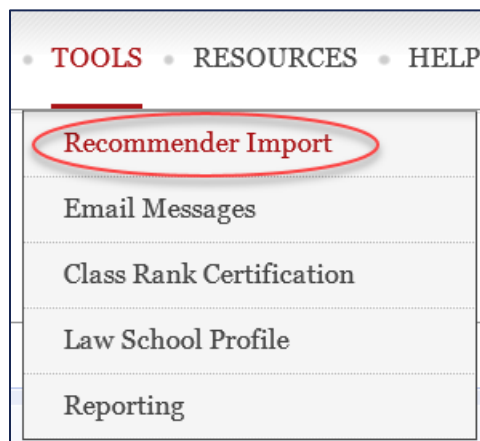


## Use the Recommender Import Tool

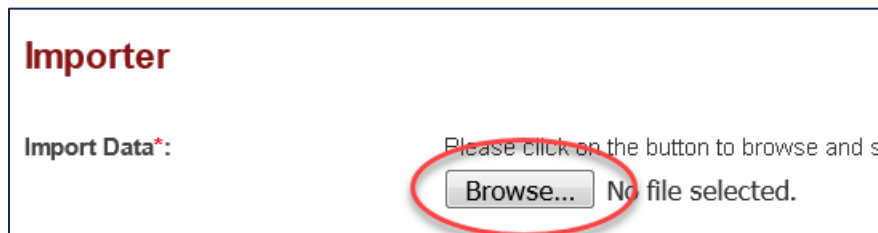
If you have never used the Import Recommender tool to upload a Master Recommender Directory, please see **About the Law School Master Recommender Directory**.

When uploading your faculty recommenders into OSCAR, please remember to: only log into OSCAR **once**, do **not** use tabbed windows, and test with one entry before uploading all entries.

1. Under **Tools** in the main menu, select **Recommender Import**.



2. OSCAR displays the **Step 1** tab. Under **Importer**, click the **Browse** button next to **Import Data**. (**Note:** Depending on your Internet Browser, the button may also render as **Choose File**.)



3. Select your file of faculty recommenders and click the **Open** button. (For information on creating a list of faculty recommenders to upload, see **Acceptable File Types for Recommender Import**.)
4. OSCAR will display the file path/file name in the **Import Data** box.
5. Choose whether your **File starts with Headers row?** If so select:
  - **Yes:** The file has column headers (e.g., First Name, Last Name, etc.)
  - **No:** The file immediately begins with the faculty's data (e.g., John, Smith, etc.)





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**File starts with Headers row?\*** **Note:** Excel files must contain column headers in the first row.

Yes  No

6. Next, use the **File Type** field to tell OSCAR if the file uses delimiters. If you are uploading an Excel file, skip this and proceed to step 9.

**File Type:** **Note:** This setting is not needed for Excel (.xls) files.

Delimited

7. If the file does use delimiters, choose the delimiter type: **Comma**, **Tab**, or **Pipe** (|).

**Delimiter:** Select the character that is used to separate the columns in the file.

Comma  Tab  Pipe

**Note:** For an outline of the file types and delimiters that can be used, please refer to **Acceptable File Types for Recommender Import**.

8. If your delimited file contains blank columns that OSCAR should ignore and not treat as separate entries, click **Yes** for **Treat consecutive delimiters as one?** Most files will not contain any empty columns and this field can be left at its default setting: **No**.

**Treat consecutive delimiters as one?:**  Yes  No

9. Click the **Upload** button.



If you chose the wrong options on tab Step 1, you can undo your selections by clicking the **Start Over** button. OSCAR will return you to the Step 1 tab to reselect your file.



10. OSCAR displays the **Step 2** tab. The first row from the file of recommenders you uploaded will display in the **Import Data** column. Next, you need to tell OSCAR how to deal with the data that you are importing by "mapping" the entries to an identifier that OSCAR understands. In other words, you need to tell OSCAR where in your file it can find the recommenders' first and last names, email addresses, etc. You do this using the drop-down menus in the **Mapping Field** column next to the Import Data column. So, if the first row under Import Data contains the first name of the recommender, choose **First Name** from the Mapping Field drop-down menu. This lets OSCAR know that additional entries in this place in the imported file also contain recommender first names. If your file contains headers, you can use the **Headers** column on the far left as a reference when identifying Mapping Fields. If you leave a Mapping Field blank, OSCAR will not import the data in the corresponding row. This is useful if your file has extra data that you do not wish to import.

**Note:** If you hover over a Mapping Field drop-down menu, OSCAR displays a tool tip text with the data row you are selecting. This can be helpful when working with a long list.

Headers	Import Data	Mapping Field
First Name	Ellie	First Name
Last Name	Sattler	Last Name
Phone	234-555-9820	First Name
Email Address	ellie.sattler@jurassic_park.net	Email Address
Faculty Assistant	gerryharding@jurassic_park.net	Phone Number
Pending	Yes	Evite Blocked

- **Last Name (required):** The last name of the recommender.
- **First Name (required):** The first name of the recommender.
- **Email Address (required):** The recommender's email address.
- **Phone Number:** The recommender's phone number.
- **Evite Blocked:** This setting allows or prevents OSCAR from sending the initial system Evite with login information to the recommender. (Yes/No) If no value is imported:
  - New recommender entries are set to the default value of **No** (i.e., the **Evite** is not blocked), or
  - The value remains unchanged for current recommenders.
- **Email Frequency of New Requests:** Controls sending the email notification for new requests. (Daily/Weekly/Never) If no value is imported:
  - New recommender entries are set to the default value of **Weekly**, or
  - The value remains unchanged for current recommenders.
- **Receive Reminder Emails:** Controls sending the email reminders for outstanding pending requests. (Yes/No) If no value is imported:
  - New recommender entries are set to the default value of **Yes**, or
  - The value remains unchanged for current recommenders.
- **Faculty Assistant Email:** The recommender's faculty assistant's email address.



11. After making the Mapping Field selections, click the **Preview** button to view how OSCAR will import the record. OSCAR displays the results in the Recommender Import Preview pop-up window. Check for any erroneous mappings or error messages.

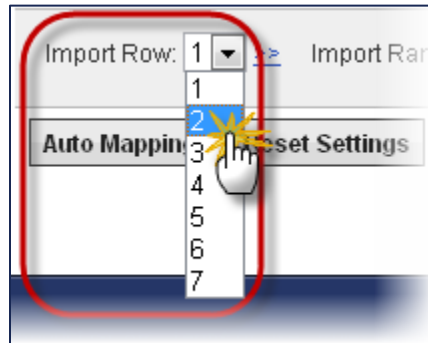
The screenshot shows a pop-up window titled "Recommender Import Preview" with a close button (X) in the top right corner. The window contains the following information:

- Last Name:** Sattler
- First Name:** Ellie
- Email Address:** [ellie.sattler@jurassic\\_park.net](mailto:ellie.sattler@jurassic_park.net)
- Phone Number:** 234-555-9820
- Email Frequency of New Requests:** Daily
- Receive Reminder Emails:** Yes
- Faculty Assistant Email:** [gerry.harding@jurassic\\_park.net](mailto:gerry.harding@jurassic_park.net)

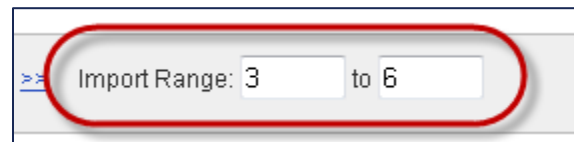
12. Close the Recommender Import Preview pop-up by clicking the "X" in the upper right-hand corner. If necessary, make any changes to your Mapping Fields on the Step 2 tab and repeat.

**Note:** The next few steps are optional methods of checking whether your data will be correctly mapped into OSCAR. If you do not wish to make these checks, you can skip directly to step 15.

13. To ensure that your mapping is correct, you can check it against another recommender in your file. Click the Import Row drop-down menu to move to another recommender (identified by row number). The chosen recommender's data will display in the Import Data column so you can compare it against your Mapping Field selections.



14. You can also use the **Import Range** feature to import a small sample of your list, either for test purposes or perhaps only a small cluster of recommenders from your file needs to be updated. Enter the first row and last row to be imported, and click the **Import All!** button.



15. When satisfied with your test results, click the **Import All!** button. The Recommender Import All confirmation screen will display showing:
- Import Rows - The number of rows imported from the file.
  - Updated - The number of recommenders already uploaded in OSCAR. This may occur if a faculty list was previously uploaded.
  - Newly Created - The number of newly uploaded faculty recommenders.
  - Row 1:, Row 2:, etc. - The pop-up window will list of all the recommenders' names that were updated below, including the row number from the original import file.





## About the Law School Master Recommender Directory

At the beginning of the hiring season, law school administrators (LSAs) may wish to upload a new master recommender directory to add new recommenders and to update information for existing faculty recommenders. Using the Recommender Import tool, LSAs can accomplish this task in a single process, rather than creating new accounts and updating existing accounts individually.

In the following sections, this document defines the Law School Master Recommender Directory and the OSCAR System Master Directory of Recommenders; describes how applicants select their recommenders; and provides instructions on preparing a list of recommenders to upload to OSCAR. Refer to the **Use the Recommender Import Tool** for step-by-step instructions on the actual upload process.

### What Is a Law School Master Recommender Directory?

The Law School Master Recommender Directory is a file that the LSA uploads containing the names of that law school's faculty recommenders, their email addresses, phone numbers (optional), faculty assistant email addresses (optional), and email frequency (optional). Once the directory is uploaded, applicants can easily select their recommenders from their My Recommendations tab. This decreases the creation of duplicate faculty accounts.

### What Is the OSCAR System Master Directory of Recommenders?

OSCAR's master directory is comprised of all recommenders who have been uploaded by LSAs or entered individually by applicants. This System Master Directory minimizes duplication and inconsistency by permitting applicants to search for additional recommenders not affiliated with their law school instead of immediately creating a new recommender account.

### How Does the Applicant Identify Recommenders in the System?

OSCAR walks applicants through three steps:

1. **Faculty Recommenders from their law school:** Using the drop-down menu labeled **Choose Faculty Recommender**, applicants can find the faculty recommenders uploaded by their law schools. To select faculty recommenders, applicants simply click **Choose Faculty Recommender**, select the recommender on the drop-down list, and click the **Add to My Recommenders** button.
2. **Recommenders from outside their law school:** After choosing the faculty recommenders from their school, applicants can search the entire database of OSCAR recommenders. Applicants click **Search All Recommenders**, then type in a name or partial name in the Search the System for All Recommenders Here field. The system automatically begins searching for and displaying matches from the entire OSCAR database of all recommenders by first name, last name and email address. To select a recommender, the applicant selects a name and then clicks the **Add to My Recommenders** button.
3. **Recommenders not found in OSCAR:** If the recommender is not listed in either of the two pick lists, applicants would use the **Create Recommender** function. Applicants click the Create Recommender button and enter the recommender's information in the pop-up window, including the recommender's name, email address, phone number (optional), and assistant email address (optional).



Each law school recommender data file must contain the following information: recommender's first name, recommender's last name, and email address. The law school can also include the recommender's phone number, faculty assistant's email address, and email notification settings, but these are not required.

Keep in mind the following:

- The Recommender Import process does **not** delete recommenders; it only adds new recommenders or updates changed information in existing recommender accounts (*e.g.*, new faculty assistant email for an existing recommender).
- The Recommender Import process matches recommenders already in the OSCAR database by their **unique** email address. To OSCAR, two recommenders may have the same name, but they will **not** have the same email address.
- If a recommender is imported with a different email address, OSCAR creates a duplicate entry.

The following is a quick reference of the informational fields with their descriptions that are needed in your import file:

### Required Fields:

- **First Name:** recommender's first name
- **Last Name:** recommender's last name
- **Email Address:** recommender's email address. The email address **must be** unique; two people may have the same name but they will not have the same email address.

### Optional Fields:

- **Phone Number:** a contact number to reach the recommender or the assistant.
- **Evite Blocked:** sets the preference for blocking the initial Evite from OSCAR. The accepted values for this field in OSCAR are **Yes** or **No**. If no value is imported, OSCAR automatically defaults to **No**.
- **Email Frequency of New Requests:** sets the frequency of New Recommender Requests email notices. The accepted values for this field in OSCAR is **Daily**, **Weekly**, or **Never**. If no value is imported on the directory data file, OSCAR automatically defaults to **Weekly**.
- **Receive Reminder Emails:** sets the preference for the Receive Weekly Reminder of Pending Requests email notification. The accepted values for this field are: **Yes** or **No**. If no value is imported, OSCAR automatically defaults to **Yes**.
- **Faculty Assistant Email:** recommender's assistant's email address.

OSCAR has a feature to block the initial Evite sent to recommenders. This feature gives LSAs the ability to choose when to send login information to their new recommenders by creating their own email, instead of forcing recommenders to wait until the first request by an applicant. If you choose to use this feature, ensure that **all** email notifications are set to **Never** and **No** using the Recommender Import tool (at least until you send your login information emails). You do not want OSCAR to email reminders to your recommenders when they have never received their OSCAR login information.

You can upload your file as an Excel Spreadsheet, Comma Separated Value (CSV) file, or a formatted text file. When uploading a formatted text file, you need to designate the type of delimiter used in the file. OSCAR will accept comma, tab, or pipe (|) as the delimiter. OSCAR will accept the data columns in any order.



If you choose to upload an Excel Spreadsheet, your first row of the document **must** contain headers in order for OSCAR to accept the uploaded document correctly.

Your IT Department may have this data already available in one of these formats.

### Acceptable File Types for Recommender Import

You can upload your list of faculty recommenders using one of the following formats: an Excel Spreadsheet, a Comma Separated Value (CSV) file, or a formatted text file. The recommenders' information (e.g., first name, last name, email address, faculty assistant email address, email notification preferences, etc.) is entered into columns, which can appear in any order within the file. Your IT Department may have this data already available in one of these formats.

### Excel Spreadsheet

When creating an Excel spreadsheet of your faculty recommenders, please note the following two requirements:

- The first row of the Excel file **must** contain column headers for the data. OSCAR's Recommender Import tool is designed to ignore the first row of data when importing an Excel file. If the Excel file did not have column headers in the first row of the file, then first row of data will not be imported.
- The file must be an **.xls** file extension (Office 97-2003) and not an **.xlsx** (Office 2007-2010) file extension.

Below is an example of a recommender import file in Excel:

	A	B	C	D	E
1	<b>Last Name</b>	<b>First Name</b>	<b>Email Address</b>	<b>Faculty Assistant Email</b>	<b>Phone</b>
2	Law	Kevin	Kevin@lawschool1.edu	ann@lawschool1.edu	703-555-0001
3	Blanchard	Diana	Diana@lawschool1.edu	betty@lawschool1.edu	703-555-0002
4	Haxton	Karen	Diana@lawschool1.edu	donna@lawschool1.edu	703-555-0003
5	Hicks	Melissa	Melissa@lawschool1.edu	edith@lawschool1.edu	703-555-0004
6	Mason	John	John@lawschool1.edu	Fran@lawschool1.edu	703-555-0005
7	Burke	Dennis	Dennis@lawschool1.edu	Georgia@lawschool1.edu	703-555-0006
8	Smith	Sally	Sally@lawschool1.edu	Helen@lawschool1.edu	703-555-0007
9	Jones	Brian	Brian@lawschool1.edu	Irene@lawschool1.edu	703-555-0008
10	Allen	Tim	Tim@lawschool1.edu	Janet@lawschool1.edu	703-555-0009
11	Mathews	Kate	Kate@lawschool1.edu	Kim@lawschool1.edu	703-555-0010
12					

### Comma Separated Value (CSV) File

A Comma Separated Value (CSV) file stores the information about your recommenders using plain text separated by commas. This type of file can be created and maintained using Notepad or Excel. When creating the CSV file of your faculty recommenders, please note the following:

- Information regarding a recommender (e.g., that person's name, their email address, etc.) will be contained on one line and separated by commas.





# OSCAR

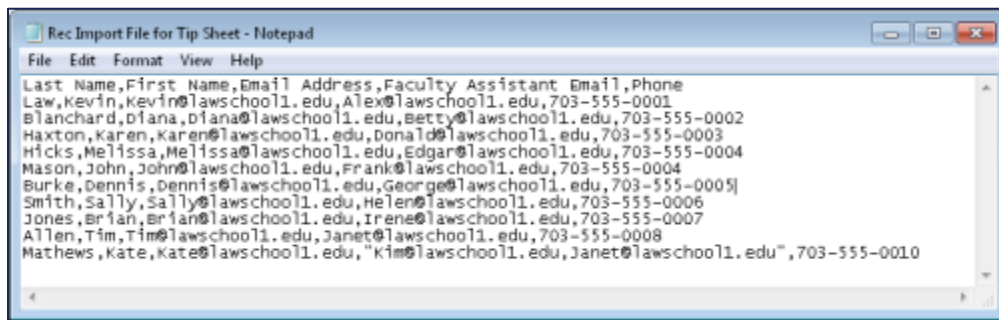
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- Each line in the file will display the recommenders' information in the same sequence.

It is optional, but CSV files can also include:

- A header row of labels indicating how the recommenders' information is ordered within the file, for example: First Name, Last Name, Email, etc. A header row is not necessary and the file can begin immediately with the recommenders' data. (E.g., John, Smith, 111-222-3333, etc.)
- If necessary, two faculty assistants can be inserted into the faculty assistant email field by placing their email addresses in quotes.  
For example: "Kim@lawschool1.edu,Janet@lawshool1.edu"

Below is an example of how a CSV faculty recommender import file would look when opened in Notepad:



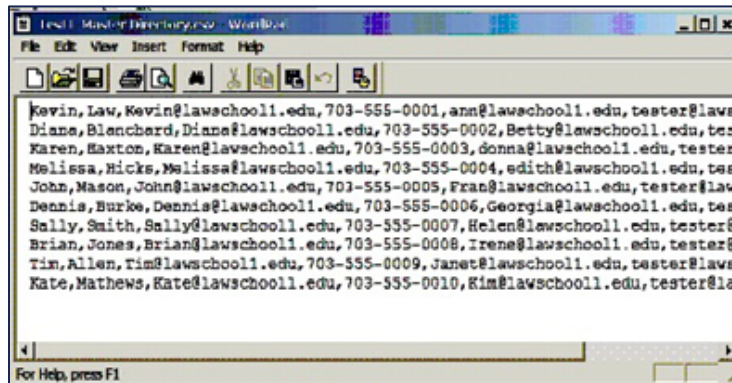
## Text File

When creating the text file, you need to designate what type of delimiter used to format the file. A delimiter is a character or symbol that separates different pieces of information (e.g., name, email address, phone number, etc.) within the lines of the import file. OSCAR's Recommender Import tool uses delimiters to understand where data begins and ends so the information will be correctly parsed into the database. OSCAR will accept comma, tab, or pipe as the delimiter.

Examples of the Excel file, Comma Separated Value, and three delimiters follow:

### Comma Delimiter Sample

The recommenders' information is separated by commas. Note that there are NO spaces after the commas.



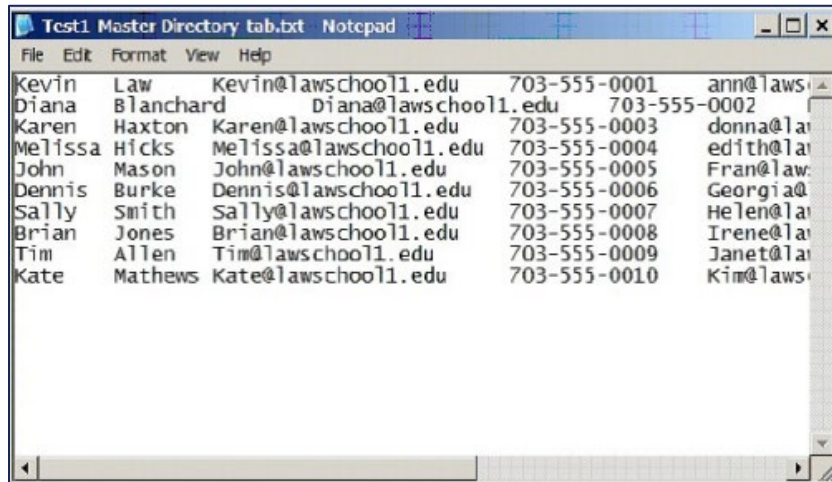
Contact OSCAR  
[oscar-support@ao.uscourts.gov](mailto:oscar-support@ao.uscourts.gov)  
866-666-2120 (toll-free)  
8 a.m. – 5 p.m. (ET) Monday – Friday





## Tab Delimiter Sample

Recommenders' information is separated by single tabs. Despite the appearance in the screenshot, tab delimited files **DO NOT** line up in columns.

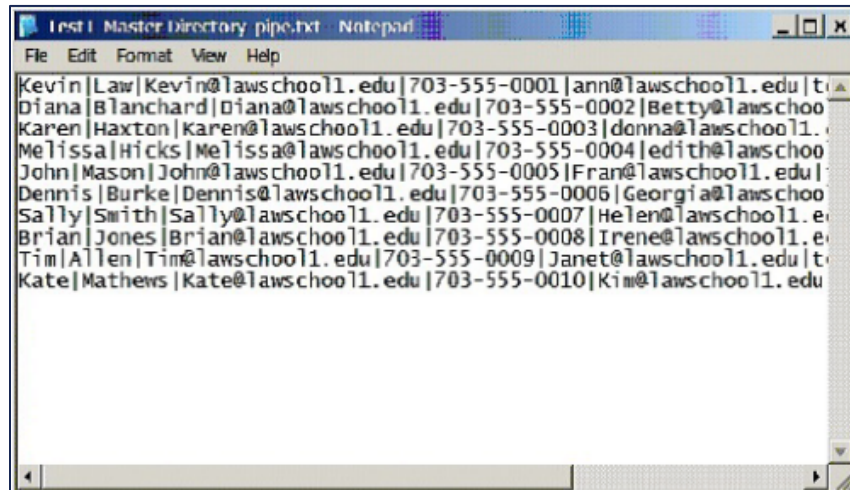


```
Test1 Master Directory tab.txt Notepad
File Edit Format View Help
Kevin Law Kevin@lawschool1.edu 703-555-0001 ann@lawschool1.edu
Diana Blanchard Diana@lawschool1.edu 703-555-0002 Betty@lawschool1.edu
Karen Haxton Karen@lawschool1.edu 703-555-0003 donna@lawschool1.edu
Melissa Hicks Melissa@lawschool1.edu 703-555-0004 edith@lawschool1.edu
John Mason John@lawschool1.edu 703-555-0005 Fran@lawschool1.edu
Dennis Burke Dennis@lawschool1.edu 703-555-0006 Georgia@lawschool1.edu
Sally Smith Sally@lawschool1.edu 703-555-0007 Helen@lawschool1.edu
Brian Jones Brian@lawschool1.edu 703-555-0008 Irene@lawschool1.edu
Tim Allen Tim@lawschool1.edu 703-555-0009 Janet@lawschool1.edu
Kate Mathews Kate@lawschool1.edu 703-555-0010 Kim@lawschool1.edu
```

## Pipe Delimiter Sample

Information is separated by the pipe character. The pipe character is a vertical line, not a lower case letter or number, and usually shares the same key as the \ character on your keyboard. The pipe may appear as either:

- A solid vertical line, or
- A vertical line with a gap in the middle.



```
Test1 Master Directory pipe.txt Notepad
File Edit Format View Help
Kevin|Law|Kevin@lawschool1.edu|703-555-0001|ann@lawschool1.edu|t
Diana|Blanchard|Diana@lawschool1.edu|703-555-0002|Betty@lawschoo
Karen|Haxton|Karen@lawschool1.edu|703-555-0003|donna@lawschool1.
Melissa|Hicks|Melissa@lawschool1.edu|703-555-0004|edith@lawschoo
John|Mason|John@lawschool1.edu|703-555-0005|Fran@lawschool1.edu|
Dennis|Burke|Dennis@lawschool1.edu|703-555-0006|Georgia@lawschoo
Sally|Smith|Sally@lawschool1.edu|703-555-0007|Helen@lawschool1.e
Brian|Jones|Brian@lawschool1.edu|703-555-0008|Irene@lawschool1.e
Tim|Allen|Tim@lawschool1.edu|703-555-0009|Janet@lawschool1.edu|t
Kate|Mathews|Kate@lawschool1.edu|703-555-0010|Kim@lawschool1.edu
```