

Kaleidoscope Student Application Data Viewing and Exporting

Goals:

- How to review student application data in Kaleidoscope
- How to export student application to your computer
- How to review the Contributor (Recommender) for letter of recommendation status
- How to download contributor's LOR to your computer

How to Log in to Kaleidoscope from RSF web site.

<https://www.rossmoorscholarshipfoundation.org/>

"Who We Are" >> "Trustees" >> "TRUSTEE PORTAL" >> Enter password "TrustMe1965" >>

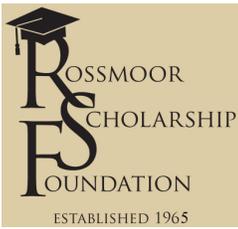
"2025-26 Scholarship Application Process" >> "Kaleidoscope Log In"

After you log in to the Kaleidoscope,

- Select "Client"
- At top tab, "Programs", select either
 - "Rossmoor Scholarships for Community Colleges/RWC 2026" or
 - "Rossmoor Scholarships for High School/RWC 2026" or

To review student data at Kaleidoscope:

- **Step 1:** You will now see "Applications" under "Manage"
- **(Only select "Application", DO NOT select any other menu items under "Manage")**
- A long list of student data will be displayed.
- You can Select an individual student
 - For an Individual Student
 - Using 'Search Applicants' field and then clicking view
 - You can go thru the student data details by reviewing each question and answers.
 - For example, to review the "Essay" of this selected student, you can go to "9. Essay" and click the down arrow to the very right side of "9. Essay".
 - Or You can Sort by a school or group of students :
 - By scrolling across the page to view the school column
 - Then click the sort button in the column heading
 - Choose all of your school's students and then



- Clicking Run Report and Choose Application Information Report (PDF)
- You will see the following message:
 - 
- When that goes away click on Reports
- The first report you see will be yours, click Download

Opening Applicants Data on Your Computer

MAC's

Individual Application:

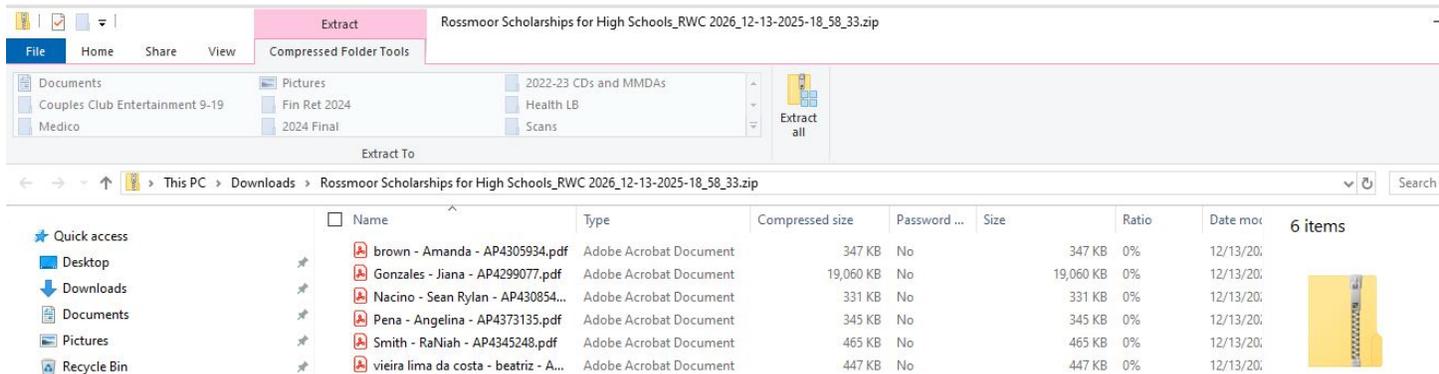
- After you click download you will see the student name as part of the file name
- Click it on it opens on your computer

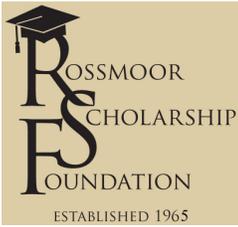
Groups of Applications

- Double Click on the file name which will be a .zip file
- You will then see a folder name with the zip file as part of the folder name
- Click on the folder name and you will see all of the applicants' files

PC's

- Double Click on the file name which will be a .zip file
- It will bring up a Window like below which was done Saturday for Deer Valley Students:





Kaleidoscope Default Column Customization:

Recommended View for RSF Users

From the Application screen click on the following icon:



From there will see a list of fields. Click in the box to the left of the field name which selects that field in your view. Click on all of the fields listed below:

First Name

Last Name

Email

Status

Stage

Phone Number

High School

Count of Fine Arts Activities

Count of Clubs and Organizations

Count of Community Service

Count of Academic and Citizenship Honors

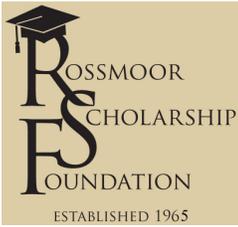
Count of Sports Activities

Please type in your essay here

Recommender User Submitted Forms

Recommender User: First Name

Recommender User: Last Name



Recommender User: Email Address

Total Weighted GPA-Number

Upload the MOST recent high school transcript high school grade...

SAI-Number

Upload the appropriate summary showing the Student Aid Index (...)

Upload a recent good quality (at least 2 MB) nonprofessional phot...

New Versions of 'Old' Reports

- Application Status Report
 - Can be emailed to all School Counselors, Team Leads, etc.
 - Only applicants with missing key info will be displayed
 - All missing data will be grouped together
- Application Summary Report
 - Can be emailed to all Interviewers as needed
 - Will include essay in full if written

New Scheduling Tool

- Doodle website
 - All interviewers will receive Interview Days Signup sheet within the next week via email
 - Will have a link to sign up for interview days