

San Antonio JAM ESS Cheat Sheet



Getting into the application:

1. Click the Smartsheets application in the top left hand of the screen.
2. Log in if necessary through the “Sign in with Google” button
3. Click the google account name.

Input Sheets

1. From Smartsheet – press on Sheets Icon
2. Press on JAM Class Number shown on Input Folder
3. Three Folders Shown on Homepage
 - a. JAM Class #
 - b. JAM Class # Report
 - c. JAM Class # Results
4. JAM Class # is the input sheet

Approaching a Project

1. In the input sheet, select the entry number of the project.
2. Review the student’s chapter, names, and project description.
3. Introduce yourselves and begin the evaluation.

Input the data

1. Under the project entry number, selected the edit button.
2. Enter point values for the following 6 criteria using the word descriptions table.
 - a. Workmanship
 - b. Design
 - c. Documentation
 - d. Presentation
 - e. Degree of Difficulty
 - f. Safety
3. Additionally, enter any notes, exceptional showman, and team number in the bottom of the edit screen.
4. Press Save Button
5. Review weighted total score and auto assisted ribbon color.
6. *If needed, press edit again and enter judge’s selected ribbon color.*
7. Continue for all projects!

Points	Word Description
10	Outstanding
9	Excellent
8	Very Good
7	Good
6	Adequate
5	Fair
4	Acceptable
3	Weak
2	Very Weak
1	Unacceptable
0	Missing

Placing Classes

1. As you are judging, you can check the status of yourself and other judging the same class by toggling between the line and grid views.
2. Review Report. The report will rank all projects according to weighted score.
3. Single judging teams: selected class placings.
4. Multiple judging team: selected “multiple team places” then once all projects are judged, come together and select the top projects in the class.
5. ESS will rank according to multiple team placing and weighted score to assist in the process.
6. Once 1st and 2nd place has been selected, check the “Check if Class Placing = 1st or 2nd” to populate to the division sheet.



GRID



LINE