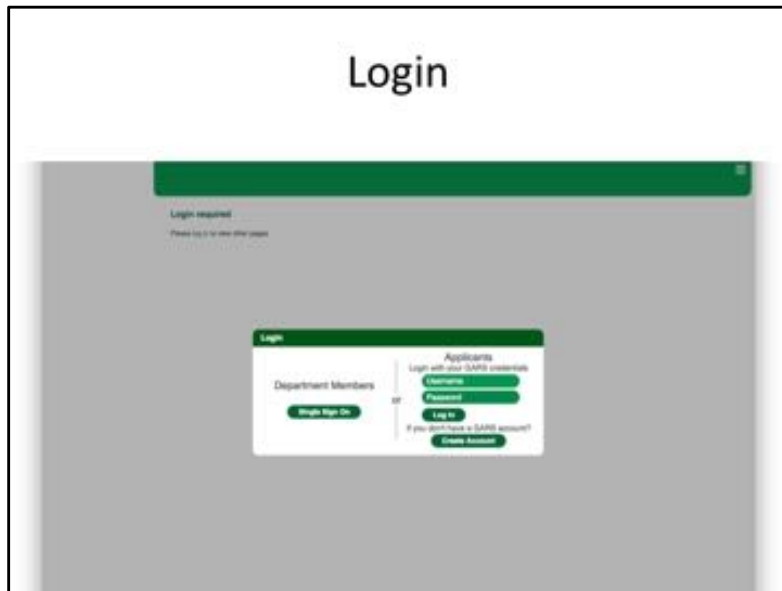


GARS Manual (for Faculty Members)



CS Faculty members and staff can login with their CCIDs.

Applicants (even if they have a CCID) have to create a new “applicant account”.

GARS Manual (for Faculty Members)

Searching



The screenshot shows the GARS system interface. At the top, there is a green header bar with a search bar. Below the header, there is a table with columns: Name, Address, City, State, Zip, Date of Birth, Sex, Marital Status, and Education. The table contains several rows of applicant data.

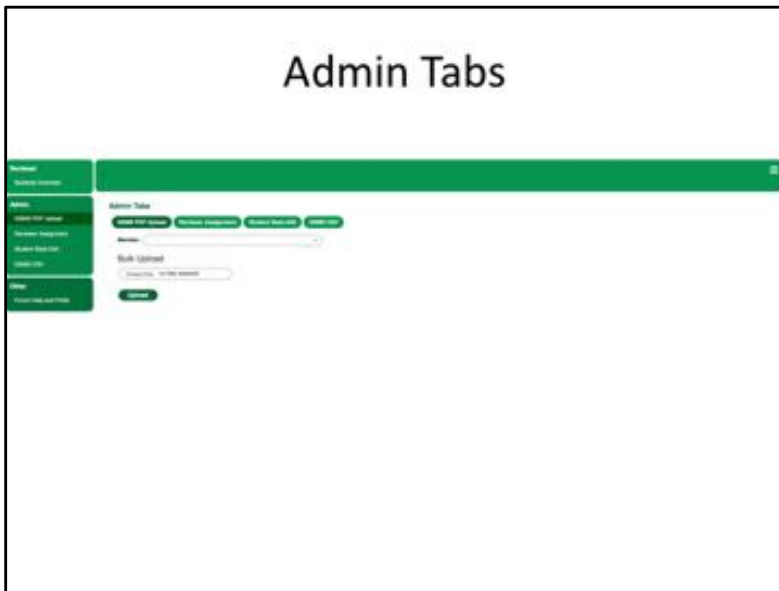
Name	Address	City	State	Zip	Date of Birth	Sex	Marital Status	Education
Michael J. Smith	1234 Main St.	Anytown	CA	90210	1980-01-01	M	Single	Master of Science
Jane Doe	5678 Elm St.	Springfield	IL	62701	1975-05-15	F	Married	Doctor of Philosophy
John Doe	9010 Oak St.	Chicago	IL	60601	1970-03-20	M	Married	Master of Science
Emily White	1122 Pine St.	Seattle	WA	98101	1985-07-10	F	Single	Master of Science

The search bar at the top allows faculty members to search for specific applicants using the applicant (or subset) name.

GARS Manual (for Faculty Members)

The **Admin Tabs** are functions available for administrators.

GSMS PDF Upload is used to upload a PDF that includes all GSMS documents (transcript, reference letters, etc). This will show up as a downloadable PDF on the applicant's review page. You can either do a bulk upload (where you select multiple PDF files that are named as FIRSTNAME, LASTNAME of the applicant) or single upload for an individual applicant by choosing their name under the Member field.



Reviewer Assignment is used for assigning reviewers in one easy upload. An excel template is available on the page (click the template link). First column is the applicant name and the following columns are for assigning reviewers. This can be done individually by clicking the “+” button under student's overview.

Student Stats Edit is not applicable for CS GARS.

GSMS CSV is for uploading the GSMS csv file that is downloaded from FGSR. GARS will automatically parse through this CSV file and update the applicant's that have submitted their application.

GARS Manual (for Faculty Members)

Applicants Overview Table

The **Applicants-Overview Table** reports basic information about each applicant in the system:

- Some columns are populated by data provided by the applicant;
- Some columns are populated by data included in the GSMS csv;
- Some columns are populated by the Department-Review user interface;
- Some columns are populated by the Faculty members' Reviews; and
- Some columns are populated by the Graduate committee decisions.

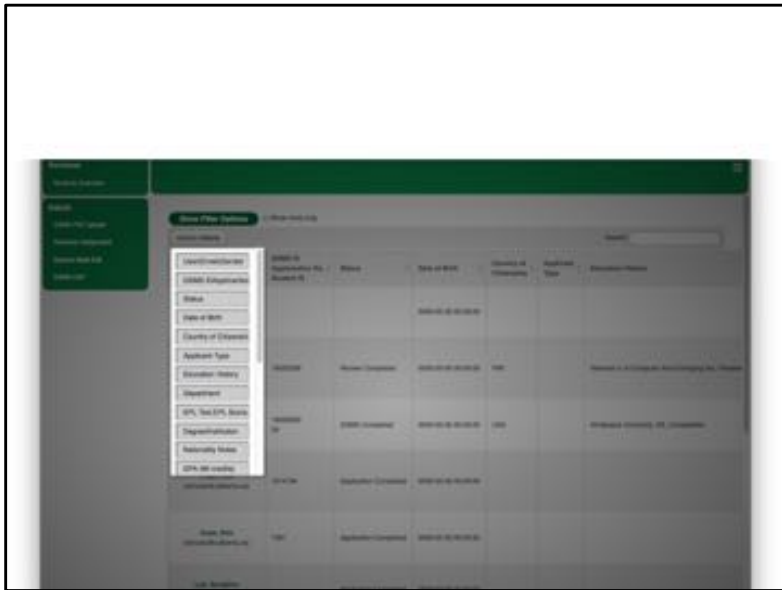
The table is sortable by any column.

The **search box** at the top right enables the user to filter the table to a subset of applications matching the search string, in any column.

Clicking on the **Show Filter Options** reveals a set of widgets that enable an advanced search method.

Clicking the **CSV button** downloads a CSV file of the data in the table.

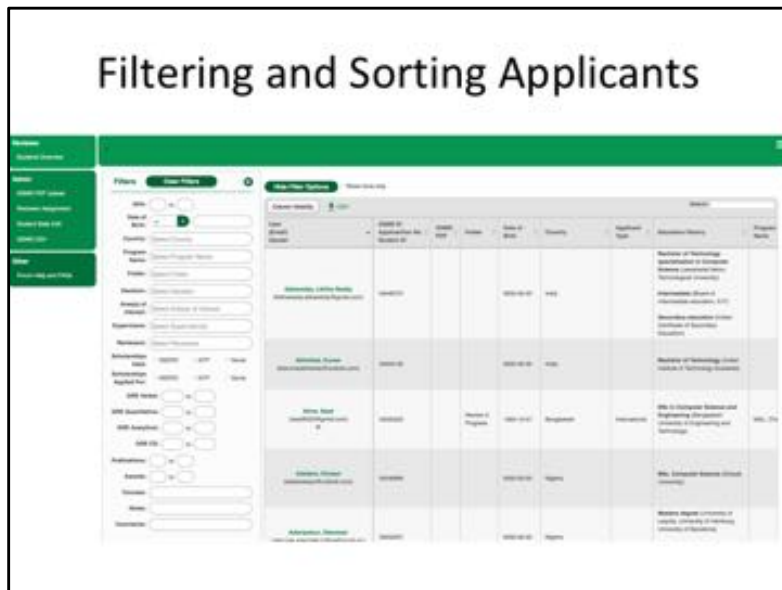
GARS Manual (for Faculty Members)



Users can control which columns are visible.

Clicking on the **Show Filter Options** reveals a set of widgets that enable an advanced search method. The user can apply a set of filters to the set of applicants:

- 1) GPA range of the applicant
- 2) Date of birth of the applicant
- 3) Country name (or subset) of the applicant
- 4) Program Name (or subset) of the applicant
- 5) The folder (status) of the application
- 6) The decision of faculty reviewers
- 7) The area of interest (or subset) of the applicant
- 8) The name (or subset) of potential supervisors
- 9) The name of the reviewers (or subset) that are currently reviewing the application
- 10) Scholarships held by the applicant
- 11) Scholarships applied for by the applicant
- 12) GRE score ranges
- 13) The number range of publications/awards.
- 14) Course names (or subset) taken by the applicant
- 15) Administrative Notes (or subset) about the applicant
- 16) Any comments made by reviewers



The **Clear Filters** button allows for a quick clear of all filters applied to the table.

On this page, the applicants-overview table is filtered to contain the subset that matches **all the filters**.

The **Show Mine** checkbox enables a faculty member to only see the applications assigned to him/her.

GARS Manual (for Faculty Members)

Reviewing An Applicant

Once an applicant has been selected from the the applicants-overview table, the user (the faculty member reviewing the applicant) moves to the Individual-Applicant page, where the reviewer can

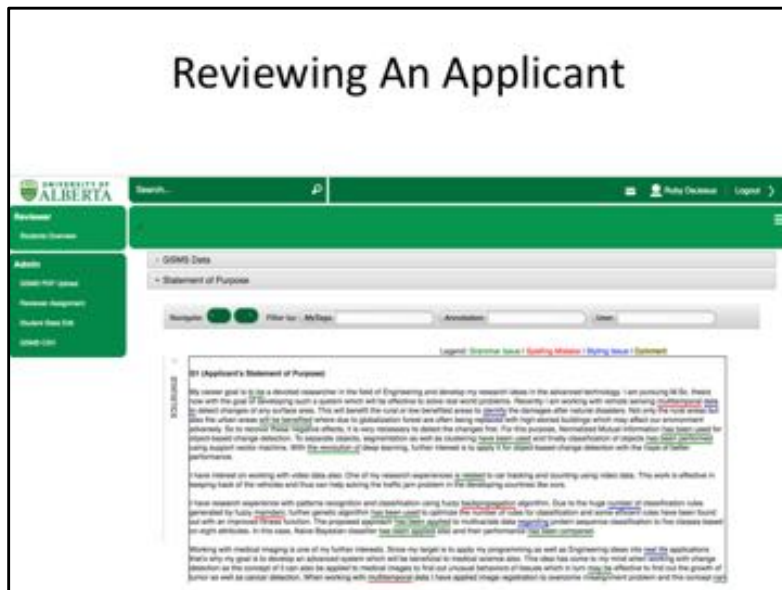
- 1) see all the data provided by the applicant (GARS PDF)
- 2) see the applicant's GSMS PDF assuming it has been uploaded to GARS;
- 3) review and comment on the applicant's SoP (Unfolding the accordion menu with the **"Statement of Purpose"** heading); and
- 4) enter his/her review on the applicant (Unfolding the accordion menu with the **"Review"** heading, and clicking on his/her own name below) and see the reviews of other faculty members on the same applicant.
- 5) See the Grad Chair's comments/decision on the applicant.

GARS Manual (for Faculty Members)

Unfolding the accordion menu with the “**SoP**” heading, reveals the statement of purpose of the applicant – assuming that they have provided one (Only MSc students are required to fill out their SoP) .

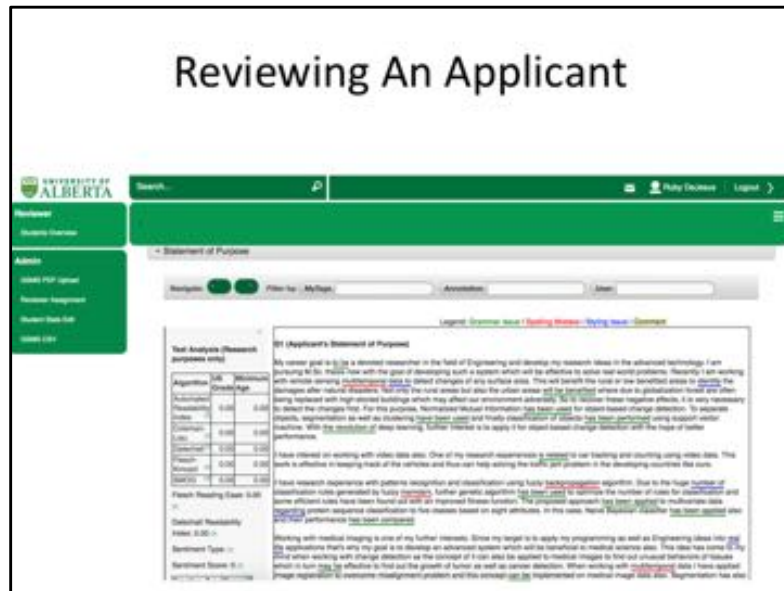
On the left side of the page, the results of the various automated analyses are reported. By default they are hidden and they can be seen by clicking on the **STATISTICS** arrow.

On the main panel, the SoP is shown, annotated with warnings (underlined with green, blue or red, depending on the warning type) from the automated text analyses. The text segments highlighted with yellow correspond to comments by faculty reviewers.



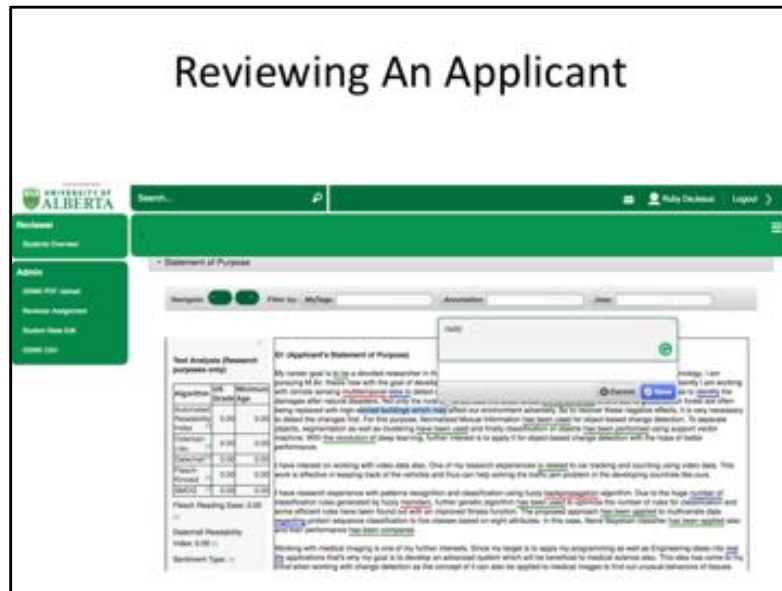
- (1)The user can flip through and review yellow-highlighted comments one at a time, using the arrows.
- (2)The user can filter comments by their associated tags.
- (3)The user can filter comments by their content.
- (4)The user can filter comments by the name of the faculty reviewer who edited them.

GARS Manual (for Faculty Members)



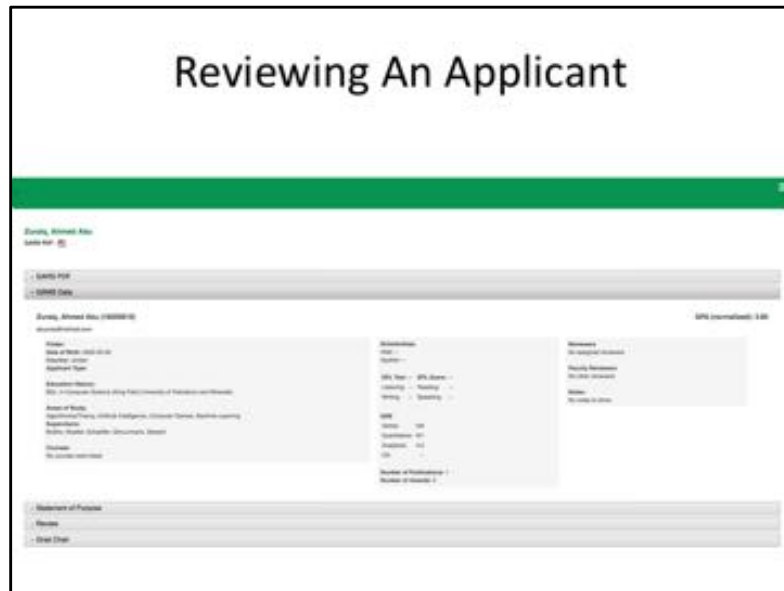
On this page, the green question marks reveal pop ups that explain the meaning of the metrics produced through automated analysis on the SoP.

GARS Manual (for Faculty Members)



To add a comment (which will later be shown as yellow highlighting on the applicant's SoP text), the faculty reviewer selects a text fragment from the SoP, which produces a comment popup for the reviewer to add their thoughts on the fragment. At the bottom of the pop up, there is a second window, where the reviewer can select from a set of 20 predefined tags of interest to the review process.

GARS Manual (for Faculty Members)



The GSMS Data tab shows the applicant information that was displayed in the overview table.

GARS Manual (for Faculty Members)

The screenshot shows a web interface titled "Reviewing An Applicant". Below the title is a green horizontal bar. Underneath the bar, there is a section labeled "Review, Annual 2018" with a "Submit" button. Below this is a list of tabs: "Summary", "Details", "Comments", "Recommendation", and "Review". The "Review" tab is currently selected. The main content area of the "Review" tab contains a "Review, 2018" label, a "Special Consideration That Best Fits Applicant's Qualifications?" question with "Yes" and "No" radio buttons, a "Reason" label, a large text input field, a "Rank" label, a "Justification for Ranking" label, and a "Save" button at the bottom.

The Review Tab allows faculty members to review the applicant and also shows all other faculty member's reviews.

GARS Manual (for Faculty Members)

The screenshot shows a web application titled "Reviewing An Applicant". It features a green header bar. Below the header, there is a sidebar with a list of tabs: "Grading History", "Grading History", "Statement of Purpose", "Portfolio", and "Grad Chair". The "Grad Chair" tab is currently selected. The main content area displays a form for reviewing an applicant. It includes a "Final Decision" section with radio buttons for "Admit", "Reject", and "Waive". Below this, there are input fields for "Program", "Ranking", "Comments", and "Date". At the bottom, there is a large text area for "Comments" with a rich text editor toolbar. The form is designed for faculty members to provide their final decision and comments on an applicant.

The **Grad Chair Tab** is only administration and the grad chair (it is read-only for faculty members). It is used to input the final decision and any other comments on the applicant.