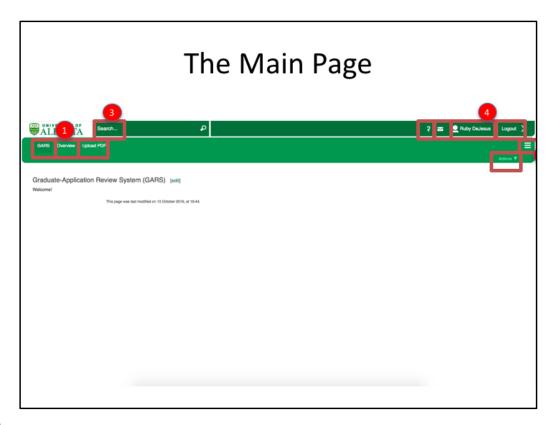


OT Faculty members and staff can login with their CCIDs.



(1)

The **GARS** Menu corresponds to the system's Main Page, shown here. The **Overview** menu leads to the overview table, containing summary information about all the applicants.

The **Upload PDF** menu leads to the page where a staff member can upload the complete PDF from GSMS, so that it can be linked to the applicant's file and also processed to extract reference data from it.

- (2)
- Ignore the **Actions** menu

The three-horizontal-lines menu opens to reveal the three options of #1

(3)

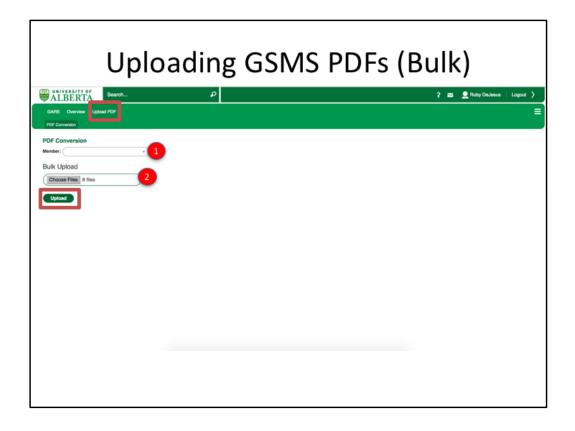
In this textbox you can search for any applicant, by their name (any substring of first or last name)

(4)

The ? leads to the Help page, which contains this document.

The **envelope** menu leads to a page containing notifications for the user currently logged in – there are no notifications currently setup for the GARS system.

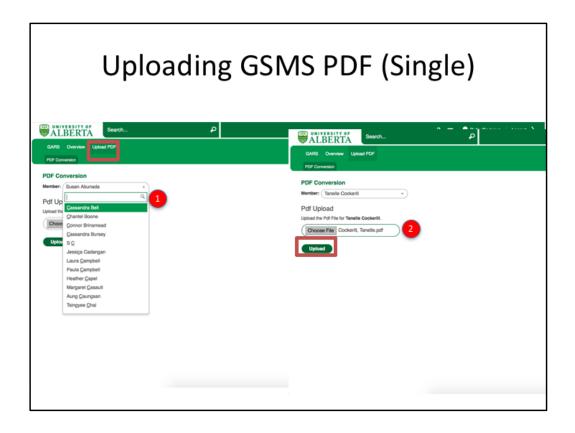
The **avatar** icon with the name of the user indicates the CCID of the user currently logged in.



Clicking on the **Upload PDF** menu leads to this page, which includes two selection widgets.

- (1) The first widget enables you to select one of the list of current applicants (by name). If you are uploading multiple students in bulk leave this widget blank.
- (2) The second widget enables you to select PDF files from your local filesystem. The files should be named "Lastname, Firstname" to be properly matched with the student.

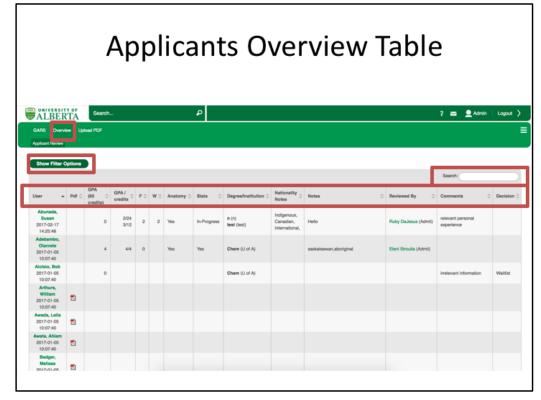
Once PDF file selections have been made, clicking the **upload** button will upload the file to GARS and parse it to extract basic information about the applicant's references. A confirmation message will be shown listing the students that were properly uploaded into GARS.



Clicking on the **Upload PDF** menu leads to this page, which includes two selection widgets.

- (1) The first widget enables you to select one of the list of current applicants (by name).
- (2) The second widget enables you to select a PDF file from your local filesystem.

Once both selections have been made, clicking the **upload** button will upload the file to GARS and parse it to extract basic information about the applicant's references.



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

User: The applicant's name (Last, First) and the time when they produced their statement of purpose through GARS

Pdf: If a PDF file has been uploaded from the GSMS system, a PDF icon will show up here. It is clickable so that you can view their PDF file

GPA (60 credits): The student's GPA based on their last 60 credits

GPA/credits: The student's best GPA based on their best full year. Shown as

GPA/number of credits taken that year. If there are two years that may be used as a comparison, it will be shown on two different lines.

F: Number of Fails

W: Number of Withdrawals

Anatomy: If the student has completed Anatomy, this will show 'Yes'

Stats: If the student has completed Statistics, this will show 'Yes'

Degree/Institution: Lists various degrees of the student and the instititution.

Nationality Notes: A note if they are Indigenous, Canadian, International or from

Saskatchewan

Notes: Any notes that are made by staff members

Reviewed By: If anyone has reviewed this student, their name and suggestion for admittance will be shown here

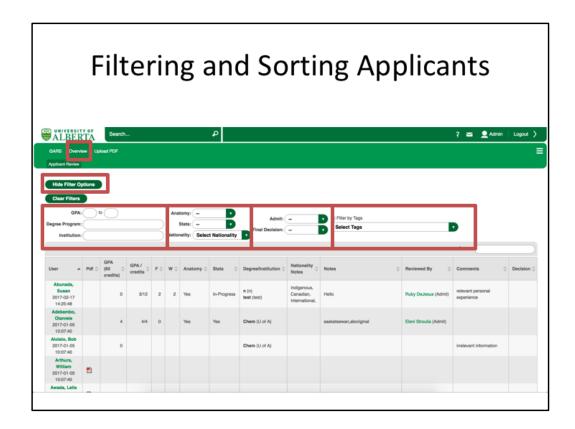
Comments: Any comments on their statement of purpose will be listed here

Decision: Final decision by committee to admit/reject/waitlist student

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.

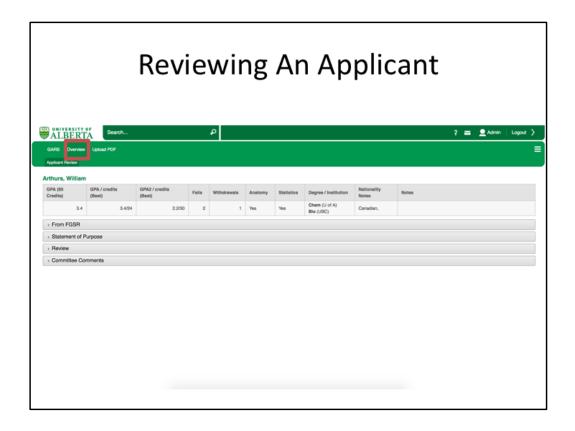


Clicking on the **Show Filter Options** reveals a set of widgets that enable an advanced search method.

The user can apply a set of filters to the set of applicants:

- 1) The GPA range of the student
- 2) Degree program of the student
- 3) The institution that the student may have attended
- 4) If the student has completed Anatomy
- 5) If the student has completed Stats
- 6) Nationality Notes
- 7) admission recommendation (admit, reject, undecided)
- 8) Final admission (admit, reject, waitlist)
- 9) A (subset of) tag(s) on the faculty reviewer comments.

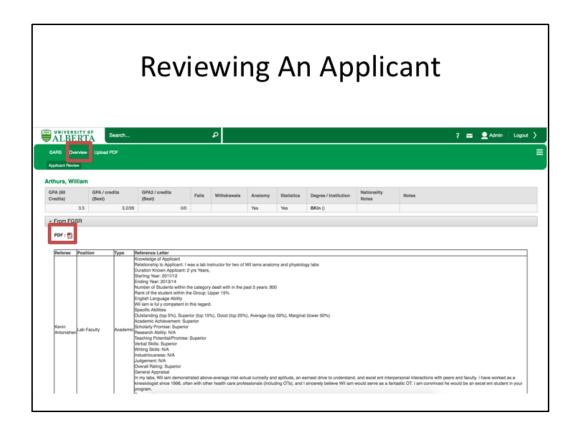
On this page, the applicants-overview table is filtered to contain the subset that matches all the filters.



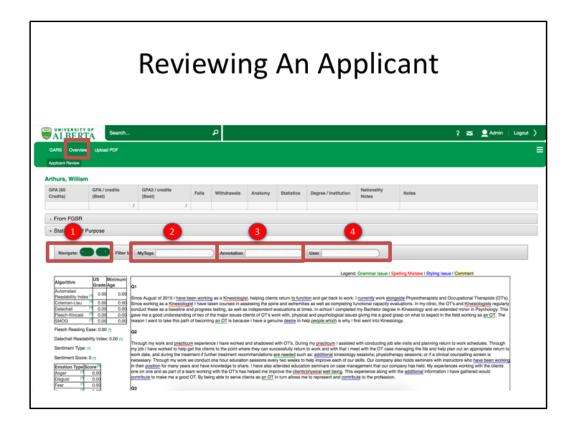
Once an applicant has been selected from the the applicants-overview table, the user (the faculty member reviewing the applicant) moves to the Individual-Applicant page, where the reviewer can

- 1) See the student's academic information that was displayed on the overview table,
- 2) see the reference information extracted from the GSMS PDF, assuming it has been uploaded to GARS; and
- 3) review and comment on the applicant's Statement of Purpose.
- 4) See committee comments made about the student

Through the second last accordion menu heading, the faculty member can enter his/her review on the applicant and see the reviews of other faculty members on the same applicant.



Unfolding the accordion menu with the "From FGSR" heading, reveals the references of the applicant (each row is a separate letter writer) and the PDF uploaded from GSMS. Clicking on the pdf icon will open a new tab with the uploaded PDF.

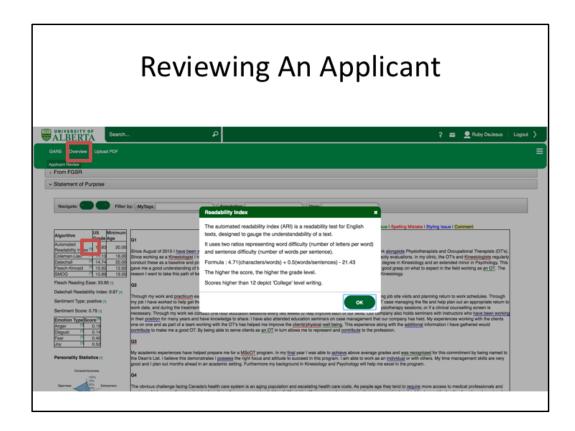


Unfolding the accordion menu with the "**Statement of Purpose**" heading, reveals the statement of purpose of the applicant.

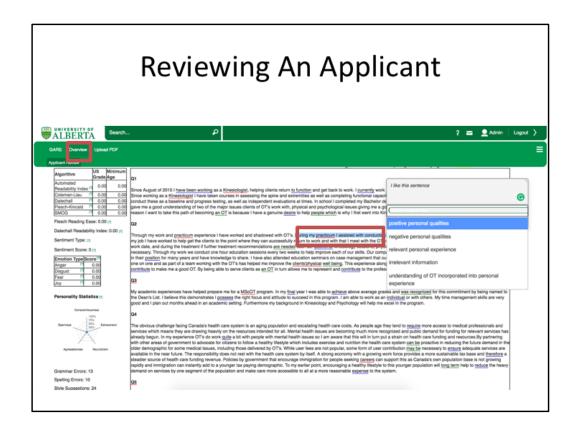
On the left side of the page, the results of the various automated analyses are reported.

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

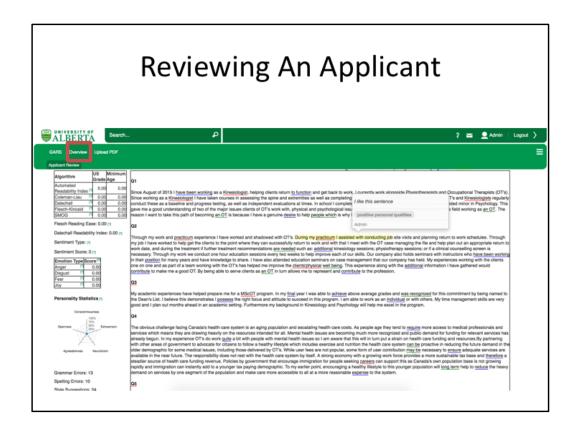
- (1) The user can flip through and review yellow-highlighted comments one at a time, using the arrows.
- (2) The user can filter comments by their associated tags.
- (3) The user can filter comments by their content.
- (4) The user can filter comments by the name of the faculty reviewer who edited them.



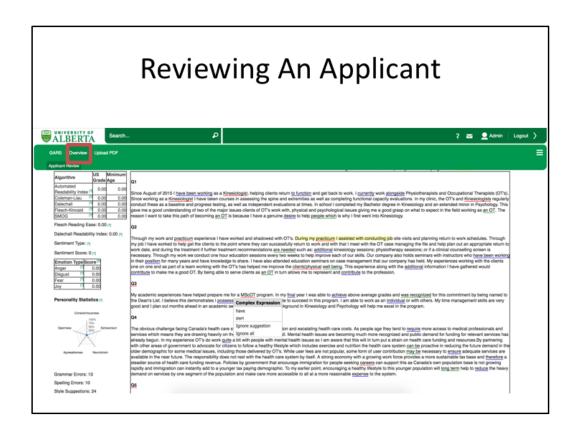
On this page, the green question marks reveal pop ups that explain the meaning of the metrics produced through automated analysis on the SoP.



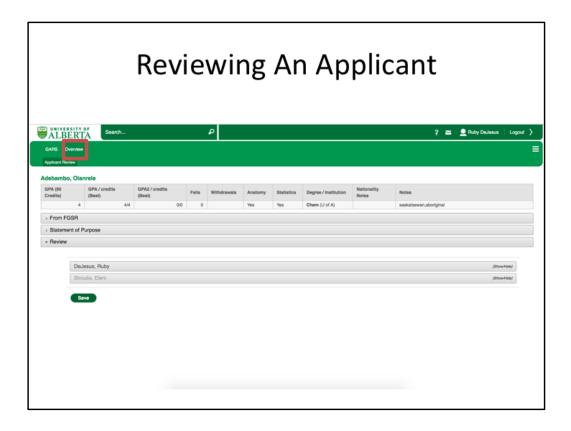
To add a comment (which will later be shown as yellow highlighting on the applicant's statement of purpose text), the faculty reviewer selects a text fragment from the SoP, which produces a comment popup for the reviewer to add their thoughts on the fragment. At the bottom of the pop up, there is a second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



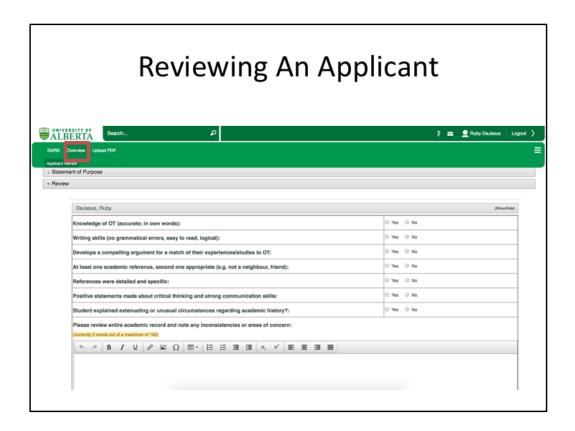
On this page, hovering over a yellow-highlighted text fragment reveals the comment of this fragment.



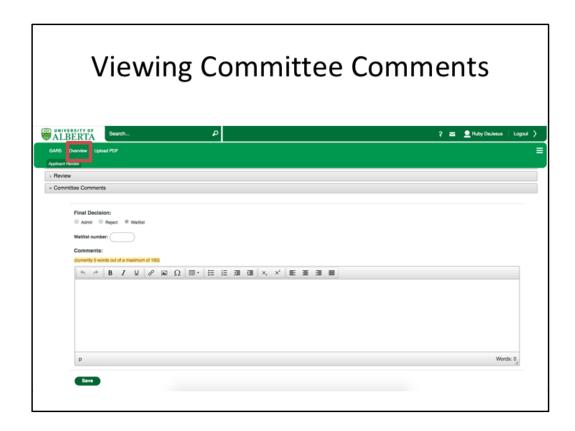
On this page, hovering over an underlined text fragment reveals the warning on this fragment (produced through an automated analysis).



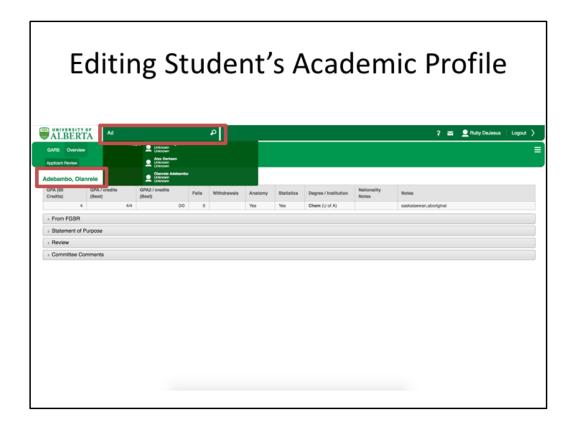
Unfolding the accordion menu with the "**Review**" heading, reveals the faculty-review forms for this applicant. Yours will show up at the top. Any reviews made by someone else will be greyed out, but will be available for you to see.



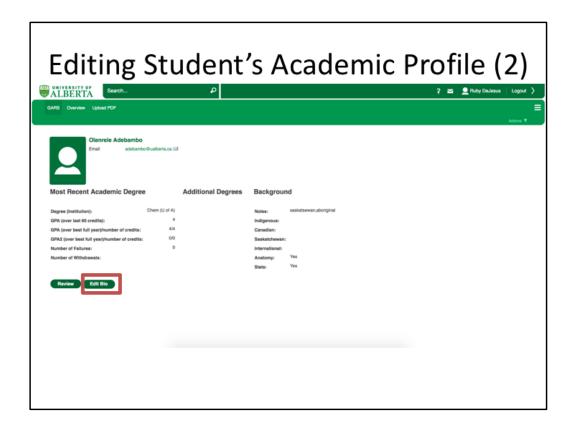
The reviewer faculty member can click on his/her own name and fill out the review form. Once the review form has been completed and a recommendation has been made, this information will be reflected on the applicants-overview table.



The last accordion is the committee comments. If you are a staff member, this will be editable. Otherwise this will only show the final decision and the comments from the committee.



To edit a student's GPA or add notes, you can search them using the search bar at the top, or click their name on their review page. This will take you to their bio page.



On their bio page you can click on "Edit Bio" and edit the various different fields.