

# **Grad Apps 2.0**

## **Professor User Manual**

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## Contents

<b>1</b>	<b>Logging In</b>	<b>3</b>
<b>2</b>	<b>Selecting a Role</b>	<b>4</b>
2.1	Role Selection Page . . . . .	4
2.2	Navigation Bar . . . . .	4
<b>3</b>	<b>Professor Portal</b>	<b>6</b>
3.1	Filter the Table . . . . .	6
3.1.1	Opening The Modal . . . . .	6
3.1.2	Choose Your Columns . . . . .	8
3.1.3	Choose Your Filters . . . . .	9
3.1.4	Submitting a Filter . . . . .	10
3.1.5	Saving a Filter . . . . .	12
3.1.6	Loading a Filter . . . . .	12
3.2	Sorting the Table . . . . .	12
3.2.1	Name . . . . .	12
3.2.2	Gender . . . . .	12
3.2.3	Committee Rank . . . . .	12
3.2.4	GPA . . . . .	12
3.2.5	Degree Applied For . . . . .	12
3.2.6	Visa Status . . . . .	12
3.2.7	Program Decision . . . . .	12
3.2.8	Interest Status . . . . .	12
3.3	Viewing an Application . . . . .	12
3.4	Setting Application Attributes . . . . .	12
3.4.1	Contacted By . . . . .	12
3.4.2	Requested By . . . . .	12
3.4.3	My Interest Status . . . . .	12

# 1 Logging In

To access the gradapps portal you'll first need to be authenticated into the system. To begin simply click on the "Sign In" button on the welcome page.

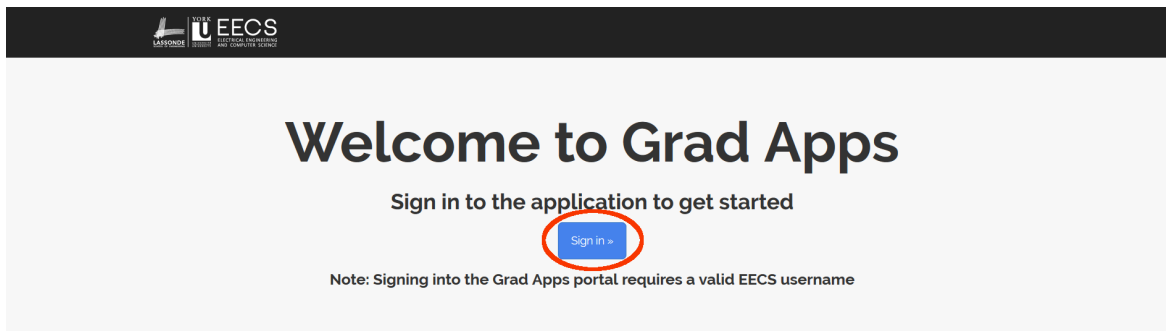


Figure 1: Welcome Page

You will then be redirected to the login page. Input your username, password and click on the "Login" button. If you are successfully authenticated you will be redirected to the role selection page.

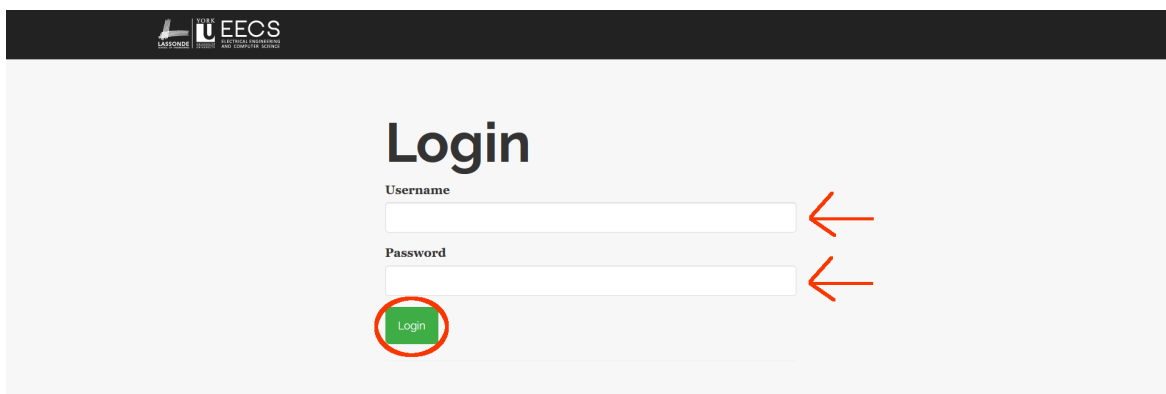


Figure 2: Login Page

**Note:** If the credentials you have provided are invalid you will be greeted with an error message.

## 2 Selecting a Role

To access the professor portal you must be signed in and select the professor role. The subsections below describe the methods for selecting the professor role.

### 2.1 Role Selection Page

From the role selection page click on the 'Continue as Professor' button to be redirected to the professor portal.

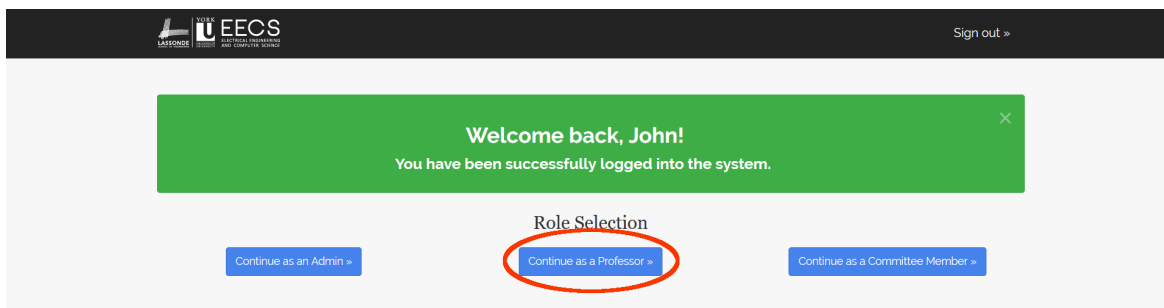


Figure 3: Role Selection Page

**Note:** To access the administrator/committee/professor portal you must be granted access from an administrator.

### 2.2 Navigation Bar

If you have selected another role and wish to switch roles you will be presented with an option on the navigation bar. Click on the dropdown menu that displays your current role and click on your desired role.

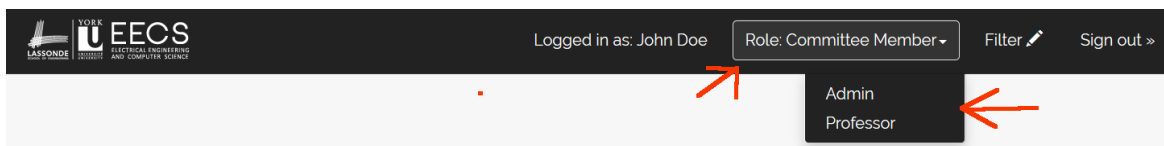


Figure 4: Switch Roles

**Note:** To access the admin/committee/professor portal you must be granted the respective permissions from an admin.

Once you have selected the professor role you will should see a page similar to the one below


<div>  <div>             Logged in as: John Doe             Role: Professor             Filter             Sign out » </div> </div>												
Refresh Current Table												
Applicant Name	Gender	Fields of Interest	Preferred Professors	Committee Rank	GPA	Degree Applied For	Visa Status	Program Decision	Contacted By	Requested By	My Interest Status	Actions
Went Rubina	F	Artificial Intelligence, Embedded Systems, Data Mining	Sheff Boneham, Buiron Turan	A	A	MASc	Visa	Accepted	Sheff Boneham	Sheff Boneham	-	<a href="#">View Application</a> <a href="#">Set to +</a>
Birtlesone Genai	F	Human-Computer Interaction, Micro/Nano Electronic Systems, Software Engineering	Susanna Chesher, Chad Donaghie, John Doe	A+	A	PhD	Visa	Accepted	Chad Donaghie, John Doe	Chad Donaghie	-	<a href="#">View Application</a> <a href="#">Set to +</a>
Truett Cirstoforo	M	Human-Computer Interaction, Micro/Nano Electronic Systems, Software Engineering	Susanna Chesher, Chad Donaghie	A	A+	PhD	Visa	Accepted	Chad Donaghie, Susanna Chesher	Susanna Chesher	Interested	<a href="#">View Application</a> <a href="#">Set to +</a>
Bohlsen Birgitta	F	Bioinformatics, Embedded Systems, Data Mining	Sheff Boneham, John Doe, Buiron Turan, Reamonn Cleef	B+	A	MSc	Visa	Accepted	Reamonn Cleef, John Doe	Reamonn Cleef, John Doe	-	<a href="#">View Application</a> <a href="#">Set to +</a>
Goutcher Dave	M	Artificial Intelligence, Graph Mining	Winnay Dalyell, Buiron Turan	A+, B+	A+	PhD	Domestic	Accepted	Winnay Dalyell, Buiron Turan	Buiron Turan	-	<a href="#">View Application</a> <a href="#">Set to +</a>
Barnett Panchito	M	Artificial Intelligence, Graph Mining	Winnay Dalyell, Buiron Turan	B+	B+	MASc	Visa	Accepted	John Doe, Winnay Dalyell, Buiron Turan	Buiron Turan, John Doe	-	<a href="#">View Application</a> <a href="#">Set to +</a>
Estick Krishnah	M	Distributed Computing, Performance Engineering, Computer	Winnay Dalyell, Buiron Turan, Susanna Chesher	B+, A	B+	MSc	Domestic	Accepted	Winnay Dalyell, Buiron Turan	Buiron Turan	-	<a href="#">View Application</a> <a href="#">Set to +</a>
Gradapps 2.0 / Edward Vaisman, S. Sakib Hasan												

Figure 5: Professor Page

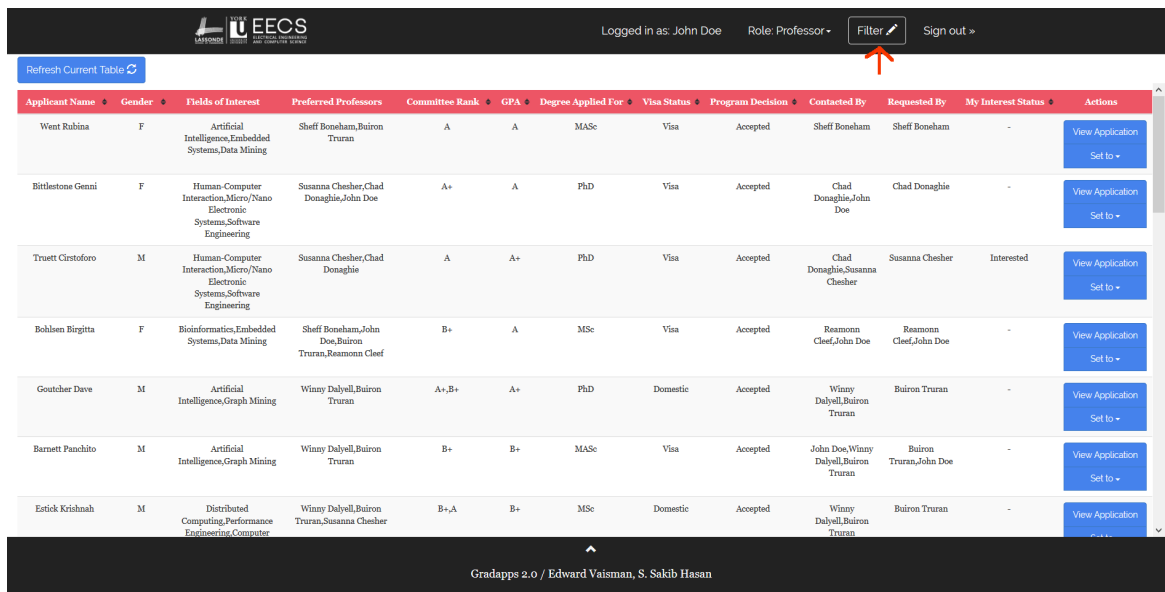
## 3 Professor Portal

### 3.1 Filter the Table

Once you have been given access to the professor portal you will be granted the ability to see all the students who have applied. To help find applications that are relevant to you, simply filter the table using the steps below.

#### 3.1.1 Opening The Modal


First open the modal. To do so click on the 'Filter' button on the navigation bar.



The screenshot shows the EECS4090 Project Professor Portal. At the top, the navigation bar includes the EECS logo, the text "Logged in as: John Doe", "Role: Professor", a "Filter" button with a pencil icon (highlighted with a red arrow), and a "Sign out" button. Below the navigation bar is a "Refresh Current Table" button. The main content is a table with the following columns: Applicant Name, Gender, Fields of Interest, Preferred Professors, Committee Rank, GPA, Degree Applied For, Visa Status, Program Decision, Contacted By, Requested By, My Interest Status, and Actions. The table contains seven rows of student applications. At the bottom of the page, there is a footer that reads "Gradapps 2.0 / Edward Vaisman, S. Sakib Hasan".

Applicant Name	Gender	Fields of Interest	Preferred Professors	Committee Rank	GPA	Degree Applied For	Visa Status	Program Decision	Contacted By	Requested By	My Interest Status	Actions
Went Rubina	F	Artificial Intelligence, Embedded Systems, Data Mining	Sheff Boneham, Buiron Truran	A	A	MASe	Visa	Accepted	Sheff Boneham	Sheff Boneham	-	View Application Set to +
Birtlesone Gemni	F	Human-Computer Interaction, Micro/Nano Electronic Systems, Software Engineering	Susanna Chesher, Chad Donaghie, John Doe	A+	A	PhD	Visa	Accepted	Chad Donaghie, John Doe	Chad Donaghie	-	View Application Set to +
Truett Cintoforo	M	Human-Computer Interaction, Micro/Nano Electronic Systems, Software Engineering	Susanna Chesher, Chad Donaghie	A	A+	PhD	Visa	Accepted	Chad Donaghie, Susanna Chesher	Susanna Chesher	Interested	View Application Set to +
Robben Eligitta	F	Bioinformatics, Embedded Systems, Data Mining	Sheff Boneham, John Doe, Buiron Truran, Reasmonn Cleef	B+	A	MSc	Visa	Accepted	Reasmonn Cleef, John Doe	Reasmonn Cleef, John Doe	-	View Application Set to +
Gouthier Dave	M	Artificial Intelligence, Graph Mining	Winny Dalyell, Buiron Truran	A+, B+	A+	PhD	Domestic	Accepted	Winny Dalyell, Buiron Truran	Buiron Truran	-	View Application Set to +
Barnett Panchito	M	Artificial Intelligence, Graph Mining	Winny Dalyell, Buiron Truran	B+	B+	MASe	Visa	Accepted	John Doe, Winny Dalyell, Buiron Truran	Buiron Truran, John Doe	-	View Application Set to +
Estick Krishnah	M	Distributed Computing, Performance Engineering, Computer	Winny Dalyell, Buiron Truran, Susanna Chesher	B+, A	B+	MSc	Domestic	Accepted	Winny Dalyell, Buiron Truran	Buiron Truran	-	View Application Set to +

Figure 6: Open Modal

**Filter** 

**Choose Your Columns**

Select a Preset ▾

Name	Gender	Fields of Interest	Preferred Professor	
Committee Ranking	GPA	Degree Applied For	Visa Status	
Program Decision	Contacted By	Requested By	My Interest Status	Actions

**Choose Your Filters**

<b>Name</b> <div>Any ▾</div>	<b>Gender</b> <div>Any ▾</div>	<b>Fields of Interest</b> <div>Any ▾</div>
<b>Preferred Professor</b> <div>Any ▾</div>	<b>Committee Ranking</b> <div>Any ▾</div>	<b>GPA</b> <div>Any ▾</div>
<b>Degree Applied For</b> <div>Any ▾</div>	<b>Visa Status</b> <div>Any ▾</div>	<b>Program Decision</b> <div>Any ▾</div>
<b>Contacted By</b> <div>Any ▾</div>	<b>Requested By</b> <div>Any ▾</div>	<b>My Interest Status</b> <div>Any ▾</div>

**Selected Filter**

✕ Cancel

✓ Submit


Preset Name

Save Preset

Figure 7: Filter View

### 3.1.2 Choose Your Columns

The first step to filtering is to choose the columns you wish to be displayed on the table. To do so just click on the button indicating which column you wish to see. Once clicked the button will display the order the columns will be displayed in as well.

Filter 

Choose Your Columns

Select a Preset

Name 1

Gender 4

Fields of Interest 5

Preferred Professor 6

Committee Ranking 2

GPA 3

Degree Applied For

Visa Status

Program Decision

Contacted By

Requested By

My Interest Status

Actions

Choose Your Filters

Name

Any

Gender

Any

Fields of Interest

Any

Preferred Professor

Any

Committee Ranking

Any

GPA

Any

Degree Applied For

Any

Visa Status

Any

Program Decision

Any

Contacted By

Any

Requested By

Any

My Interest Status

Any

Selected Filter

✖ Cancel

✔ Submit

Preset Name

Save Preset

Figure 8: Choose Your Columns



### 3.1.3 Choose Your Filters

The second step to filtering is to choose how you would like to filter the table. Begin by clicking on the drop down of the attribute you which to filter by and select an option from a list of generated options. You can use the search bar to help look for certain options.

**Filter**

**Choose Your Columns**

Select a Preset

Name 1

Gender 4

Fields of Interest 5

Preferred Professor 6

Committee Ranking 2

GPA 3

Degree Applied For

Visa Status

Program Decision

Contacted By

Requested By

My Interest Status

Actions

**Choose Your Filters**

**Name**

Any

**Gender**

Any

**Fields of Interest**

Any

comp

Computational Biology

Computational Neuroscience

Computer Graphics and Media

Computer Security and Networks

Computer Vision

Distributed Computing

History of Computing

Human-Computer Interaction

Theory of Computation

**Preferred Professor**

Any

**Committee Ranking**

Any

**Degree Applied For**

Any

**Visa Status**

Any

**Contacted By**

Any

**Requested By**

Any

**Selected Filter**

✕ Cancel

✓ Submit

Preset Name

Save Preset

Figure 9: Choose Your Filters

### 3.1.4 Submitting a Filter

Once you have chosen your columns and filter attributes all that is left is to confirm your filter. Do so by checking the selected filter section for the filter attributes you have selected. Once that is done click submit

**Filter**

#### Choose Your Columns

Select a Preset ▾

Name <span style="background-color: #007bff; color: white; padding: 0 2px;">1</span>	Gender <span style="background-color: #007bff; color: white; padding: 0 2px;">4</span>	Fields of Interest <span style="background-color: #007bff; color: white; padding: 0 2px;">5</span>	Preferred Professor <span style="background-color: #007bff; color: white; padding: 0 2px;">6</span>
Committee Ranking <span style="background-color: #007bff; color: white; padding: 0 2px;">2</span>	GPA <span style="background-color: #007bff; color: white; padding: 0 2px;">3</span>	Degree Applied For	Visa Status
Program Decision	Contacted By	Requested By	My Interest Status
Actions			

#### Choose Your Filters

<b>Name</b> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Any ▾</div>	<b>Gender</b> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Any ▾</div>	<b>Fields of Interest</b> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Data Mining ▾</div>
<b>Preferred Professor</b> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Any ▾</div>	<b>Committee Ranking</b> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">&gt; B ▾</div>	<b>GPA</b> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Any ▾</div>
<b>Degree Applied For</b> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Any ▾</div>	<b>Visa Status</b> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Any ▾</div>	<b>Program Decision</b> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Any ▾</div>
<b>Contacted By</b> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Any ▾</div>	<b>Requested By</b> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Any ▾</div>	<b>My Interest Status</b> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Any ▾</div>

#### Selected Filter

Field of Interest = Data Mining AND Committee Ranking > B

✕ Cancel
✔ Submit

Preset Name

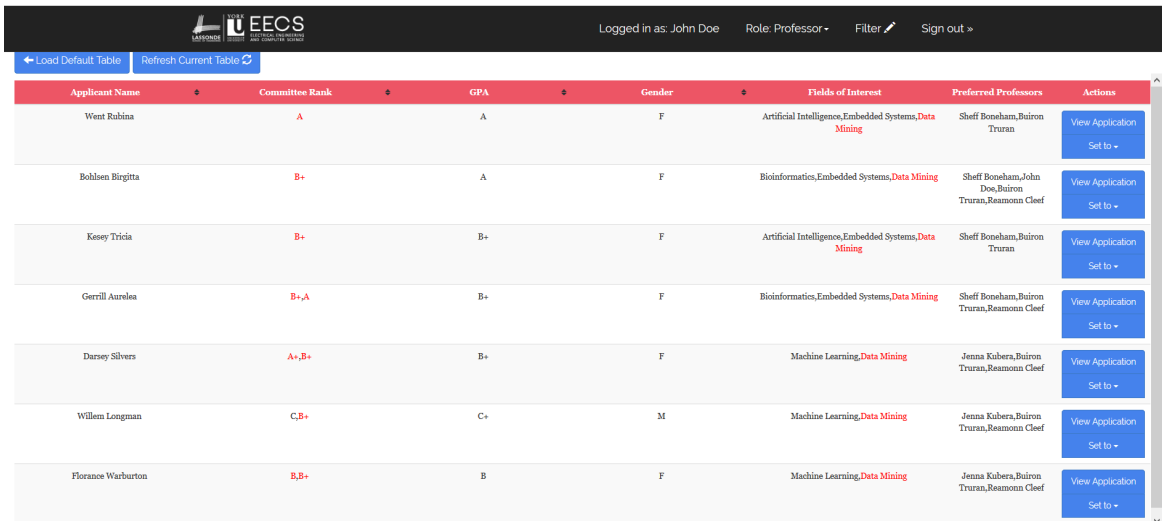
Save Preset

Confirm here



Figure 10: Submit Filter

Once you have submitted a filter you will be provided with a new table based on the filter provided. Attributes that satisfy your filter will be highlighted.



Applicant Name	Committee Rank	GPA	Gender	Fields of Interest	Preferred Professors	Actions
Went Rubina	A	A	F	Artificial Intelligence, Embedded Systems, Data Mining	Sheff Boneham, Buiron Truran	View Application Set to +
Bobbien Birgitta	B+	A	F	Bioinformatics, Embedded Systems, Data Mining	Sheff Boneham, John Doe, Buiron Truran, Reamonn Cleef	View Application Set to +
Kesey Tricia	B+	B+	F	Artificial Intelligence, Embedded Systems, Data Mining	Sheff Boneham, Buiron Truran	View Application Set to +
Gerrill Aurelea	B+, A	B+	F	Bioinformatics, Embedded Systems, Data Mining	Sheff Boneham, Buiron Truran, Reamonn Cleef	View Application Set to +
Darsey Silvers	A+, B+	B+	F	Machine Learning, Data Mining	Jenna Kubera, Buiron Truran, Reamonn Cleef	View Application Set to +
Willem Longman	C, B+	C+	M	Machine Learning, Data Mining	Jenna Kubera, Buiron Truran, Reamonn Cleef	View Application Set to +
Florence Warburton	B, B+	B	F	Machine Learning, Data Mining	Jenna Kubera, Buiron Truran, Reamonn Cleef	View Application Set to +

Figure 11: Filtered Table

### **3.1.5 Saving a Filter**

To save a filter give a name for the preset and click on 'Save Preset'

### **3.1.6 Loading a Filter**

## **3.2 Sorting the Table**

### **3.2.1 Name**

### **3.2.2 Gender**

### **3.2.3 Committee Rank**

### **3.2.4 GPA**

### **3.2.5 Degree Applied For**

### **3.2.6 Visa Status**

### **3.2.7 Program Decision**

### **3.2.8 Interest Status**

## **3.3 Viewing an Application**

## **3.4 Setting Application Attributes**

### **3.4.1 Contacted By**

### **3.4.2 Requested By**

### **3.4.3 My Interest Status**