

Grad Apps 2.0 Admission Committee Member User Manual

Edward Vaisman Sadman Sakib Hasan

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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.

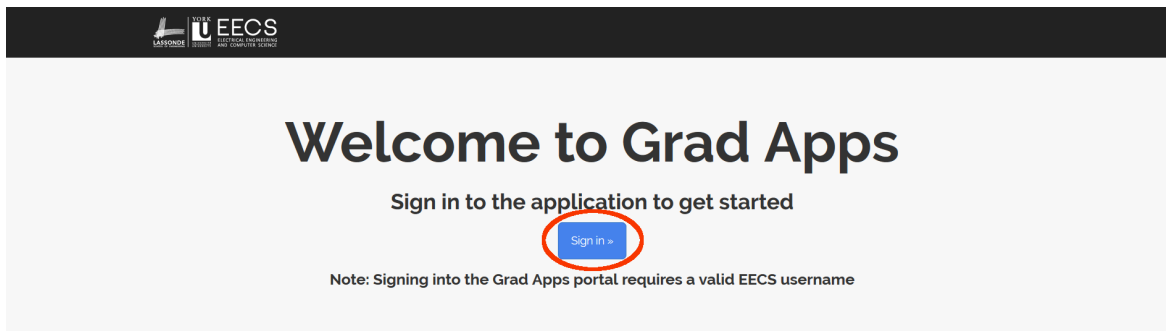


Figure 1: Welcome Page

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.

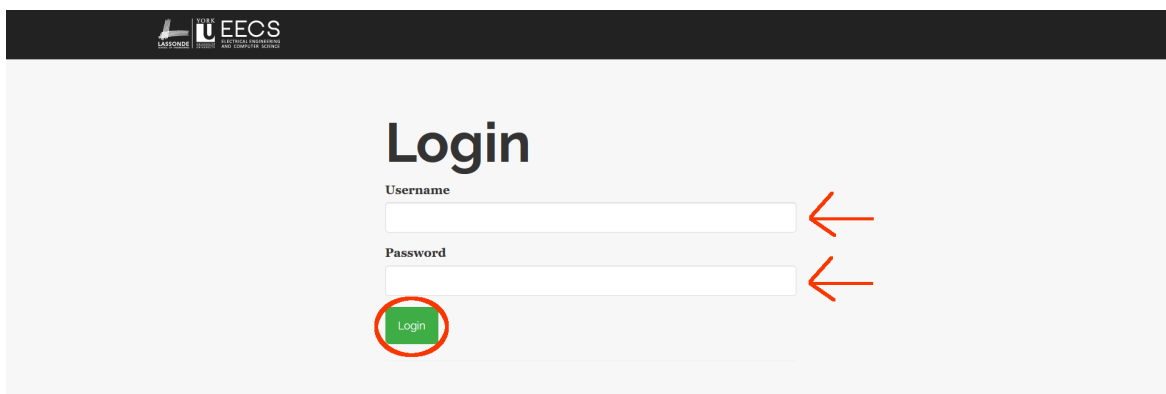


Figure 2: Login Page

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

2 Selecting a Role

The subsections below describe the methods for selecting the a role.

2.1 Role Selection Page

From the role selection page click on the “Continue as Committee Member” button to be redirected to the professor portal.

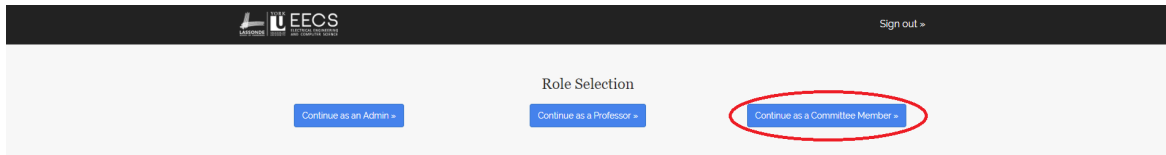


Figure 3: Role Selection Page

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.

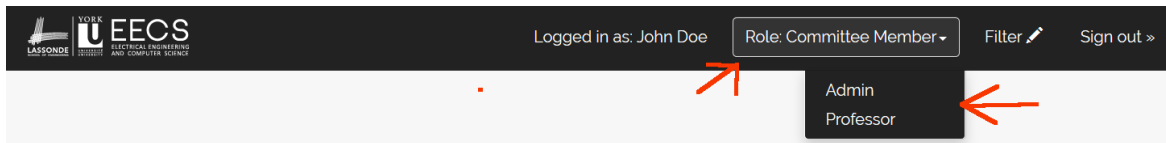


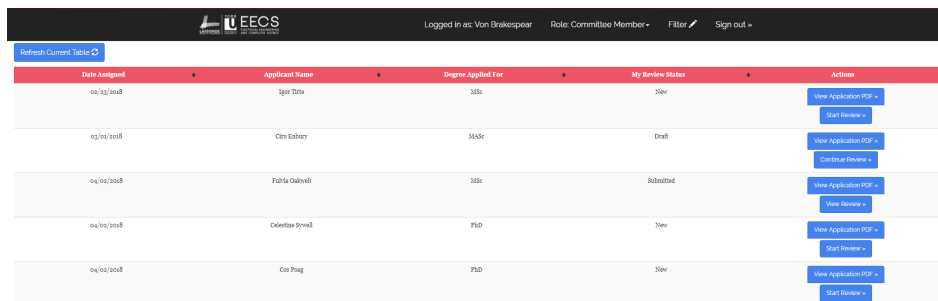
Figure 4: Switch Roles

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

3 Committee Member Portal

After logging in and selecting the *Committee Member* role you will have access to the committee member portal. In this portal you will be presented with a table containing all the students who have applied to be a graduate student. Here you can perform the following:

- View current and past reviewed application(s)
- Apply filters on current and past reviewed application(s)
- Review an assigned application(s)
- Save a review as a draft for later completion.
- Add new university assessments in the system to be used in a review. Such a new assessment will be added globally to the system and can be seen and used by other committee members when filling out a review.



Date Assigned	Applicant Name	Degree Applied For	My Review Status	Actions
02/12/2018	Igor Tita	MSc	New	View Application PDF Start Review
03/10/2018	Chris Eabury	MSc	Draft	View Application PDF Continue Review
04/10/2018	Fahia Oubell	MSc	Submitted	View Application PDF View Review
04/10/2018	Celestine Symell	PhD	New	View Application PDF Start Review
04/10/2018	Coli Proag	PhD	New	View Application PDF Start Review

Figure 5: Committee Member Portal

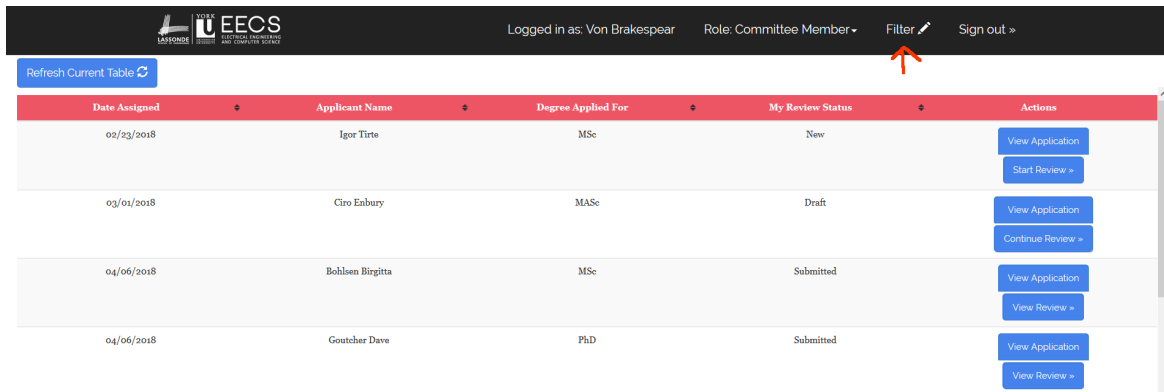
Note: If there are no reviews assigned, it will display a message instead.

3.1 Filtering the Table

This section describes how you would use/build/save/load a filter on the table.

3.1.1 Opening the Modal

To begin with filtering you must open the modal. To do so click on the “Filter” button on the navigation bar.



The screenshot shows the Gradapps interface. At the top, there is a navigation bar with the LAFORD and EECS logos, the text "Logged in as: Von Brakespear", "Role: Committee Member", a "Filter" button with a pencil icon (highlighted by a red arrow), and a "Sign out »" link. Below the navigation bar is a "Refresh Current Table" button. The main content is a table with the following columns: "Date Assigned", "Applicant Name", "Degree Applied For", "My Review Status", and "Actions". The table contains four rows of application data.

Date Assigned	Applicant Name	Degree Applied For	My Review Status	Actions
02/23/2018	Igor Tirtse	MSc	New	View Application Start Review »
03/01/2018	Ciro Enbury	MASe	Draft	View Application Continue Review »
04/06/2018	Bolsen Birgitta	MSc	Submitted	View Application View Review »
04/06/2018	Goutcher Dave	PhD	Submitted	View Application View Review »

Figure 6: Opening the Modal

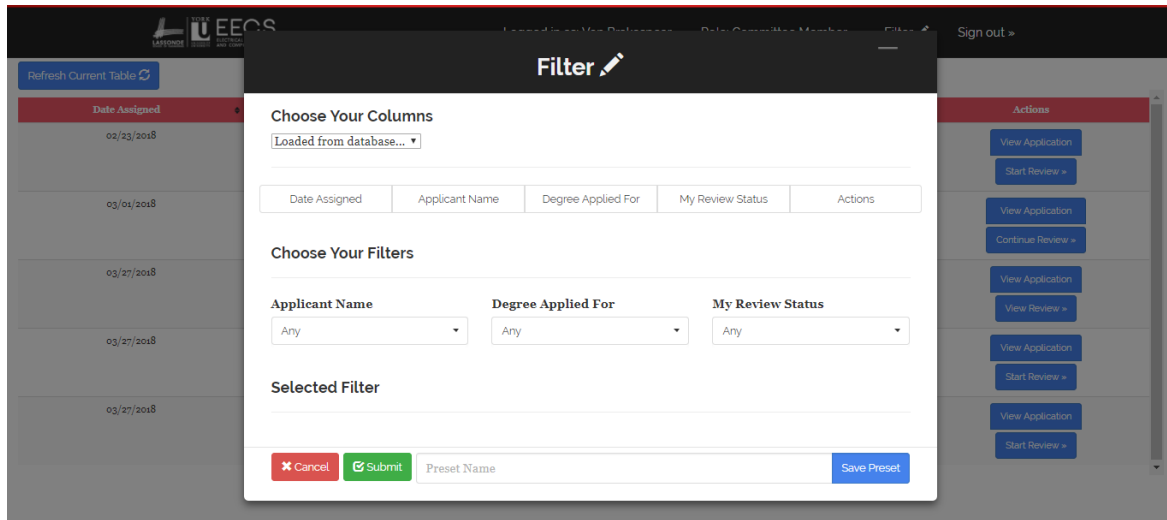


Figure 7: Filter View

3.2 Selecting Columns

After opening the filter view, one can select one or more columns. Selecting a column numbers them in the order they will be displayed after the filter is applied. The following image depicts selecting four columns in order: *Date Assigned*, *Degree Applied For*, *My Review Status* and *Actions*.

Note: When submitting a filter with no selected columns, all default columns will be used, i.e *Date Assigned*, *Applicant Name*, *Degree Applied For*, *My Review Status* and *Actions*.

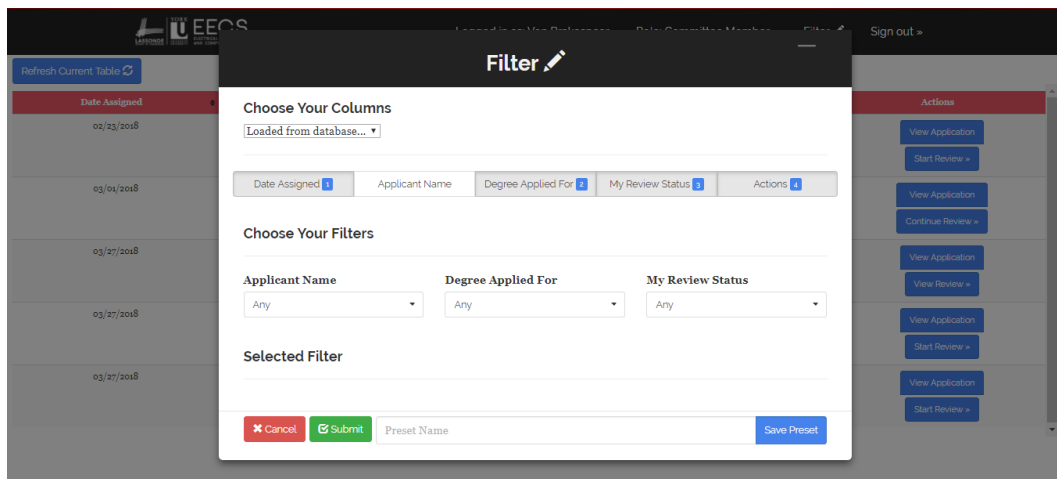


Figure 8: Selected Columns for Filter

3.3 Selecting Filter

After opening the filter view, one can select one or more filters. Selecting a filter can be done only on *Applicant Name*, *Degree Applied For* and *My Review Status* fields. Filtering can be done by selecting values using the selection dropdown which allows live-text searching. The following image depicts selecting a filter for *Degree Applied For* where the Degree is equal to *MSc*.

Note: When submitting a filter with no selected filters, the default table will be loaded.

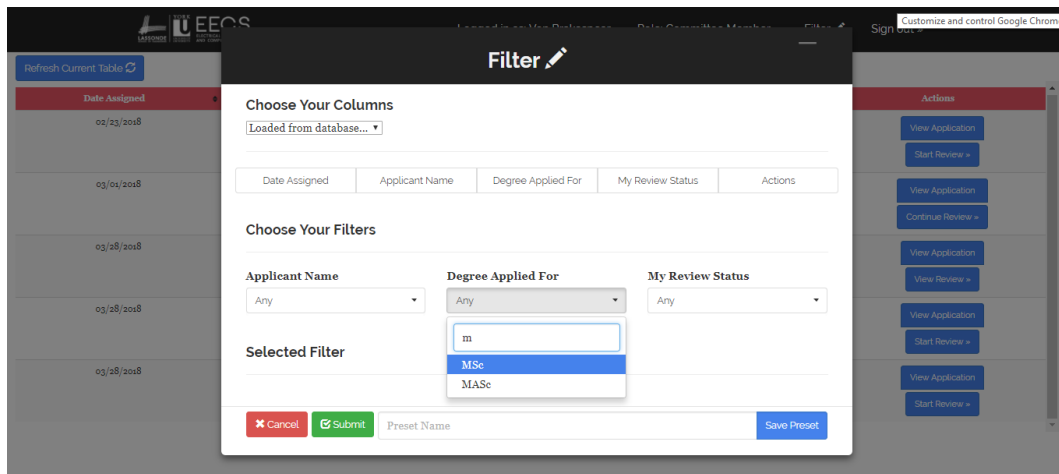


Figure 9: Selected Filter

Once the user selects a filter, the selected filter text shows the filter chosen. Grad Apps 2.0 only supports **AND** operand filtering. The image below depicts the selected filter text after selecting a filter for *Degree Applied For* where the Degree is equal to *MSc* and *My Review Status* where review status is equal to *Draft*.

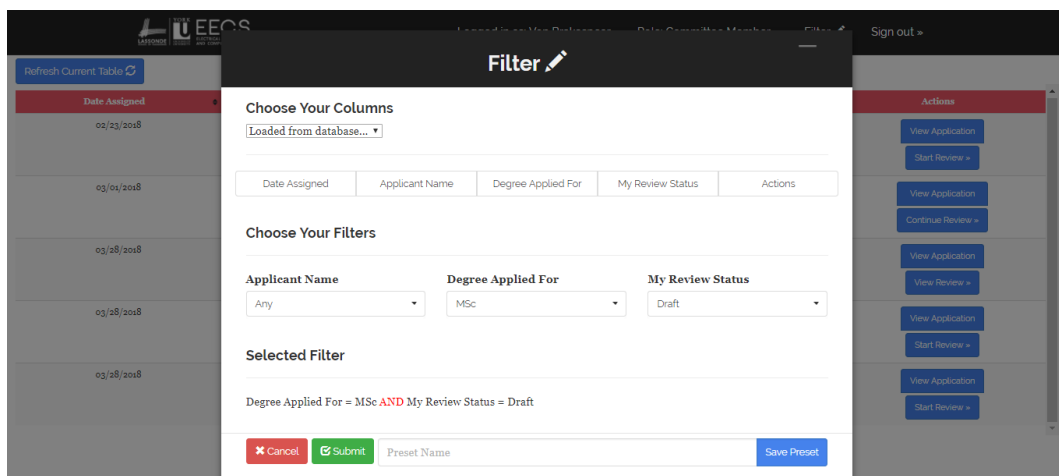


Figure 10: Selected Filter Text

3.4 Filter Presets

As an end user one can opt to save frequently used filters as presets that will be automatically loaded for the user's login session in that specified role. Saving a filter requires a preset name, the selected rows the user wants to see and the selected filter.

The following image depicts on how to save a filter preset:

The screenshot shows a web interface for managing filters. At the top, there's a dark header with the word "Filter" and a pencil icon. Below this, the interface is divided into several sections:

- Load Preset Filter:** A dropdown menu labeled "Select a Preset".
- Choose Your Columns:** A row of buttons: "Date Assigned" (with a blue '1' icon), "Applicant Name", "Degree Applied For" (with a blue '2' icon), "My Review Status" (with a blue '3' icon), and "Actions".
- Choose Your Filters:** Three dropdown menus: "Applicant Name" (set to "Any"), "Degree Applied For" (set to "MSc"), and "My Review Status" (set to "Any").
- Selected Filter:** A text area showing "Degree Applied For = MSc".
- Footer:** A row of buttons: a red "Cancel" button, a green "Submit" button, a text input field containing "All new reviews for MSc applicants", and a blue "Save Preset" button which is circled in red.

Figure 11: Save a filter preset

Once the user has one or more saved presets, they can opt to load one by simply selecting the preset name from the dropdown. Loading a saved preset will automatically fill the selected columns and the selected filters. The following image depicts on how to load a saved filter preset:

The screenshot shows a web interface titled "Filter" with a pencil icon. It is divided into several sections:

- Load Preset Filter:** A dropdown menu is highlighted with a red oval, showing the text "Applicants with GPA > B and interested in AI".
- Choose Your Columns:** A row of buttons: "Date Assigned" (with a blue '1' icon), "Applicant Name", "Degree Applied For" (with a blue '2' icon), "My Review Status" (with a blue '3' icon), and "Actions".
- Choose Your Filters:** Three dropdown menus: "Applicant Name" (set to "Any"), "Degree Applied For" (set to "MSc"), and "My Review Status" (set to "Any").
- Selected Filter:** A section showing "Degree Applied For = MSc".
- Footer:** A row of buttons: a red "Cancel" button, a green "Submit" button, a text input field labeled "Preset Name", and a blue "Save Preset" button.

Figure 12: Load a saved filter preset

3.5 Submitting Filter

Once the user has selected columns and selected filters, they can submit the filter to get a resulted table back.

Note: When submitting a filter with no selected columns, all default columns will be used, i.e *Date Assigned*, *Applicant Name*, *Degree Applied For*, *My Review Status* and *Actions*.

Note: When submitting a filter with no selected filters, the default table will be loaded.

The following example filter is used to demonstrate applying a filter and getting the resulted table back:

The columns selected for the filter:

1. Date Assigned
2. Degree Applied For
3. My Review Status

The filter selected for:

1. Degree Applied For: MSc

The images below depicts the filter view before applying the filter and the resulting filtered table. The fields used for filtering are also highlighted for emphasizing the filtered fields in the resulting table.

Filter

Choose Your Columns

Loaded from database...

Date Assigned Applicant Name Degree Applied For My Review Status Actions

Choose Your Filters

Applicant Name **Degree Applied For** **My Review Status**

Any MSc Any

Selected Filter

Degree Applied For = MSc

Cancel Submit Preset Name Save Preset

Figure 13: Selected Filter Example

Date Assigned	Degree Applied For	My Review Status	Actions
02/23/2018	MSc	New	View Application Start Review
03/28/2018	MSc	Submitted	View Application View Review

Figure 14: Resulted Table After Applying Filter

4 Ordering Review Applications

As a user one can order the fields, either in ascending or descending order, of the table that lists all current and past review applications. The fields that support ordering on review application table are: *Date Assigned*, *Applicant Name*, *Degree Applied For* and *My Review Status*.

Note: Ordering fields can be done on both filtered and unfiltered review application lists.

The following images depicts on how to order review applications using the *Date Assigned* field in ascending and descending order.

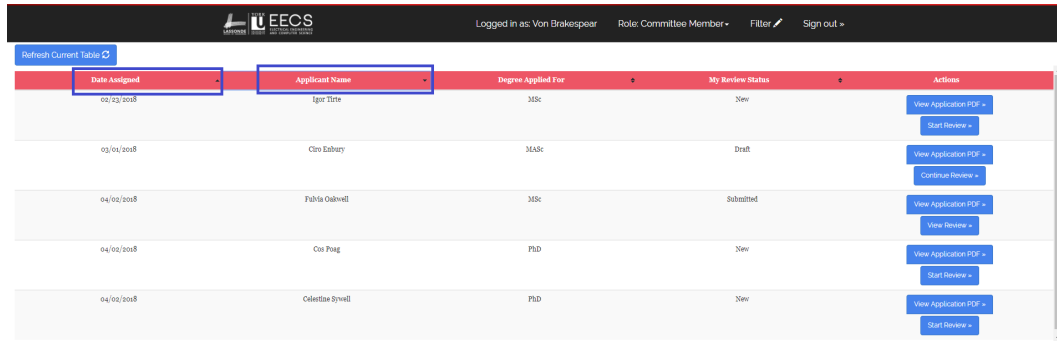
Date Assigned	Applicant Name	Degree Applied For	My Review Status	Actions
02/12/2018	Igor Tute	MSc	New	View Application Start Review +
02/01/2018	Ciro Esbury	MSc	Draft	View Application Continue Review +
02/30/2018	Fabrizio Odwell	MSc	Submitted	View Application View Review +
02/30/2018	Celestine Sywell	PhD	New	View Application Start Review +
02/30/2018	Coe Pong	PhD	New	View Application Start Review +

Figure 15: Ascending order of Date Assigned field

Date Assigned	Applicant Name	Degree Applied For	My Review Status	Actions
02/30/2018	Fabrizio Odwell	MSc	Submitted	View Application View Review +
02/30/2018	Celestine Sywell	PhD	New	View Application Start Review +
02/30/2018	Coe Pong	PhD	New	View Application Start Review +
02/01/2018	Ciro Esbury	MSc	Draft	View Application Continue Review +
02/12/2018	Igor Tute	MSc	New	View Application Start Review +

Figure 16: Descending order of Date Assigned field

Note: One can also apply multiple ordering by holding the SHIFT key on the keyboard and toggling the order. The following images depicts ordering applications with the *Date Assigned* field in ascending order and *Applicant Name* in descending order.



Refresh Current Table

Logged in as: Von Brakespear Role: Committee Member Filter Sign out

Date Assigned	Applicant Name	Degree Applied For	My Review Status	Actions
02/23/2018	Igor Tirtle	MSc	New	View Application PDF Start Review
03/04/2018	Ciro Eschary	MAc	Draft	View Application PDF Continue Review
04/02/2018	Fuhia Oakwell	MSc	Submitted	View Application PDF View Review
04/02/2018	Cos Pong	PhD	New	View Application PDF Start Review
04/02/2018	Olethias Sywell	PhD	New	View Application PDF Start Review

Figure 17: Ordering using multiple fields

5 Reviews

As a user one has access to complete application reviews assigned to them by the system administrator. The review process can have **three** different statuses shown to the user on the default portal:


- **New:** A new application has been assigned to the committee member and no changes have been made on the review yet.
- **Draft:** A previously saved draft review. A review is considered as a draft when there has been at least one or more changes committed and the user has decided to save the changes.
- **Submitted:** A completed review which has been submitted and uploaded to the server. Once a review is submitted, it cannot be undone.

The following list denotes the fields in a review form that is **not** submitted yet and their requirement status:

Field Name	Required
Institution Name(s)	No
Institution Assessment(s)	No
Background Information	No
Research Experience	No
Letter of Intent Analysis	No
Additional Comments	No
Applicant Rank	Yes

Table 1: Review Fields

The following image depicts the full view of the review form. The *View Application PDF* link opens the student application in PDF version uploaded by the system administrator.



Logged in as: Von Brakespear

Review Form

[View Application PDF »](#)

General Information

Student Number:	Last Name:	First Name:	Degree Applied For:
212113456	Sywell	Celestine	PhD

Previous Grades

GPA	GRE	TOEFL	IELTS	YELT
A	N/A	N/A	N/A	N/A

Previous Institutions

Institution Name(s)
Nothing selected

[Add Institution](#)

Institution Name

Add

Institution Assessment(s)
Nothing selected

[Add Assessment](#)

Nothing selected

New Assessment

Add

Background and Research Information

Background Information

Research Experience

Letter Analysis and Additional Comments

Letter of Intent Analysis

Additional Comments

Final Rank

Applicant Rank
-

[Cancel Review](#) [Draft Review](#) [Submit Review](#)

Figure 18: Full view of the Review Form

5.1 Opening a new Review

As a user when a new review is received it will show on the portal. After that the user has the option of opening the review and start completing the form. The action for opening a new review will say **Start Review**.

The following image depicts user opening a brand new review.

Date Assigned	Applicant Name	Degree Applied For	My Review Status	Action
03/30/2008	Fuhua Oubovik	MSc	Submitted	View Application View Review
03/30/2008	Collette Bywell	PhD	Rev	View Application Start Review
03/30/2008	Cor Poag	PhD	Rev	View Application Start Review
03/04/2008	Chao Bahary	MSc	Draft	View Application Continue Review
03/23/2008	Igor Tirtse	MSc	Rev	View Application Start Review

Figure 19: Opening a brand new review

The following image depicts user making no changes to the opened review and exiting out of the review form.

The screenshot shows the Gradapps review form. At the top, it says "Logged in as: Von Brakenpear". Below this, there are sections for "Previous Institutions" and "Institution Assessment(s)". The "Background and Research Information" section includes "Background Information" and "Research Experience". The "Letter Analysis and Additional Comments" section includes "Letter of Intent Analysis" and "Additional Comments". The "Final Rank" section has a dropdown menu for "Applicant Rank" set to "-". At the bottom, there are three buttons: "Cancel Review" (highlighted with a red circle), "Draft Review", and "Submit Review".

Figure 20: Exiting out of a brand new review application without changes

5.2 Filling out a Review

As an end user one has the opportunity to analyse the application assigned for review. Table 1 outlines the fields in a review application and their required status. The following table specializes Table 1 and displays the type of input each field takes.

Field Name	Input Type
Institution Name(s)	Multiple Drop-Down
Institution Assessment(s)	Multiple Drop-Down
Background Information	Text
Research Experience	Text
Letter of Intent Analysis	Text
Additional Comments	Text
Applicant Rank	Single Drop-Down

Table 2: Review Fields Input Type

5.2.1 Institution Assessment

An end user can select one or more institutions the applicant has attended in the past. If the institution does not exist, the user can also add a new institution. Once an institution has been selected, the user can select one or more of the existing institution's assessment and also add a new assessment of their own.

The following image depicts an user selecting two institutions the applicant has attended and selecting an assessment from each of the institutions.

The screenshot displays the 'Institution Assessment' interface. It is divided into two main sections: 'Previous Institutions' and 'Selected University Assessments'.

Previous Institutions:

- Institution Name(s):** A dropdown menu showing 'Assam Agricultural University, Ferris State University'.
- Institution Assessment(s):** A dropdown menu showing 'Not so well known, Well known for research in Machine Learning'.
- Add Institution:** A section with a text input 'Institution Name', an 'Add' button, and a sub-section 'Add Assessment' with a dropdown showing 'Assam Agricultural University' and a 'New Assessment' text area with an 'Add' button.

Selected University Assessments:

- 1. Assam Agricultural University
 - Not so well known
- 2. Ferris State University
 - Well known for research in Machine Learning

Figure 21: Institution Assessment View

5.3 Saving a review as Draft

As an end user one has the opportunity to save an on-going review as draft for future completion. The use of drafting a review is to save changes to an on-going review so that the user can pick it up and continue some time later.

The following images depicts a user making changes to an application review and then saving it as a draft. Consequently, the status of the review is changed to **Draft**. And if the user wants to continue working on the draft sometime later, the action for opening a drafted review will say **Continue Review**.

The screenshot shows the EECS Gradapps review form. At the top, it says 'Logged in as: Von Brakespear'. The form is divided into several sections: 'Previous Institutions', 'Background and Research Information', 'Letter Analysis and Additional Comments', and 'Final Rank'. The 'Final Rank' section has a dropdown menu for 'Applicant Rank' set to '-'. At the bottom, there are three buttons: 'Cancel Review' (red), 'Draft Review' (green, circled in blue), and 'Submit Review' (green).

Figure 22: Save a review as draft

Date Assigned	Applicant Name	Degree Applied For	My Review Status	Actions
02/12/2018	Igor Titor	MSc	Draft	View Application Continue Review
03/04/2018	Ciro Tabary	MSc	Draft	View Application Continue Review
03/30/2018	Fabrizio Oakwell	MSc	Submitted	View Application View Review
03/30/2018	Odette S. velli	PhD	New	View Application Start Review
03/30/2018	Ona Peng	PhD	New	View Application Start Review

Figure 23: Drafted Review View

5.4 Submitting a Review

Once a review is completed, the user can submit the review. If the correct number of reviews for an application has been submitted, the application will be automatically available for selection to the members of EECS Graduate Program. The only required field needed for submitting a review is the final application rank that is to be decided by the admission committee member upon analysing the application.

The following image depicts an end user submitting a review.

EECS Graduate Program
Logged in as: Von Brakespear

General Information

Student Number: 212122456	Last Name: Tirte	First Name: Igor	Degree Applied For: MSc
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Previous Grades

GPA C+	GRE N/A	TOEFL N/A	IELTS N/A	YELT N/A
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Previous Institutions

Institution Name(s) Capital University of Medical Sciences, Ferris State University	Add Institution Institution Name <input type="text"/> <input type="button" value="Add"/>
Institution Assessment(s) One of the best in the world for medical sciences. Well known for research in M2	Add Assessment Capital University of Medical Sciences New Assessment <input type="text"/> <input type="button" value="Add"/>

Selected University Assessments

- Ferris State University
 - Well known for research in Machine Learning
- Capital University of Medical Sciences
 - One of the best in the world for medical sciences

Background and Research Information

Background Information Does not have a strong math background. Okay, in programming.	Research Experience No undergraduate research experience.
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Letter Analysis and Additional Comments

Letter of Intent Analysis Letter of Intent does not show any intent on why he would be a good fit for BioMed engineering.	Additional Comments The student is not a good fit for the program.
---	--

Final Rank

Applicant Rank
C


Figure 24: Submit a Review

Once the review is submitted, it will show up on the user dashboard with status as

Submitted. The user action to view a submitted review will say **View Review**. Submitted reviews are only viewable as a plain text application form. The following images depicts viewing a submitted review.

Date Assigned	Applicant Name	Degree Applied For	My Review Status	Actions
03/23/2018	Igor Tirtle	MSc	Submitted	View Application View Review
03/04/2018	Ciro Zahary	MSc	Draft	View Application Continue Review
03/20/2018	Palma Oshtell	MSc	Submitted	View Application View Review
03/20/2018	Collette Stivell	PhD	New	View Application Start Review
03/20/2018	Ceo Pong	PhD	New	View Application Start Review

Figure 25: Submitted Review View



Logged in as: Von Brakespear

Review Form

[View Application PDF](#)

General Information

Student Number:	Last Name:	First Name:	Degree Applied For:
212122456	Tirtle	Igor	MSc

Previous Grades

GPA	GRE	TOEFL	IELTS	YELT
C+	N/A	N/A	N/A	N/A

Selected University Assessments

- Ferris State University
 - Well known for research in Machine Learning
- Capital University of Medical Sciences
 - One of the best in the world for medical sciences

Background and Research Information

Background Information Does not have a strong math background. Okay, in programming.	Research Experience No undergraduate research experience.
--	---

Letter Analysis and Additional Comments

Letter of Intent Analysis Letter of Intent does not show any intent on why he would be a good fit for BioMed engineering.	Additional Comments Letter of Intent does not show any intent on why he would be a good fit for BioMed engineering.
---	---

Final Rank

Applicant Rank
C

[Exit](#)

Figure 26: Submitted Review View