

Grad Apps 2.0 Committee Member User Manual

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March 31, 2018

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1 User Overview

The *committee member* in our system under description is a subset of EECS graduate program members who are in charge of reviewing new applications. In addition to reviewing an application, a graduate committee member can view past reviewed applications and apply filter on them. A breakdown of a *committee member's* permissible actions are listed below.

A *committee member*:

- Shall be able to view current and past reviewed application(s).
- Shall be able to apply filter on current and past reviewed application(s).
- Shall be able to review an assigned application(s).
- Shall be able to save a review as a draft for later completion.
- Shall be able to add new university assessments in the system to be used in a review. Such new assessment will be added globally to the system and can be seen and used by other committee member when filling out a review.

2 Authentication

In order for an user to sign in to the application as a committee member, they need to be assigned to the *Committee Member* role by the system administrator. Once the user has been granted access to the role, they can sign in to the system and select the *Committee Member* role.

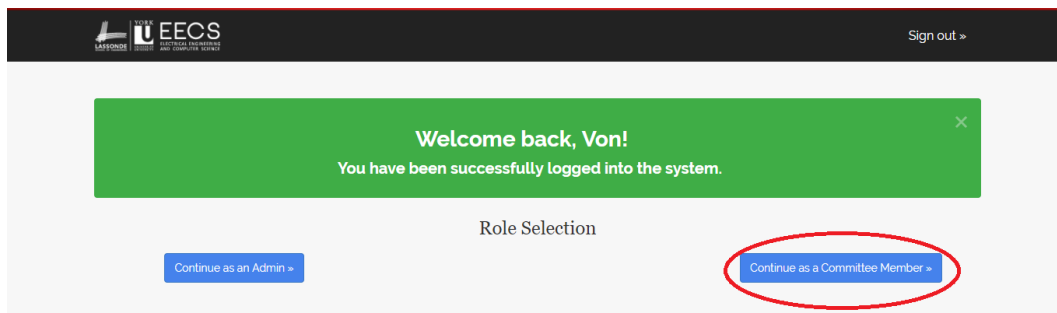
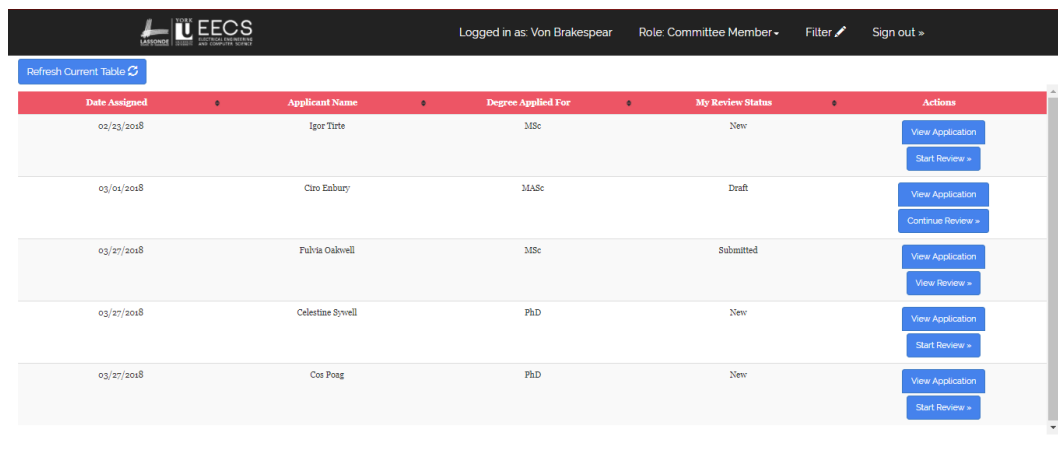


Figure 1: Select Committee Member Role

Note: Once the user has been authenticated, the system automatically signs the user out after maximum of 15 minutes of inactivity within the application. This is to ensure the security of the overall system to protect both student confidential data and logged in user data.

3 Committee Member Portal

After the user has signed in to the system and selected the *Committee Member* role, they shall be redirected to the committee member portal. The portal by default shows all past and current reviewed applications assigned to the logged in user for the current study year ordered by the date assigned in ascending order.



The screenshot shows the Committee Member Portal interface. At the top, there is a header bar with the EECS logo, the text "Logged in as: Von Brakespear", the role "Role: Committee Member", a "Filter" button, and a "Sign out" link. Below the header, there 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 six rows of data, each representing a review application. The "Actions" column for each row contains two buttons: "View Application" and "Start Review".

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 Eabury	MAStc	Draft	View Application Continue Review »
03/27/2018	Fuhua Oakwell	MSc	Submitted	View Application View Review »
03/27/2018	Celestine Sywell	PhD	New	View Application Start Review »
03/27/2018	Cos Poag	PhD	New	View Application Start Review »

Figure 2: Committee Member Portal - With Review Applications

In the actions column, the *View Application* link opens the student application in PDF format uploaded by the system administrator whereas the other review options opens different views of the review form depending on the stage of the review. Refer to Section 6 for more information on reviewing an application.

If there are no reviews assigned to the user, it displays a message to the user.

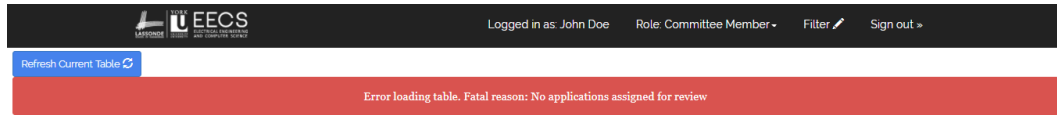


Figure 3: Committee Member Portal - With No Review Application

4 Filtering Review Applications

One of the most powerful tool that Grad Apps 2.0 offers is filtering applications. It is a core functionality that allows our end user to find the best match applicant out of hundreds that are received every year.

As a committee member, one can filter past and current assigned review applications. The following image depicts the fields a committee member can apply filtering on as well as the columns they want to see on the resulted table. To open the filter modal, simply click on the *pencil* symbol on the top right corner of the portal page.

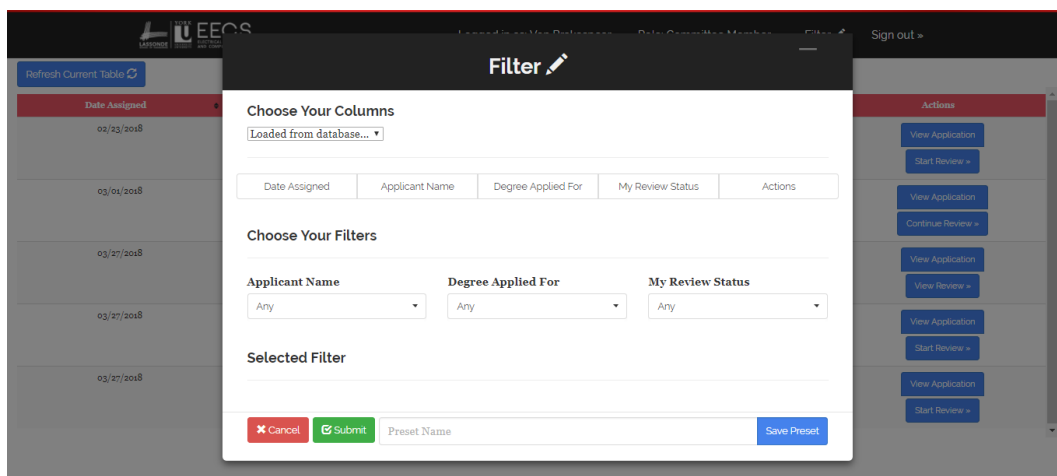


Figure 4: Filter Selection Modal

4.1 Selecting Columns

After opening the filter modal, one can select one or more columns. Selecting a column numbers them in 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*.

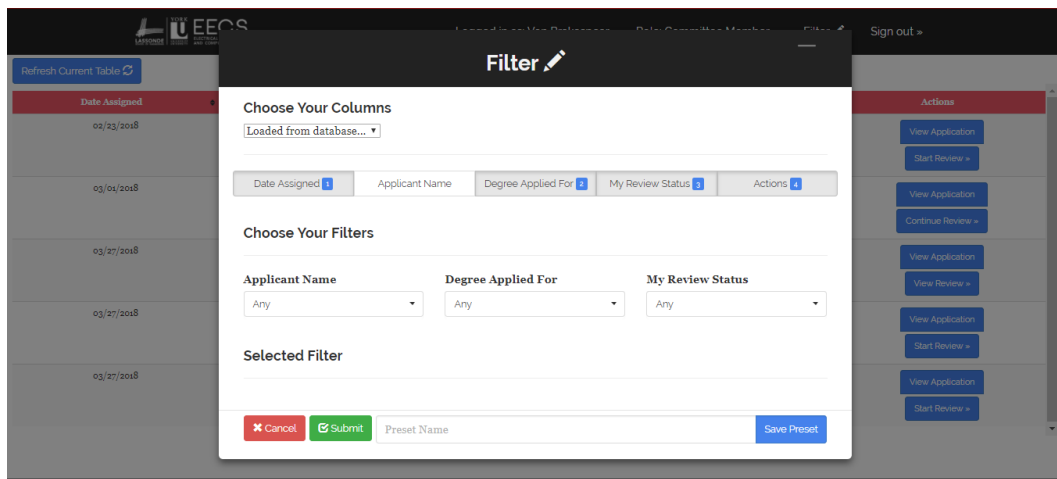


Figure 5: Selected Columns for Filter

4.2 Selecting Filter

After opening the filter modal, 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 search text dropdown. 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.

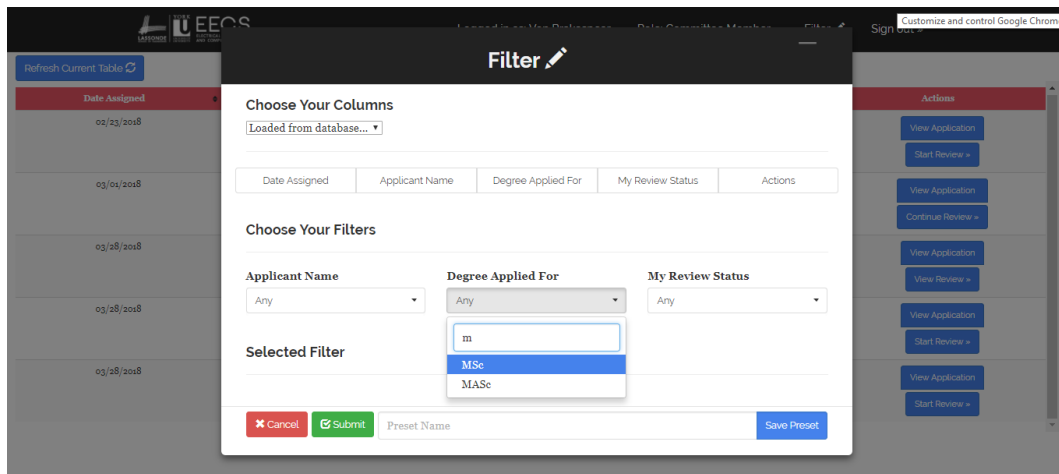


Figure 6: Selected Filter

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*.

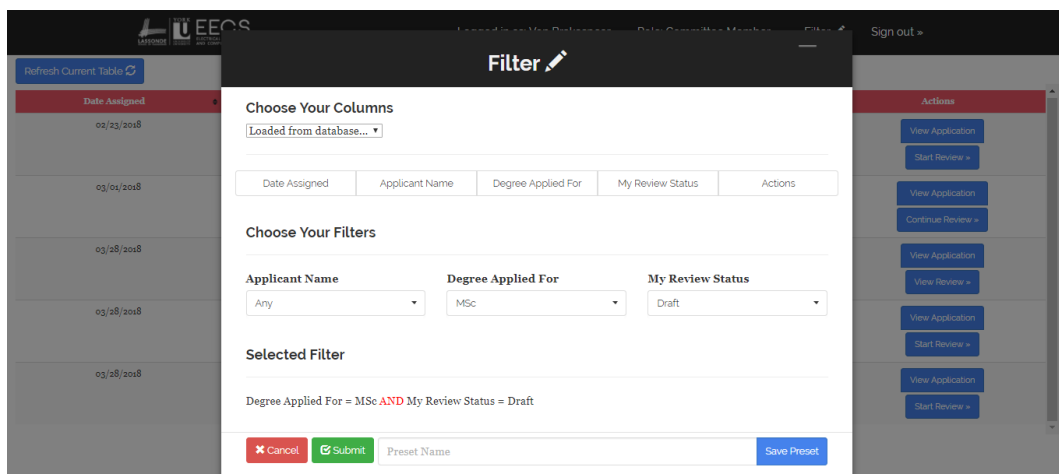


Figure 7: Selected Filter Text

4.3 Filter Presets

As an end user one can opt to save frequently used filter 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 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 8: 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. The main section is "Load Preset Filter", which contains a dropdown menu. The dropdown menu is highlighted with a red circle and shows the option "Applicants with GPA > B and interested in AI". Below this is the "Choose Your Columns" section, which has a row of buttons: "Date Assigned 1", "Applicant Name", "Degree Applied For 2", "My Review Status 3", and "Actions". The "Date Assigned 1", "Degree Applied For 2", and "My Review Status 3" buttons are highlighted. Below this is the "Choose Your Filters" section, which has three dropdown menus: "Applicant Name" (set to "Any"), "Degree Applied For" (set to "MSc"), and "My Review Status" (set to "Any"). Below these is the "Selected Filter" section, which shows "Degree Applied For = MSc". At the bottom, there are three buttons: "Cancel" (red), "Submit" (green), and "Save Preset" (blue). There is also a text input field labeled "Preset Name" next to the "Submit" button.

Figure 9: Load a saved filter preset

4.4 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 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 modal before applying the filter and the resulted filtered table. The fields used for filtering are also highlighted for emphasizing the filtered fields on the resulted table.

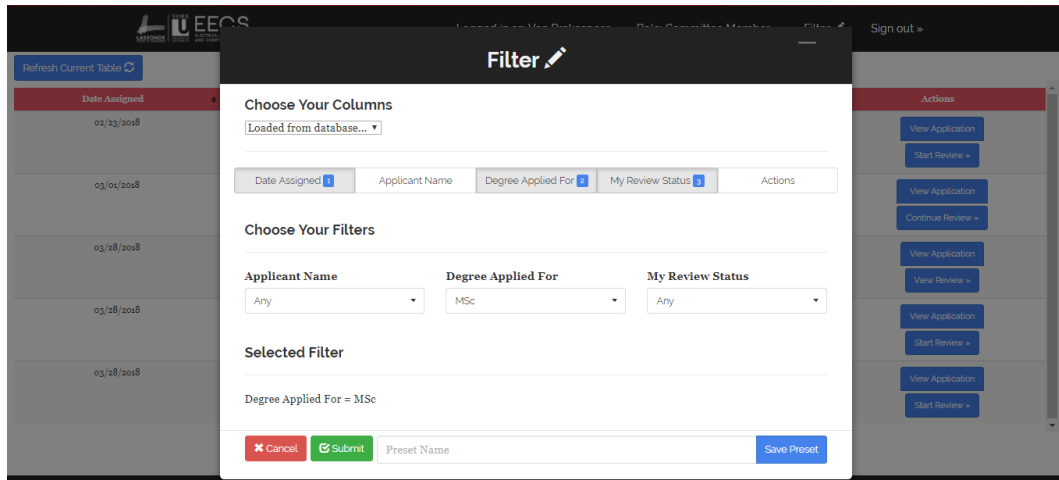


Figure 10: Selected Filter Example

Date Assigned	Degree Applied For	My Review Status	Actions
02/23/2018	MSc	New	View Application Start Review »
03/08/2018	MSc	Submitted	View Application View Review »

Figure 11: Resulted Table After Applying Filter

5 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*. One can also apply multiple ordering by holding the SHIFT key on the keyboard and toggling the order.

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

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 +
03/04/2018	Ciro Bahary	MSc	Draft	View Application Continue Review +
03/30/2018	Paula Oakwell	MSc	Submitted	View Application View Review +
03/30/2018	Cedric Stveit	PhD	New	View Application Start Review +
03/30/2018	Cos Proq	PhD	New	View Application Start Review +

Figure 12: Ascending order of Date Assigned field

Date Assigned	Applicant Name	Degree Applied For	My Review Status	Actions
03/30/2018	Paula Oakwell	MSc	Submitted	View Application View Review +
03/30/2018	Cedric Stveit	PhD	New	View Application Start Review +
03/30/2018	Cos Proq	PhD	New	View Application Start Review +
03/04/2018	Ciro Bahary	MSc	Draft	View Application Continue Review +
02/12/2018	Igor Tute	MSc	New	View Application Start Review +

Figure 13: Descending order of Date Assigned field

6 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:

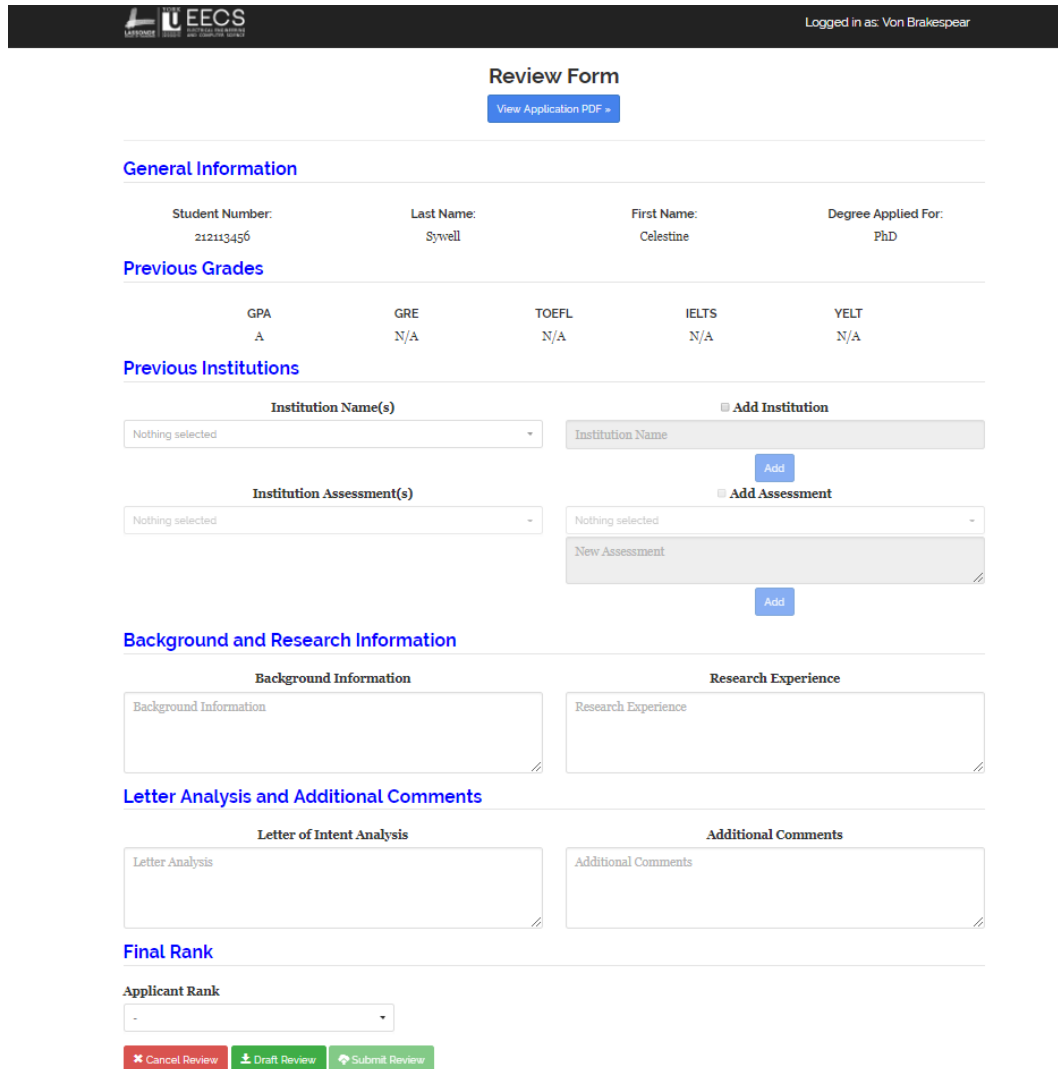
- **New:** A new application has been assigned to the committee member and no changes have been made on the review yet.
- **Draft:** A previously saved draft review. A review is considered as a draft when there has been at least one or more changes committed and the user has decided to save the changes.
- **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 **not** submitted review that 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.



Review Form

Logged in as: Von Brakespear

[View Application PDF](#)

General Information

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

Previous Grades

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

Additional Comments
Additional Comments

Final Rank

Applicant Rank
-

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

Figure 14: Full view of the Review Form

6.1 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 an user opening a brand new review.

Date Assigned	Applicant Name	Degree Applied For	My Review Status	Actions
03/30/2008	Fuhua Oskovell	MSc	Submitted	View Application View Review >
03/30/2008	Collette Bywell	PhD	Rev	View Application Start Review >
03/30/2008	Cos Poag	PhD	Rev	View Application Start Review >
03/04/2008	Chao Bahary	MSc	Draft	View Application Continue Review >
03/23/2008	Igor Tirtle	MSc	Rev	View Application Start Review >

Figure 15: Opening a brand new review

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

EECS4090 Project

Logged in as: Von Brakespear

Previous Institutions

Institution Name(s): Nothing selected

Institution Assessment(s): Nothing selected

Background and Research Information

Background Information: [Text Area]

Research Experience: [Text Area]

Letter Analysis and Additional Comments

Letter of Intent Analysis: [Text Area]

Additional Comments: [Text Area]

Final Rank

Applicant Rank: [Dropdown Menu]

Buttons: Cancel Review, Draft Review, Submit Review

Figure 16: Exiting out of a brand new review application without changes

6.2 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

6.2.1 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 View' interface. It is divided into two main sections: 'Previous Institutions' and 'Selected University Assessments'.

Previous Institutions: This section contains two columns. The left column has two dropdown menus: 'Institution Name(s)' (showing 'Assam Agricultural University, Ferris State University') and 'Institution Assessment(s)' (showing 'Not so well known, Well known for research in Machine Learning'). The right column has two 'Add' buttons: 'Add Institution' (with a text input field 'Institution Name') and 'Add Assessment' (with a dropdown menu showing 'Assam Agricultural University' and a text input field 'New Assessment').

Selected University Assessments: This section lists the selected assessments for the two institutions. It shows a list of two items: '1. Assam Agricultural University' with a sub-item 'Not so well known', and '2. Ferris State University' with a sub-item 'Well known for research in Machine Learning'.

Figure 17: Institution Assessment View

6.3 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 review is to save changes to an on-going reviews so that the user can pick it up and continue some time later.

The following images depicts an 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 EECS4090 Project Review Form. The user is logged in as 'Von Brakespear'. The form includes sections for 'Previous Institutions', 'Background and Research Information', 'Letter Analysis and Additional Comments', and 'Final Rank'. At the bottom, there are three buttons: 'Cancel Review' (red), 'Draft Review' (green, circled in blue), and 'Submit Review' (green).

Figure 18: 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
02/04/2018	Ciro Babur	MSc	Draft	View Application Continue Review
02/30/2018	Fabrizio Gaskell	MSc	Submitted	View Application View Review
02/30/2018	Odette S. velli	PhD	New	View Application Start Review
02/30/2018	Ona Peng	PhD	New	View Application Start Review

Figure 19: Drafted Review View

6.4 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 depending on the applicant's visa status, the application will be automatically available for selection to the EECS Graduate Professors. The only required field needed for submitting a review is the final application rank that is to be decided by the committee member user upon analysing the application.

The following image depicts an end user submitting a review.

The screenshot shows the EECS4090 Project submission interface. At the top, the user is logged in as 'Von Brakespear'. The form is divided into several sections:

- General Information:** Fields for Student Number (212122456), Last Name (Tirt), First Name (Igor), and Degree Applied For (MSc).
- Previous Grades:** Fields for GPA (C+), GRE (N/A), TOEFL (N/A), IELTS (N/A), and YELT (N/A).
- Previous Institutions:** A section for adding institutions and assessments. It includes a dropdown for 'Institution Name(s)' (Capital University of Medical Sciences, Ferris State University) and a text area for 'Institution Assessment(s)' (One of the best in the world for medical sciences. Well known for research in M2).
- Selected University Assessments:** A list of 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:** Two text areas for 'Background Information' (Does not have a strong math background. Okay; in programming.) and 'Research Experience' (No undergraduate research experience.).
- Letter Analysis and Additional Comments:** Two text areas for 'Letter of Intent Analysis' (Letter of Intent does not show any intent on why he would be a good fit for BioMed engineering.) and 'Additional Comments' (The student is not a good fit for the program.).
- Final Rank:** A dropdown menu for 'Applicant Rank' (C).


At the bottom, there are three buttons: 'Cancel Review' (red), 'Draft Review' (green), and 'Submit Review' (green, circled in blue).

Figure 20: Submit a Review

Once the review is submitted, it will show up on the users dashboard with status as **Submitted**. The user action to view a submitted review will say **View Review**. Submitted reviews is 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
02/22/2018	Igor Tarte	MSc	Submitted	View Application View Review
03/04/2018	Cire Eshary	MSc	Draft	View Application Continue Review
03/30/2018	Fabrizio Oswald	MSc	Submitted	View Application View Review
03/30/2018	Collette Howell	PhD	New	View Application Start Review
03/30/2018	Cos Peng	PhD	New	View Application Start Review

Figure 21: 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	Tarte	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.
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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 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 22: Submitted Review View