

# **Grad Apps 2.0 Admission Committee Member User Manual**

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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.

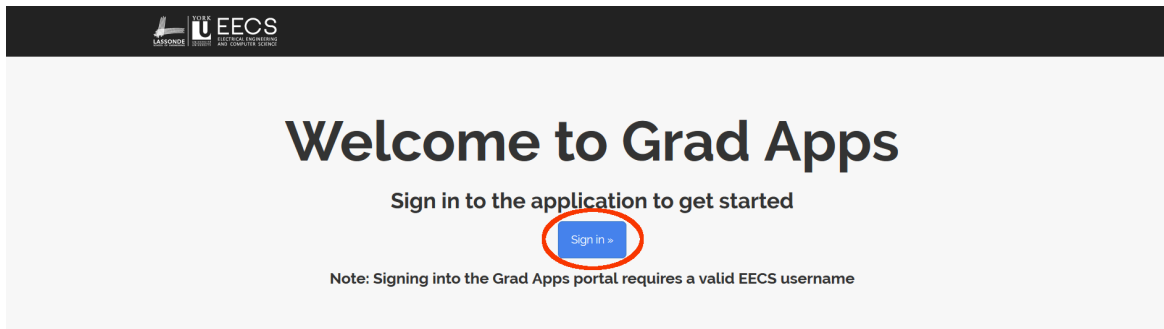


Figure 1: Welcome Page

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.

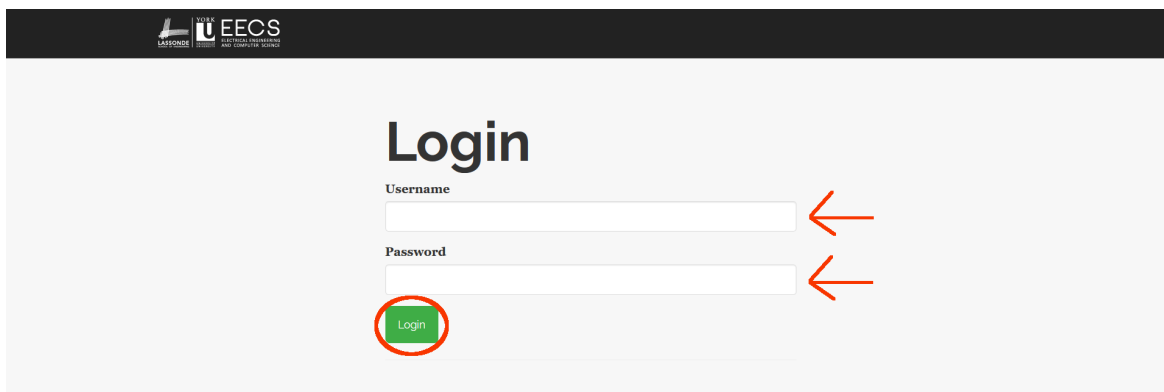


Figure 2: Login Page

**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 committee member portal.

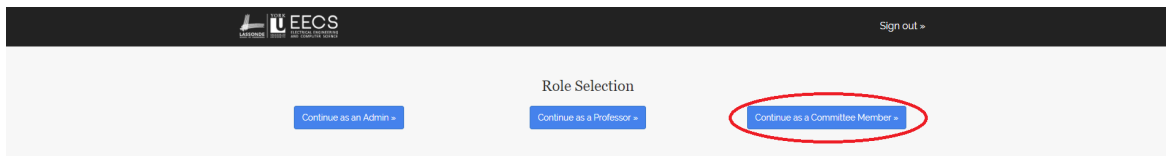


Figure 3: Role Selection Page

**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.

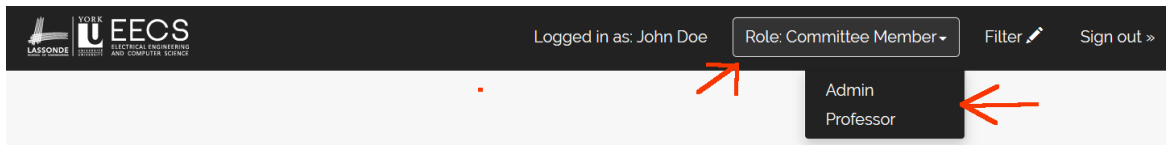


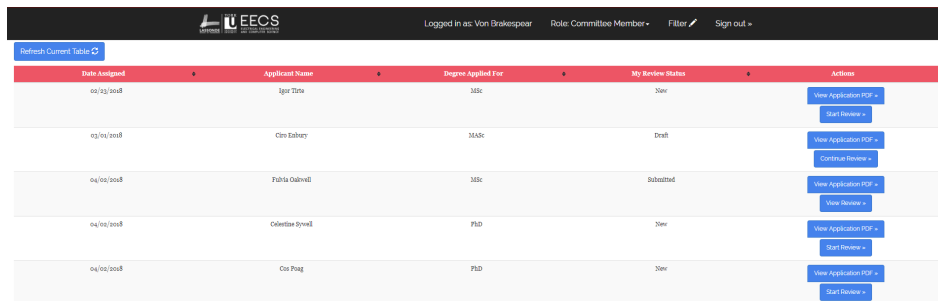
Figure 4: Switch Roles

**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
02/23/2028	Igor Tiro	MSc	Done	<a href="#">View Application PDF</a> <a href="#">Start Review</a>
03/16/2028	Cire Sahary	MSc	Draft	<a href="#">View Application PDF</a> <a href="#">Continue Review</a>
04/06/2028	Felix Oubell	MSc	Submitted	<a href="#">View Application PDF</a> <a href="#">View Review</a>
04/06/2028	Colin Bar Syneil	PhD	Done	<a href="#">View Application PDF</a> <a href="#">Start Review</a>
04/06/2028	Coa Prag	PhD	Done	<a href="#">View Application PDF</a> <a href="#">Start Review</a>

Figure 5: Committee Member Portal

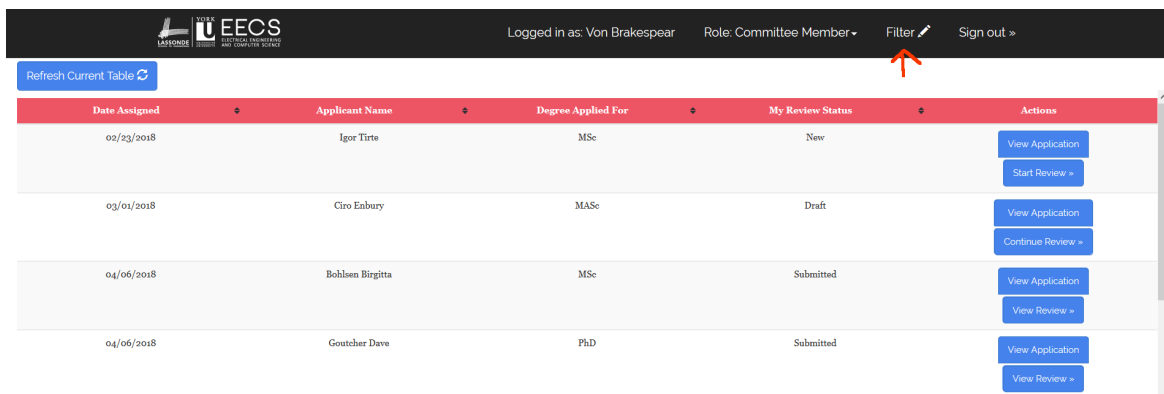
**Note:** If there are no reviews assigned, it will display a message instead.

## 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

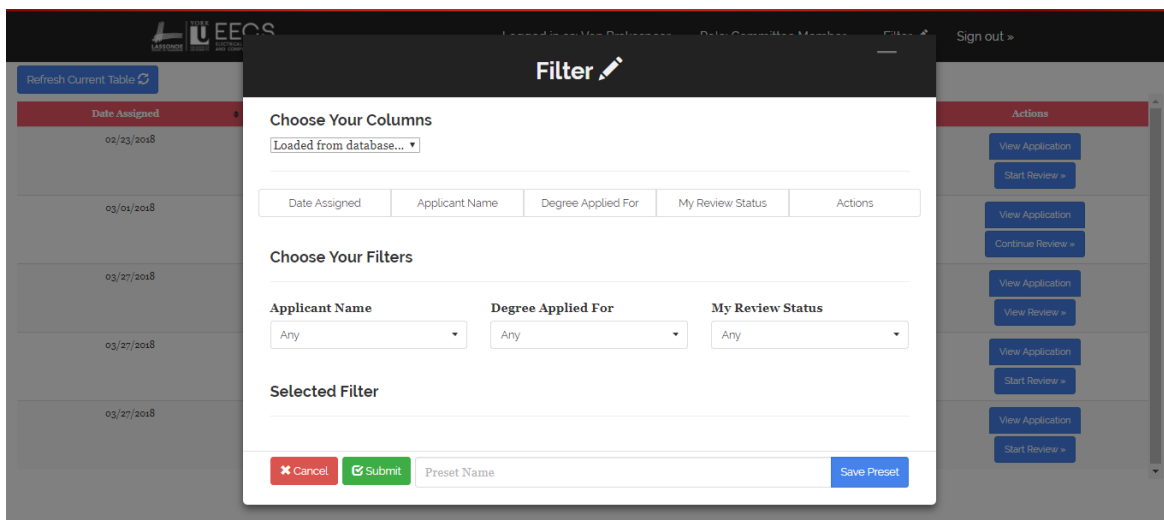
To begin with filtering you must open the modal. To do so click on the “Filter” button on the navigation bar.



The screenshot shows the top navigation bar with the EECS logo, user information (Logged in as: Von Brakespear, Role: Committee Member), and a 'Filter' button with a pencil icon, which is highlighted by a red arrow. 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 applicant 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	Bohlson Birgitta	MSc	Submitted	View Application View Review »
04/06/2018	Goucher Dave	PhD	Submitted	View Application View Review »

Figure 6: Opening the Modal



The screenshot shows the 'Filter' modal window. It has a title bar 'Filter' with a pencil icon. The modal is divided into three sections: 'Choose Your Columns', 'Choose Your Filters', and 'Selected Filter'. The 'Choose Your Columns' section has a dropdown menu 'Loaded from database...' and five checkboxes for 'Date Assigned', 'Applicant Name', 'Degree Applied For', 'My Review Status', and 'Actions'. The 'Choose Your Filters' section has three dropdown menus for 'Applicant Name', 'Degree Applied For', and 'My Review Status', each with 'Any' selected. The 'Selected Filter' section is empty. At the bottom, there are three buttons: 'Cancel' (red), 'Submit' (green), and 'Save Preset' (blue). A 'Preset Name' input field is also present.

Figure 7: Filter View

### 3.1.2 Choose Your Columns

Once the modal is opened you can then choose the columns you wish to be displayed on the table. To do so, click on the button indicating which column you wish to see. Once clicked the button will display the order that column will appear in the table.

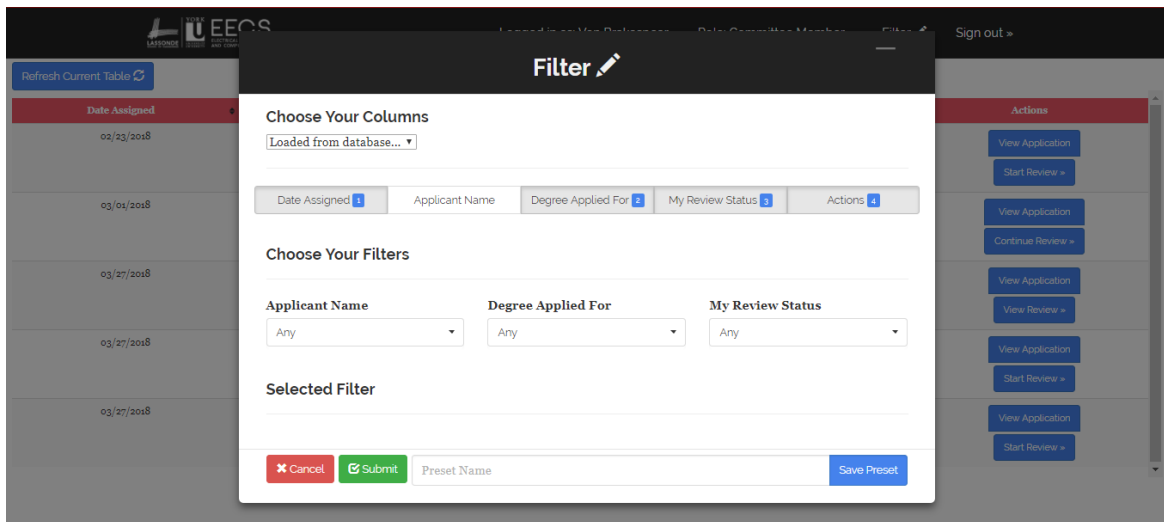


Figure 8: Choose Your Columns

**Note:** Not selecting any column will use the same columns and order as the default table. If the *Actions* column is not selected it will automatically be placed as the right most column.

### 3.1.3 Choose Your Filters

After selecting your columns, you can then choose the attributes by which you wish to filter your table. Begin by clicking on the drop down of the attribute you wish to filter and select an option from a list of generated options.

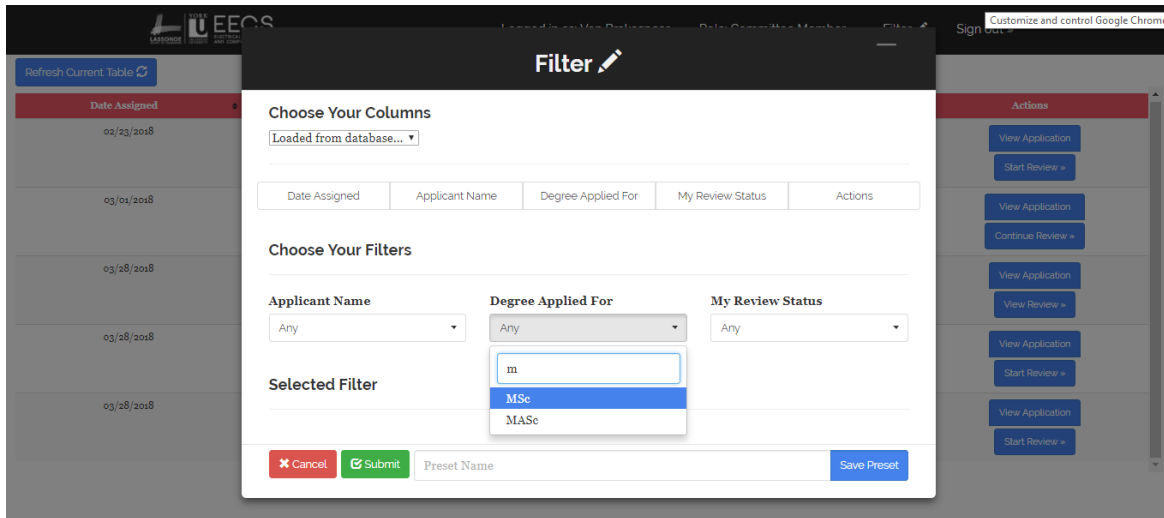


Figure 9: Choose Your Filters

**Note:** You can use the search bar to help locate values. Begin by typing in the text box displayed. You can only select an option that appears in the dropdown.



### 3.1.4 Submitting a Filter

Once you have chosen your columns and filter attributes confirm your filter by reading the text under “Selected Filter” and click “Submit”. The text under the “Selected Filter” will change based on your filter attributes.

The screenshot shows a web application interface with a modal dialog titled "Filter" in the center. The dialog has a dark header with the title and a pencil icon. Below the header, there are two main sections: "Choose Your Columns" and "Choose Your Filters".

**Choose Your Columns:** This section includes a dropdown menu labeled "Loaded from database..." and a row of buttons: "Date Assigned", "Applicant Name", "Degree Applied For", "My Review Status", and "Actions". The "Date Assigned", "Degree Applied For", and "My Review Status" buttons have small blue icons next to them.

**Choose Your Filters:** This section contains three dropdown menus labeled "Applicant Name", "Degree Applied For", and "My Review Status". The "Applicant Name" dropdown is set to "Any", and the "Degree Applied For" dropdown is set to "MSc".



**Selected Filter:** Below the filter dropdowns, there is a text field displaying "Degree Applied For = MSc".

**Buttons:** At the bottom of the dialog, there are three buttons: a red "Cancel" button, a green "Submit" button (which is circled in red), and a blue "Save Preset" button. There is also a text input field labeled "Preset Name" next to the "Submit" button.

The background of the application shows a table with columns "Date Assigned" and "Actions". The "Date Assigned" column contains dates like "02/23/2018", "03/01/2018", "03/28/2018", "03/28/2018", and "03/28/2018". The "Actions" column contains buttons like "View Application", "Start Review", "Continue Review", and "View Review".

Figure 10: Submit Filter

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

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

[← Load Default Table](#)    [Refresh Current Table !\[\]\(5d227ca103fb08648c0064ca1be1a56c\_img.jpg\)](#)

Date Assigned	Degree Applied For	My Review Status	Actions
02/23/2018	MSc	New	<a href="#">View Application</a> <a href="#">Start Review »</a>
03/28/2018	MSc	Submitted	<a href="#">View Application</a> <a href="#">View Review »</a>

Figure 11: Resulted Table After Applying Filter

### 3.1.5 Saving a Filter

Once you have chosen your columns and filter attributes confirm your filter by reading the text under “Selected Filter” and give the preset a name by typing in the text box between the “Submit” and the “Save Preset” button. Once that is done click “Save Preset”.

The screenshot shows a web interface titled "Filter" with a pencil icon. It contains several sections: "Load Preset Filter" with a dropdown menu labeled "Select a Preset"; "Choose Your Columns" with a row of buttons: "Date Assigned 1", "Applicant Name", "Degree Applied For 2", "My Review Status 3", and "Actions"; "Choose Your Filters" with three dropdown menus: "Applicant Name" (Any), "Degree Applied For" (MSc), and "My Review Status" (Any); "Selected Filter" showing "Degree Applied For = MSc"; and a bottom bar with a "Cancel" button, a "Submit" button, a text input field containing "All new reviews for MSc applicants", and a "Save Preset" button which is circled in red.

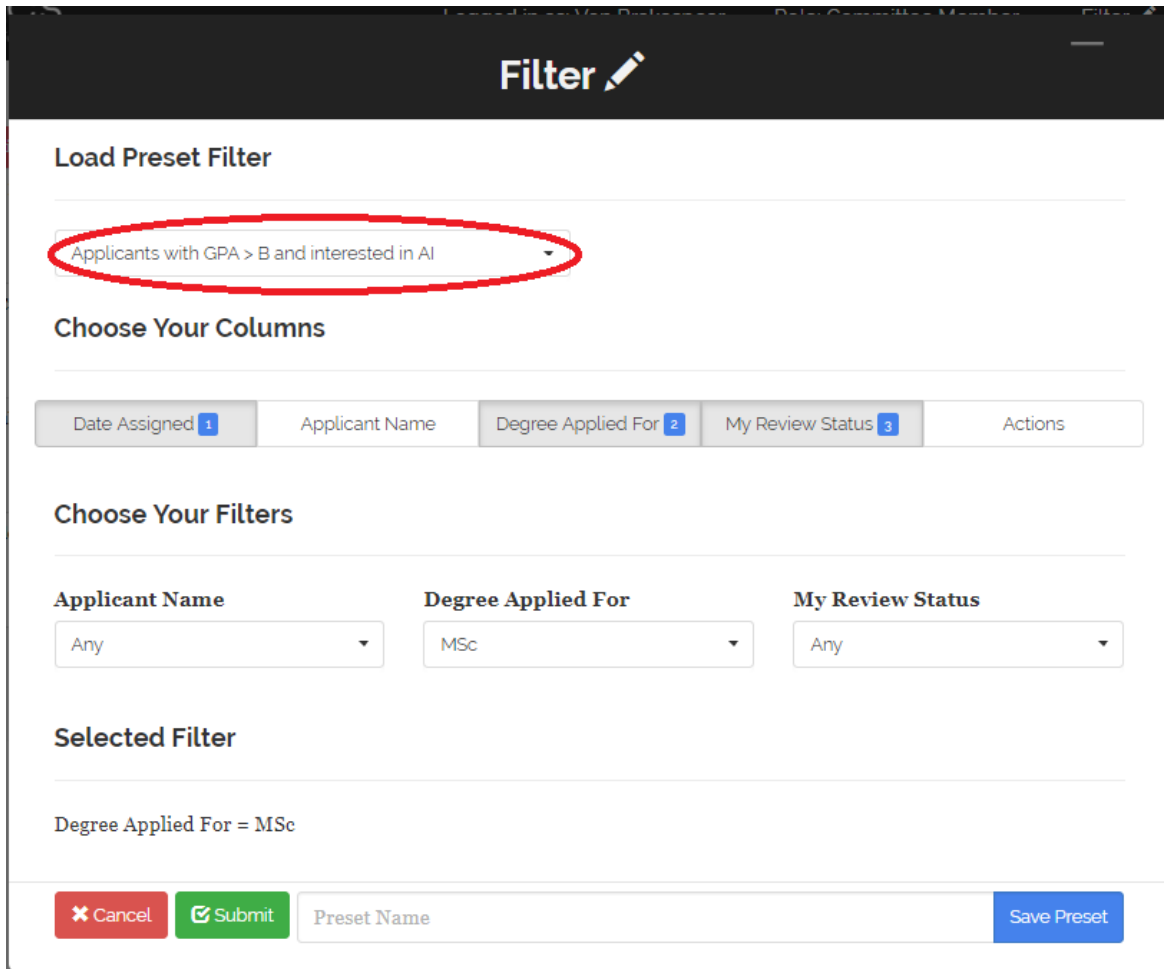
Figure 12: Save a Filter

Once you have saved a filter you will be provided with a new table to match your filter and it will appear in the dropdown to be used for loading a filter.

**Pro-tip:** You can update a filter by typing in the same name as an existing filter.

### 3.1.6 Loading a Filter

To load a saved filter click the dropdown under “Load a Preset” and select the preset you wish to use. Once selected the modal will auto-populate.



The screenshot shows a modal titled "Filter" with a pencil icon. It contains several sections: "Load Preset Filter" with a dropdown menu showing "Applicants with GPA > B and interested in AI" (circled in red), "Choose Your Columns" with buttons for "Date Assigned 1", "Applicant Name", "Degree Applied For 2", "My Review Status 3", and "Actions", "Choose Your Filters" with three dropdowns for "Applicant Name" (Any), "Degree Applied For" (MSc), and "My Review Status" (Any), "Selected Filter" showing "Degree Applied For = MSc", and a bottom section with "Cancel", "Submit", "Preset Name" input, and "Save Preset" buttons.

Figure 13: Loading a Filter

**Pro-tip:** Create a preset called *Default* with no columns or filters selected. You can then use this to load the default table or help clear any data you put in the modal.

## 3.2 Sorting the Table

If you wish to sort the table displayed simply click on the columns that display arrows next to the name. The table can be sorted in Ascending/Descending order described below.

- **Name:** Descending Order = Z to A, Ascending order = A to Z
- **Date Assigned:** Descending Order = Newest - Oldest, Ascending order = Oldest - Newest
- **Degree Applied For:** Descending Order = Z to A, Ascending order = A to Z
- **Review Status:** Descending Order = Z to A, Ascending order = A to Z

**Pro-tip:** To sort by multiple columns hold the shift key while clicking on the columns.

**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
01/23/2018	Igor Tirtu	MSc	New	View Application Start Review +
03/04/2018	Ciro Eabury	MAEd	Draft	View Application Continue Review +
03/30/2018	Fahra Oakwall	MSc	Submitted	View Application View Review +
03/30/2018	Collette Bywell	PhD	New	View Application Start Review +
03/30/2018	Cui Poag	PhD	New	View Application Start Review +

Figure 14: Ascending order of Date Assigned field

Date Assigned	Applicant Name	Degree Applied For	My Review Status	Actions
03/30/2018	Fabrizia Oakwell	MSc	Submitted	View Application View Review +
03/30/2018	Celestine Sywell	PhD	New	View Application Start Review +
03/30/2018	Cos Poag	PhD	New	View Application Start Review +
03/01/2018	Ciro Embury	MAsc	Draft	View Application Continue Review +
02/23/2018	Igor Tirtle	MSc	New	View Application Start Review +

Figure 15: Descending order of Date Assigned field



EECS

Engineering, Education, and Computer Science

Logged in as: Von Brakespear

Role: Committee Member

Filter

Sign out

Refresh Current Table

Date Assigned	Applicant Name	Degree Applied For	My Review Status	Actions
02/23/2018	Igor Tirtle	MSc	New	<div><div>View Application PDF</div><div>Start Review</div></div>
03/01/2018	Ciro Embury	MAsc	Draft	<div><div>View Application PDF</div><div>Continue Review</div></div>
04/02/2018	Fabrizia Oakwell	MSc	Submitted	<div><div>View Application PDF</div><div>View Review</div></div>
04/02/2018	Cos Poag	PhD	New	<div><div>View Application PDF</div><div>Start Review</div></div>
04/02/2018	Celestine Sywell	PhD	New	<div><div>View Application PDF</div><div>Start Review</div></div>

Figure 16: Ordering using multiple fields

## 4 Reviewing Applications

The review process can have **three** different statuses shown


- **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	Synwell	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 17: Full view of the Review Form



## 4.1 Opening a new Review

When a new review is received it will show on the portal. After that you will have 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	Actions
03/30/2018	Fabrizio Oswald	MSc	Submitted	<a href="#">View Application</a> <a href="#">View Review</a>
03/30/2018	Celestine Sywell	PhD	Draft	<a href="#">View Application</a> <a href="#">Start Review</a>
03/30/2018	Cor Poag	PhD	New	<a href="#">View Application</a> <a href="#">Start Review</a>
03/04/2018	Ciro Eabury	MSc	Draft	<a href="#">View Application</a> <a href="#">Continue Review</a>
02/12/2018	Igor Tarte	MSc	New	<a href="#">View Application</a> <a href="#">Start Review</a>

Figure 18: Opening a brand new review

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

EECS Graduate Review Form

Logged in as: Von Brakespear

**Previous Institutions**

**Institution Name(s)**: Nothing selected

**Institution Assessment(s)**: Nothing selected

**Background and Research Information**

**Background Information**: Background Information

**Research Experience**: 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 19: Exiting out of a brand new review application without changes

## 4.2 Filling out a 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

### 4.2.1 Institution Assessment

When performing a institution assessment you can select from one or more institutions and a description in the database. If the institution does not exist or their description is inadequate you can also create a new institution/assessment.

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

**Previous Institutions**

<b>Institution Name(s)</b> Assam Agricultural University, Ferris State University	<b>Add Institution</b> Institution Name Add
<b>Institution Assessment(s)</b> Not so well known, Well known for research in Machine Learning	<b>Add Assessment</b> Assam Agricultural University New Assessment Add

**Selected University Assessments**

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

Figure 20: Institution Assessment View

### 4.3 Saving a Review as Draft

While filling out a review you will have the opportunity to save an on-going review as a draft for future completion.

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 interface. At the top, it says "Logged in as: Von Brakespear". Below this is a section titled "Previous Institutions" with dropdowns for "Institution Name(s)" and "Institution Assessment(s)". To the right are "Add Institution" and "Add Assessment" buttons. Below this is "Background and Research Information" with text boxes for "Background Information" and "Research Experience". Then "Letter Analysis and Additional Comments" with "Letter of Intent Analysis" and "Additional Comments" text boxes. Finally, "Final Rank" with an "Applicant Rank" dropdown. At the bottom are three buttons: "Cancel Review" (red), "Draft Review" (green, circled in blue), and "Submit Review" (green).

Figure 21: Save a review as draft

Date Assigned	Applicant Name	Degree Applied For	My Review Status	Action
02/12/2018	Igor Tzitz	MSc	Draft	View Application Continue Review
03/04/2018	Ciro Babay	MSc	Draft	View Application Continue Review
03/30/2018	Palvia Oakwell	MSc	Submitted	View Application View Review
03/30/2018	Odette Stwell	PhD	New	View Application Start Review
03/30/2018	Ona Peng	PhD	New	View Application Start Review

Figure 22: Drafted Review View

## 4.4 Submitting a Review

Once you are satisfied with your review simply click the **Submit Review** button to complete your review. If the correct number of reviews for an application has been submitted (depending on visa status), the application will be automatically available for selection to those on the **Professor Portal**. 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.

The screenshot shows the 'Submit a Review' form in the Gradapps system. At the top, the user is logged in as 'Von Brakespear'. The form is organized into several sections:


- General Information:** Fields for Student Number (212122456), Last Name (Tirte), 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 dropdown for 'Institution Name(s)' showing 'Capital University of Medical Sciences, Ferris State University'. There are buttons for 'Add Institution' and 'Add Assessment'.
- Selected University Assessments:** A list of two institutions: '1. Ferris State University' (Well known for research in Machine Learning) and '2. Capital University of Medical Sciences' (One of the best in the world for medical sciences).
- Background and Research Information:** Two text areas. 'Background Information' contains 'Does not have a strong math background. Okay, in programming.' and 'Research Experience' contains 'No undergraduate research experience.'
- Letter Analysis and Additional Comments:** Two text areas. 'Letter of Intent Analysis' contains 'Letter of Intent does not show any intent on why he would be a good fit for BioMed engineering.' and 'Additional Comments' contains 'The student is not a good fit for the program.'
- Final Rank:** A dropdown for 'Applicant Rank' set to 'C'. At the bottom are three buttons: 'Cancel Review' (red), 'Draft Review' (green), and 'Submit Review' (green, highlighted with a blue circle).

Figure 23: Submit a Review

Once the review is submitted, it will show up on the user dashboard with status as **Submitted** and 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
02/22/2018	Igor Tirtse	MSc	Submitted	View Application View Review
03/04/2018	Chris Sahner	MSc	Draft	View Application Continue Review
03/30/2018	Patricia Oskowski	MSc	Submitted	View Application View Review
03/30/2018	Collette Brwell	PhD	New	View Application Start Review
03/30/2018	Cos Prag	PhD	New	View Application Start Review

Figure 24: Submitted Review View


Logged in as: Von Brakespear

### Review Form

[View Application PDF »](#)

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#### General Information

Student Number:	Last Name:	First Name:	Degree Applied For:
212122456	Tirtse	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

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

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#### Letter Analysis and Additional Comments

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

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#### Final Rank

Applicant Rank  
C

[← Exit](#)

Figure 25: Submitted Review View