Grad Apps 2.0
Admission Committee Member User Manual

Edward Vaisman   Sadman Sakib Hasan

April 26, 2018

Contents

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.
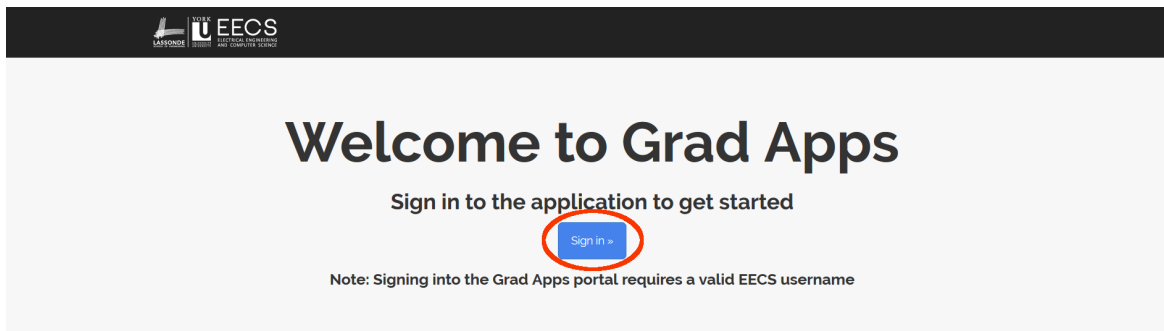

Figure 1: Welcome Page

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.
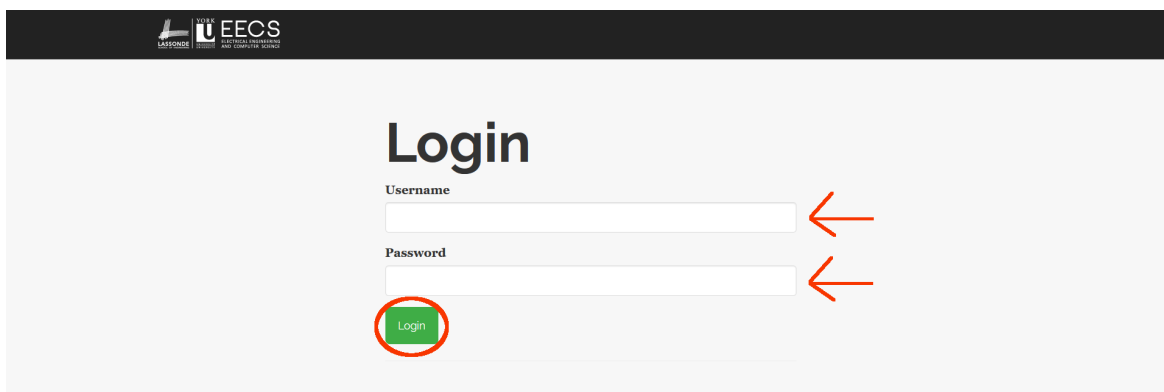

Figure 2: Login Page

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.
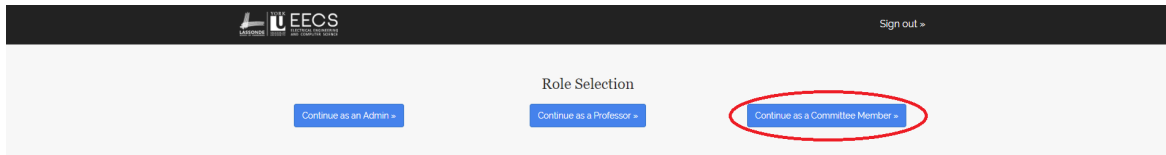

Figure 3: Role Selection Page

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.
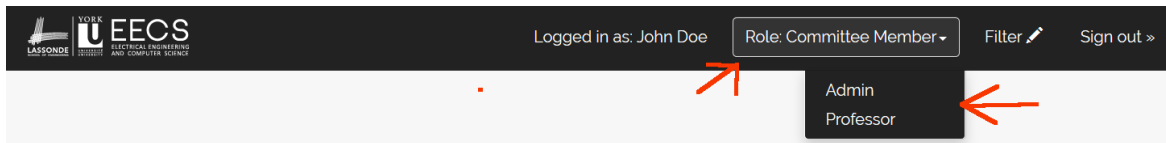

Figure 4: Switch Roles

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

3 User Settings

To customize personal user settings, simply click on the "Settings" button from the navigation bar on any page. The following are the required fields when update personal user settings:

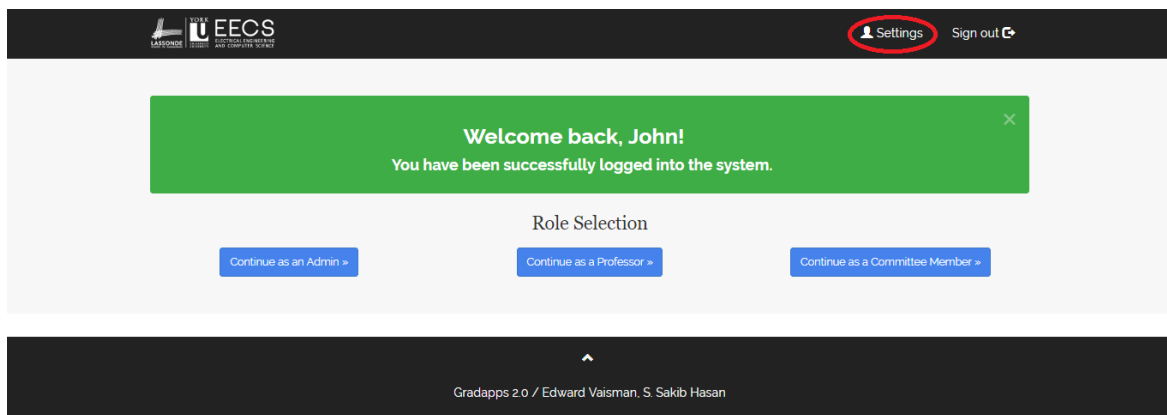- Username

- Last Name
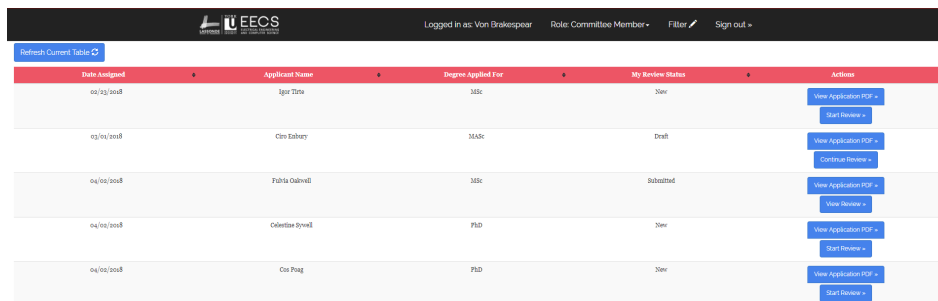
- First Name

- Email

Figure 5: Open User Settings

Figure 6: User Settings Form

4 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.
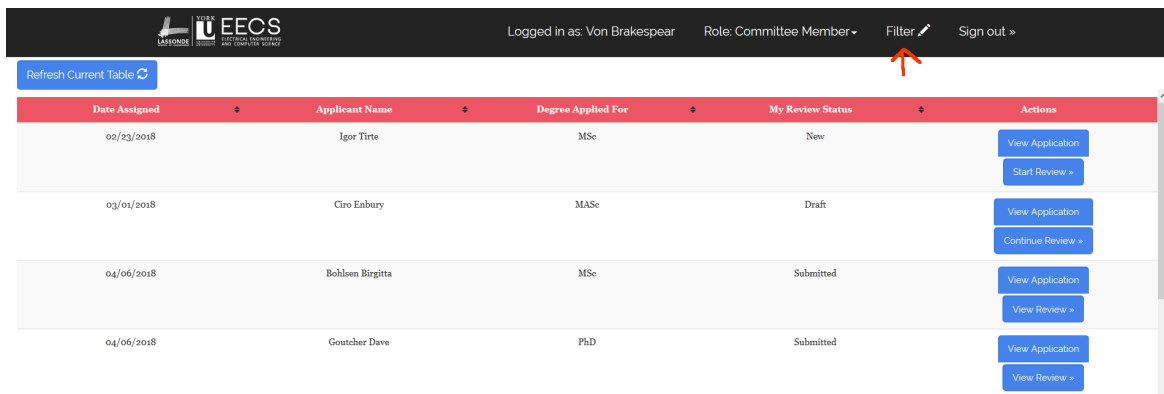

Figure 7: Committee Member Portal

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

4.1 Filtering the Table

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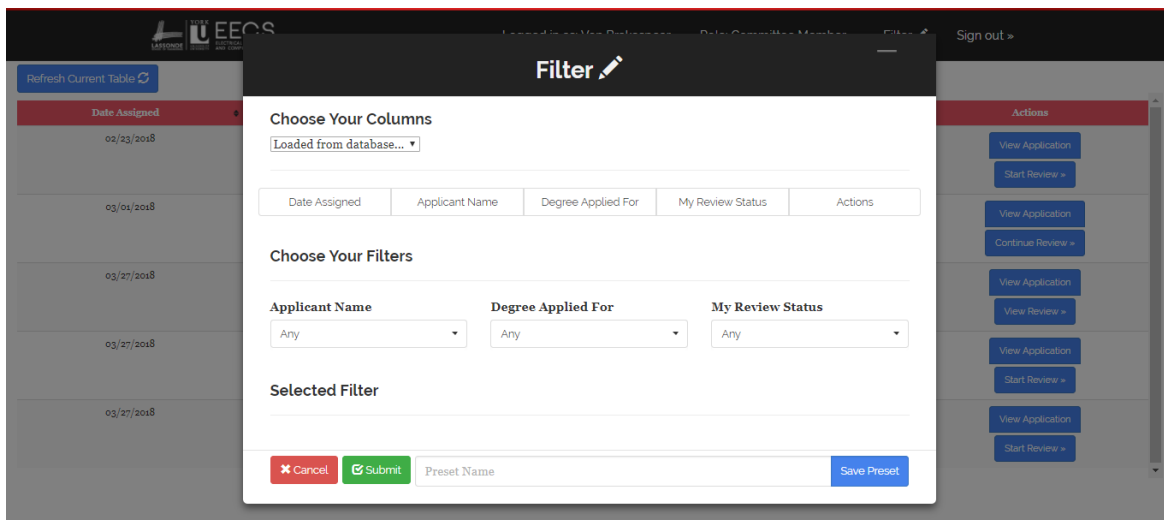
4.1.1 Opening the Modal

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

Figure 8: Opening the Modal

Figure 9: Filter View

4.1.2 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.
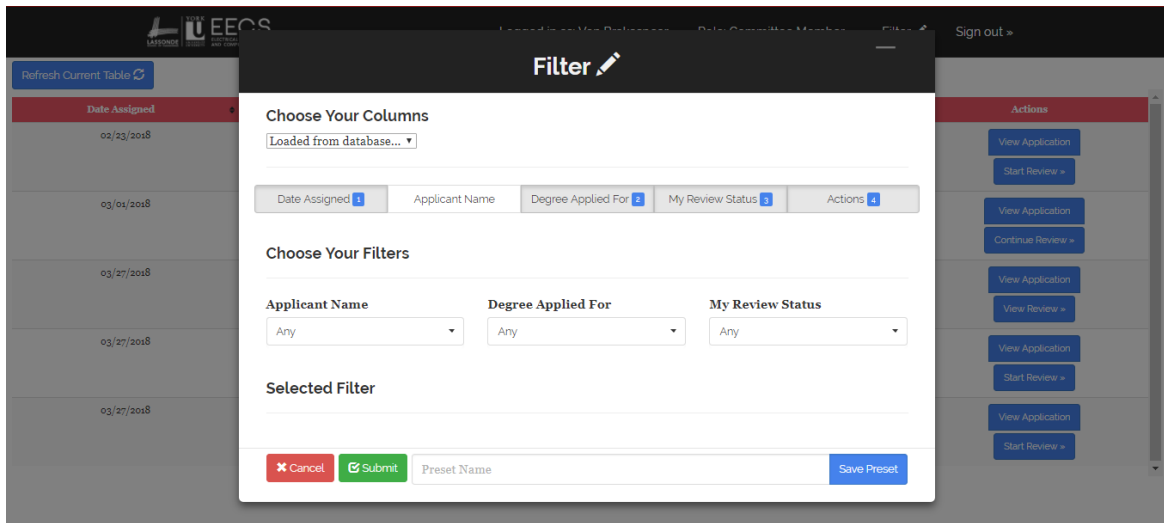

Figure 10: Choose Your Columns

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.

4.1.3 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.
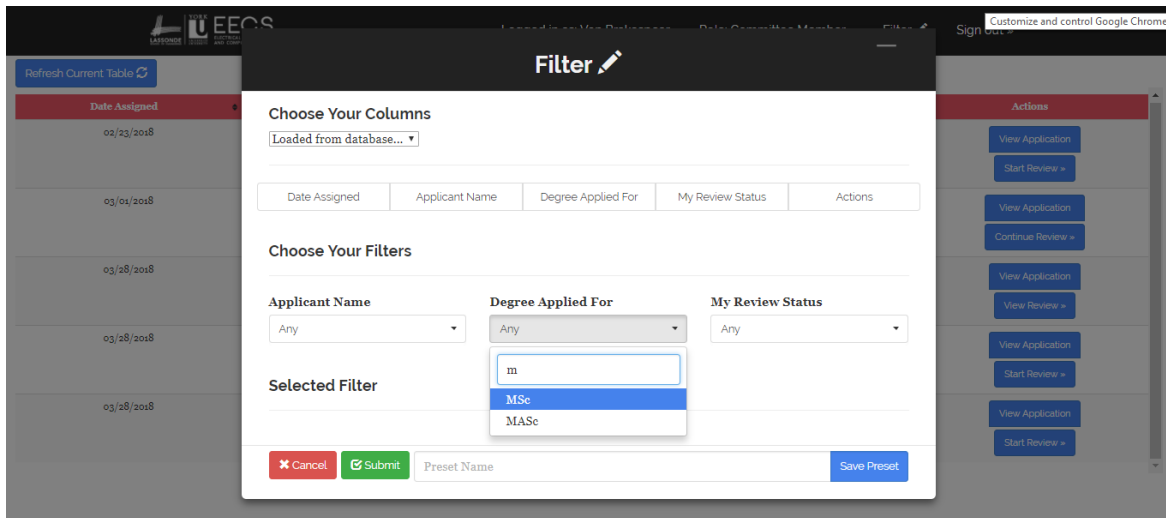

Figure 11: Choose Your Filters

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.

4.1.4 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.

Figure 12: Submit Filter

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

Figure 13: Resulted Table After Applying Filter

4.1.5 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".

Figure 14: 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.
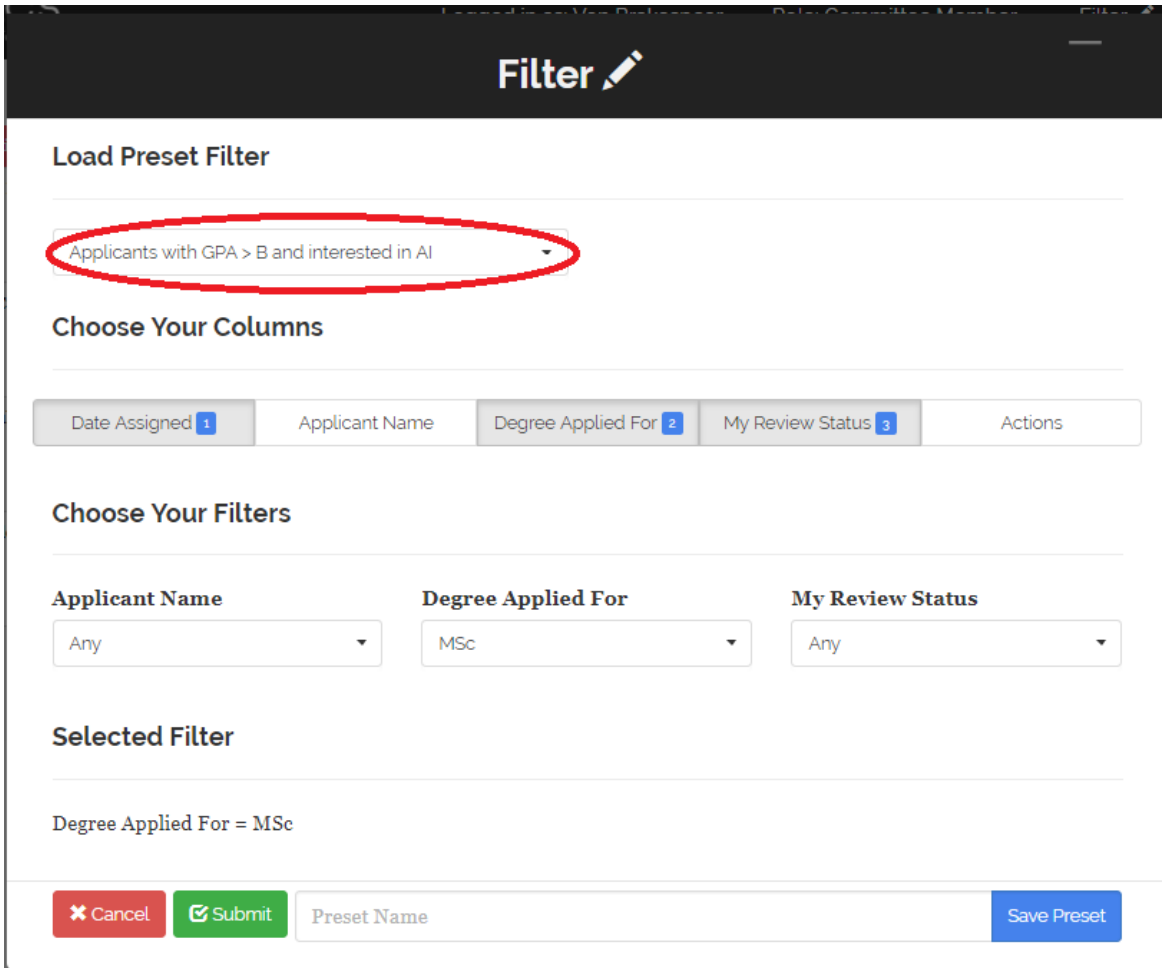
Pro-tip: You can update a filter by typing in the same name as an existing filter.

4.1.6 Deleting a Filter

You can delete a filter by going into your settings. See Section 3.

4.1.7 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.

Figure 15: 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.

4.2 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
02/23/2018		Igor Tirte		MSc		New		View Application / Start Review »
03/01/2018		Ciro Embury		MASc		Draft		View Application / Continue Review »
03/30/2018		Fulvia 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 »

Figure 16: Ascending order of Date Assigned field

Figure 17: Descending order of Date Assigned field

Figure 18: Ordering using multiple fields

5 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.

Figure 19: Full view of the Review Form

5.1 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.

Figure 20: Opening a brand new review

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

Figure 21: Exiting out of a brand new review application without changes

5.2 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

5.2.1 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.

Figure 22: Institution Assessment View

5.3 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**.

Figure 23: Save a review as draft

Figure 24: Drafted Review View

5.4 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.

Figure 25: 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.

Figure 26: Submitted Review View

Figure 27: Submitted Review View