

Grad Apps 2.0 Committee Member User Manual

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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.

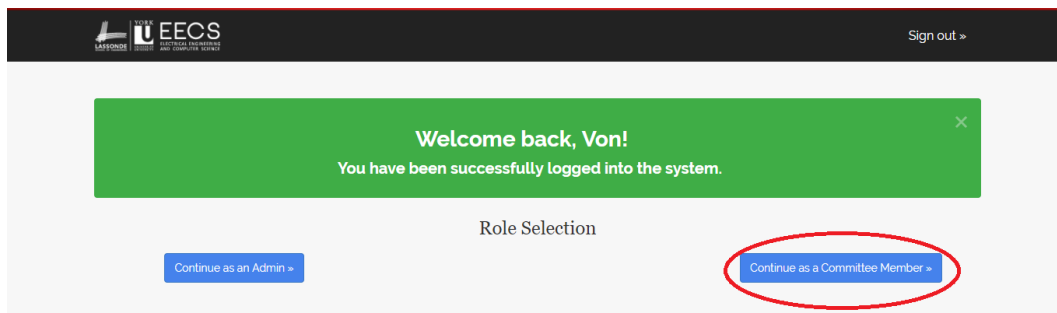
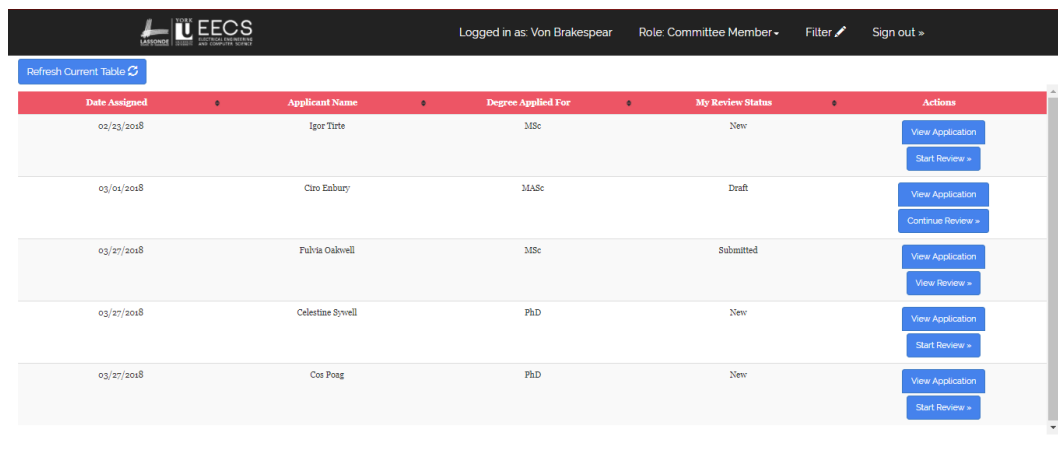


Figure 1: Select Committee Member Role

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 EECS4090 Project interface. At the top, it says "Logged in as: Von Brakespear" with a role of "Committee Member". There is a "Filter" icon and a "Sign out" link. Below this 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 with a "View Application" button and a "Start Review" button in the "Actions" column.

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 version 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.

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

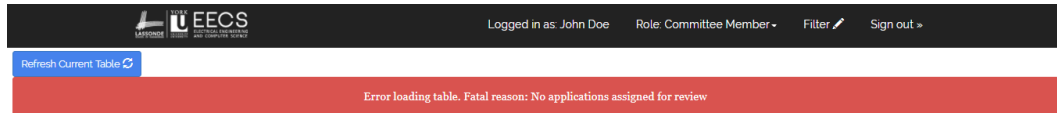


Figure 3: Committee Member Portal - With No Review Application

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.

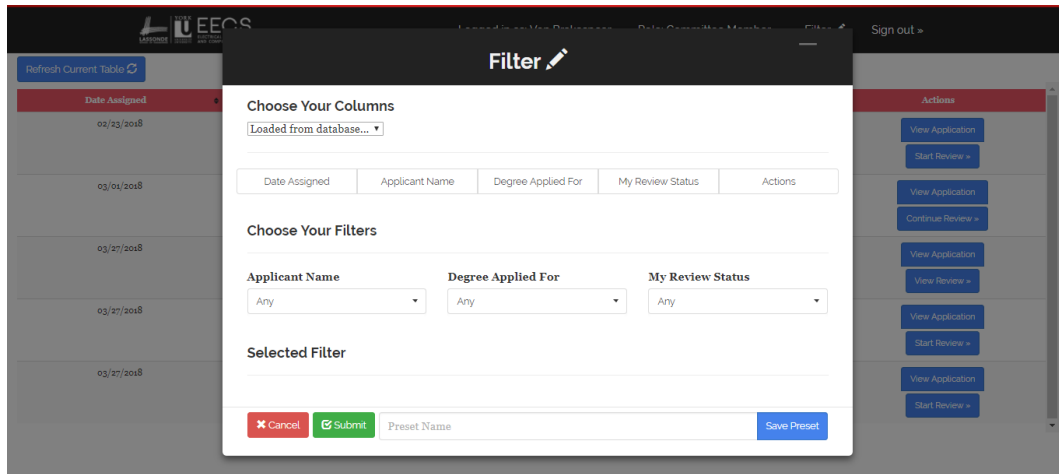


Figure 4: Filter Selection Modal

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*.

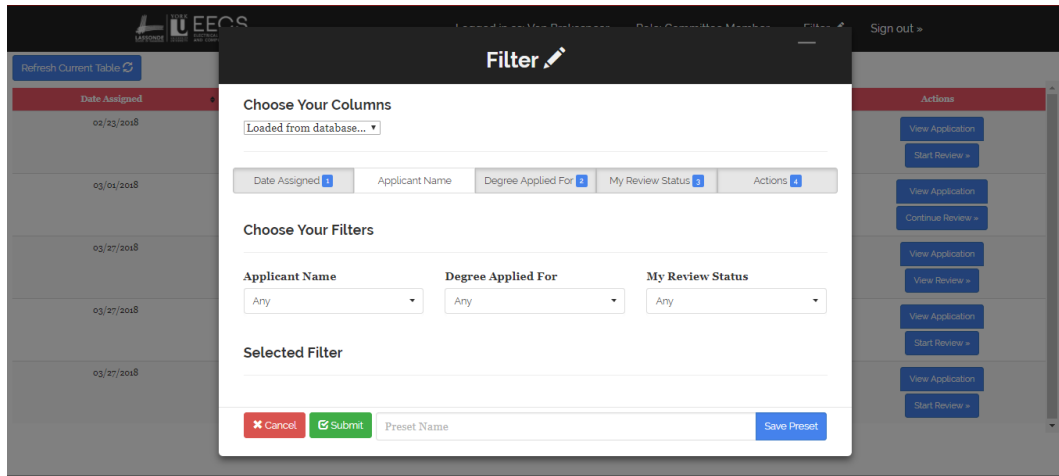


Figure 5: Selected Columns for Filter

4.2 Selecting Filter

After opening the filter modal, one can select one or more filters. Selecting a filter can be done only *Applicant Name*, *Degree Applied For* and *My Review Status*. 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.

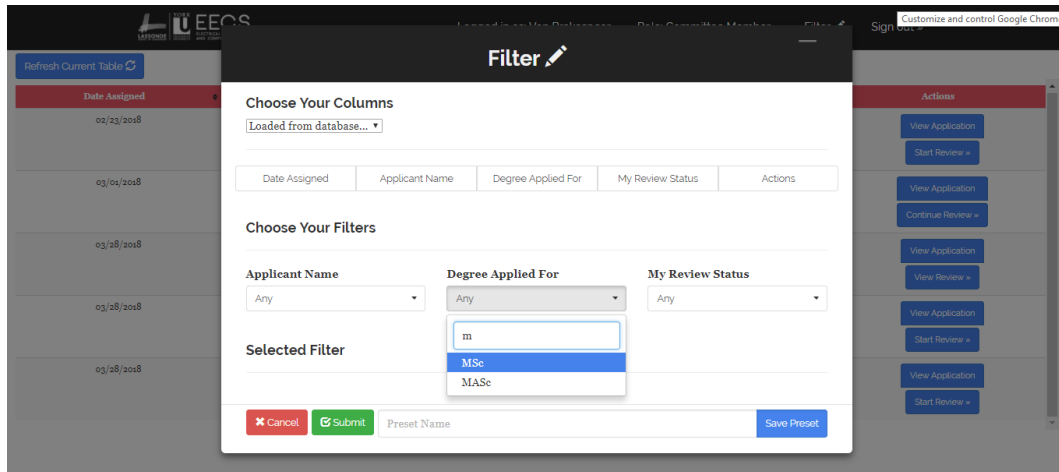


Figure 6: Selected Filter

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*.

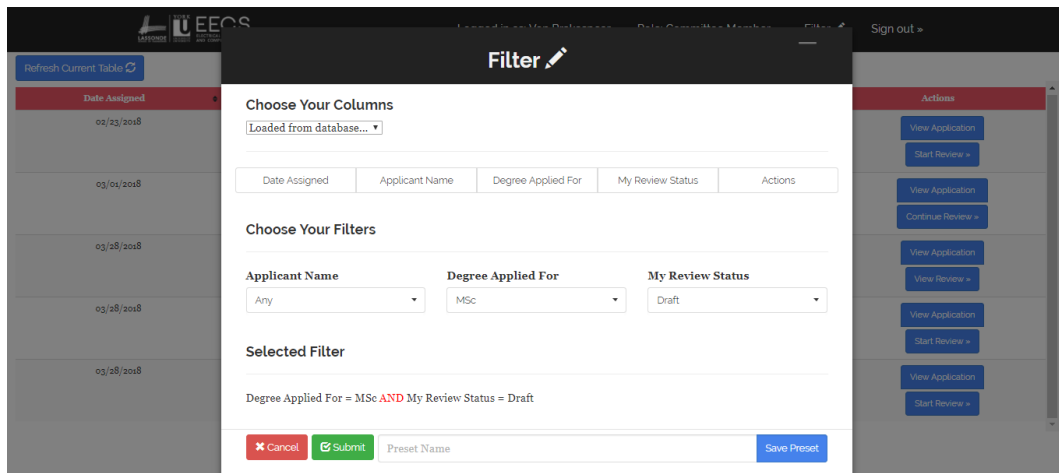


Figure 7: Selected Filter Text

4.3 Saving Filter Preset

TBD

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 image below depicts a returned table back after apply a filter

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.

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 8: Selected Filter Example

EECS4090 Project

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

Load Default Table Refresh Current Table

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 9: 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
02/23/2008	Igor Titor	MSc	New	View Application Start Review +
03/04/2008	Ciro Zahary	MSc	Draft	View Application Continue Review +
03/30/2008	Fabrizio Oakwell	MSc	Submitted	View Application View Review +
03/30/2008	Celestine Bywell	PhD	New	View Application Start Review +
03/30/2008	Cos Proag	PhD	New	View Application Start Review +

Figure 10: Ascending order of Date Assigned field

Date Assigned	Applicant Name	Degree Applied For	My Review Status	Actions
03/30/2008	Fabrizio Oakwell	MSc	Submitted	View Application View Review +
03/30/2008	Celestine Bywell	PhD	New	View Application Start Review +
03/30/2008	Cos Proag	PhD	New	View Application Start Review +
03/04/2008	Ciro Zahary	MSc	Draft	View Application Continue Review +
02/23/2008	Igor Titor	MSc	New	View Application Start Review +

Figure 11: 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 has **three** different statuses 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 new or 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

[View Application PDF](#)

General Information

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

GPA A	GRE N/A	TOEFL N/A	IELTS N/A	YELT N/A
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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 12: 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	Cho Rahany	MSc	Draft	View Application Continue Review >
03/23/2008	Igor Tirtle	MSc	Rev	View Application Start Review >

Figure 13: 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 14: 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 numbered list:

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

Figure 15: 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 late, 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 16: 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 Babur	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 17: Drafted Review View

6.4 Submitting a Review

Once a review is completed, the user can submit the review. Once the correct number of reviews for an application has been submitted, 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 completing the review.

The following image depicts an end user submitting a review.

EECS4090 Project

Logged in as: Von Brakespear

General Information

Student Number: 212122456

Last Name: Tirte

First Name: Igor

Degree Applied For: MSc

Previous Grades

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

Previous Institutions

Institution Name(s): Capital University of Medical Sciences, Ferris State University

Add Institution

Institution Assessment(s): One of the best in the world for medical sciences. Well known for research in Mz

Add Assessment

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 Biolled engineering.

Additional Comments: The student is not a good fit for the program.

Final Rank

Applicant Rank: C

Cancel Review Draft Review **Submit Review**


Figure 18: 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
02/23/2018	Igor Tirtse	MSc	Submitted	View Application View Review
03/16/2018	Cire Zahary	MSc	Draft	View Application Continue Review
03/30/2018	Patric Oshwell	MSc	Submitted	View Application View Review
03/30/2018	Collette Oshwell	PhD	New	View Application Start Review
03/30/2018	Cen Peng	PhD	New	View Application Start Review

Figure 19: Submitted Review View


Logged in as: Von Brakespear

Review Form

[View Application PDF](#)

General Information

Student Number: 212122456	Last Name: Tirtse	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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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.
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Final Rank

Applicant Rank
C

[Exit](#)

Figure 20: Submitted Review View