

Grad Apps 2.0

Professor 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.

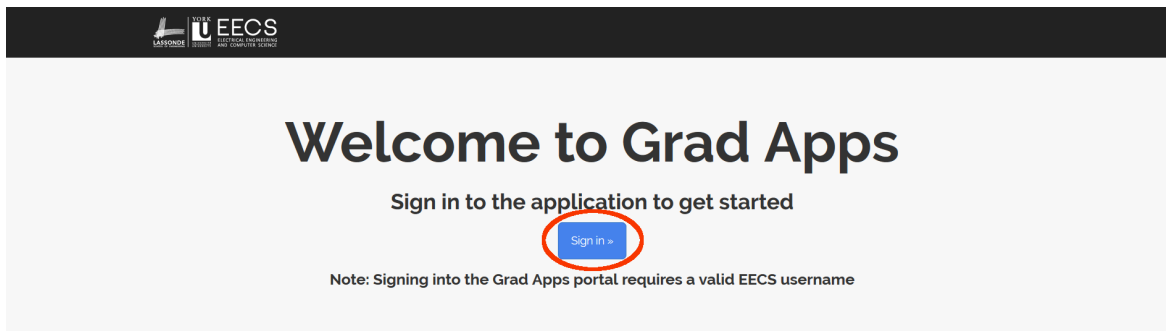


Figure 1: Welcome Page

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.

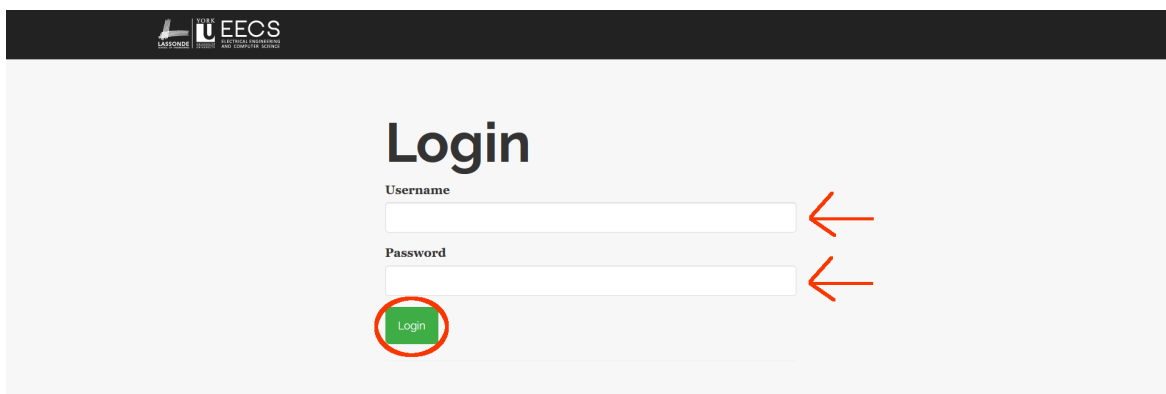


Figure 2: Login Page

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 Professor” button to be redirected to the professor portal.

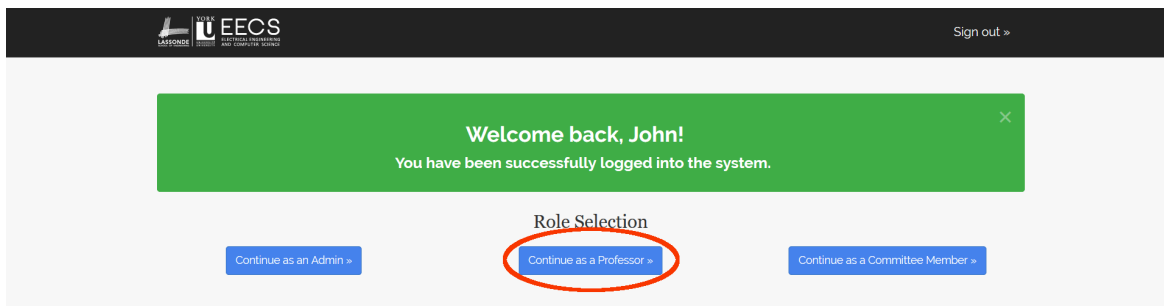


Figure 3: Role Selection Page

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.

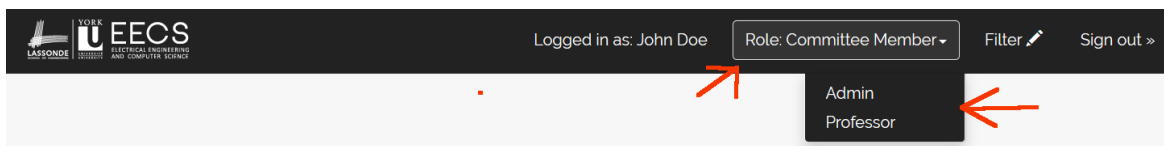


Figure 4: Switch Roles

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

Once you have selected the professor role you will should see a page similar to the one below


<div>  <div> Logged in as: John Doe Role: Professor Filter Sign out » </div> </div>												
Refresh Current Table												
Applicant Name	Gender	Fields of Interest	Preferred Professors	Committee Rank	GPA	Degree Applied For	Visa Status	Program Decision	Contacted By	Requested By	My Interest Status	Actions
Went Rubina	F	Artificial Intelligence, Embedded Systems, Data Mining	Sheff Boneham, Buiron Turan	A	A	MASc	Visa	Accepted	Sheff Boneham	Sheff Boneham	-	View Application Set to +
Birtlesone Genai	F	Human-Computer Interaction, Micro/Nano Electronic Systems, Software Engineering	Susanna Chesher, Chad Donaghie, John Doe	A+	A	PhD	Visa	Accepted	Chad Donaghie, John Doe	Chad Donaghie	-	View Application Set to +
Truett Cirstoforo	M	Human-Computer Interaction, Micro/Nano Electronic Systems, Software Engineering	Susanna Chesher, Chad Donaghie	A	A+	PhD	Visa	Accepted	Chad Donaghie, Susanna Chesher	Susanna Chesher	Interested	View Application Set to +
Bohlsen Birgitta	F	Bioinformatics, Embedded Systems, Data Mining	Sheff Boneham, John Doe, Buiron Turan, Reamonn Cleef	B+	A	MSc	Visa	Accepted	Reamonn Cleef, John Doe	Reamonn Cleef, John Doe	-	View Application Set to +
Goutcher Dave	M	Artificial Intelligence, Graph Mining	Winnay Dalyell, Buiron Turan	A+, B+	A+	PhD	Domestic	Accepted	Winnay Dalyell, Buiron Turan	Buiron Turan	-	View Application Set to +
Barnett Panchito	M	Artificial Intelligence, Graph Mining	Winnay Dalyell, Buiron Turan	B+	B+	MASc	Visa	Accepted	John Doe, Winnay Dalyell, Buiron Turan	Buiron Turan, John Doe	-	View Application Set to +
Estick Krishnah	M	Distributed Computing, Performance Engineering, Computer	Winnay Dalyell, Buiron Turan, Susanna Chesher	B+, A	B+	MSc	Domestic	Accepted	Winnay Dalyell, Buiron Turan	Buiron Turan	-	View Application Set to +

Figure 5: Professor Portal

3 Professor Portal

After logging in and selecting the professor role you will have access to the professor 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:

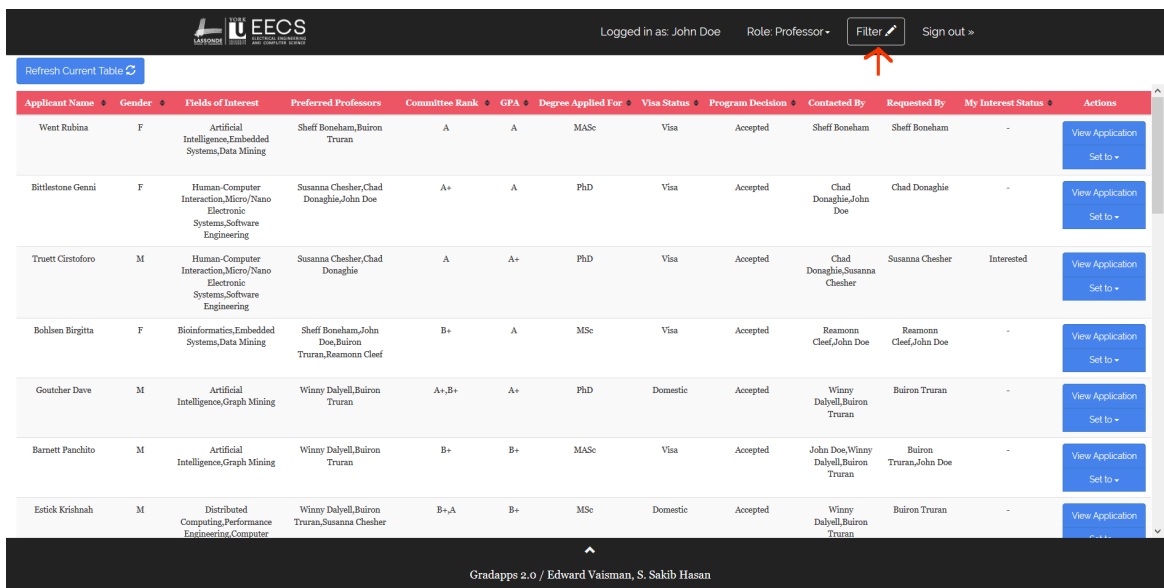
- Filter the table to only display applications based on a criteria of your choosing
- Sort the table on certain columns
- View the applicants application and their respective committee review
- Set application attributes such as notifying others if you have contacted/requested an applicant or indicate to yourself if you find an applicant interesting or not.

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 EECS4090 Project Professor Portal. At the top, there is a navigation bar with the EECS logo, the text "Logged in as: John Doe", "Role: Professor", a "Filter" button with a pencil icon, and a "Sign out" button. Below the navigation bar is a table of applicants. The table has columns: Applicant Name, Gender, Fields of Interest, Preferred Professors, Committee Rank, GPA, Degree Applied For, Visa Status, Program Decision, Contacted By, Requested By, My Interest Status, and Actions. The "Filter" button is highlighted with a red arrow.

Applicant Name	Gender	Fields of Interest	Preferred Professors	Committee Rank	GPA	Degree Applied For	Visa Status	Program Decision	Contacted By	Requested By	My Interest Status	Actions
Went Rubina	F	Artificial Intelligence, Embedded Systems, Data Mining	Sheff Boneham, Bairon Truran	A	A	MASe	Visa	Accepted	Sheff Boneham	Sheff Boneham	-	View Application Set to +
Rittlestone Genni	F	Human-Computer Interaction, Micro/Nano Electronic Systems, Software Engineering	Susanna Chesher, Chad Donaghie, John Doe	A+	A	PhD	Visa	Accepted	Chad Donaghie, John Doe	Chad Donaghie	-	View Application Set to +
Truett Cirstoforo	M	Human-Computer Interaction, Micro/Nano Electronic Systems, Software Engineering	Susanna Chesher, Chad Donaghie	A	A+	PhD	Visa	Accepted	Chad Donaghie, Susanna Chesher	Susanna Chesher	Interested	View Application Set to +
Bohlson Birgitta	F	Bioinformatics, Embedded Systems, Data Mining	Sheff Boneham, John Doe, Bairon Truran, Reamonn Cleef	B+	A	MSc	Visa	Accepted	Reamonn Cleef, John Doe	Reamonn Cleef, John Doe	-	View Application Set to +
Goutcher Dave	M	Artificial Intelligence, Graph Mining	Winnay Dalvell, Bairon Truran	A+, B+	A+	PhD	Domestic	Accepted	Winnay Dalvell, Bairon Truran	Bairon Truran	-	View Application Set to +
Barnett Panchito	M	Artificial Intelligence, Graph Mining	Winnay Dalvell, Bairon Truran	B+	B+	MASe	Visa	Accepted	John Doe, Winnay Dalvell, Bairon Truran	Bairon Truran, John Doe	-	View Application Set to +
Estick Krishnah	M	Distributed Computing, Performance Engineering, Computer	Winnay Dalvell, Bairon Truran, Susanna Chesher	B+, A	B+	MSc	Domestic	Accepted	Winnay Dalvell, Bairon Truran	Bairon Truran	-	View Application Set to +

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Figure 6: Opening the Modal

Filter 

Load a Preset

Nothing Selected


Choose Your Columns


Name	Gender	Fields of Interest	Preferred Professor
Committee Ranking	GPA	Degree Applied For	Visa Status
Program Decision	Contacted By	Requested By	My Interest Status
Actions			

Choose Your Filters

Name <div>Any</div>	Gender <div>Any</div>	Fields of Interest <div>Any</div>
Preferred Professor <div>Any</div>	Committee Ranking <div>Any</div>	GPA <div>Any</div>
Degree Applied For <div>Any</div>	Visa Status <div>Any</div>	Program Decision <div>Any</div>
Contacted By <div>Any</div>	Requested By <div>Any</div>	My Interest Status <div>Any</div>

Selected Filter

 Cancel

 Submit


Preset Name

Save Preset

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.

Filter 

Load a Preset

Nothing Selected

Choose Your Columns

Name 1	Gender 4	Fields of Interest 5	Preferred Professor 6
Committee Ranking 2	GPA 3	Degree Applied For	Visa Status
Program Decision	Contacted By	Requested By	My Interest Status
Actions			

Choose Your Filters

<div>Name</div> <div>Any</div>	<div>Gender</div> <div>Any</div>	<div>Fields of Interest</div> <div>Any</div>
<div>Preferred Professor</div> <div>Any</div>	<div>Committee Ranking</div> <div>Any</div>	<div>GPA</div> <div>Any</div>
<div>Degree Applied For</div> <div>Any</div>	<div>Visa Status</div> <div>Any</div>	<div>Program Decision</div> <div>Any</div>
<div>Contacted By</div> <div>Any</div>	<div>Requested By</div> <div>Any</div>	<div>My Interest Status</div> <div>Any</div>

Selected Filter

✕ Cancel

✓ Submit

Preset Name

Save Preset

Figure 8: Choose Your Columns

Note: Not selecting any column will use the same columns and order of the default table. If the *Actions* column is not selected it will automatically be placed to the right most column. *My Interest Status* is account specific and can only be seen by you.

3.1.3 Choose Your Filters

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

Filter

Load a Preset

Nothing Selected

Choose Your Columns

Name 1	Gender 4	Fields of Interest 5	Preferred Professor 6
Committee Ranking 2	GPA 3	Degree Applied For	Visa Status
Program Decision	Contacted By	Requested By	My Interest Status
Actions			

Choose Your Filters

Name <div>Any</div>	Gender <div>Any</div>	Fields of Interest <div>Any</div>
Preferred Professor <div>Any</div>	Committee Ranking <div>Any</div>	
Degree Applied For <div>Any</div>	Visa Status <div>Any</div>	
Contacted By <div>Any</div>	Requested By <div>Any</div>	

Selected Filter

Type here
comp
Computational Biology
Computational Neuroscience
Computer Graphics and Media
Computer Security and Networks
Computer Vision
Distributed Computing
History of Computing
Human-Computer Interaction
Theory of Computation

✕ Cancel

✓ Submit

Preset Name

Save Preset

Figure 9: Choose Your Filters

Note: You can use the search bar to help search for what you are looking for. 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.

Filter

Load a Preset

Nothing Selected ▼

Choose Your Columns

Name 1	Gender 4	Fields of Interest 5	Preferred Professor 6
Committee Ranking 2	GPA 3	Degree Applied For	Visa Status
Program Decision	Contacted By	Requested By	My Interest Status
Actions			

Choose Your Filters

<p>Name</p> <div style="border: 1px solid #ccc; padding: 5px;">Any ▼</div>	<p>Gender</p> <div style="border: 1px solid #ccc; padding: 5px;">Any ▼</div>	<p>Fields of Interest</p> <div style="border: 1px solid #ccc; padding: 5px;">Data Mining ▼</div>
<p>Preferred Professor</p> <div style="border: 1px solid #ccc; padding: 5px;">Any ▼</div>	<p>Committee Ranking</p> <div style="border: 1px solid #ccc; padding: 5px;">> B ▼</div>	<p>GPA</p> <div style="border: 1px solid #ccc; padding: 5px;">Any ▼</div>
<p>Degree Applied For</p> <div style="border: 1px solid #ccc; padding: 5px;">Any ▼</div>	<p>Visa Status</p> <div style="border: 1px solid #ccc; padding: 5px;">Any ▼</div>	<p>Program Decision</p> <div style="border: 1px solid #ccc; padding: 5px;">Any ▼</div>
<p>Contacted By</p> <div style="border: 1px solid #ccc; padding: 5px;">Any ▼</div>	<p>Requested By</p> <div style="border: 1px solid #ccc; padding: 5px;">Any ▼</div>	<p>My Interest Status</p> <div style="border: 1px solid #ccc; padding: 5px;">Any ▼</div>

Selected Filter

Field of Interest = Data Mining AND Committee Ranking > B

Confirm Here

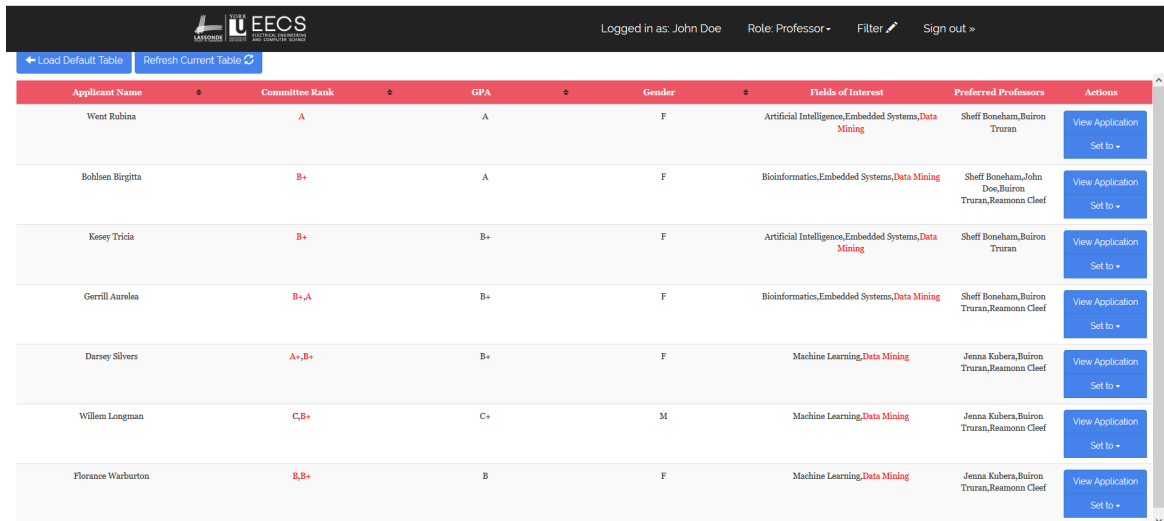
✕ Cancel
✔ Submit

Preset Name

Save Preset

Figure 10: Submit Filter

Once you have submitted a filter you will be provided with a new table to match your filter.



Applicant Name	Committee Rank	GPA	Gender	Fields of Interest	Preferred Professors	Actions
Went Rubina	A	A	F	Artificial Intelligence, Embedded Systems, Data Mining	Sheff Boneham, Buiron Truran	View Application Set to +
Bobbien Birgitta	B+	A	F	Bioinformatics, Embedded Systems, Data Mining	Sheff Boneham, John Doe, Buiron Truran, Reamonn Cleef	View Application Set to +
Kesey Tricia	B+	B+	F	Artificial Intelligence, Embedded Systems, Data Mining	Sheff Boneham, Buiron Truran	View Application Set to +
Gerrill Aurelea	B+, A	B+	F	Bioinformatics, Embedded Systems, Data Mining	Sheff Boneham, Buiron Truran, Reamonn Cleef	View Application Set to +
Darsey Silvers	A+, B+	B+	F	Machine Learning, Data Mining	Jenna Kubera, Buiron Truran, Reamonn Cleef	View Application Set to +
Willem Longman	C, B+	C+	M	Machine Learning, Data Mining	Jenna Kubera, Buiron Truran, Reamonn Cleef	View Application Set to +
Florence Warburton	B, B+	B	F	Machine Learning, Data Mining	Jenna Kubera, Buiron Truran, Reamonn Cleef	View Application Set to +

Figure 11: Filtered Table

Pro-tip: Attributes that satisfy your filter will be highlighted. Make sure to include the right column to see that highlights!

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”

3.1.6 Loading a Filter

3.2 Sorting the Table

3.2.1 Name

3.2.2 Gender

3.2.3 Committee Rank

3.2.4 GPA

3.2.5 Degree Applied For

3.2.6 Visa Status

3.2.7 Program Decision

3.2.8 Interest Status

3.3 Viewing an Application

3.4 Setting Application Attributes

3.4.1 Contacted By

3.4.2 Requested By

3.4.3 My Interest Status