

# **Grad Apps 2.0**

## **Professor User Manual**

**Edward Vaisman      Sadman Sakib Hasan**

April 3, 2018

## Contents

<b>1</b>	<b>Logging In</b>	<b>3</b>
<b>2</b>	<b>Selecting a Role</b>	<b>4</b>
2.1	Role Selection Page . . . . .	4
2.2	Navigation Bar . . . . .	4
<b>3</b>	<b>Professor Portal</b>	<b>6</b>
3.1	Filtering the Table . . . . .	6
3.1.1	Opening the Modal . . . . .	6
3.1.2	Choose Your Columns . . . . .	8
3.1.3	Choose Your Filters . . . . .	9
3.1.4	Submitting a Filter . . . . .	10
3.1.5	Saving a Filter . . . . .	12
3.1.6	Loading a Filter . . . . .	13
3.2	Sorting the Table . . . . .	14
3.3	Viewing an Application . . . . .	14
3.4	Setting Application Attributes . . . . .	14
3.4.1	Contacted By . . . . .	14
3.4.2	Requested By . . . . .	14
3.4.3	My Interest Status . . . . .	14

# 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.

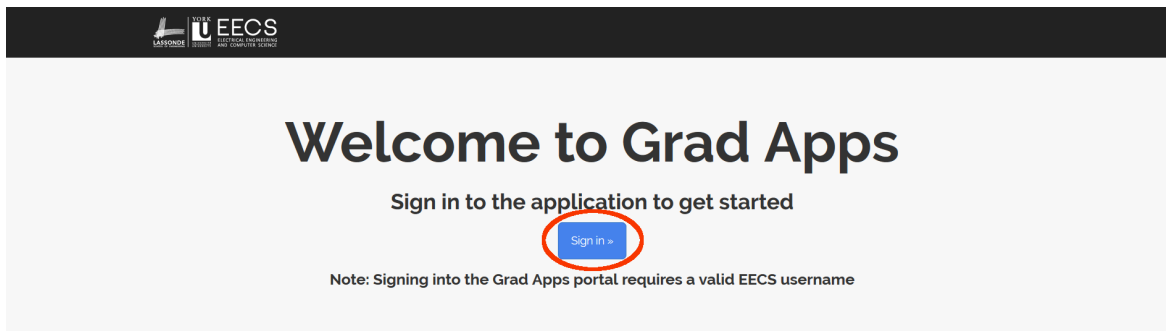


Figure 1: Welcome Page

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.

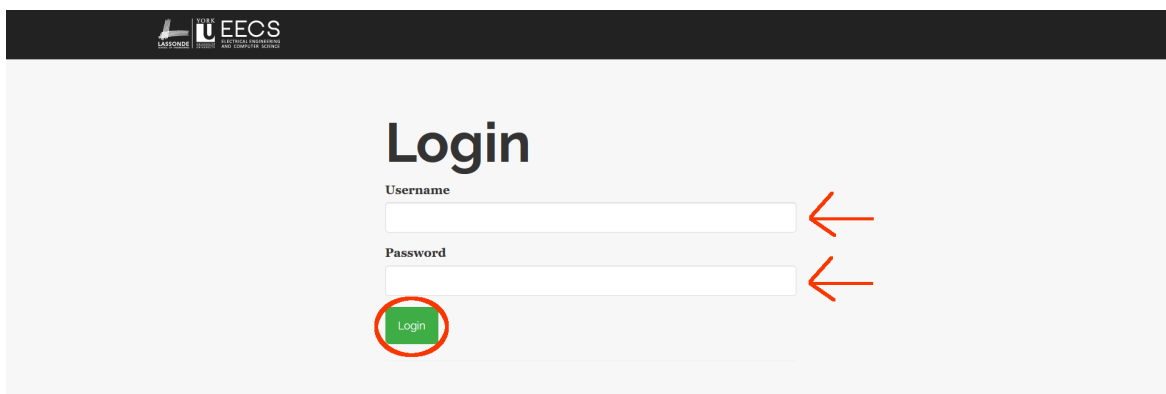


Figure 2: Login Page

**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.

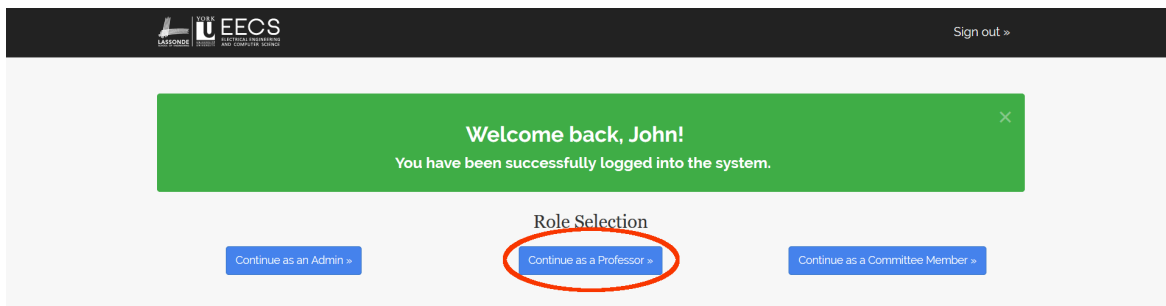


Figure 3: Role Selection Page

**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.

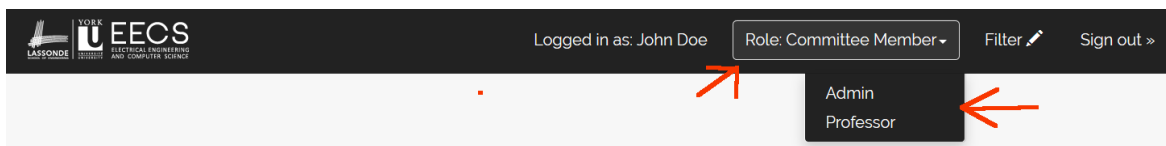


Figure 4: Switch Roles

**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	-	<a href="#">View Application</a> <a href="#">Set to +</a>
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	-	<a href="#">View Application</a> <a href="#">Set to +</a>
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	<a href="#">View Application</a> <a href="#">Set to +</a>
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	-	<a href="#">View Application</a> <a href="#">Set to +</a>
Goutcher Dave	M	Artificial Intelligence, Graph Mining	Winnay Dalyell, Buiron Turan	A+, B+	A+	PhD	Domestic	Accepted	Winnay Dalyell, Buiron Turan	Buiron Turan	-	<a href="#">View Application</a> <a href="#">Set to +</a>
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	-	<a href="#">View Application</a> <a href="#">Set to +</a>
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	-	<a href="#">View Application</a> <a href="#">Set to +</a>

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:

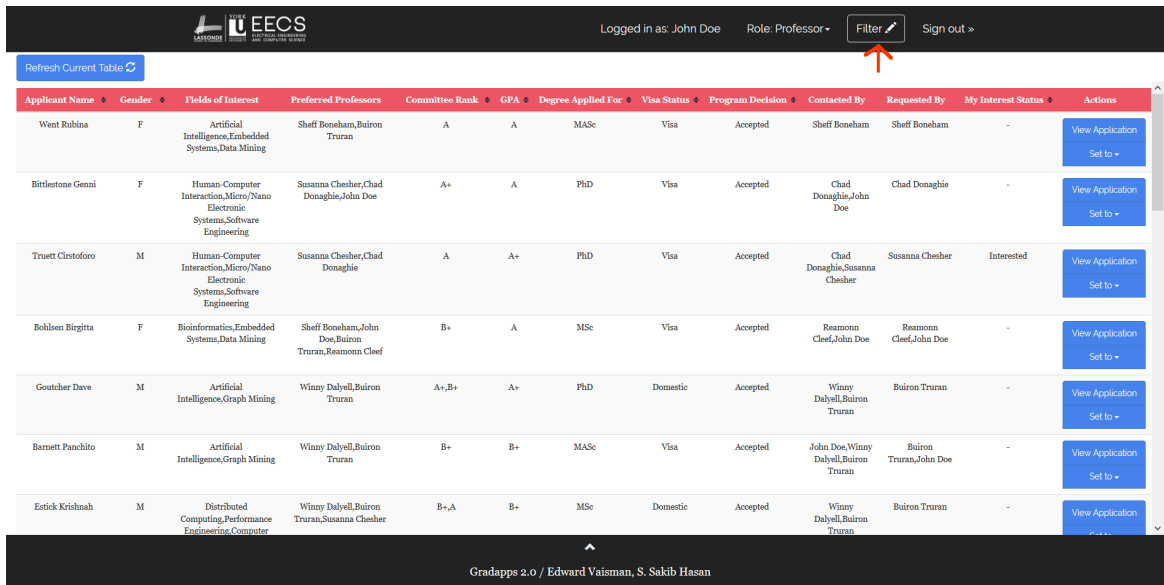
- Filter the table to only display applications based on a criteria of your choosing
- Sort the table on certain columns
- View the applicants application and their respective committee review
- Set application attributes such as notifying others if you have contacted/requested an applicant or indicate 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 interface. 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 (highlighted by a red arrow), 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 table contains 7 rows of applicant data. At the bottom of the page, there is a footer that reads "Gradapps 2.0 / Edward Vaisman, S. Sakib Hasan".

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 +
Boklsen 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 +

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**

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

<b>Name</b> Any	<b>Gender</b> Any	<b>Fields of Interest</b> Any
<b>Preferred Professor</b> Any	<b>Committee Ranking</b> Any	<div>Type here</div> <div>comp</div> <div>Computational Biology</div> <div>Computational Neuroscience</div> <div>Computer Graphics and Media</div> <div>Computer Security and Networks</div> <div>Computer Vision</div> <div>Distributed Computing</div> <div>History of Computing</div> <div>Human-Computer Interaction</div> <div>Theory of Computation</div>
<b>Degree Applied For</b> Any	<b>Visa Status</b> Any	
<b>Contacted By</b> Any	<b>Requested By</b> Any	
<b>Selected Filter</b>		

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 <span style="background-color: #007bff; color: white; padding: 0 2px;">1</span>	Gender <span style="background-color: #007bff; color: white; padding: 0 2px;">4</span>	Fields of Interest <span style="background-color: #007bff; color: white; padding: 0 2px;">5</span>	Preferred Professor <span style="background-color: #007bff; color: white; padding: 0 2px;">6</span>
Committee Ranking <span style="background-color: #007bff; color: white; padding: 0 2px;">2</span>	GPA <span style="background-color: #007bff; color: white; padding: 0 2px;">3</span>	Degree Applied For	Visa Status
Program Decision	Contacted By	Requested By	My Interest Status
Actions			

---

**Choose Your Filters**

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

After you submit 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, <b>Data Mining</b>	Sheff Boneham, Buiron Truran	View Application Set to +
Bolsen Birgitta	B+	A	F	Bioinformatics, Embedded Systems, <b>Data Mining</b>	Sheff Boneham, John Doe, Buiron Truran, Reamonn Cleef	View Application Set to +
Kesey Tricia	B+	B+	F	Artificial Intelligence, Embedded Systems, <b>Data Mining</b>	Sheff Boneham, Buiron Truran	View Application Set to +
Gerrill Aurelia	B+, A	B+	F	Bioinformatics, Embedded Systems, <b>Data Mining</b>	Sheff Boneham, Buiron Truran, Reamonn Cleef	View Application Set to +
Darvey Silvers	A+, B+	B+	F	Machine Learning, <b>Data Mining</b>	Jenna Kubera, Buiron Truran, Reamonn Cleef	View Application Set to +
Willen Longman	C, B+	C+	M	Machine Learning, <b>Data Mining</b>	Jenna Kubera, Buiron Truran, Reamonn Cleef	View Application Set to +
Florance Warburton	B, B+	B	F	Machine Learning, <b>Data Mining</b>	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”

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

<b>Name</b> <div>Any</div>	<b>Gender</b> <div>Any</div>	<b>Fields of Interest</b> <div>Data Mining</div>
<b>Preferred Professor</b> <div>Any</div>	<b>Committee Ranking</b> <div>&gt; B</div>	<b>GPA</b> <div>Any</div>
<b>Degree Applied For</b> <div>Any</div>	<b>Visa Status</b> <div>Any</div>	<b>Program Decision</b> <div>Any</div>
<b>Contacted By</b> <div>Any</div>	<b>Requested By</b> <div>Any</div>	<b>My Interest Status</b> <div>Any</div>

Selected Filter

Field of Interest = Data Mining AND Committee Ranking > B

✕ Cancel

✓ Submit

My First Preset!!!!

Type here

Save Preset

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

**Filter**

**Load a Preset**

My First Preset!!!!

←

My First Preset!!!!

Name <span style="background-color: #007bff; color: white; padding: 0 2px;">1</span>	Gender <span style="background-color: #007bff; color: white; padding: 0 2px;">4</span>	Fields of Interest <span style="background-color: #007bff; color: white; padding: 0 2px;">5</span>	Preferred Professor <span style="background-color: #007bff; color: white; padding: 0 2px;">6</span>
Committee Ranking <span style="background-color: #007bff; color: white; padding: 0 2px;">2</span>	GPA <span style="background-color: #007bff; color: white; padding: 0 2px;">3</span>	Degree Applied For	Visa Status
Program Decision	Contacted By	Requested By	My Interest Status
Actions			

**Choose Your Filters**

<b>Name</b> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">Nothing selected</div>	<b>Gender</b> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">Nothing selected</div>	<b>Fields of Interest</b> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">Data Mining</div>
<b>Preferred Professor</b> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">Nothing selected</div>	<b>Committee Ranking</b> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">&gt; B</div>	<b>GPA</b> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">Nothing selected</div>
<b>Degree Applied For</b> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">Nothing selected</div>	<b>Visa Status</b> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">Nothing selected</div>	<b>Program Decision</b> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">Nothing selected</div>
<b>Contacted By</b> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">Nothing selected</div>	<b>Requested By</b> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">Nothing selected</div>	<b>My Interest Status</b> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">Nothing selected</div>

**Selected Filter**

Field of Interest = Data Mining AND Committee Ranking > B

✕ Cancel
✔ Submit

Preset Name

Save Preset

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
- **Gender:** Descending Order = Z to A, Ascending order = A to Z
- **Committee Rank:** Descending Order = A+ to C, Ascending order = C to A+
- **GPA:** Descending Order = A+ to C, Ascending order = C to A+
- **Degree Applied For:** Descending Order = Z to A, Ascending order = A to Z
- **Visa Status:** Descending Order = Z to A, Ascending order = A to Z
- **Program Decision:** Descending Order = Z to A, Ascending order = A to Z
- **Interest Status:** Descending Order = Z to A, Ascending order = A to Z

**Pro-tip:** To sort my multiple columns hold onto the shift key while clicking on the columns. For example to sort by Committee Rank then GPA hold onto shift and left click Committee Rank then GPA.

## 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