Grad Apps 2.0
Admission Committee Member User Manual

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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.
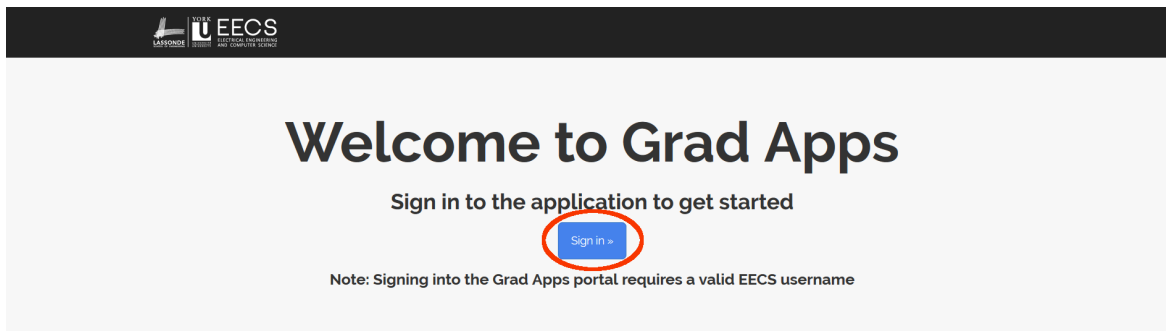

Figure 1: Welcome Page

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.
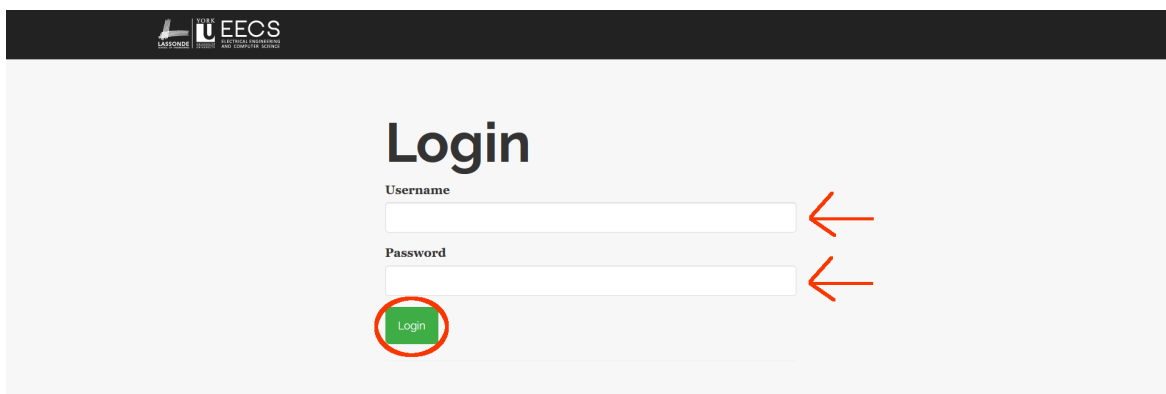

Figure 2: Login Page

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 professor portal.
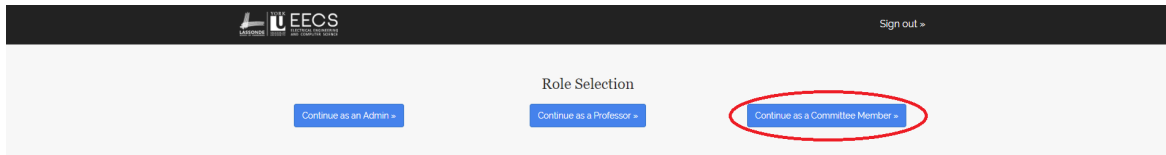

Figure 3: Role Selection Page

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.
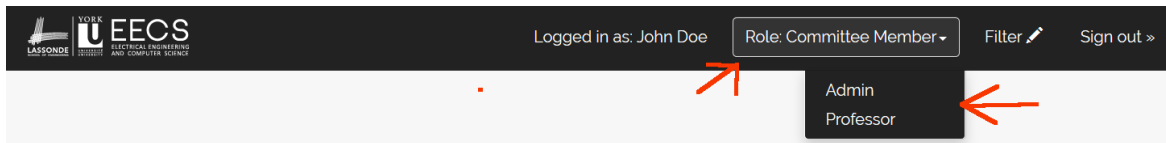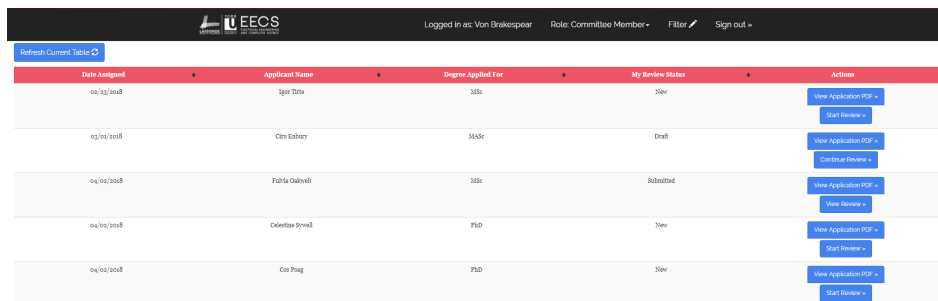

Figure 4: Switch Roles

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

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.
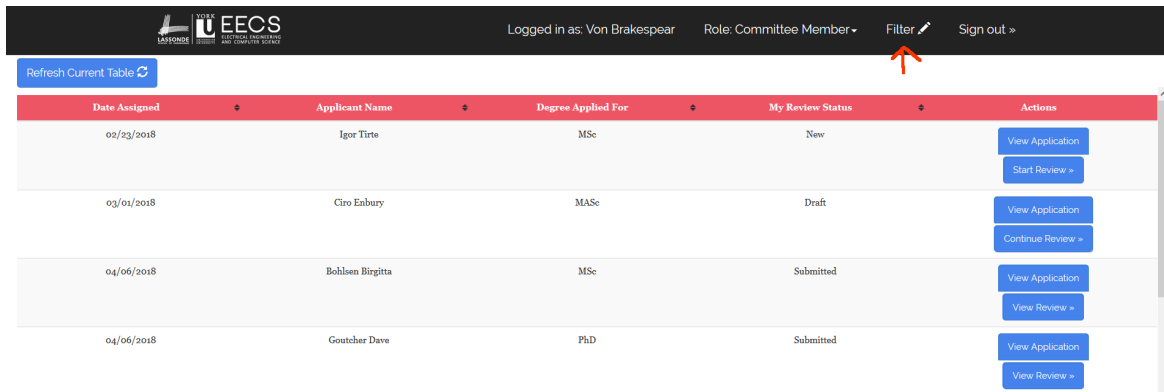

Figure 5: Committee Member Portal

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.
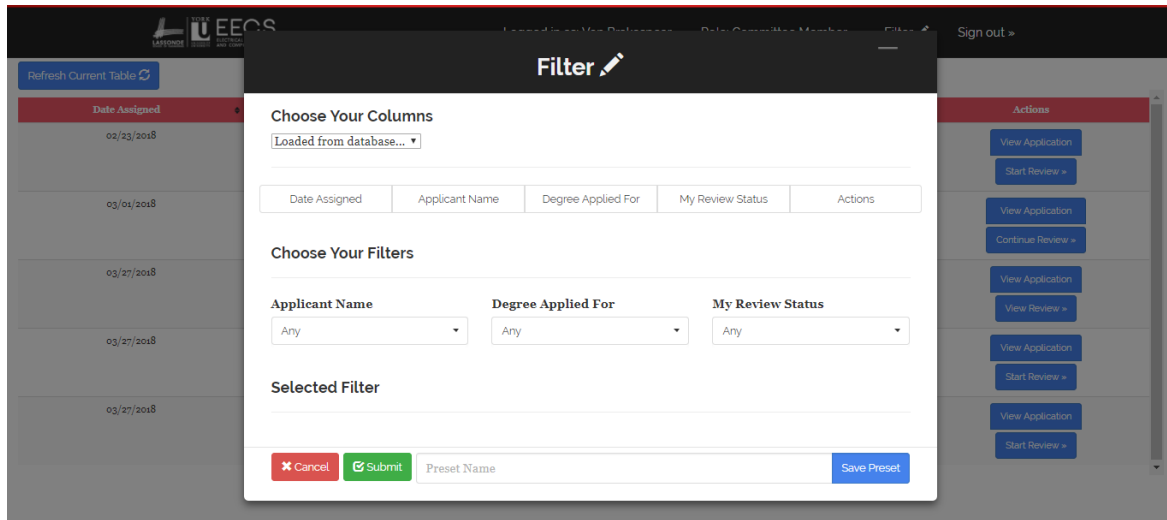

Figure 6: Opening the Modal

Figure 7: Filter View

3.2 Selecting Columns

After opening the filter view, one can select one or more columns. Selecting a column numbers them in the 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.*
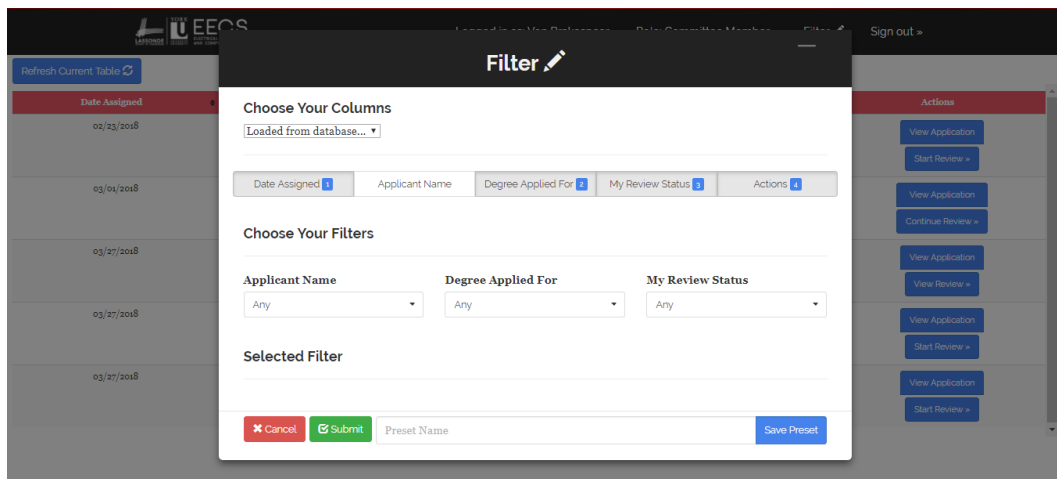

Figure 8: Selected Columns for Filter

3.3 Selecting Filter

After opening the filter view, one can select one or more filters. Selecting a filter can be done only on *Applicant Name*, *Degree Applied For* and *My Review Status* fields. Filtering can be done by selecting values using the selection dropdown which allows live-text searching. 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.
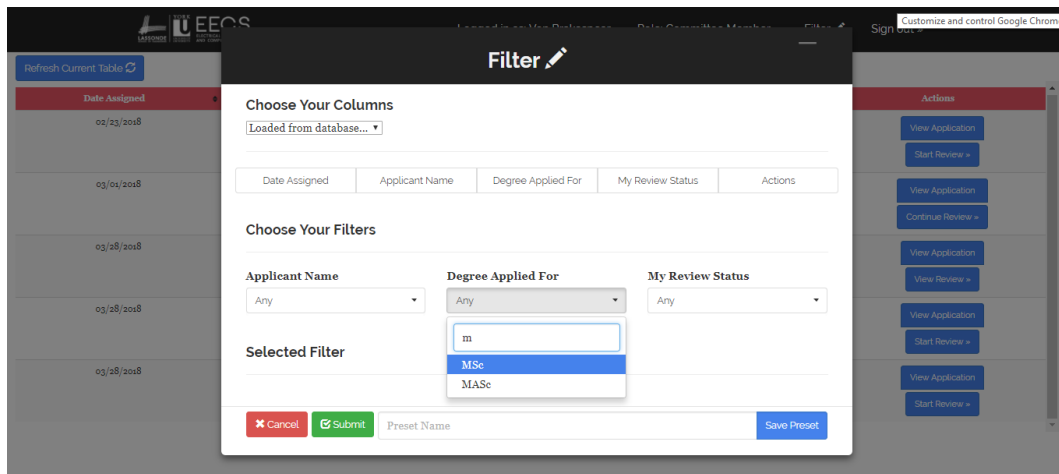
Figure 9: Selected Filter

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*.
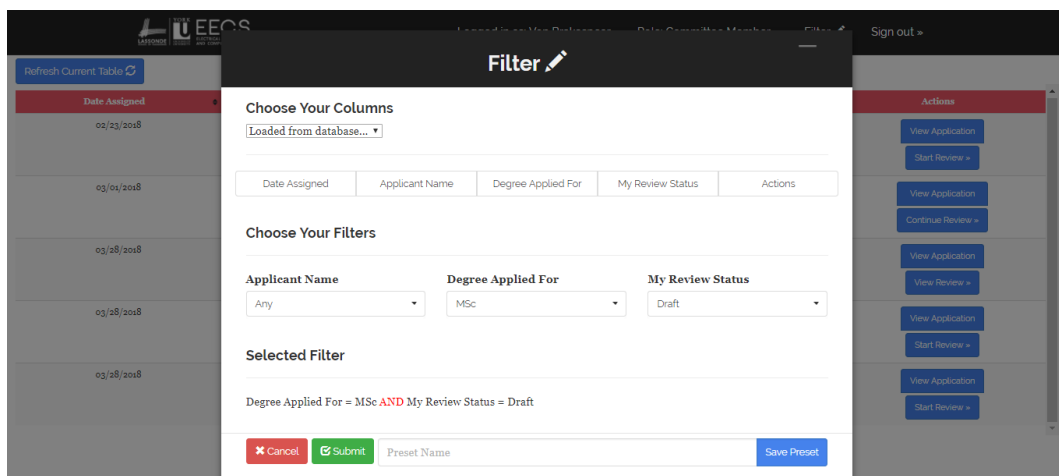

Figure 10: Selected Filter Text

3.4 Filter Presets

As an end user one can opt to save frequently used filters as presets that will be automatically loaded for the user's login session in that specified role. Saving a filter requires a preset name, the selected rows the user wants to see and the selected filter.

The following image depicts on how to save a filter preset:

Figure 11: Save a filter preset

Once the user has one or more saved presets, they can opt to load one by simply selecting the preset name from the dropdown. Loading a saved preset will automatically fill the selected columns and the selected filters. The following image depicts on how to load a saved filter preset:

Figure 12: Load a saved filter preset

3.5 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 following example filter is used to demonstrate applying a filter and getting the resulted table back:

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 view before applying the filter and the resulting filtered table. The fields used for filtering are also highlighted for emphasizing the filtered fields in the resulting table.

Figure 13: Selected Filter Example

Figure 14: Resulted Table After Applying Filter

4 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*.

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.
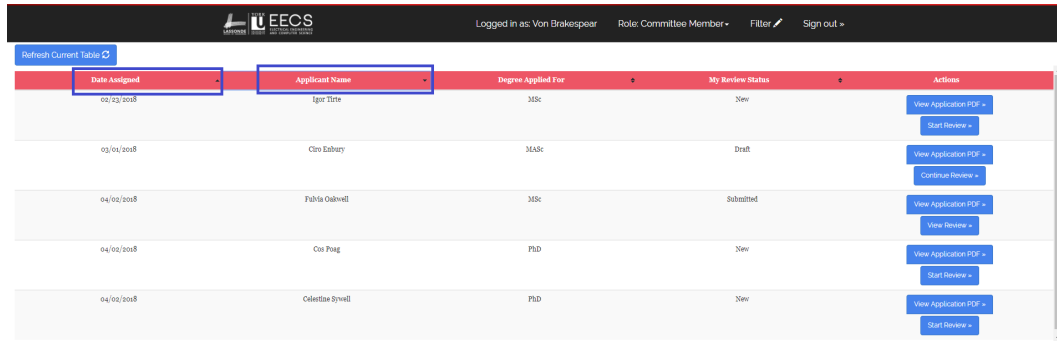
Figure 15: Ascending order of Date Assigned field

Figure 16: Descending order of Date Assigned field

Note: One can also apply multiple ordering by holding the SHIFT key on the keyboard and toggling the order. The following images depicts ordering applications with the *Date Assigned* field in ascending order and *Applicant Name* in descending order.

Figure 17: Ordering using multiple fields

5 Reviews

As a user one has access to complete application reviews assigned to them by the system administrator. The review process can have **three** different statuses shown 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 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 18: Full view of the Review Form

5.1 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 user opening a brand new review.

Figure 19: 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 20: Exiting out of a brand new review application without changes

5.2 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

5.2.1 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.

Figure 21: Institution Assessment View

5.3 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 a review is to save changes to an on-going review so that the user can pick it up and continue some time later.

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 22: Save a review as draft

Figure 23: Drafted Review View

5.4 Submitting a Review

Once a review is completed, the user can submit the review. If the correct number of reviews for an application has been submitted, the application will be automatically available for selection to the members of EECS Graduate Program. 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 24: Submit a Review

Once the review is submitted, it will show up on the user dashboard with status as

Submitted. 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 25: Submitted Review View

Figure 26: Submitted Review View