

Section D: Online Review

Online Review Overview	D1
Templates.....	D1
Sections.....	D1
Review Components.....	D1
Rating Scales.....	D2
Comments.....	D2
Save and Load.....	D2
Multiple Programs.....	D2
Review and Summary Check-Boxes.....	D2
Assignments.....	D3
Groups.....	D3
Faculty Review.....	D3
Tips for Success.....	D3

Section D: Online Review updated April 2016

This section contains information about the Online Applicant Review pages in AIM, GS12 and GS13.

Online Review Overview

The goal of the Online Review pages is for faculty to review graduate applications entirely online, without having to circulate paper files of applicants. The PDF of application data and uploads are presented for review on GS12, and faculty can add comments and ratings for each applicant.

Templates

Each department graduate program manager has rights to build a review template on GS13 that will display all items of interest for the faculty for each program. A template consists of sections and components within the sections. The templates can be customized in any order and specific rating and comments boxes can be added to any section of the template. Once the template is built, you never need to go back to change it for your programs.

Sections

Consider adding the review elements in sections such as Personal Info, PDFs, Education and test scores, etc. Then each section can be named, and the reviewer will not have to scroll on a long web page but be able to open and close the various sections.

The template builder **MUST** name each section by highlighting and typing over the words “New Section” or all your sections will be called New Section.

Review Components:

There are multiple options for what you want to appear on the review screen and options for ratings and comments. Each different component must also have a Label which is also an element available on the template builder. Even though the template builder shows the name of the components such as PDF, Transcripts, or Test Scores, that is **NOT** the label and only determines which component of data will appear on the review screen. Labels are important in the template. When building the template make sure you highlight and rename any component with the words “Comments or Ratings Identifier (Alpha-numeric Only -- Highlight to Change).” You are naming this field so it displays on the review tab and it cannot have **ANY** spaces. We have seen departments get confused here. Highlight the entire string of characters and rename it to your preference.

The Personal Information component will allow you to determine items you specifically want to see that are already on GS02 such as desired advisor, research area, citizenship, etc.

The PDF component should display the application PDF from AY and it includes the statement of intent, department documents, and letters of recommendation.

A helpful component is a Text box where you can add instructional text about a certain component or rating that you want all reviewers to read.

Rating Scales:

You can determine your rating scales as numeric; determine the range of numbers, or another type of scale. If you choose numeric, you have to name the scale by highlighting the words and enter a name that does not contain spaces. This is so that when you view ratings on the summary screen you know what the rating is for (you can have ratings for multiple elements of the application – it's up to you!).

If you want to use words instead of numbers for your scale, you select 'Other' and then add each word individually for your scale (example: weak, poor, good, strong, and exceptional).

You MUST rename each ratings box without any spaces or slashes, as it saves that rating type to the database.

Comments

You can add a component for comments under any other component. You MUST rename each comment box without any spaces or slashes, as it saves that comment type to the database. If you add comments boxes in multiple places, each one must have a UNIQUE name/identifier or they will not save to the database. For Example: PDFcomments, OverallComments, RatingComments

Save and Load

Once you have built your template you click 'save'. The 'Load' button is meant to bring up a specific program that you have selected from your drop down list of degree programs. If you want to use the same template for multiple degree programs, you can build one template, then load each new code and 'save' the template to that program code.

Multiple Programs

You need a template for each program your department offers. They can be different or you can build one template and then save it to each program.

Review and Summary Check-boxes

Each review component has the option to appear on the review page AND on the summary page. You should understand that the Summary page is designed to display all comments and ratings from each faculty member. You must determine what application elements you want to appear on the summary page. Any thing that makes sense to your reviewers is possible but you don't want to clutter it by showing exactly everything that is on the review page.

Assignments

Every faculty member doing reviews needs to be added on the assignment tab. Department secretaries have the option to assign students individually to different faculty members or assign the entire program which will include all applicants. You do not need to do both. If you assign individual applicants, remember you will have to assign any applicant who gets added to AIM after your initial assignments. To grant viewing access, the department graduate program manager enters a faculty NetID in the lookup box. Then the faculty member can be assigned to the program code, or individual applicants.

To remove a faculty reviewer, you enter their NetID, then un-assign students or the program code.

Groups

You can name the group by anything you choose (specialization, or a faculty member name, etc.) and then assign applicants to a group. Then you assign faculty to groups of students if that is how you do applicant review. You drag the name of the group to the student, and you can also select multiple students using shift control or some other way, and then drag to one name and assign all the students to the group. To alphabetize within the group, you just hold shift and click the name.

Faculty Review

Faculty will only need to go to GS12. The PDF of the application, the transcripts and the BYU record will all be viewable here. They can enter comments and ratings on each applicant. Applicants who are In Process, Late, or Admitted or Provisionally Admitted will appear in the list. Admitted applicants stay on the list so faculty can go back to review for mentoring and scholarship assignments at a later date.

Tips for Success:

1. To use Chrome you have to disable the Chrome PDF viewer and enable Adobe. (The directions are in the third tutorial on the GS website, under Dept Resources: <http://graduatestudies.byu.edu/content/other-resources>)
2. If you want to keep comments for student files, you can do a print screen for a physical file from the summary screen. Ratings can be added to the data export definition and those can be exported, but it should be done before you enter decisions on GS02.

3. Department graduate program managers already have access. Graduate program managers just need to assign the program to themselves on GS13.
 - a. Go to the assignments tab on GS13.
 - b. Enter your NetID, click go, then scroll down till you see the program code. It's near the bottom of the page. Click on the code, then click on assign.
 - c. You will then see all apps on GS12.

4. The reason some of your comments may not save is that you have more than one comments box which is fine, but you may have used the exact same identifier which does not save it as a different comment. You just need to rename your comments something like this: RatingComments and OverallComments. The name you are assigning is actually an identifier for the database, so they need to be different.