

Classify applicants to move bins

The Graduate Program Manager has this access privilege.

Go to the Reader and click on Browse. Click on one of the bins with applicant/s you intend to move to another bin.

The screenshot shows the 'slate' application management interface. The 'Browse' view is active, displaying a grid of applicant bins. The bins are organized into three main categories: 'In Process', 'Pre Review', and 'Committee Review'. The 'In Process' category includes 'Awaiting Submission' (18), 'Awaiting Payment' (15), 'Awaiting Materials' (3), and 'Awaiting Endorsement' (3). The 'Pre Review' category includes 'Submitted to Review' (16). The 'Committee Review' category includes 'Bin 1 - Committee Review' (0), 'Bin 2 - Committee Review' (0), 'Bin 3 - Committee Review' (0), 'Bin 4 - Committee Review' (0), 'Bin 5 - Committee Review' (0), and 'Complete - Send to Grad Studies' (0). A sidebar on the left contains navigation options: Home, Browse, Search, Queue, Recent, Share, Classify, Help, and Exit.

Using the 'Classify' function allows you to move a group to a Committee review bin without submitting a separate review form for each one to get them to the committee bins.

It is also how you would move an applicant in Waitlist back to Complete-send to Grad Studies for a later Admit or Deny decision.

Be very attentive and cautious when using Classify.

Once you have clicked on one of the bins you then see the option to 'classify' at the top of the page.

The screenshot shows the 'slate' application management interface with a list of applications. The 'Classify' button is highlighted with a red arrow. The list of applications is as follows:

Name	BYU Net Id	Year Terms	Bin	Ref
Ajmal, [redacted]	[redacted]	Fall 2022	Submitted to Revi...	689369799
Ankrah ([redacted])	[redacted]	Fall 2022	Submitted to Revi...	480283044
Decker, ([redacted])	[redacted]	Fall 2022	Submitted to Revi...	605529921

Click on the button and you then have this view:

The screenshot shows the 'Set Pending Bin' dialog box. The 'Update' button is highlighted with a red arrow. The 'Select All' button is also highlighted with a red arrow. The 'All Bins' dropdown menu is highlighted with a red arrow. The dialog box includes a search field, a filter button, and a dropdown menu for selecting a bin.

(Notice that it moved back to 'All Bins' which you will need to change to get the names in your starting bin before proceeding.)

Change the lower selection to the correct bin containing the applicants you want to move. Most often you will be moving apps from Pre-review to a committee bin, or from a Committee bin to Complete-send to grad studies. All the bin options are listed.

(Do Not use the Classify option for Department – Admit or Department – Deny. This would skip the required review form in Complete-send to Grad Studies.)

Set Pending Bin

Update

Select All Commit Pending

Search...

Pre Review - Submitted to Review

Click the button 'Select all' to highlight all in the list. OR you click each name (not the stacked paper icon) you want to move so the row turns dark blue. Change the 'Pending Bin', then click the 'update' button.

Pending Bin	Name	BYU Net Id	Year Terms	Bin	Ref
	Ajmal, A	a	Fall 2022	Submitted to ...	689369799
	Ankrah ()	Fall 2022	Submitted to ...	480283044
	Decker,	cha	Fall 2022	Submitted to ...	605529921
	Farooq,	oq	Fall 2022	Submitted to ...	630613872
	Ghorbar	ban	Fall 2022	Submitted to ...	131528996
	Gunnell,	el7	Fall 2022	Submitted to ...	680223030
	Jafari, M	n	Fall 2022	Submitted to ...	356496204
	Mtetwa,		Fall 2022	Submitted to ...	936396594

Prev Next

Set Pending Bin

Committee Review - Bin 1 - Committee Review

Update

Select All Commit Pending

Search...

Pre Review - Submitted to Review

This action populates the pending bin column.

Then you click on either update all or individual names you want to move (to select them again) and the Commit Pending button. You then see a pop up screen where you have to type the word COMMIT in all caps. Once you hit OK you will see the selected names disappear.

gradapply.byu.edu says

To set the bins for the selected applications to their pending bin assignments, type the word COMMIT below:

OK Cancel

Refresh your browser and they are all now moved to the bin you set as the 'pending bin.' There is a Refresh button in the top right of the page.