

## Reader Review Actions and Reminders

To get to the **Reader**, Log in at this URL: [gradapply.byu.edu/reader](http://gradapply.byu.edu/reader) using your browser. If you are not already authenticated using CAS, you will see the login page asking for your Net ID and password.

1. Once in the Reader, readers should click on the **Browse** tab to view the bins, which shows how many applications are ready to be reviewed.

Readers should only click on bins on the right side of the page under "Committee Review." Individual departments will determine how the five committee review bins are used.

2. Click on a bin to view the applications within that bin. Once the list of applicants appears, click on the stack of papers on the righthand side to open an application.

Applicant	Bin	Ref	
B [redacted], Chr [redacted]	Bin 1 - Committee Review	556392467	
R [redacted], A [redacted]	Bin 1 - Committee Review	824057000	
R [redacted]	Bin 1 - Committee Review	776230238	
R [redacted], Ad [redacted]	Bin 1 - Committee Review	808469206	

3. When the application is opened, tabs on the left indicate which parts of the application you are viewing, including documents, transcripts, and videos. Tabs that are gray mean this application does not have anything to display for that section

**Student Info**

Name: B [redacted], Chr [redacted]  
Race/Hispanic: White / 0  
Birthdate: 11/06/19  
Contact: [redacted]@gmail.com  
Program: MFT MS

City: Provo  
State: UT  
Country: United States  
Geomarket: UT-01 Salt Lake City, Ogden, & Provo

**Tests**

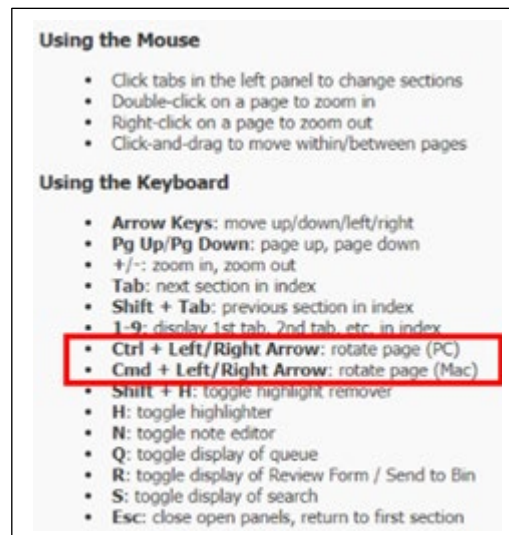
Type	Subtype	Date	Total	Score 1	Score 2	Score 3	Status
GRE				170 (Verbal Score)	164 (Quantitative Score)	5.5 (Analytical Writing ...)	Verified

**Schools**

Name	CEEB	Location	Major 1	Category
Brigham Young University	04906	Provo, UT, United States		Import from SIS

Each section contains PDF uploads or application details. Reviewers can scroll side-to-side to view all documents. Double click on a document to make it larger on the screen.

For any documents that need to be rotated, follow the tips found on the right side of the Reader Home page.



4. When finished reviewing the application, click on the **Add to Queue** button at the bottom of the page.



5. After confirming the action, readers will see a form that they will need to fill out about their decision recommendation. Enter ratings and comments in the rating form on the right side.
6. Readers do not send applications to a different bin; they just submit or “send” their review for that applicant so it moves out of their queue.

#### Application Committee Review Form

##### Academic Preparation

Coursework and grades 1: Very poor, 2: Poor, 3: Acceptable, 4: Good, 5: Very good, 6: Excellent

- ☐ 1  
☐ 2  
☐ 3  
☐ 4  
☐ 5  
☐ 6

Academic Comments

##### Test Scores

Test Score rating

- ☐ 1  
☐ 2  
☐ 3  
☐ 4  
☐ 5  
☐ 6

Comments on the test score

##### Instructions For Reviewers

Please select [ Send ] below to submit your review and decision recommendation. Note: As faculty reviewers, you do not have the option to send applications to another bin. This option has been disabled.

This application currently resides in more than one queue. The application cannot be sent to a different bin or user until the other reviews have been completed.

The current readers include:

- Janice Robinson
- Jeffrey Brent Ireland
- Maggie Shilja

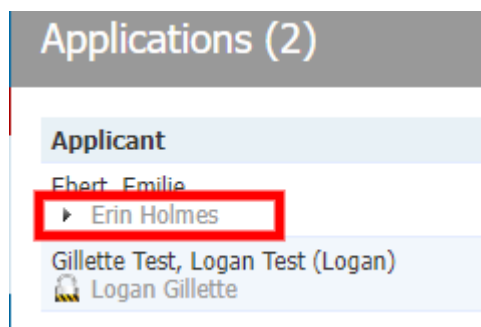
Current Bin

Bin 5 - Committee Review

**Send**

Draft Saved

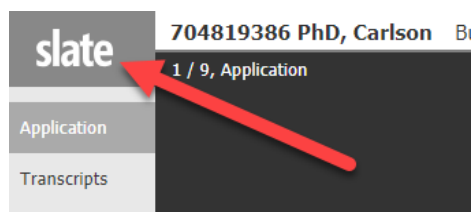
Once a reviewer submits the review form, it is no longer in their queue, but the application will show who has reviewed under the applicant's name. In the example below, the second applicant is still in a queue for Logan Gillette to review but the arrow shows that a review was completed by Erin Holmes.



If the reader adds an applicant to their queue, they need to complete the review. Otherwise, other readers are not able to add it to their queue and submit a review form.

Any reader can scroll through the application sections without adding it to their queue, but to submit a review form, it has to be in a reader's queue and should only stay there long enough to submit a review form.

7. To return to the list of applicants, click on the word **Slate** in upper left corner to return to your previous screen.



### [View application after Admit decision](#)

8. Readers can view the application after an admit decision has been made and sent to the Admit-University bin. Faculty readers can still access the application of admitted students, but not by using the reader.

Readers have to 'exit' the reader and can then enter the name of the student in the upper right search field. Click on the name and it opens the student's dashboard with the 5 tabs.

Click on the middle tab and off to the right see a link that says 'read application.'

The faculty reader can then see the application pdfs just as they did before.

David Alred

Search...

Hatt,

enter the student name or net ID to find the new admit

Applicant 695261077

Dashboard

Timeline

Physics PhD- Fa... Decided

Profile

Materials

Physics PhD- Fall 2022

Decided

Submitted January 15, 2022

Last updated March 3, 2022

Current Bin: Admit - University

Admit

Status: Released

BYU Net\_Id:  16

[Video Response URL](#)

Faculty can search by name or net ID. then click on 'Read Application' to see all the parts they saw during review

Overview

[Financial Aid](#)

[Workflows](#)

[Portfolio](#)

[Populations](#)

[Read Application](#)

[Download PDF](#)

[Video Response](#)

Checklist

✓	11/29/2021	Transcript (Brigham Young University ...		Received	▼
✓	01/10/2022	Ecclesiastical Endorsement		Received	▼
✓	12/13/2021	Recommendation (Chase Taylor, Idah...		Received	▼
✓	12/07/2021	Recommendation (Kevin Kelley, Brigh...		Received	▼
✓	12/10/2021	Recommendation (Todd Lines, Brigha...		Received	▼
✓	01/11/2022	GRE Score Report		Received	▼
✗		Reply to Offer of Admission	Form	Awaiting	▼