Reader Review Actions and Reminders

To get to the Reader, Log in at this URL: 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.

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.

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.
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 reviewers include:
• Janice Robinson
• Jeffrey Brentland
• Maggie Shihara

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