Grad Dashboard Guide for Faculty

Log in using your UCM Net ID and Password
https://ucm.force.com/gpas/

Once you’re logged in, you should land on the Grad Dashboard.

The Grad Dashboard:

There are three different queues:
1. Applicants Queue: Include applications submitted to programs you are affiliated with – View only, cannot make edits.
2. Pending Reviews Queue: Include applications that you have not submitted a decision for.
3. New Applications Queue: Applications you have not reviewed.

Menu Items: located on the left blue column.

- Will take you back to Home page of GPAS.
- Will let you send an email to grad admissions.
- Will let you exit the grad dashboard.
Access:
- If you are affiliated with only one program you will only have access to that program’s application pool.
- If you are affiliated with more than one program you have the ability to switch between the different applicant pools for each program.
Overview:

- You have the ability to **remove columns you do not need to be displayed on the screen**. Any changes you make to your queue will only be saved in that queue. It will not automatically adjust across all queues.
- To remove columns (information you do not need to see) in your queue hit the **Toggle Column Visibility** button. A **list will display**, uncheck the items you do not want to see in your queue. The item will become light grey once you uncheck them. Click anywhere else on the page to save the changes you made.

- You can also **export application information to excel** by clicking the **excel button**.
- The dashboard has a **search box** that allows you to search for a specific applicant or field within the dashboard (i.e. Name; Plan 1…etc.).
• You can **view an applicant’s checklist** by clicking on the **green + button** under the “View Checklist” column. A list of required documents, what they are related to, and the status will display.

• **Click on the red – button to minimize the checklist.**

• You can also **view other completed faculty reviews** by clicking on the **green + button** under the “Review Completed By” column.

• **Click on the red button to minimize the displayed review.**
Accessing the Target X Reader:

- In the “Pending Reviews” or “New Application” queues, you have the ability to **read single or multiple applications in the Target X Reader** and submit your decision review.
- **Check the box to select the application(s) you would like to review or check the top box to select all applications to review.**
- Click on **Target X Reader button** to review the applications.

- Once the Reader loads, you can **click on the “Applicant” drop down menu to toggle your view from one applicant to the next.**
- After you submit a decision review, the applicant will be removed from your drop down applicant list in the Target X Reader and will be removed from your pending reviews queue in the grad dashboard.
How To Submit a Decision/Review

- You can **click on the different bookmarks** to access different sections of the application.
- **To submit a Decision/Review** for the applicant, **click on the “Scorecard” button**.

Once you are in the scorecard, **click on the “Decision” dropdown menu** and select a decision option. *NOTE:* In the faculty role your decision choices are Admit, Possible or Not Interested. You will not be able to deny a student at this stage. In the Committee and Group Chair role your decision choices are Admit and Deny.

- **Add in any comments needed** or click on the other dropdown menus to Nominate for Funding, provide an Exception justification or select a Reason for Denial.
- **Click on the blue submit button**, to officially submit your decision/review.

**Decision/Review Workflow:**

Faculty => Admissions Committee Chair => Graduate Group Chair => Graduate Division

- Once a decision/review has been submitted by at least one Faculty member, the application moves to the Admissions Committee Chairs Pending Reviews Queue.
- When a decision/review it submitted by the Admissions Committee Chair the application moves to the Graduate Group Chair’s Pending Reviews Queue.
- Admissions Committee Chairs and Graduate Group Chairs can also submit a decision/review with no prior submitted decisions/reviews from faculty.
- Only after the Graduate Group Chair Submits a decision/review, will the application be pushed into the Graduate Admissions queue for final review and processing.
*For Graduate Group Chair and Admissions Committee Chair Roles Only*

**Application Decisions/Reviews Outside of the Reader:**

- The Graduate Group Chair & Admissions Committee Chair roles have the ability to submit decisions/reviews for their program, without going in and out of the reader.
- You can only submit decisions while in “Pending Reviews” or “New Applications” queues.
- If you are doing batch decisions they will all populate with the same Decision, Summary of Comments, Reason for Denial, and Reason for Denial Comments (For example, you can use batch decision to deny the rest of the applicant pool).
- **Check the box to select the application(s)** you would like to make a decision on or check on the top box to select all applications and then click on Submit Review button.

- Once you are ready to submit a review, a pop up window will display and allow you to select a decision.
• To request admissions, select “Admit”, add comments if needed and then hit the “Submit” button.

• If you choose to deny admissions, be sure to click on the drop down menu to select the “Reason(s) for Denial”.

• Add any comments needed and, hit the “Submit” button.
Application Final Decision Status:

- To check if Graduate Admissions has completed a final review for an applicant and sent out the decision letter, click on the Applicants queue, and scroll over until you can see the “Application Decision” and “Current Review Status”.
- When the “Application Decision” states “Pending”, Graduate Admissions Staff have not made a final review/decision on the applicant.

- When the “Application Decision” states “GR Admit/Deny”, Graduate Admissions Staff have made a final review/decision and have sent our Admission decision letter.