

# 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:

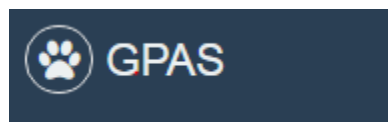
There are three different queues:

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.

The screenshot shows the GPAS Grad Dashboard interface. On the left is a dark blue sidebar with the GPAS logo and a 'SALESFORCE' section containing links for Profile, Help, and Logout. The main content area has a header with a user profile 'Erik Menke'. Below the header are three summary cards: 'Applicants' (3 All Submitted Applications), 'Pending Reviews' (0 Applications Without a Submitted Review), and 'New Applications' (0 Applications Not Yet Reviewed on the TargetX Reader). The 'Applicants' card is expanded, showing a table of applicants. The table has columns: View Checklist, Reviews Completed By, Student ID, First Name, Last Name, Program, and Degree. There are three rows of data, each with a green checkmark in the 'View Checklist' column.

View Checklist	Reviews Completed By	Student ID	First Name	Last Name	Program	Degree
			October	Fest	Chemistry and Chemical Biology	PhD
			Jui-Han	Fu	Chemistry and Chemical Biology	PhD
			Canada	Student	Chemistry and Chemical Biology	PhD

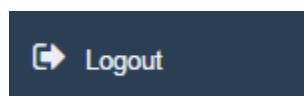
**Menu Items:** located on the left blue column.



- 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**.

GPAS

Welcome, Laura Hamilton

SALESFORCE

Profile

Help

Logout

3 Applicants  
All Submitted Applications

3 Pending Reviews  
Applications Without a Submitted Review

3 New Applications  
Applications Not Yet Reviewed on the TargetX Reader

Applicants

Show 100 entries

Toggle Column Visibility Excel

Search:

View Checklist	Reviews Completed By	Student ID	First Name	Last Name	Program	Degree	Master's Option	Preferred Advisor	Submit Date
			Yosemite	Sam	Sociology	PhD		PROFESSOR X	11/6/2016
			Boole	Tree	Sociology	PhD		Valdez	11/4/2016
			Fee	Waiver	Sociology	PhD			10/31/2016

- If you are **affiliated with more than one program** you have the ability to **switch between the different applicant pools for each program**.

GPAS

Welcome, Zulema Valdez

SALESFORCE

Profile

Help

Logout

3 Applicants  
All Submitted Applications

3 Pending Reviews  
Applications Without a Submitted Review

3 New Applications  
Applications Not Yet Reviewed on the TargetX Reader

Applicants

Toggle Column Visibility Excel

Search:

Social Sciences (IGP)

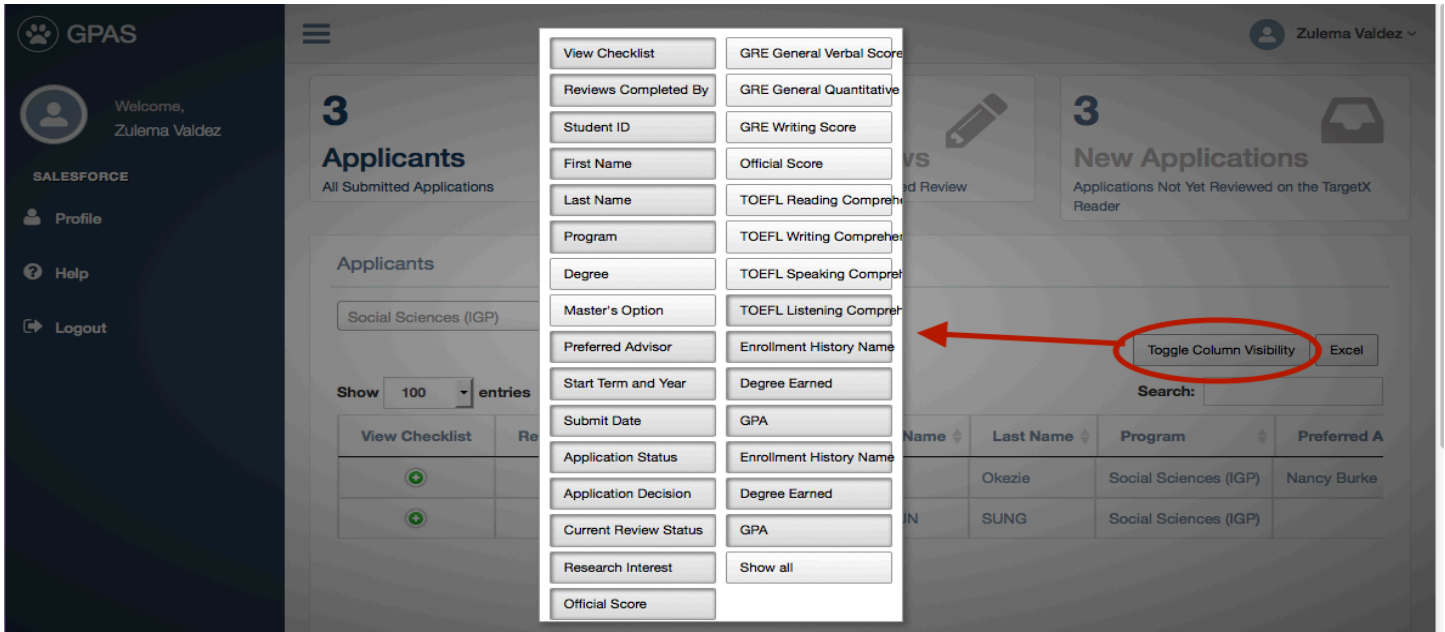
Social Sciences (IGP)

Sociology

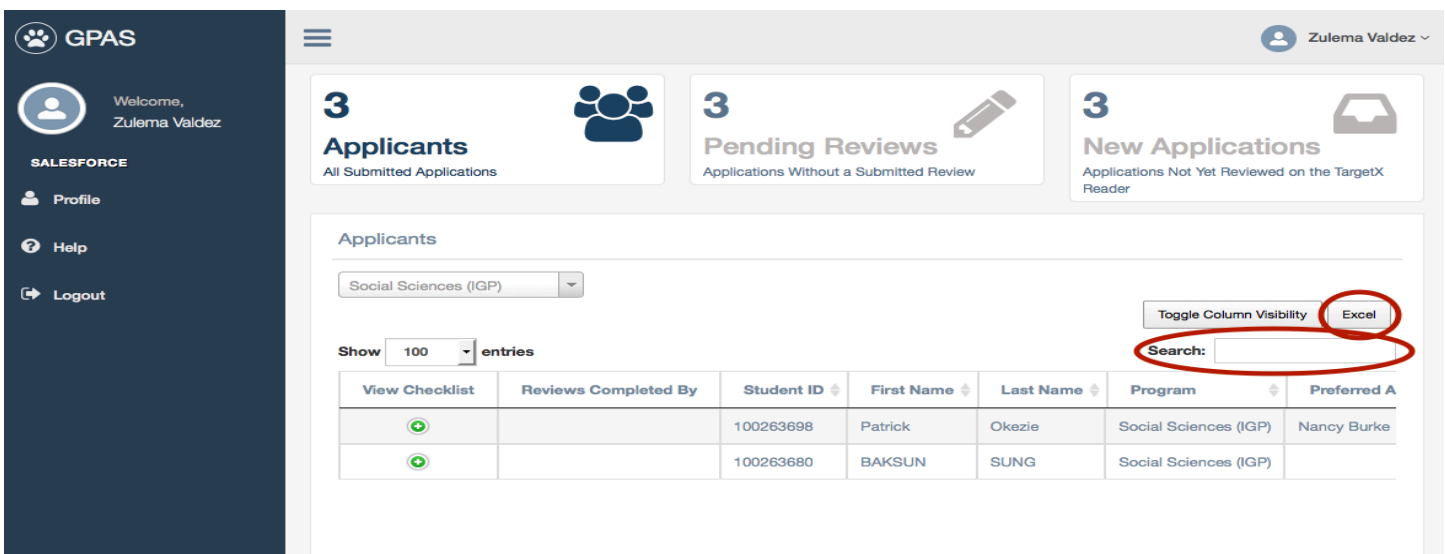
View Checklist	Reviews Completed By	Student ID	First Name	Last Name	Program	Degree
		100263698	Patrick	Okezie	Social Sciences (IGP)	PhD
		100263680	BAKSUN	SUNG	Social Sciences (IGP)	PhD

## 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.**

**GPAS** | Welcome, Linda Hirst

**10 Applicants** | **4 Pending Reviews** | **0 New Applications**

Applicants

Biological Engineering and...

Show 100 entries

View Checklist	Reviews Completed By	Student ID	First Name	Last Name	Program	Degree	Master's Option
		100263445	Lisa	Ling	Biological Engineering and Small-scale Technologies (IGP)	PhD	
			Auto	Submit	Biological Engineering and Small-scale Technologies (IGP)	PhD	

**Checklist Item** | **Related To** | **Status**

\$90 Application Fee		Not Started
1st Letter of Recommendation		Not Started
2nd Letter of Recommendation		Not Started
3rd Letter of Recommendation		Not Started
College Official Transcript	UC SAN DIEGO	In Progress
Official GRE Score		Not Started

- 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.**

**GPAS** | Welcome, Linda Hirst

**10 Applicants** | **4 Pending Reviews** | **0 New Applications**

Applicants

Biological Engineering and...

Show 100 entries

View Checklist	Reviews Completed By	Student ID	First Name	Last Name	Program	Degree	Master's Option	Preferred Advisor	Submit Date	Applica
			Tuna	Fish	Biological Engineering and Small-scale Technologies (IGP)	PhD			11/4/2016	Complete
		100263445	Lisa	Ling	Biological Engineering and Small-scale Technologies (IGP)	PhD			9/6/2016	Complete
			Auto	Submit	Biological Engineering and Small-scale Technologies (IGP)	PhD		Dave Ardell	9/6/2016	Complete
			Derrick	Tam	Biological Engineering and Small-scale Technologies (IGP)	PhD			11/4/2016	Complete

**Name** | **Date Completed** | **Decision** | **Summary Comments** | **Nominate for Funding** | **Nominate for Funding Comments** | **Reason for Denial**

Linda Hirst	11/8/2016	Possible	Excellent candidate, not right for my lab.			
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## 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.

10 Applicants  
All Submitted Applications

4 Pending Reviews  
Applications Without a Submitted Review

0 New Applications  
Applications Not Yet Reviewed on the TargetX Reader

Pending Reviews

Quantitative & Systems Bi... TargetX Reader

Toggle Column Visibility Excel

Show 100 entries

<input checked="" type="checkbox"/>	View Checklist	Reviews Completed By	Student ID	First Name	Last Name	Program	Degree	Master's Option	Preferred Advisor
<input checked="" type="checkbox"/>				Captain	America	Quantitative & Systems Biology	PhD		
<input checked="" type="checkbox"/>				Yogi	Bear	Quantitative & Systems Biology	MS		Dave Ardell

- 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.

TargetX

Back Scorecard Refresh

Applicant: Captain America  
Captain America  
Yogi Bear  
VinuTARGETX VijayanTARGETX

APPLICANT: Captain America

APPLICANT INFORMATION				
BANNER ID	PROGRAM		START TERM	Fall 2017
Quantitative & Systems Biology		APPLICATION STATUS	Complete - Pending Review	
DEGREE	PhD		APPLICATION DECISION	Pending
EMAIL	tyaucm+america@gmail.com			
EDUCATION				
INSTITUTION	DEGREE	GRAD YEAR	SELF-REPORTED GPA	OFFICIAL GPA
BOSTON UNIVERSITY	Bachelor of Technology	2005		3.650
RESEARCH INTERESTS				
RESEARCH INTERESTS				
PREFERRED ADVISOR				
GRE OFFICIAL				
DATE	VERBAL	QUANTITATIVE	ANALYTICAL	
GRE SELF-REPORTED				
DATE	VERBAL	QUANTITATIVE	ANALYTICAL	

## 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**.

The screenshot shows the TargetX application interface. On the left is a sidebar with a list of bookmarks: Cover Page, Enrollment History, Statement of Purpose, Personal History, Resume, Recommendations, Supporting Documents, Supplemental Fellowship, Review History, and My Review Summary. The 'Scorecard' bookmark is highlighted with a red circle. The main content area displays the 'APPLICANT: Mr. Yogi Bear' scorecard. It includes sections for Applicant Information, Education, and Research Interests.

APPLICANT INFORMATION				
BANNER ID		START TERM	Fall 2017	
PROGRAM	Quantitative & Systems Biology	APPLICATION STATUS	Incomplete	
DEGREE	MS	APPLICATION DECISION	Pending	
EMAIL	tyaucm+bear@gmail.com			

EDUCATION				
INSTITUTION	DEGREE	GRAD YEAR	SELF-REPORTED GPA	OFFICIAL GPA
UC BERKELEY	Bachelor of Science	2005	3.500	

RESEARCH INTERESTS	
RESEARCH INTERESTS	Ecosystem Ecology; Microbial Evolution and Ecology; Organismal and Integrative Biology
PREFERRED ADVISOR	Dave Ardell

- 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.

This screenshot shows the 'Decision' dropdown menu in the TargetX application. The menu is open, showing three options: 'Admit', 'Possible', and 'Not Interested'. The 'Admit' option is highlighted with a red circle. Below the menu is a 'Summary Comments' section with a text area containing 'Low GPA' and a '1493 remaining' character count. At the bottom of the screen, there are buttons for 'Nominate for Funding', 'Exceptions', 'Reason for Denial', and a blue 'Submit' button, which is also highlighted with a red circle.

### 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 is 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**.

The screenshot shows the GPAS interface with a sidebar on the left containing 'GPAS', 'Welcome, Linda Hirst', 'SALESFORCE', 'Profile', 'Help', and 'Logout'. The main content area has three summary cards: '10 Applicants', '4 Pending Reviews', and '0 New Applications'. Below these is the 'Pending Reviews' section for the 'Physics' program. It includes a 'TargetX Reader' button and a 'Submit Review' button, with a red arrow pointing to the latter. A table below shows application details with columns: View Checklist, Reviews Completed By, Student ID, First Name, Last Name, Program, Degree, Master's Option, Preferred Advisor, Submit Date, Application Status, and Current Status. The first row is for 'Fairy Shrimp' (Physics, MS, Plan I) with status 'Complete - Pending Review'. The next two rows are for 'Bart Simpson' and 'Italy Test' (both Physics, PhD) with status 'Incomplete'. A red circle highlights the selection checkboxes in the first column of the table.

View Checklist	Reviews Completed By	Student ID	First Name	Last Name	Program	Degree	Master's Option	Preferred Advisor	Submit Date	Application Status	Current Status
<input type="checkbox"/>			Fairy	Shrimp	Physics	MS	Plan I		8/31/2016	Complete - Pending Review	Gradu
<input checked="" type="checkbox"/>			Bart	Simpson	Physics	PhD			11/3/2016	Incomplete	Gradu
<input checked="" type="checkbox"/>			Italy	Test	Physics	PhD			11/3/2016	Incomplete	Gradu

- Once you are ready to submit a review, a pop up window will display and allow you to select a decision.

The 'Submit Review' pop-up window has a title bar with a close button. It contains a 'Decision' dropdown menu with 'Admit' selected. Below it is a 'Summary Comments' text area. At the bottom are 'Cancel' and 'Submit' buttons.

Decision \*  
Admit  
Admit  
Deny

Summary Comments

Cancel Submit

- To request admissions, select “Admit”, add comments if needed and then hit the “Submit” button.

Submit Review ×

Decision \* Admit

Summary Comments Exception Justification: Although the Bart has a low undergrad GPA of 2.88, his research experience and published articles make up for it.

Cancel Submit

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

Submit Review ×

Decision \* Deny

Reason for Denial Please choose

Reason for Denial Comments

Low GRE score

Low TOEFL score

Below program standard

Unable to accommodate

Research interest not matched

No major professor available

No funding available

- Add any comments needed and, hit the “Submit” button.

Submit Review ×

Decision \* Deny

Reason for Denial

× Unable to accommodate × Research interest not matched ×

× No major professor available

Reason for Denial Comments Student did not clearly state a research interest

Cancel Submit

## 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.

The screenshot shows the GPAS interface with a sidebar on the left containing 'Welcome, Linda Hirst', 'SALESFORCE', 'Profile', 'Help', and 'Logout'. The main content area has three summary cards: '10 Applicants' (All Submitted Applications), '4 Pending Reviews' (Applications Without a Submitted Review), and '0 New Applications' (Applications Not Yet Reviewed on the TargetX Reader). Below these is a table of applicants. The first three rows are highlighted, and the 'Application Decision' and 'Current Review Status' columns for these rows are circled in red. The table has columns: Program, Degree, Master's Option, Preferred Advisor, Submit Date, Application Status, Application Decision, Current Review Status, and Research Interest. The first three rows show Physics programs with statuses 'Complete - Pending Review', 'Incomplete', and 'Incomplete', all with a decision of 'Pending' and a review status of 'Graduate Admissions Department'.

Program	Degree	Master's Option	Preferred Advisor	Submit Date	Application Status	Application Decision	Current Review Status	Research Interest
Physics	MS	Plan I		8/31/2016	Complete - Pending Review	Pending	Graduate Admissions Department	Biochemistry and Molecular Biology; Cell and Developmental Biology
Physics	PhD			11/3/2016	Incomplete	Pending	Graduate Admissions Department	
Physics	PhD			11/3/2016	Incomplete	Pending	Graduate Admissions Department	

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

The screenshot shows the GPAS interface with the same sidebar. The main content area has the same summary cards. Below these is a table of applicants. The first four rows are highlighted, and the 'Application Decision' and 'Current Review Status' columns for these rows are circled in red. The table has columns: Program, Degree, Master's Option, Preferred Advisor, Submit Date, Application Status, Application Decision, Current Review Status, Research Interest, and Official Soc. The first four rows show Biological Engineering and Sciences (IGP) programs with statuses 'Complete - Decision Made', all with a decision of 'GR Admit' and a review status of 'Graduate Admissions Department'.

Program	Degree	Master's Option	Preferred Advisor	Submit Date	Application Status	Application Decision	Current Review Status	Research Interest	Official Soc
Biological Engineering and Sciences (IGP)	PhD			11/4/2016	Complete - Decision Made	GR Admit	Graduate Admissions Department	Biomolecular engineering	
Biological Engineering and Sciences (IGP)	PhD			9/6/2016	Complete - Decision Made	GR Admit	Graduate Admissions Department		
Biological Engineering and Sciences (IGP)	PhD		Dave Ardell	9/6/2016	Complete - Decision Made	GR Admit	Graduate Admissions Department	Microbial Evolution and Ecology	No
Biological Engineering and Sciences (IGP)	PhD			11/4/2016	Complete - Decision Made	GR Admit	Graduate Admissions Department		