How to use the CollegeNET "Admit" system

https://admit.applyweb.com/admit/shibboleth/montanastate/

CollegeNET is the application portal we use for Graduate School applications. This application portal and process is useful for both MSU applicants and the reviewers.

For the applicant, they are given the option to choose the specific degree they are seeking, and to provide more specific application materials online (rather than mailing materials to the university). Once they apply, the application can be viewed regularly and see if they are "awaiting materials," when their application moves to an "in review" status, and is also the location they will see a "decision made," complete with access to their decision letter and assistantship (if given at the time of admission).

For MSU Departments/Colleges, CollegeNET is a more robust application system allowing a completely online review, evaluation and decision process for faculty and staff across campus (no more paper applications). It is 100% secure and allows synchronous review for anyone who should have access to specific application materials.

This document will allow faculty and staff a chance to learn how to use CollegeNET prior to arranging a training with The Graduate School.

College Net "Help":

If this document doesn't give you the answers, please know that CollegeNET has its own "HELP." To locate it, please login and look to the upper right hand corner. Click on your own name; then click "Help."

Many options in sub folders will appear on the left hand side. **These are written and updated regularly by CollegeNET; so if you do not find your answer below, please check the College Net help option for tutorials.**
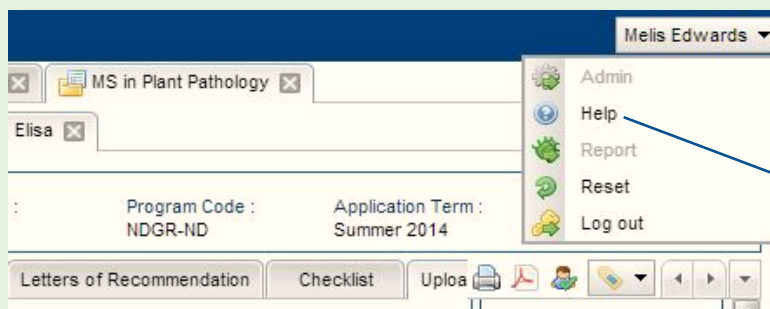
For a quick reference, please see the following videos. We have kept them short and specific to the topic.

COLLEGENET TUTORIAL VIDEOS

Creating Notes			Adding Documents		
MP4 with Smart Player (Large)	View...	2.79 MB, 2:33 minutes	MP4 with Smart Player (Large)	View...	6.05 MB, 5:32 minutes
Windows Media (Large)	View...	1.11 MB, 2:33 minutes	Windows Media (Large)	View...	3.59 MB, 5:32 minutes
Giving Permissions			Manipulating Columns		
MP4 with Smart Player (Large)	View...	2.34 MB, 2:04 minutes	MP4 with Smart Player (Large)	View...	3.26 MB, 2:35 minutes
Windows Media (Large)	View...	987 kb, 2:04 minutes	Windows Media (Large)	View...	1.56 MB, 2.35 minutes
Admin/Grad Coordinator OVERALL			Final Decisions		
MP4 with Smart Player (Small)	View...	14.4 MB	MP4 with Smart Player (Small)	View...	5.80 MB
Windows Media (Small)	View...	7.67 MB	Windows Media (Small)	View...	2.51 MB
Faculty Review/Evaluations					
MP4 with Smart Player (Small)	View...	6.34 MB			
Windows Media (Small)	View...	3.73 MB			

The below document provides information for the following:

Step by Step Users Guide
Accessing Applications

FAQ's
Configuring the Tabs/Viewing Applicants
Note Taking
Application Workflow
Official Scores/LOR and More
Adding Documents (Transcripts/English Prof. Scores/LOR's)
Recommendation Letters
Changing/Adding Reviewers/Setting Permissions
Applicant Status
Pulling a report to view who has been assigned to review an applicant
Applicant/Student Offer Letters (or denials)

Step by Step Users Guide

1. Be sure you use Google Chrome or FireFox (Do not use Internet Explorer).
2. Login using your NetID and Password (use this link to login, you cannot save the link)
3. Click on "Admit"
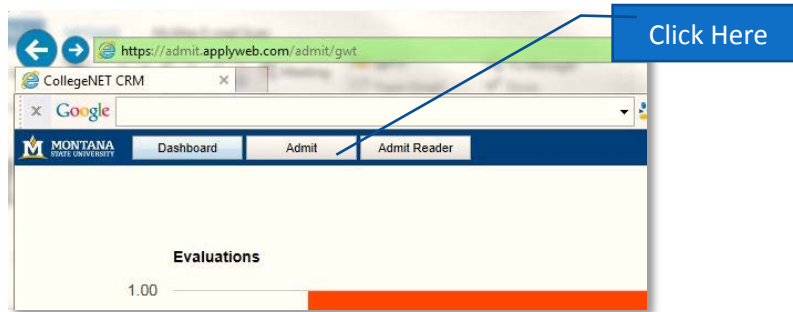
4. Open the file on the left for your program (most often, you will only see one, unless you are responsible for more than one program).
5. Within that folder you will see additional folders (one for each degree option). In the example below, the main folder is referred to as the "Parent folder" (i.e., Architecture), the program or departmental folder is the "sub-Parent folder" ("MS in Arch") and the sub folders are the "Child folders" (i.e., Ready for Review and Decision Made, example is with Ag Ed below).

**Accessing Applications**

(return to top)

Applications come into CollegeNET and move directly into the department "Parent Folder" (whether complete or not). In the example below – one copy would stay in the Parent Folder and one would route directly into the "MS IN Ag Ed" (since there is one program in Ag Ed, there is only ONE sub-Parent Folder). If there were more program options, the application would filter directly into the specific sub-Parent folder.
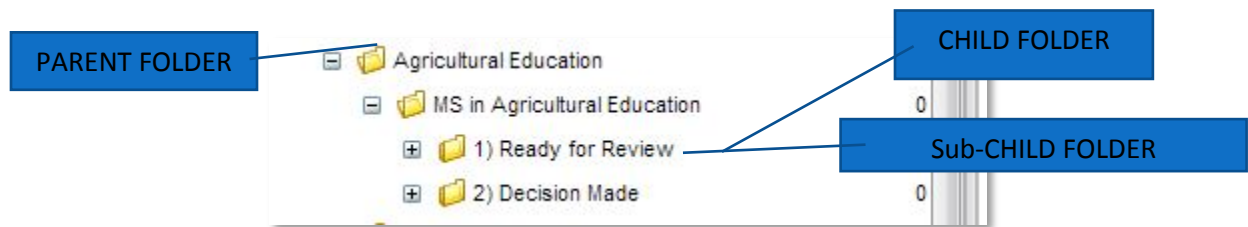
1. The application will REMAIN in the sub-Parent folder until it is complete. When an application is complete, triggers have been established to move an application from one folder to the next. For this instance, it will automatically move into the Child Folder, "Ready for Review."
2. If a program chooses to review an application PRIOR to it becoming complete, the admin/grad coordinator responsible for that program will manually move the application into the Child folder named "Ready for Review." This action is performed by a click/drag an applicant into this sub folder.
3. If the application is complete, the applicant can "see" that their application is in the review process by logging back into their application portal. Their application will read "in review" when all materials have been received.
4. If the Department chooses to review an incomplete application, the applicant will not know the review process has started; when applicants log back into their application portal, they will only see what is missing. In the 'Checklist' tab (within the actual application) you can manually change the status of the

application from "Awaiting Materials" to "Awaiting Materials but In Review." This will cut down on the phone calls from anxious applicants.

5. Once the application is in "Ready for Review," an application can be reviewed. Some departments have requested that their reviewers receive an automatic email prompt that they have an applicant ready for their review; other departments have requested to have this a manual process where they will "assign" individuals to review the application.

6. When an email request arrives, ONLY in the "Ready for Review" folder can the reviewer:
    a. Review all aspects of the application (i.e., LOR's, test scores, etc.)
    b. If need be, write a private/public notes (RE: the applicant CANNOT see these notes)
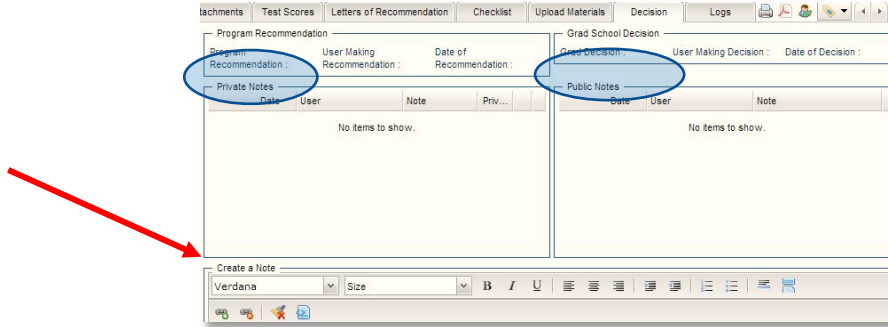
    c. Evaluate the applicant, with a 1-10 scoring system (if a department needs this scale changed, contact The Graduate School). Evaluation scores are automatically added and can be seen in the Program Decision pool.

7. Once all the reviews are made (or in some cases, the department chooses to manually move the application directly for a decision)… the application will automatically move into the folder "Program Decision" folder. This is the ONLY folder that a decision can be made. The decision maker for that program will receive an email prompt when they have an application placed in their folder by the Admin/Grad coordinator OR when it automatically moves once all the evaluators have made their decisions.

In the "Program Decision" folder:

    a. Comments can be made in the public notes or even in the "comments" section regarding the applicant. The G.S. will read these and can incorporate them into the offer of admission or

denial letters. Comments such as: provisional admission information, denied due to not meeting academic requirements, and so forth.

b. Department specific Text: This is an area for a department to communicate something directly to an admitted or denied applicant. It will appear on the offer letter exactly as written into this area. This is also where specific provisions can be written.

c. GTA/GRA: if a student will receive a GTA or a GRA; please complete the tab Graduate Assistantship. This information will merge onto the final offer letter for the newly admitted student.

d. Once a decision is made, the applicants file will automatically route to The Graduate Schools files while at the same time it leaves the "Program Decision" folder and automatically moves to the "Decision Made" folder.

> NOTE: No matter where the application resides, anyone who has access to it can see it! Also, if they have permission to change or add to the application – everyone who has access to it can see those changes.

e. Once the G.S. creates the decision letter, an applicant will be emailed informing them to check their portal for a decision.

f. The applicant will review their letter in the application portal within CollegeNET and will either accept or decline the offer in the same location. Applicants are not mailed any paper materials, letters, admission packet and such from the G.S. **(see the final section under APPLICANT LETTERS).**

8. Applicants who are admitted have a link in their offer letters to this page on The G.S. website: New Graduate Student Information. This will tell them their next steps to registration, lifting holds, orientation, and more.

9. Applications will stay in the department folders until The Graduate School proceeds with a process referred to as "Archiving." Archiving is done typically after the 15th class day each term. The G.S. will send out reminders to departments to download all application information as PDF's if they want to keep electronic records of them. The G.S. will always have a copy of the student's records.

Frequently Asked Questions

CONFIGURING THE TABS/VIEWING APPLICANTS

1. If one person configures their "tabs"– does it change the tabs for others who log in?

Unfortunately, changes are not individualized per user. Changes to the fields in the view are at the "parent folder" level; only those with access at the "parent folder" can amend how the "tabs" are seen.

However, individual reviewers can sort the columns different ways during their review (use the down arrow on each column). They cannot save their way of looking at the pool of candidates, but they can use the "SEARCH" option and can name and save the search in My Search. That saved search can be used over and over. To share your saved search criteria click "Share with Others" to make the search sharable for anyone else in that "parent pool". If a search is created in the "Parent" pool, then any "child" pool below it can use that search option. (See the video on arranging columns).
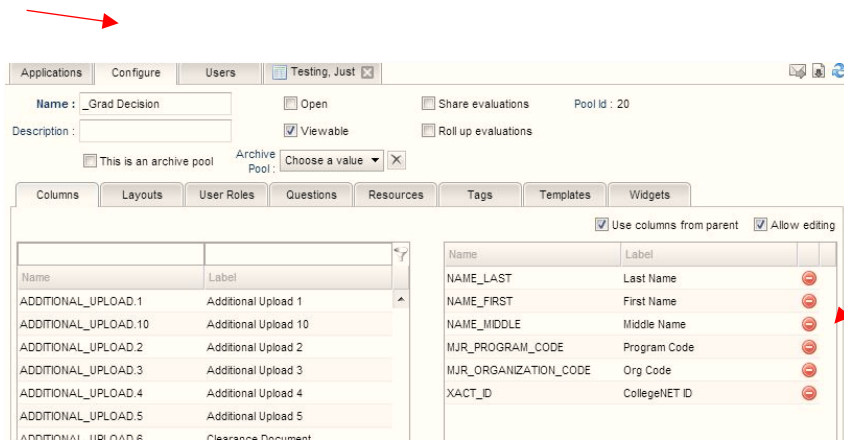
2.   **Is there a way to permanently set up a base view of the tabs for each department?**

Yes. Tabs can be pool specific; each department can design what and how they want their columns/tabs to be viewed by using the "configure" option. To modify the view, use the Administrative Permission/Edit Columns. Be sure the permissions are set at the correct "Pool" level. (See video associated with Tabs/Columns).

3.   **Is there other methods for sorting during the review process?**

There is always the option to create of a "TAG" - application pools can be tagged. For example create a tag called "Needs Department Review". Then this tag will appear in the display, making it easier to search or sort. However, CollegeNET advises programs to not get carried away with tags.

NOTE TAKING

Please explain the difference between PUBLIC and PRIVATE notes. Specifically, who sees what? Can a person evaluate an applicant without seeing public/private notes?

Notes are located under the "Decisions" tab; the private notes are specific to the user that created them, i.e., *no one else can see it.* Public is what others can see; other users that have access to the pool or application – NOT APPLICANTS. Also note that no one can delete public notes other than the user that created it. (See video on Public & Private Notes)

APPLICATION WORKFLOW

How can an applications move from a departmental "parent pool folder" into a "Ready for Review" folder?

This is a security setting which is based on the permission given to each CollegeNET user. Make sure each user responsible for this action has the ability. The administrator of the "Parent Folder" can be given permissions beforehand, the "add to pool" and "move to pool" in each of the "child" folders. If those are set, the reviewer would be able to move an applicant from the "review" to the "decision made." (See the Permissions Video)

Is there an ability to drag and drop folders from "review" to "decision made" in the configure tab?

As with the above question, this is a security setting in the "users permissions." This process is performed in "Administrative permissions" options called: add to pool, move to pool or remove from pool, and evaluate. This should be done on a "Parent Folder" not at a sub-parent folder. Once this is done, it is simple to drag and drop. (See the Permissions Video)

Can we build a "sub-Parent folder" for a Department? Can they do it themselves?

Yes, The G.S. can; however the Department cannot. Please contact The Graduate School.

Can an application be assigned to more than one person? How does a reviewer know there is an application ready for review?

Yes. By selecting the applicant you wish to assign, click on box next to applicant name then click "actions" and "assign". The list of users will appear, check next to their name and then save. Those reviewers will then receive an email that they have an applicant to review.

When the "Reviewer" logs into CollegeNET, they will see their assigned applicants to review.

The G.S. can also set up an automated "assign to a Reviewer" for departments. Please contact us to set this up. Typically what we need are the reviewer's names, emails and NetIDS (not their GIDS).

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OFFICIAL SCORES/LOR'S AND MORE

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Official GRE or English Proficiency scores, what do we see during the review process?

Departments will see both the unofficial applicant recorded scores as well as official scores (once loaded from BANNER). The G.S. pushes official scores from the testing company, into BANNER and into CollegeNET every Thursday. If an applicant contacts a Department, please let the applicant know we do merge test scores with BANNER/CollegeNET on a daily basis as it can take up to 4 hours during peak times to perform the process.

Once the scores are in CollegeNET, decision makers and reviewers will see both self-reported scores/data as well as official scores. **(See the Video on loading Official and unofficial documents into CollegeNET)**

What happens with Official Transcripts? How are they entered into College Net?

Official transcripts will still be coming in to both The G.S. as well as the Departmental offices. When an office receives them, we ask that the department officiates them (verifies that they came from a university either electronically or hard copy) and marks them received by that office. The suggestion is to sign and date the document and write "Official" prior to scanning it and uploading it into College Net Admit. This way, when the application is reviewed before admission – it can be verified visually that the documents are truly official.
In some cases, when electronic secure transcripts are loaded into CollegeNET, no one can access them. Therefore, you should print a copy out, stamp/sign it – and save it for your records. At the start of each term, you can package your saved official documents and send them to The G.S. with a note that they have already been loaded into CollegeNET. We can keep these documents as a failsafe when we perform our internal verification. **(See the Video on loading Official and unofficial documents into CollegeNET)**

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ADDING DOCUMENTS (TRANSCRIPTS/ENGLISH PROF. SCORES/LOR'S)

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Admins and in some cases, Graduate Coordinators, can add documents to an applicant's folder. In the case of a transcript (above) or if a hard copy LOR is received. First, scan or convert the officiated transcript to a PDF. Then, in CollegeNET, select the "Upload Materials" tab in the applicants file. You will see a variety of areas that you can upload a document (selecting the green "+" sign). If you are uploading an official transcript, please place your cursor in the area just below "official Transcript" but on the same ROW as the name of the university, and when you 'click' on the row, you will see a green/red circle appear. You can hand fill in the rest of the information to the left. You would do the same for the LOR's. See below.

RECOMMENDATION LETTERS:

How does the LOR's work?

During the application process, the applicant will enter in contact information on their recommender. Once the application is submitted, a "trigger" email is sent to the recommender to complete the form and upload a letter and complete the "recommendation form."

Can the recommender decline?

The applicant is notified, and the recommender has the opportunity to tell the applicant the reason. When a recommender clicks on "Decline", he or she is presented with a window into which to type a message that will be included in the automated notification that will be sent to the applicant. For example, a recommender could decline and say *"I need you to waive your right to see the recommendation."* This is similar to the function that allows an applicant to add a note to be included in a reminder to a recommender.

**What happens if the recommender doesn't submit a LOR?**

In the applicant status page, the applicant will see that the recommender has not submitted a document. The applicant can then send a reminder note to the recommender (through their College NET portal) or select a new recommender. This is not something The G.S. can help with. The applicant will manage their own application from their portal access.

Applicants can change their recommender only if the recommender has not yet accepted to write the recommendation. They will be asked to put the first/last name as well as email, and the recommender will end up filling in the remainder of the information.

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CHANGING/ADDING A REVIEWER/SETTING PERMISSIONS:

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**How do I add a reviewer to the list of "users"?**
First check if the reviewer is in the tab marked "All Users"; if not, request the person to be added by emailing: gradschool@montana.edu; give the **name, NetID and email address**
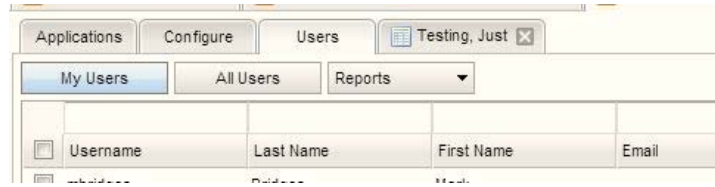
What are Permissions? (See the Video on Permissions)

Permissions is the access a person has at various levels within CollegeNET; Departments indicate what access their faculty and staff should be given. The Permissions are set through the "Users" tab and should be based on the "Parent pool" (see below).

1. Once you know that that a user has been entered into the system; select the "All Users" tab.
2. Search last name (easiest) for who you want.
3. Double click on the name and you'll see a field open, similar to the below.
4. The top section will be filled for the specific person you have chosen. In the lower left hand section open your department folder and the folder you want them to have access. Access is FOLDER SPECIFIC.
5. Keep it selected (you'll see a blue bar across the screen).
6. Look at the right side and select the <u>arrow key next</u> to "apply rule"
7. You can select from the pre-selected group (or open each permissions and select specific access).
8. Once you've selected what you want them to have access to – hit "save"
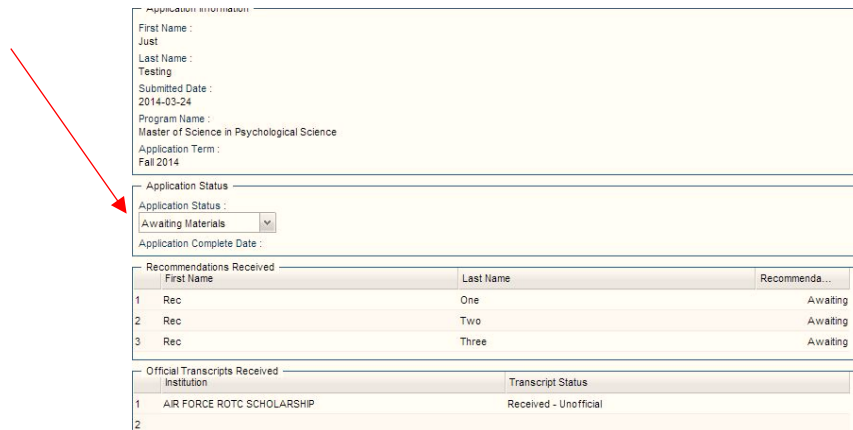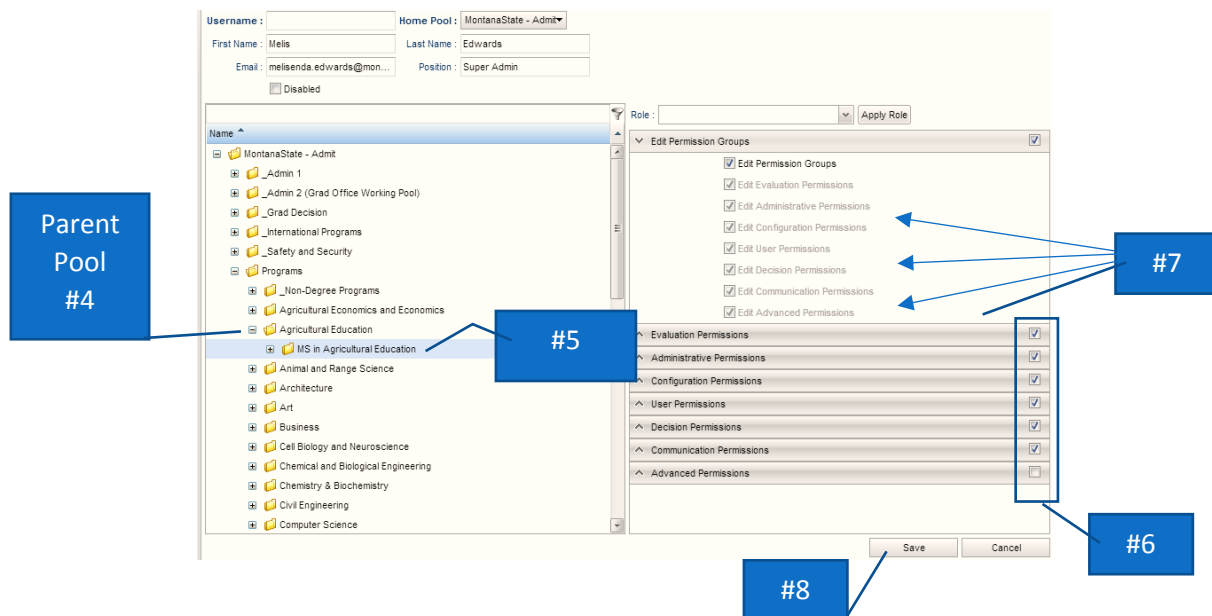
APPLICANT STATUS

How does an applicant find out information on the status of their application?

Applicants can log back into their personal portal (where they applied through CollegeNET to view their application status at any time during and after the application process (SEE BELOW)

Applicants can see if materials have been received by MSU, if the application is in review, and eventually, if a decision is made. Some of this information is generated automatically (e.g., a LOR comes in from a recommender) and some have been updated by The G.S. or a department office (e.g., paper transcripts which are officiated and uploaded).

Additionally, we can make note of in CollegeNET which is communicated to the applicant through the application portal. This is found in "Checklist"- where the "Application Status" is an automated response… when an application is "awaiting materials" or when the application moves to "In review" or "Decision Made." However, we have created a new status for Departments to use called "Awaiting Materials and In Review." This is for a Department who CHOOSES to review an application when it is still awaiting official documents; thereby cutting down on phone calls from anxious applicants.

Applicant Status

**When "Evaluating" an application, can the scores be ranked?**

- Yes, this happens when the pool is opened and if the Department would like other reviewers to see all rankings, click "Share evaluations" and Save. The Reviewer will also need to have their permissions updated (adding "shared evaluation"). Ranking will appear in the applicant tab; showing the "Evaluator Ranking"-- this column will add up all the evaluations as they are made.
- Once the "Evaluations" is checked a new tab will appear. It will show who evaluated, what they said and what score they gave that applicant.

PULLING A REPORT TO VIEW WHO HAS BEEN ASSIGNED TO REVIEW AN APPLICANT

If you are not sure who has already been assigned to "review" an application, you can pull a report to see: who was assigned, when they were assigned, and if they completed their review. This is important in the specific case

of possibly requesting more reviewers for an application. If you re-assign a review to someone who has already reviewed that applicant, for example, you will 'scrub out' the review they have already submitted.

To pull a report, click on the pool you want to report, and then click the Reports in the drop down shown here (. If you cannot see this, please contact The Graduate School as you may need to be given permission/access to "View Evaluation Statistics.")
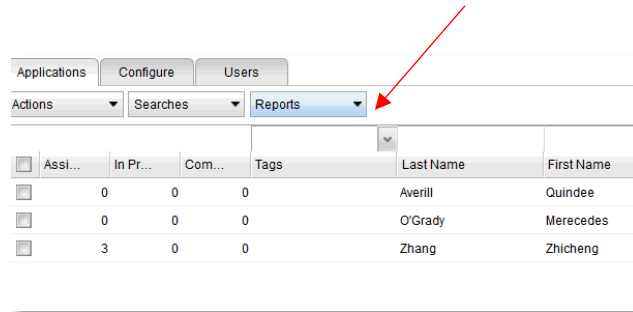
Next, choose Evaluations and the report will generate and open a new tab. Here you can see who is assigned to whom. You'd probably want to run this in the Ready for Review pools, but feel free to play around with it. You can't harm anything.
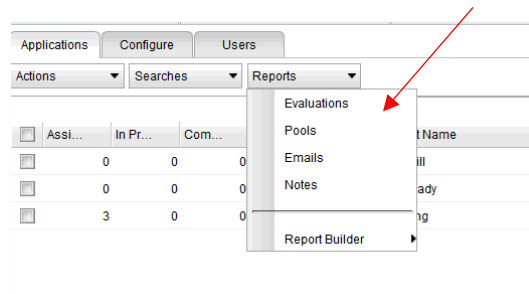
APPLICANT/NEWLY ADMITTED STUDENTS LETTERS

All applicants to MSU Graduate School will receive a decision notification. This will happen through the applicant portal. In the portal, they will see the following landing page which contains their **decision letter**. If admitted, it will look exactly like the below image. If denied, they will not have the option to **"complete their decision form".**