

## College Net

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

CollegeNET is the new application portal to increase ease for both the applicant and the end users during the application process. For the applicant, there will be more details on how to apply for their specific program and they will have the ability to log in regularly to view the status of materials received as well as to find out where they are at during the application process (i.e., “awaiting materials” [including which materials are missing], “in review” and “decision made”).

Title: CollegeNet ADMIT Admin How-To

Type	Size	Link
MP4 with Smart Player (Small)	14.4 MB	<a href="#">View...</a>
Windows Media (Small)	7.67 MB	<a href="#">View...</a>

Title: CollegeNet ADMIT Faculty Evaluator How-To

Type	Size	Link
MP4 with Smart Player (Small)	6.34 MB	<a href="#">View...</a>
Windows Media (Small)	3.73 MB	<a href="#">View...</a>

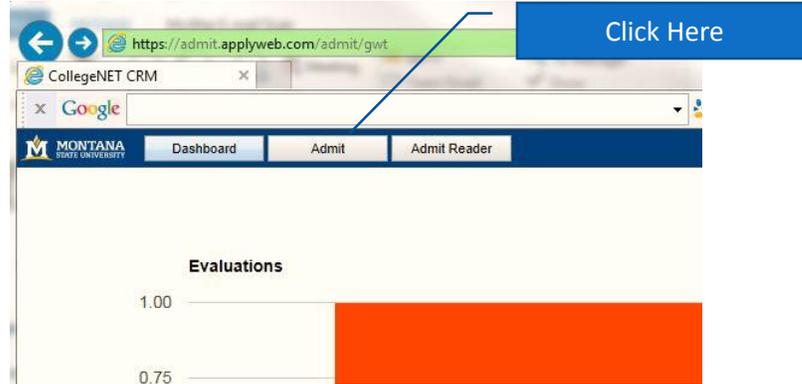
Title: CollegeNet ADMIT Final Decision Maker How-To

Type	Size	Link
MP4 with Smart Player (Small)	5.80 MB	<a href="#">View...</a>
Windows Media (Small)	2.51 MB	<a href="#">View...</a>

**For the reviewers, there will be a different portal to review, assess, comment as well as decide on an applicant; 100% on line with no need to print out hard copy materials.**

## Step by Step users guide:

1. Be sure you use Google Chrome or FireFox (You may have trouble using Internet Explorer).
2. Login using your NetID and Password
3. Click on “Admit”

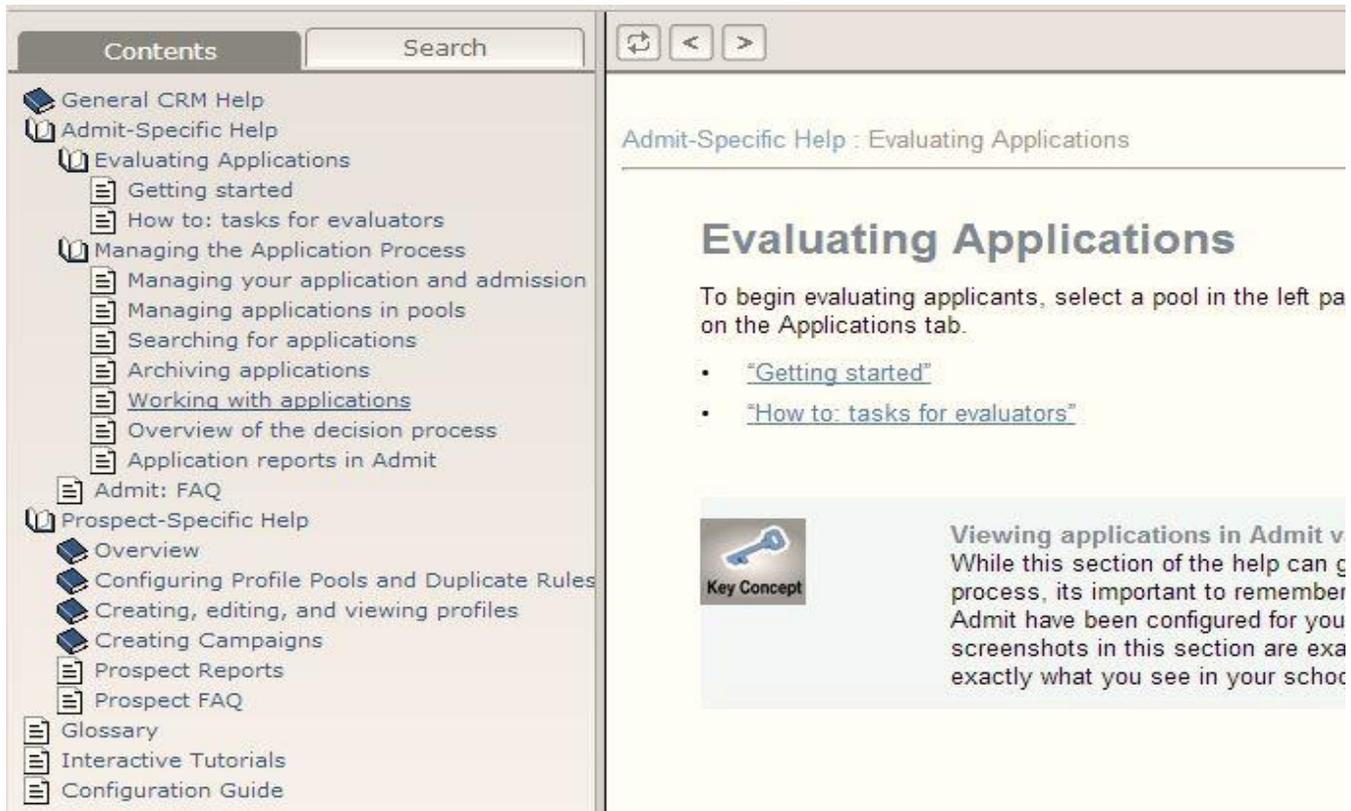
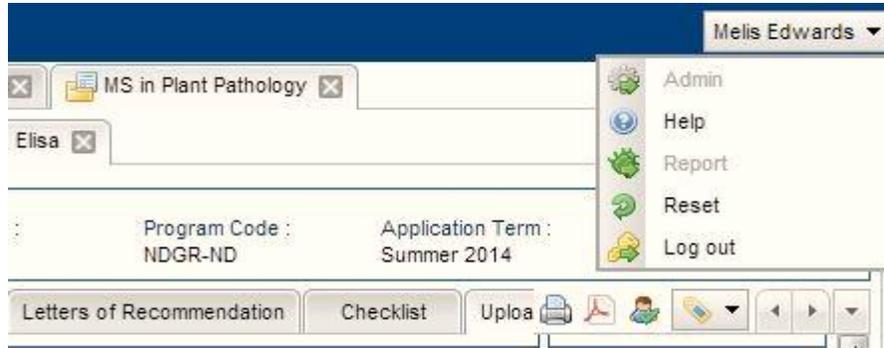


### College Net Help:

Once you log into College Net, look in the upper right hand corner and click on where your name appears; then click “Help.” Select this and many options in sub folders will appear on the left hand side. **These are written and updated regularly by College Net; so if you do not find your answer below, please check the College Net help option for tutorials.** These are extremely helpful to refresh your memory from the training we provided this summer:

- **Managing the Application process** (i.e., searching and working with applications, Overview of the decision making process, application reports, and more)
- **Configuration Guide (a PDF) and troubleshooting assistance**
- **Interactive Tutorials on the following:**
  - Creating and Configuring Pools
  - Assigning Reviewers for Evaluation
  - Assigning Decisions for applicants
  - Creating templates

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), departmental “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).



## College Net - FAQ's:

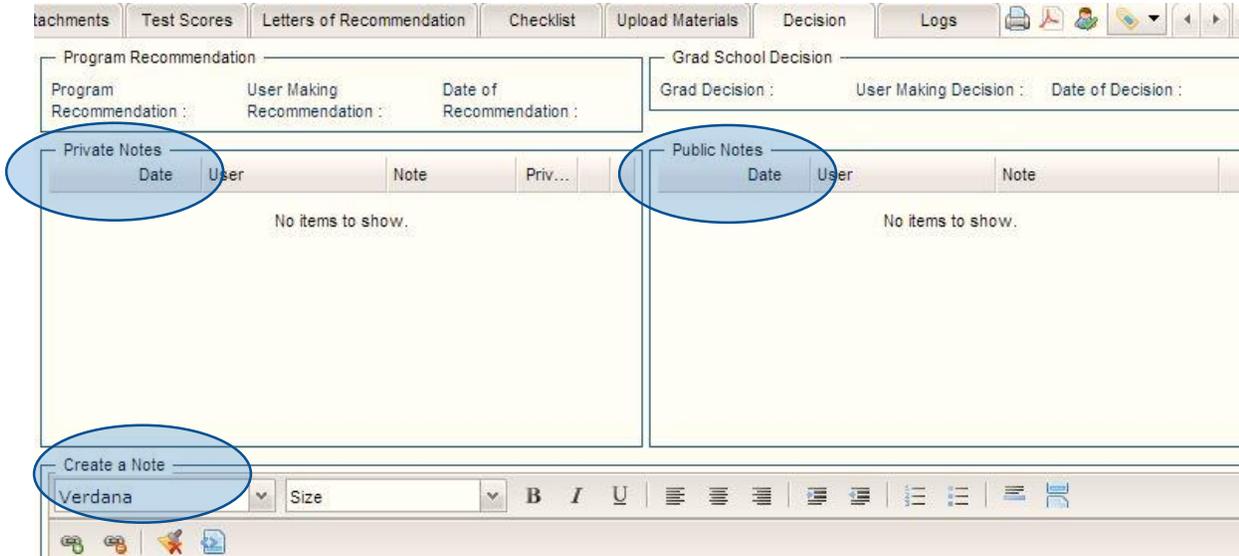
- Accessing Applications
- Configuring the Tabs/Viewing Applicants
- Note Taking
- Application Workflow
- Official Scores/LOR and More
- Adding Documents (Transcripts/English Prof. Scores/LOR's)
- Recommendation Letters
- Changing/Adding Reviewers/Setting Permissions
- Applicant Status
- Pulling a report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

### Accessing Applications:

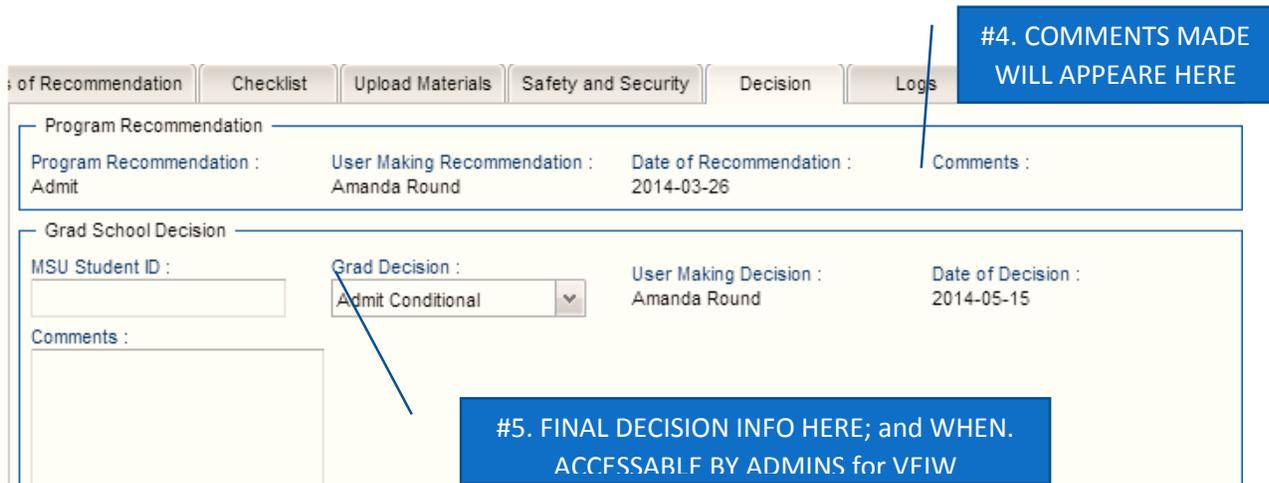
Applications (whether complete or not) enter into the "Parent Folder" for your department. In the example below – they would route directly into the "MS IN Ag Ed" since there is only ONE sub-Parent Folder. IF there were more degree options, the application would filter directly to those.



1. Once an application is complete, the admin/grad coordinator responsible for that Child Folder (Above: MS in Ag. Ed) will move it into the sub "Child folder" named "Ready for Review." Manually click/drag an applicant into this sub folder.
2. The applicant will not know it the review process has started; when applicants log back into their application portal, they will only see what is missing. Their application will read "in review" when all materials have been received.
3. Once in "Ready for Review," all reviewers in that level will receive an automatic email prompt that they have an applicant ready for their review. In this folder, committee members can:
  - a. Review all aspects of the application (i.e., LOR's, test scores, etc.)
  - b. Make private/public notes – notes that the applicant CANNOT see (see example next page)
  - c. Evaluate the applicant, with a 1-10 scoring system (all evaluators scores are automatically added and can be seen in the Sub "Child Folder" view of that applicant).



- In the folder “Decision 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. This is where the final decision is made, prior to going to The Graduate School for a final review. This is also where comments (e.g., provisional admit and courses that applicant may need to take or why a person was denied, etc.) can be written. Decision makers can also view comments by all the reviewers.



- Once a decision is made, the applicants file will automatically route back to The Graduate Schools files, for final review and for the decision letters to be electronically created. Applicants will be emailed that a decision is made and they will log back into the College NET portal to review the decision letter.
- Applications will stay in the sub “Child Folder” until an applicant is archived. Archiving is done after a decision is made; typically by the main administrative individual in charge of the “parent folder” or by The Graduate School.”

### **Configuring the Tabs/Viewing Applicants:**

#### **1. If one person configures their tabs in one manner – does that change the tabs for the others that log in?**

Changes are not individualized per user. Changes to the fields in the view are at the “parent folder” level. Individuals cannot customize their own tabs; only those with access at the “parent folder.” 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.

The screenshot displays the configuration interface for an application pool. At the top, there are tabs for 'Applications', 'Configure', 'Users', and 'Testing, Just'. The 'Configure' tab is active, showing a form with the following fields and options:

- Name:** \_Grad Decision
- Description:** (empty)
- Open
- Share evaluations
- Pool Id : 20
- Viewable
- Roll up evaluations
- This is an archive pool
- Archive Pool : Choose a value

Below the form are several tabs: 'Columns', 'Layouts', 'User Roles', 'Questions', 'Resources', 'Tags', 'Templates', and 'Widgets'. The 'Columns' tab is selected, showing a table with the following columns:

Name	Label
ADDITIONAL_UPLOAD.1	Additional Upload 1
ADDITIONAL_UPLOAD.10	Additional Upload 10
ADDITIONAL_UPLOAD.2	Additional Upload 2
ADDITIONAL_UPLOAD.3	Additional Upload 3
ADDITIONAL_UPLOAD.4	Additional Upload 4
ADDITIONAL_UPLOAD.5	Additional Upload 5
ADDITIONAL_UPLOAD.6	Clearance Document

To the right of the 'Columns' table is another table with the following columns:

Name	Label
NAME_LAST	Last Name
NAME_FIRST	First Name
NAME_MIDDLE	Middle Name
MJR_PROGRAM_CODE	Program Code
MJR_ORGANIZATION_CODE	Org Code
XACT_ID	CollegeNET ID

At the bottom right of the configuration area, there are two checked checkboxes: 'Use columns from parent' and 'Allow editing'.

#### **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.

#### **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, College Net advises programs to not get carried away with tags.

Applications | Configure | Users | **Testing, Just** [X]

Name :   Open  Share evaluations Pool Id : 20

Description :   Viewable  Roll up evaluations

This is an archive pool Archive Pool:  [X]

Columns | Layouts | User Roles | Questions | Resources | Tags | Templates | Widgets

Name

No items to show.

**4. Can the fields in the Applications layout (view of the list of applicants) be changed or added?**

Yes. The views can change.

**Note Taking:**

- 1. 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. Keep in mind that if a reviewer makes a note in the “public notes”, those notes will appear in both public and private... (Slightly confusing). Also note that no one can delete public notes other than the user that created it.

**Application Workflow:**

- 5. Is there an ability to drag and drop folders from “review” to “decision made” in the configure tab:**

YES. This is a security setting. Make sure each user responsible for this action is set up for the permissions needed (In “Administrative permissions” options are: add to pool, move to pool or remove from pool, evaluate, etc.) This should be done on a “program level” not at a department level. Once this is done, it is simple to drag and drop.

- 6. How can an applications move from a departmental “parent pool folder” into a “Ready for Review” folder?**

The administrator of the “Parent pool” can be given permissions beforehand, the “add to pool” and “move to pool” as well as “remove from 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.” However, the “remove from pool” permissions should be set at the “child folder” pool... not at the “parent/home

pool.” This is so the application will always appear in the “parent.” *The only time an application should go away from the “parent” folder – is when it is ready to be archived.*

**7. Can we build a folder into the department? Can they do it themselves?**

Yes, this can happen if needed. Please contact The Graduate School.

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

Yes. Click on checkbox next to applicant name then click “actions” and “assign”. The list of users will appear, check next to their name. When the person who is assigned that applicant logs in, they will see their assigned applicants to review.

Once an application is in the “ready for review” folder, a pre-created trigger (by The G.S.) will email that reviewer. This is automated.

**Official Scores/LOR’s and MORE:**

**1. 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). Currently, The G.S. is working on pushing scores which come from the testing company, into BANNER and back to College Net. Reviewers will also be able to see both self reported scores/data as well as official scores.

**2. 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.

**Adding Documents (Transcripts/English Prof. Scores/LOR’s)**

Admins and in some cases, Graduate Coordinators, can add documents to an applicants 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 ADMIT, 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” and click. 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.

The screenshot displays a web application interface for uploading application materials. The interface is organized into several sections, each with a title and a list of items with status indicators (green plus and red minus icons).

**Test Scores** | **Letters of Recommendation** | **Checklist** | **Upload Materials** | **Decision** | **Logs**

**Graduate Teaching Assistant**

- GTA Request Letter : (+) (-)
- Writing Sample : (+) (-)
- Resume/Curriculum Vitae : (+) (-)
- Portfolio : (+) (-)
- Art Portfolio : (+) (-)

**Advisor Form**

- Advisor Form : (+) (-)
- GPA Calculation Worksheet : (+) (-)

**Publications, Honors, or Other Professional Achievements**

- Achievement 1 : (+) (-)
- Achievement 2 : (+) (-)
- Achievement 3 : (+) (-)

**International Student Materials**

- Passport or Country ID : (+) (-)
- Financial Certificate : (+) (-)
- Proof of Funds : (+) (-)

**Transcripts**

	College/University	Start Date	End Date	Unofficial Transcript	Official Transcript
1	MONTANA STATE UNIVE...	2009-08-01	2013-05-01	<a href="#">View</a> (+) (-)	(+) (-)
2					
3					
4					
5					

**Letters of Recommendation**

	First Name	Last Name	Institution	Letter
1				
2				
3				
4				
5				
6				

Completed | **Save** | **Close**

## **Recommendation Letters:**

### **1. 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 (in some cases).

### **2. 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.

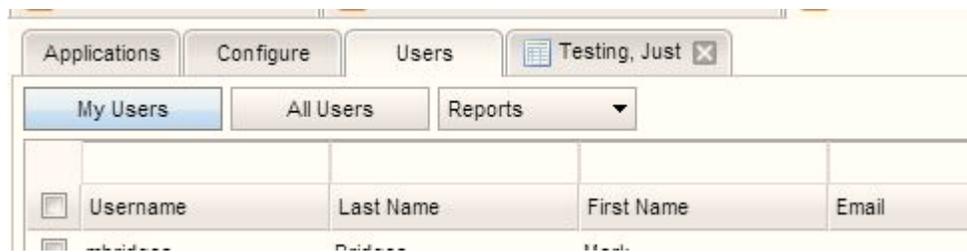
### **3. What happens if the recommender doesn't submit a LOR?**

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.

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. If the recommender accepts, then the applicant would need to contact College Net help desk to change their recommender (it may still be a possibility).

### **Changing/Adding a Reviewer/Setting Permissions:**

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](mailto:gradschool@montana.edu); give the name, NetID and email address



### **What are Permissions?**

Permissions is the access a person has at various levels; based on what they need to do.

- Permissions are set through the “Users” tab and should be based on the “Parent pool” (see below).
  - Users will only see the applications that fall under his/her pool.
  - More than one application can be assigned to a person or to a full pool of individuals.
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 (example, next page)
  4. On the left hand of the “edit user” field, you’ll want to open your department folder, and the folder you want them to have access too;
  5. Keep it selected (you’ll see a blue bar across the screen);
  6. Look at the right side and select the arrow key next to “apply rule”
  7. You can select from the pre-selected group (or open each permissions and select what you want them to have access to;
  8. Once you’ve selected what you want them to have access to – hit “apply rule”

The screenshot shows the 'Edit User' window with the following fields and elements:

- User Information:** Username, First Name (Melis), Last Name (Edwards), Email (melisenda.edwards@mon...), Position (Super Admin), Home Pool (MontanaState - Admit), and a Disabled checkbox.
- Role:** A dropdown menu with an 'Apply Role' button.
- Permission Groups:** A tree view showing a hierarchy starting with 'MontanaState - Admit' (labeled #4 and 'PARENT POOL'). Sub-groups include '\_Admin 1', '\_Admin 2 (Grad Office Working Pool)', '\_Grad Decision', '\_International Programs', '\_Safety and Security', and 'Programs'. Under 'Programs', 'MS in Agricultural Education' is selected (labeled #5).
- Edit Permission Groups Panel:** A list of permissions with checkboxes, including 'Edit Permission Groups', 'Edit Evaluation Permissions', 'Edit Administrative Permissions', 'Edit Configuration Permissions', 'Edit User Permissions', 'Edit Decision Permissions', 'Edit Communication Permissions', and 'Edit Advanced Permissions'. Below this are expandable sections for 'Evaluation Permissions', 'Administrative Permissions', 'Configuration Permissions', 'User Permissions', 'Decision Permissions', 'Communication Permissions', and 'Advanced Permissions'.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom right, with the 'Save' button highlighted (labeled 'SAVE').

## Applicant Status

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

Applicants can log back into their College Net application portal to view their application status at any time during and after the application process. If you receive a call on how to do this, direct them to the Graduate School apply link.

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).

In this manner, what we make note of in ADMIT is communicated to the applicant through the application portal; it will look similar to the tab in ADMIT called "Checklist" – also a location Admins/Grad Coordinators can review for a quick glance on what is missing for your applicant (see top of next page).

NOTE: Applicants DO NOT have access to ADMIT in College NET!

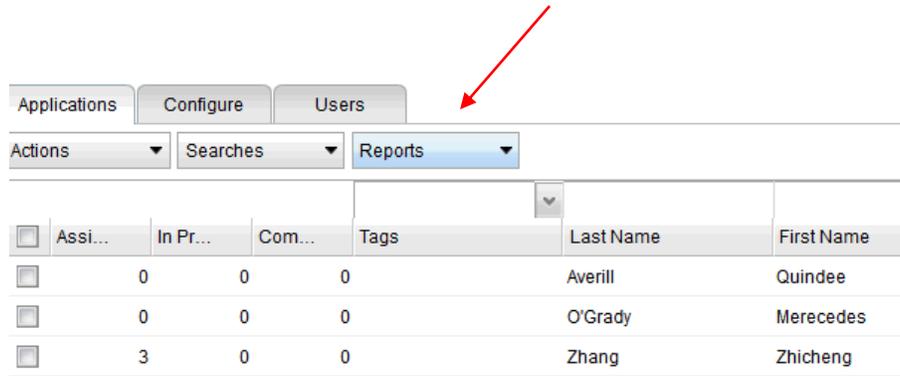
Application Information			
First Name :	Just		
Last Name :	Testing		
Submitted Date :	2014-03-24		
Program Name :	Master of Science in Psychological Science		
Application Term :	Fall 2014		
Application Status			
Application Status :	Awaiting Materials		
Application Complete Date :			
Recommendations Received			
	First Name	Last Name	Recommendations
1	Rec	One	Awaiting
2	Rec	Two	Awaiting
3	Rec	Three	Awaiting
Official Transcripts Received			
	Institution	Transcript Status	
1	AIR FORCE ROTC SCHOLARSHIP	Received - Unofficial	
2			

## 2. Can scoring be ranked?

- Yes, this happens when the pool is opened.
- If the administrator would like other reviewers to see all rankings, click “Share evaluations” and Save.
- If a committee doesn’t want this option, then this can be changed by the main contact for the department.
- Once that is checked there will be a new tab “Evaluation” that will appear on the applicants listing. It will show who evaluated, what they said and what score they gave that applicant.
- The “shared evaluation” will also need to be checked in the security format under users. Also, ranking will appear in the applicant tab; showing the Evaluator Ranking”-- this column will add up all the evaluations as they are made.

### **Pulling a report to view who has been assigned to review an applicant**

To see what applicants are assigned to whom, you can pull a specific kind of report in that pool. These would be pool specific reports and that's the key. Here's how you pull the report. If you cannot see this, please contact The Graduate School as you may need to be given permission/access to “View Evaluation Statistics.” Click on the pool you want to report, and then click the Reports drop down shown here:



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.

