Application Gateway Campus Advisor Training
Session 2, The Campus Advisor Perspective
Video Notes

Please note that on http://ie3global.ous.edu/advisors/application_gateway_training/ you can view videos of previous trainings and see the notes from them, as well as get info on upcoming sessions.

For CAMPUS ADVISORS, the Login Button in the upper right hand of the screen also works (students log in from here as well to complete saved applications or access their accounts). They have access to different information than do campus advisors.

Once you login, you will be taken to a home page, which is intentionally simple. The few categories are:
My Queries and Reports
My Notes - these are notes to yourself. These will not be disseminated to others, this is just a place for you to keep notes to yourself, reminders, etc.
The display can be customized below by clicking what you do/do not want to appear.

CAMPUS ADVISORS are set up to view students only from their specific University.
NOTE: we have a request to view overall numbers from all campuses, but unfortunately that is not an option at this point. As new features are developed by Terra Dotta for this software, we'll be implementing them.

On the **RIGHT MENU**, the main three sections you'll be using are:

- Search - Three basic options: Applicant Name, Program Name, and Program Terms
- Advanced Search - allows you to search by multiple parameters.
- Locator Search - allows you to find students by their current geographic location (ie. their internship site) in case of emergency, etc.

Remember - these searches are limited (by your login) to students associated with your campus.

Search Results:
Once you have found the list of applicants, you can see who has applied and where they have applied to.
NOTE: all applicants will have asterisks by their name. This doesn't mean anything. It is an idiosyncrasy of the system.

At the top of the page, there are some actions you can take, including sending an email to all students found by the search. You can then choose from the full list which ones actually receive. Any email sent through the system will be tracked automatically and kept as a record. If you send an email, when students reply, it should come to your regular account.

PROGRESS AUDIT

If you want to see what students have submitted (ie status of application materials), you can choose from a list (ie. show me the status of Campus Fee, Transcripts, Interview Report, etc.). This generates a short spreadsheet showing which of these have been collected. Complete applications will appear with a green note saying (complete).

If you want to see a specific students file, SEARCH for that student. Click on the link of the program for which she is applying (next to the name - note: there might be multiple applications for one student, ie Scottish Seabird Centre and Scholarship).

This yields a records page with multiple tabs beneath the student's basic information: Overview, Questionnaires, Materials, Reviews, etc.

QUESTIONNAIRES (TAB)

On these tabs there are lists of the materials that have been submitted by the student. Each item has five icons

- Pencil: Edit
- Recycle Logo: revert this to unreceived (to do only if you need the student to rewrite/rework their application materials (like cover letter or resume).

CAMPUS INTERVIEW REPORT FORM (Internal Use)

1. Does not appear in the student view - only viewed by administrators.
2. This is the form to complete once you have interview the applicant
3. Please indicate interaction with student prior to interview (this gives us an idea of how much you have worked with the student beforehand).
4. The remainder of the boxes are for specific facets of the candidate that we suggest you focus on in an interview. If you prefer to upload the interview report as a word document, at the end you can either upload the document, or cut and paste the content into the editor.

NOTE: These will not be visible to the student.

Once you have submitted the interview appear as completed on the admin view and will become part of the student's file and in our administrative records. However, the interview report must be received and reviewed by a Regional Director who will mark the material submission "On-Campus Interview" as received. This is an idiosyncrasy of the software resulting from the need to keep the actual content of the interview report hidden from the student.

MATERIALS (TAB)

ADDING NOTES:

You can also mark the campus fee as received so that we know that has been paid (if applicable).

Please do not mark anything else as received unless you have already consulted with the regional director or program assistant.

You can add notes to any section of the file.

APPLICANT INFO (TAB)

Provides overview of basic applicant data such as residency, student id, etc.

HISTORY LOG (TAB)

Shows all actions or changes to applicant's file

EMAIL (TAB)

Allows sending of emails to student through the system.

COMMENTS (TAB)

Not visible to the student, but are part of the student's file. You can click on this tab and leave comments there about the student, or the regional director might post a note here to update the campus advisor about the status of the internship placement. Please note that this does legally form part of the student's official file, so if they petitioned to see it, they would be able to.

RECOMMENDATIONS (TAB)

Provides ability to view recommendations received and send reminders to recommenders who haven't submitted recommendations yet.

ADDRESSES (TAB)

Provides all student contact info including in-country phone number if provided.

DOCUMENTS (TAB)

You can attach documents to the students' application if you have them in electronic file, or scan them, save them, then upload them (ie. if the student accidentally submits transcripts to you). You can mark documents as internal use only, and the candidate will not be able to see it.

ASSSESSMENTS (TAB)

Can be used to deploy assessments to students on your campus. You will need to work in conjunction with IE3 staff to implement these.

TESTING THE SYSTEM

Chris will send out passwords for campuses to get into the system and play around a little bit. Please wait just a few minutes after receiving the email.

NEXT SESSION

Tuesday, November 10th - will deal with creating queries and reports.