

UWG TerraDotta User Guide for Study Abroad Directors and Support Staff

1 LOGGING IN

The TerraDotta system (studyabroad.westga.edu) is integrated with UWG's information system. Thus, your login is the same as your regular UWG email login. To log in, click on "Login/Register" on the top menu. In the username box, enter your UWG email ID (i.e. [jsmith](mailto:jsmith@westga.edu), NOT jsmith@westga.edu). In the password box, enter your UWG email password.

Once you log in, the menus on the left side of your screen will change. The number of items you see will depend on your permissions in the system.

View **before** login:

The screenshot shows the UWG TerraDotta website interface. At the top, there is a banner with the "GO WEST UWG" logo and the text "A LITTLE WEST OF ALL THE REST." Below the banner is a navigation bar with links: HOME | PROGRAMS | STAFF | DEADLINES | LOGIN/REGISTER. On the left side, there is a sidebar menu with the following links: Why Study Abroad?, Financing Study Abroad, International Student Club: Get involved!, Information for Faculty and Staff, Photo Contest Information, Spring/Summer Study Abroad Course List, Events Calendar, Past Events, and A Student's Story: Studying in Korea. Below these links is an "ANNOUNCEMENTS" section with a "New Exchange Programs" announcement. The main content area features a "Welcome to Study Abroad at West Georgia" heading, followed by a paragraph stating that the UWG International Services and Programs office coordinates a broad range of study abroad opportunities. Below this, there are four bullet points detailing program information. At the bottom of the main content area, there is a "UWG International Services and Programs" logo and the address "Row Hall (2nd Floor, West Wing)".

Public informational links

Login access

GO WEST UWG A LITTLE WEST OF ALL THE REST.

HOME | PROGRAMS | STAFF | DEADLINES | LOGIN/REGISTER

Why Study Abroad?
Financing Study Abroad
International Student Club: Get involved!
Information for Faculty and Staff
Photo Contest Information
Spring/Summer Study Abroad Course List
Events Calendar
Past Events
A Student's Story: Studying in Korea

ANNOUNCEMENTS

New Exchange Programs
UWG has three new exchange partners: Waterford Institute of Technology in Ireland, University of Groningen in The Netherlands and University of New Zealand.
[View All](#)

Welcome to Study Abroad at West Georgia.

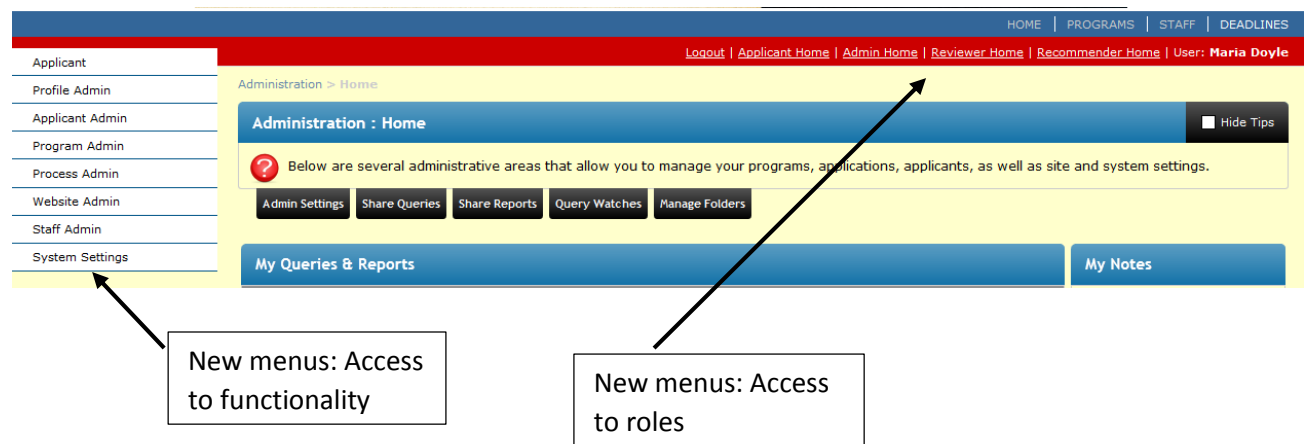
The UWG International Services and Programs office coordinates a broad range of study abroad opportunities for students at all levels in their university careers -- study abroad is open to all UWG students, and the cost of participating is less than most students anticipate.

- Freshmen and sophomores can participate in programs focusing on core curriculum requirements, while more advanced students can participate in programs linked to a specific major.
- Many programs provide courses in English, while others allow you to build foreign language skills.
- Programs range from ten days to a full year, so chances are you can find something to fit your schedule.
- All of the study abroad coursework done through the UWG International Services & Programs office will count in your curriculum, so study abroad will help you complete your degree requirements.
- A student who studies abroad through the UWG International Services & Programs office remains qualified for all scholarships, grants and financial aid that you would receive if you were studying in Carrollton. In addition, there are study abroad scholarships available for UWG students. Click on the "Financing Study Abroad" link to the left for more information on financial aid for study abroad.

UWG International Services and Programs

Row Hall (2nd Floor, West Wing)

View **after** login:



Your screen will likely not list all of the options shown here for either functionality (white) or roles (red): what you see will depend on what you need to have access to in order to perform the tasks you need to in the system.

If you need to get back to the public information page once you log in, click on [Home](#) in the top set of menus (in blue). This will change the white menu (left) but not the red menu (top). To return to the area with the functionality menus, click on [Admin Home](#) in the red menu list.

2 SUBMITTING A PROGRAM PROPOSAL OR UPDATE

From the main home page, follow the link for program proposals from the menu *Information for Faculty/Staff*. If you are not logged in already, you'll see this on the left set of white menus. If you are already logged in, you'll need to click on **Home** in the blue menu to bring back the correct set of menus on the left. The information link includes a list of recurring programs. If your program is not on that list, you will need to complete a new program proposal. If your program is on that list, you will only need to complete the program update.

If your program is entirely new, click on the *New Program Proposal* button. You'll begin by entering your proposed program's dates and location. Then you will be asked to fill out a questionnaire containing information about the program's academic goals, logistical planning and budget. You may save the proposal in process and return to it later. Your proposal is not complete until you have clicked [Submit](#) at the bottom of the page.

If your program is recurring, click on the *Program Update* button. You'll begin by entering your program's dates for the coming year and location. You will then have to submit an updated budget for the upcoming year and a list of course updates. If the program director has changed, you will also need to submit a statement of the director's qualifications. You may save the proposal in process and return to it later. Your proposal is not complete until you have clicked [Submit](#) at the bottom of the page.

Once you have submitted all of your materials, your proposal will be reviewed online by the Director of International Services and Programs, by your chair and dean and finally by the Provost and Vice President for Business and Finance.

You'll be notified when your proposal has been approved at all levels; then you can edit your program brochure and begin accepting applications.

3 UPDATING YOUR PROGRAM INFORMATION

This step can be completed by anyone who has been given access to the program proposal (those who were listed in the application). Log in and select the [Admin Home](#) link in the red menu at the top of the page. Then click on [Program Admin](#) in the menu on the left. Do a single keyword search for the program and click on the link for your program in the list. Use the following tabs to update your program information and mark your program as active:

- General:** **Do not change the Program Name as it's been entered here**, since there is a standard format for program naming: all UWG faculty-led programs begin with (UWG). If you have a separate webpage that you'd like students to be able to access, enter it in the **Program Homepage** box. Do not enter any information you want students to see in the **Program Notes** box, since this is *only visible to you*. When your brochure page is ready for viewing, click the **Active** box at the bottom of the page and **Update**.

The screenshot shows the 'General Description' section of a program update form. At the top, the program is identified as '(USG) European Council: Scotland', an 'Outgoing Program' in 'Edinburgh, United Kingdom'. A horizontal menu contains various tabs: General, Settings, Dates, Brochure, Locations, Terms, Parameters, Requirements, Alumni, Feedback, History, Budget Sheets, Announcements, Exchange Balances, Foreign Courses, Directory, Contacts, and Itinerary. The 'General Description' section includes three main input areas: 'Program Name' (containing '(USG) European Council: Scotland'), 'Program Homepage' (containing 'http://www.ecstudyabroad.net'), and 'Program Notes' (a large text area). A red-bordered box within the 'Program Notes' area contains the text: 'Information in this box will NOT be visible to students – this is for notes, not advertising text.' Below the text area is a character count: '4000 characters left'. At the bottom left, there is an 'Active' checkbox, which is currently checked, with a note: 'Checking this option makes the program brochure accessible to site visitors.' At the bottom center are three buttons: '< Cancel', '- Reset -', and '- Update >'. Three callout boxes with arrows provide additional instructions: a green box points to the 'Program Name' field with the text 'Do not change the Program Name as it's been entered here'; a green box points to the 'Program Homepage' field with the text 'Enter it in the Program Homepage box'; and a purple box points to the 'Active' checkbox with the text 'Check this box when you're ready for others to be able to search for and view the program online.' A black box points to the 'Update' button with the text 'Click Update to save changes.'

(USG) European Council: Scotland
Outgoing Program
Edinburgh, United Kingdom

General | Settings | Dates | Brochure | Locations | Terms | Parameters | Requirements | Alumni | Feedback | History
Budget Sheets | Announcements | Exchange Balances | Foreign Courses | Directory | Contacts | Itinerary

General Description:

Program Name (USG) European Council: Scotland

Program Homepage http://www.ecstudyabroad.net

Program Notes

Information in this box will NOT be visible to students – this is for notes, not advertising text.

4000 characters left

Active ☒ Checking this option makes the program brochure accessible to site visitors.

< Cancel - - Reset - - Update >

Check this box when you're ready for others to be able to search for and view the program online.

Click Update to save changes.

- **Brochure:** Use the editor here to upload images and create the text for the information page students will see when they search. This will be the public face of your program.
 - You do not need to include information on dates or cost here, since that information is included in the **Parameters** that will appear at the top of the page when students search for your program. These parameters were set up by the ISP Office from the information in your program proposal.
 - You should include a description of your program and its goals, information about where students will be going and what they'll be doing, a list of available classes and pictures from prior trips. If you want to include quotes from former students, you can check the public journals associated with your program: you can find these by going to **Website Admin** (white menu) and clicking on *Journal Entries*.
 - Each brochure page already has a link to the scholarship application at the top of the page: please do not remove this, since it has been added to keep your students from having to search the site separately for the scholarship application.

(USG) European Council: Scotland
Outgoing Program
Edinburgh, United Kingdom

General Settings Dates Brochure Locations Terms Parameters Requirements Alumni Feedback History
Budget Sheets Announcements Exchange Balances Foreign Courses Directory Contacts Itinerary

Program Brochure:

Friendly URL Label: ECScotland
http://studyabroad.westga.edu/?go=ECScotland

You can construct your program brochure with rich text formatting and uploaded images using the editor provided below.

Font Size Format **Hyperlinks** **For uploading files and images** **Converts to html code; useful for embedding video.**

Interested in applying for scholarship funding for this program?
[UWG General Scholarships](#)
Wolves Abroad Grants for First Time Travelers

Scholarship application links. Contact ISP if you don't have these on your page or if you accidentally delete them.

If there's already a friendly URL here, don't change it, since it's already connected to other links.

European Council Summer Program in Scotland

< Cancel - - Reset - - Update >

- **Dates:** Click on the pencil next to the appropriate term to update your program deadline and decision date. The system requires two digits for month and day and four for year. Thus 07/15/2015 will not generate an error, but 5/12/15 or 12/6/2015 will.
 - **Rolling decisions:** If you want to admit students as they apply, your *decision date* should be **before** your *application deadline*. Once the decision date has passed, any students whose statuses you have updated online will automatically receive a notice of their change in status (accept, waitlist, reject) the evening following the update. So if your decision date is December 20 and your application deadline is February 1, notices will begin to go out to students starting the evening of December 20. Notices will go out each day you update a student's status when the system refreshes each evening.
 - **Selective decisions:** If you want to assess the entire pool of candidates before choosing participants, set your *decision date* **after** your *application deadline*. No notices (accept, waitlist, reject) will go out to students until after the decision date, so you can update students' statuses any time until that date. Make sure that you have made your final decisions by your decision date, since the system will send out decision notices to students the evening of that date. So if your application deadline is February 1 and your decision date is February 15, the system will send out decisions to students whose statuses you've updated on the evening of February 15, but not before.
 - If you want to change your application deadline, you may do so by returning to this page. However, keep in mind that the new date applies to all potential applicants, not just one specific person that you want to make an exception for, and it may trigger duplicates of automated notices and affect all students' access to follow-up documents (see Section IV below).
 - Once your application deadline has passed, students will not be able to edit or submit incomplete elements of their applications.
 - Don't click the **Accepting Applications** box. You'll need to submit some follow-up information after your program is approved. ISP will use that information to create a signature document for your program. Once the document is ready, ISP will update the **Accepting Applications** box, which will open the program for students.

4 DOCUMENTS, PRE-DECISION AND POST-DECISION

TerraDotta gives students access to certain materials at different stages in the application process. Pre-decision items are those items that you need to make a decision on a student's application and basic data you'll need to keep on file for students who travel. Post-decision items are forms, learning content or materials that you need accepted students to complete before they travel but that you don't need all applicants to do.

The three main types of forms you'll use are

- Questionnaires (information students need to provide)
- Signature Documents (information students need to read and sign electronically)
- Materials (forms that students need to download and submit)

For all programs, *pre-decision* materials will include

- **Study Abroad Program Application** (standard questionnaire): This student data form includes GPA, address, emergency contact, info on whether they have a passport and from where, when they are graduating and whether students are applying for financial aid; the system automatically associates the student's 917, gender and major with the application.
- **University Travel Release** (signature document). The old paper version of this was part of the four page study abroad group travel packet, so you no longer need to have students sign this manually. When you submit your travel authorization, you will only need to include the authorization page and the list of participants (the first two pages of the packet). To access this form, go to UWG's Travel Services website: <http://www.westga.edu/travel/>.
- ISP will also build a **signature form** for each program that includes any preliminary information you want to make sure students have been aware of (i.e. basic conduct policy, a statement that application does not guarantee acceptance into the program). This signature form must also include your *payment schedule* and a *statement about refunds* – you may decide that all payments are non-refundable, but if so, the form must say that, or as an alternative, you can stipulate how much students are eligible to receive back depending on when they withdraw from the program. This schedule should be based on when you need to make payments for program items, like airfare or housing deposits.
- If you require **additional information** beyond what is in the standard questionnaire (i.e. you want to know which courses students are planning to take or need to know their GPA in specific classes), ISP can help you build that as a custom element of your application.
- You may also require students to submit **letters of reference**. See "9. Recommendations" for information on setting up this option.

Students can only access *post-decision* materials once two conditions have been met: you've updated the student's status to "Accepted" and your decision date has passed (changing your decision date can affect student access to these items). Post-decision materials are items that you need students to complete or be aware of as they prepare to travel. Examples include:

- Passport page (questionnaire): **This is a standard form**. Students can scan or take a photo of the id page of their passports and upload it into the form by clicking on the folder icon in the editing box. You should maintain electronic copies of **all** students' passports. **Do not** take paper copies with you when you travel. Instead, access the passport pages if you need to through the online system or download the documents onto a password-protected thumb drive.
 - For students who are applying for their first passport, ISP has passport application forms and a list of local passport offices. Students who do not have a passport at the time of application should be advised to apply as soon as they receive their program acceptance. Remind students with brand new passports to sign them before they travel.
 - If you have students who are NOT U.S. passport holders, advise them that they will need to contact the consulate for the country where your program will take place in order to determine if they need a visa. A student who needs a visa but did not go through the proper procedure to get one will very likely be refused entry to the country where you will be traveling.

- Medical information (can be a questionnaire or a material): It is highly recommended that you request some health information from students. Some programs require that students submit a doctor's certificate, while others require a self-disclosure of conditions that may affect students' ability to participate in certain elements of the program. You may request, although students are not obligated to disclose, information about dietary restrictions, medications students take regularly, major medical, psychological or learning conditions that may require accommodation or allergies. This information could be very useful in case of a medical emergency abroad. **You MAY NOT request this information as part of the application process, which is why if you request it, the form needs to be part of your program's post-decision materials.** A standard disclosure form is available, or you can submit a doctor's certificate that students can download and turn in to you. As with passports, do not carry paper copies of this information while abroad. Access it through the system or on a secure thumb-drive.
- Photo and Video release (signature document): Some programs like to have students sign the photo and video release form, which gives the program permission to use photos the director has taken of students participating in program activities in promotional materials.
- Learning Content (material): ISP has several standard learning content modules – short articles, videos or presentations – about topics that most students who travel will need to prepare for such as handling culture shock, alcohol awareness and safety abroad.

5 ACCESSING AND REVIEWING APPLICATIONS

Once your program application or update has been approved, you'll be set up to receive a notice whenever a student begins an application. This can be useful if you want to follow up with students who start applications as they apply. If you want to turn this functionality off, log in, find your program ([Program Admin](#) → [Search](#) and select your program), click on the **Contacts** tab and remove your email from the list.

To search manually for all applications to your program, go to [Applicant Admin](#) (left menu list) and click on Search. Enter a keyword for your program in the **Program Name** box (leave **Applicant** blank) and select the term you're searching for (i.e. Summer 2016). Clicking [Search](#) will pull up a list of students.

Administration > Applicant Admin > Search > Simple

Search : Simple

Hide Tips

Below, you can search for applications based on multiple criteria. List boxes allow you to select multiple values by holding the Ctrl/Cmd key while clicking. Results are returned based on applications that match **all** selected criteria. For a search based on specific application response data and program parameters, use the Advanced Search.

Advanced Search Locator Search

Search Applications:

Applicant Name:

Program Name:

Program Terms:

Academic Year 2015
Academic Year 2014
Fall 2015

Show all terms

☐ Include withdrawn applications

< Cancel -

- Reset -

- Search >

Note: single word searches yield better results than multiple words, since the search engine automatically includes all matches of any word in the search, rather than finding only the combination of words.

To access an application from the list, click on the applicant's program link:

Group your results by: Applicant

Name	Status	Program	Term
Upson, John	Pending	Program Proposal (ID 10347)	Fall, 2014
Reynolds, Trevor	* Accepted	Program Proposal (ID 10322)	Fall, 2014

* Non-WESTGA Applicants

Found: 2 applicant / 2 applications

This will bring up a screen that looks like this:

Doyle, Maria (Edit Profile)

Program Proposal

Fall, 2014

Status: Pending

Risk Management Applicant

Created: 06/20/2014 (by Applicant)

Last Updated: 06/20/2014 @ 10:12:12 AM

Last Viewed by Applicant: 08/14/2014

ID# 10317: no label (Edit)

Start Date: 06/05/2015

End Date: 07/15/2015

Overview | **Comments** | Status | Reviews | Profile | History Log | Email | Itinerary

Questionnaires | Materials | Learning Content | Assessments | Documents

Recommendations | Journal

-- Add tag to application --

Click to view other applications | Print Application

Application Summary:					
Item:	Received				Total
	Pre-Decision	Post-Decision	While Abroad	Returnee	
Signature Documents	0/0	0/0	0/0	0/0	0/0
Material Submissions	0/1	0/0	0/0	0/0	0/1
Questionnaires	0/1	0/2	0/0	0/0	0/3
Assessments	0/0	0/0	0/0	0/0	0/0
Learning Content	0/0	0/0	0/0	0/0	0/0
Recommendations					0/2
Reviews (Note: This application has not been marked as ready for review)					0

Applicant information and profile access

Tabs to access specific items applicants have submitted

Overview of submitted and missing items

The top and bottom sections of the screen are informational – they tell you who has applied (top) and what they've completed (bottom). Basic applicant data (917, email address, DOB) are accessible by clicking on *Edit Profile* next to the applicant's name. To access the content of a student's application, you need to use the tabs in the middle.

Questionnaires: Contains the list of items students submitted that require them to provide information for you. To access a particular questionnaire, click on the *Questionnaires* tab and then on the link for the questionnaire (i.e. Study Abroad Program Application). If the student has completed and submitted the item, it will appear in **bold**, and you will be able to click on it. If the student has entered information but not submitted the form as complete, it will not be in bold, and you will not be able to click on it.

Materials: Contains the items that students need to sign electronically (Signature Documents) and items they need to download and submit. If the student has completed an item, the item name will be **bold** and will include the time and date when the item was signed. It is important that students have signed these documents for their applications to be considered complete.

- When students bring items to you, like medical forms that you asked them to have their doctor sign or letters of reference that they requested in paper form rather than online,

record these online. As deadlines approach, the system sends out periodic reminders to students of the items in their applications that are incomplete, and any material that they've turned in to you directly will not be automatically logged. This causes confusion for students when the system requests documents they've already submitted. To check off an item, go to the appropriate tab (*Materials* or *Recommendations*) and check the box next to the item you've received.

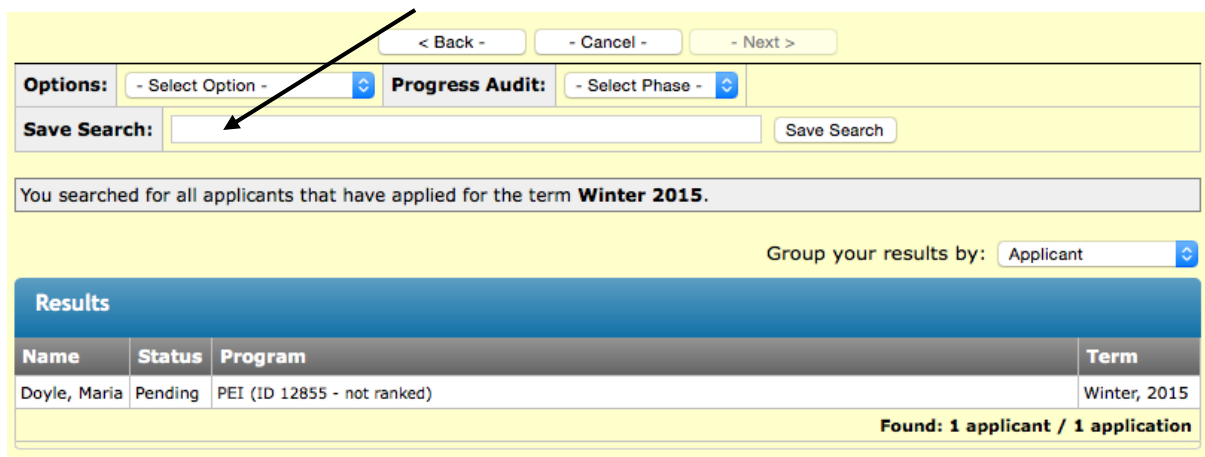
Status: Once you have made a decision about a particular applicant, click on the *status* tab and indicate your decision (accept/reject/waitlist/withdrawn – other statuses are for ISP office use).

Completing this step here, even if you notify students directly of your decision, is very important since it insures that we have accurate data in the system. If your decision date is after your application date, students will automatically receive an email from the system after the decision date letting them know whether they've been accepted, rejected or waitlisted. No emails will go out from the system before the decision date. Note that the system also records changes to students' status in the **Status History** section.

- If a student drops out of your program, notify the ISP office and update the student's status online to Withdrawn. This will allow us to keep an accurate count of participating students for insurance, scholarship distribution and end-of-year record-keeping.

Email: If you need to contact a student directly about their application while you are reviewing it, you can click on the email tab. Your message will go to their my.westga.edu email.

You can set up a system to notify you at set times each day or week when applications have come in. Do this by creating a *Query Watch*. Begin by going to [Applicant Admin](#) and clicking on *Search*. If you want to search for applications to your program for a specific term, enter your program keyword in the **Program Name** box and then select the term you want. When the search results appear, begin by saving the search. This will save the specific criteria you used to run the search, in this case, the keyword and term.



< Back - - Cancel - - Next >

Options: - Select Option - **Progress Audit:** - Select Phase -

Save Search: Save Search

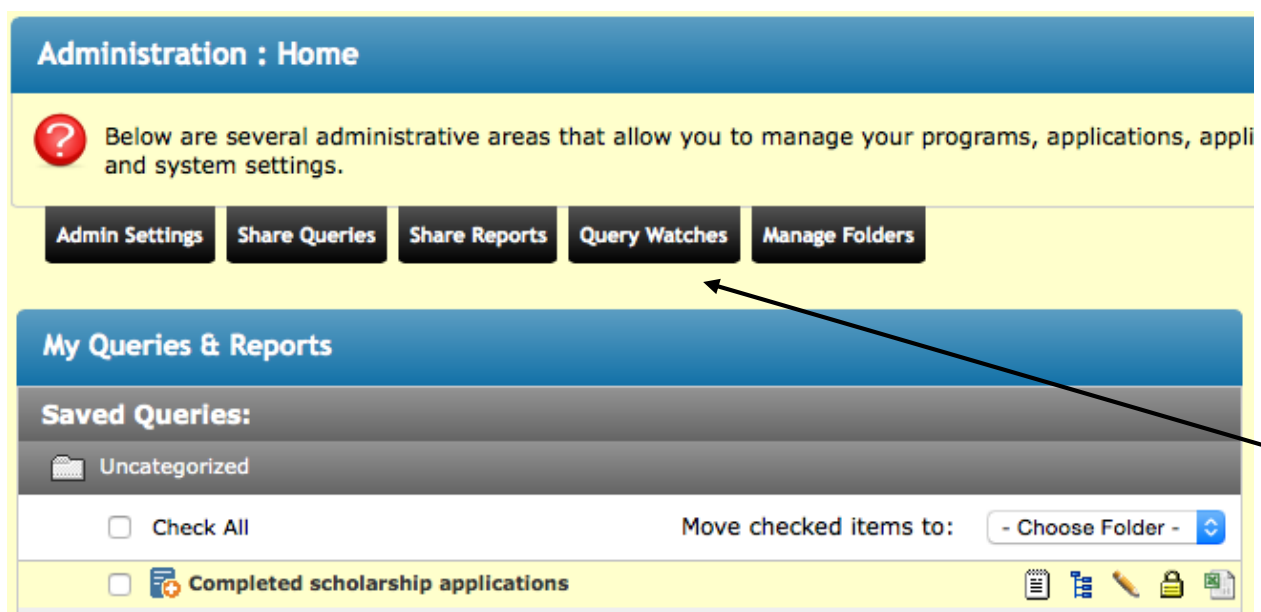
You searched for all applicants that have applied for the term **Winter 2015**.

Group your results by: Applicant

Name	Status	Program	Term
Doyle, Maria	Pending	PEI (ID 12855 - not ranked)	Winter, 2015

Found: 1 applicant / 1 application

Once you've saved the search, you'll be brought back to a page that lists all of your saved searches (your *Queries*). To set up an automatic watch for a query (i.e. a notice when applications meeting certain criteria appear), click on *Query Watches* and then the button for **New Query Watch**:



Administration : Home

? Below are several administrative areas that allow you to manage your programs, applications, appli and system settings.

Admin Settings Share Queries Share Reports **Query Watches** Manage Folders

My Queries & Reports

Saved Queries:

Uncategorized

☐ Check All Move checked items to: - Choose Folder -

☐ Completed scholarship applications

The next page will allow you to set up the terms for your query watch:

Query Watch Configuration:	
Query watch name:	<input type="text" value="New applications"/>
Duration:	Start Date <input type="text" value="09/15/2015"/> (Format: mm/dd/yyyy) End Date (optional) <input type="text" value="02/02/2016"/> (Format: mm/dd/yyyy)
Frequency:	<input checked="" type="radio"/> Daily <input type="radio"/> every <input type="text" value=""/> hours <input type="text" value=""/> starting at <input type="text" value="12:00 AM"/> and ending at <input type="text" value=""/> (optional)
Name of saved query:	<input type="text" value="Winter list"/>
Actions taken on update:	<input type="checkbox"/> export <input checked="" type="checkbox"/> email <input type="checkbox"/> custom process <input type="text" value=""/> <input type="checkbox"/> workflow
Records included in actions:	<input checked="" type="checkbox"/> IN <input type="checkbox"/> OUT <input type="checkbox"/> ALL
Report format for export:	<input type="text" value="Please select one"/> (saved report definitions provide the field selections for exports)
Email from:	<input type="text" value="mdoyle@westga.edu"/>

Email recipient list:
<input type="text" value="jpertwee@westga.edu"/>
3981 characters left
<input type="checkbox"/> Send email to the addresses in query watch search results

Enter a name for the query watch and the date when you'd like the system to start the watch (required) and an end date (optional). You can set to **Frequency** to *Daily* or *Weekly* (from the start date). Select the **Query** that you want to use to run the search (i.e. the saved search with the specific criteria you need) from the list provided. In the **Actions** row, select *export* if you want the list in a file or *email* if you want the list in the body of an email; you can have both checked at once, which will create a file and send you the email list as well. If you want the list to include only **new** records, select *In*. Put your email address in the recipient list. If you have other faculty associated with your program or staff who will need to know when students begin applications, you may include them in the recipient list, as well. Don't check the box next to "Send email to the addresses in query watch search results" since this will send the whole list to all students on it (this function is designed for other kinds of query watches). Click **Add** at the bottom of the screen to set up the query.

- A query watch will only send you results if there are results to send, so if no one has begun a new application at the time when you've designated that the search should run, you won't receive an email.

More Specific Query Watches:

You can refine a query or a query watch to produce more specific information. The system will allow you to search by many different parameters: student characteristics (i.e. major), whether or not students

have completed particular forms, whether student references have come in, even student responses to a specific application question. One useful example of a more specific search will allow you to check whether students have completed all their application materials. Begin by going to [Applicant Admin](#) and selecting *Advanced Search*. You'll be asked what kind of material you want to use for the search. For this particular instance, select *Complete/Incomplete Submissions*.

Show:

☐ WESTGA Only ☐ Non-WESTGA Only ☒ All

Outgoing
Outgoing with Side Trip Option
Incoming
Scholarship

By Institution: (keyword search)

Complete/Incomplete Submissions:

Material Submissions:

-- no selection --
Agency Account Application
Application (Tours Exchange)
Application Form Chile

☒ Complete
☐ Incomplete

Signature Documents:

-- no selection --
Application Signature Form, FLL Costa Rica
Application Signature Form, FLL Tours
Application Signature Form, International Business London

☒ Complete
☐ Incomplete

Questionnaires:

-- no selection --
Campus Data Sheet
Campus Data Sheet EC: Scotland
Campus Data Sheet: Exchange

☒ Complete
☐ Incomplete

Learning Content:

-- no selection --
Alcohol Consumption
American Values & Stereotypes
Communication Abroad

☒ Complete
☐ Incomplete

Recommendations: Application contains more than submitted recommendations.

< Back - - Cancel - - Reset - - Next >

If you may have applications from students who are not from UWG, make sure you select the *All* button. If you want to search for your program applications, select *Outgoing* from the list of program types. From the list of items below, select the Materials, Signature Documents and Questionnaires that you want the search to include, and then choose the appropriate radio button for each (*Complete* or *Incomplete*). You can also include a check for completed recommendations. Click [Next](#). Save the search on the next page and then create a query watch following the steps listed above.

Checking Scholarship Applications:

Scholarship applications are separate from the regular program application (they are actually categorized as a separate type of application). Each week, the ISP office will run a check for students who have opened applications for UWG scholarships and will link the student's scholarship application

to his or her program application. You'll be able to access the scholarship application from the applicant's program application by clicking on the *View dependent applications* link:

Doyle, Maria (Edit Profile)
PEI
Winter, 2015
Status: Pending
Outgoing with Side Trip Option Applicant

Created: 07/02/2015 (by Applicant)
Last Updated: 07/02/2015 @ 02:08:36 PM
Last Viewed by Applicant: 07/02/2015
ID# 12855: *no label* (Edit)
(add principal application)
(view dependent applications)

Overview | Comments | Status | Reviews | Profile | History Log | Email | Itinerary
Questionnaires | Materials | Learning Content | Assessments | Documents
Recommendations | Journal | Credit Transfer

Then click on the magnifying glass in the far right column to view the scholarship application. You can return to the main application by clicking on the *Principal* link in the scholarship application (it's in the same place where the dependent application link is in the program application and will include the student's name and the application number the system has created for them).

6 KEEPING TRACK OF SPECIAL CASES

You can keep track of special cases in your applicant pool by adding *tags* to applications. This can be helpful if you have students who might need additional advising prior to departure such as students who are planning to graduate before the program begins, students who are non-U.S. passport holders, students from other campuses who will need transient forms, students who are under 18 or students with specific medical conditions that will require them to make extra preparations for travel. The program application and follow-up materials contain questions that should alert you to these situations, but adding a tag is a more visible way to track these for yourself.

To add an existing tag to an application, click on the pull-down menu from within a student's application.

Doyle, Maria (Edit Profile)
Program Proposal
Fall, 2014
Status: Pending
Risk Management Applicant

Created: 06/20/2014 (by Applicant)
Last Updated: 06/20/2014 @ 10:12:12 AM
Last Viewed by Applicant: 08/14/2014
ID# 10317: *no label* (Edit)
Start Date: 06/05/2015
End Date: 07/15/2015

Overview | Comments | Status | Reviews | Profile | History Log | Email | Itinerary
Questionnaires | Materials | Learning Content | Assessments | Documents
Recommendations | Journal

- Add tag to application -

The tag will appear as a small grey box, like a virtual post-it note, under that pull-down menu. The tag can remind you of certain items when you are viewing a student's application. You can also use tags to search for students meeting a particular set of conditions. To do this, go to *Advanced Search* from the **Applicant Admin** menu, check the *Application Parameters* box in the **New Query Wizard** and then select the option you want from the *Application Tags* list. Click **Next** to run the search.

Applicant Admin
Search
Advanced Search
Locator Search
Exchange Balances
New Application
Alumni Information
Program Admin
Process Admin
Website Admin
Staff Admin
System Settings

Search : Advanced

Hide Tips

Please select the type of information you would like to query.

Simple Search
Locator Search

Cancel -
Reset -
Next >

New Query Wizard

Choose the type of information you would like to query:

☒ Application Parameters
☐ Program Parameters
☐ Applicant Parameters
☐ Complete/Incomplete Submissions
☐ Questionnaires

Question Item Folders

☐ Emergency Contact Information (Terra Dotta in a Box)
☐ Evaluate Your Experience
☐ Academic Recommendation (Terra Dotta in a Box)

Program Admin
Process Admin
Website Admin
Staff Admin
System Settings

Show:

☐ WESTGA Only
☐ Non-WESTGA Only
☒ All

Outgoing
Outgoing with Side Trip Option
Incoming
Scholarship

By Institution: (keyword search)

Application Parameters:

Application Cycles:

Any
Academic Year 2016
Academic Year 2015
Academic Year 2014

Click to add all existing application cycles

Application Status:

☐ Advising
☐ Pending
☐ Waitlist
☐ Accepted
☐ Submitted for Partner Approval
☐ ISP Approval (awaiting program confirmation)
☐ Withdrawn
☐ Pending
☐ EC Approved
☐ Committed
☐ Rejected

☒ all
☐ exchange
☐ non-exchange

Application Terms:

Any
Academic Year
Fall
Spring

Application Phase:

Any

Application Tags:

Any
Academy
Allergies
Buddy

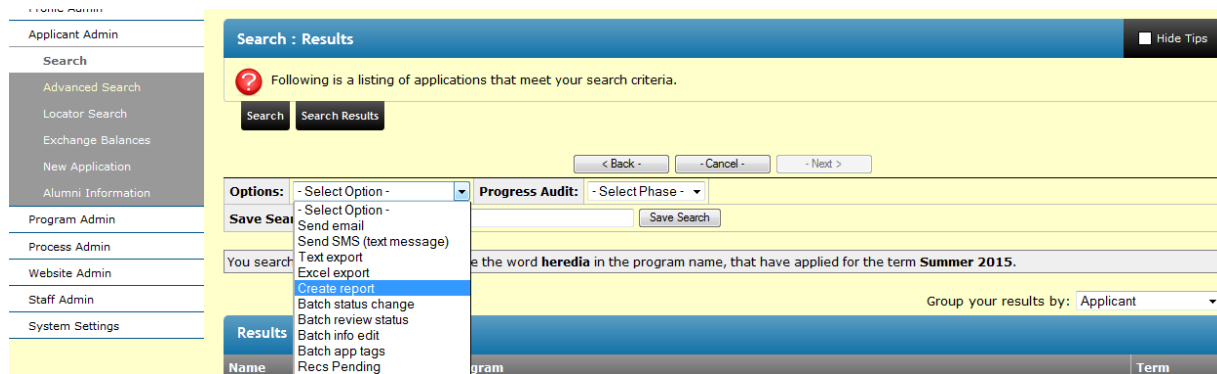
Application Years:

Any
2016
2015
2014

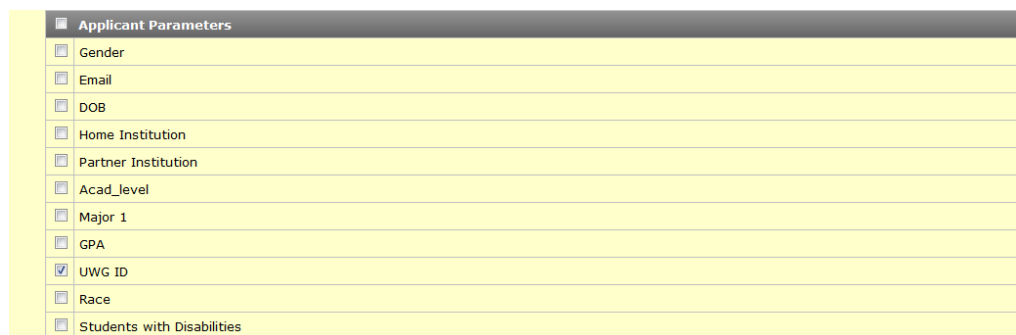
If you want to create specialized tags for applications, you can do this by going to the [System Settings](#) menu (white menu at left) and clicking *Application Tags*. If you don't see this option, contact ISP, since you may need to have your permissions updated. Once you've pulled up the list of tags, click on the **New Tag** button, enter the text that you want and click [Save](#).

7 CREATING DOWNLOADABLE REPORTS

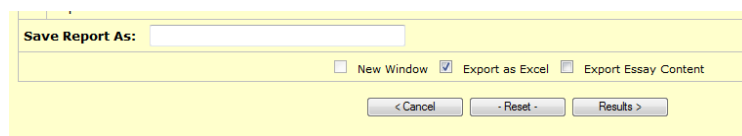
Any information that you can search can be used to create a report that you can save and download. For instance, if you wanted to generate a list of 917 numbers for students in your program from the students' applications, search for your program applicants (See "5. Accessing and Reviewing Applications"). When the list appears, go to the **Options** box, select *Create Report*.



On the next screen, go to the list in **Step 2: Choose Output** and uncheck everything but UWG ID (in the *Applicant Parameters* section):

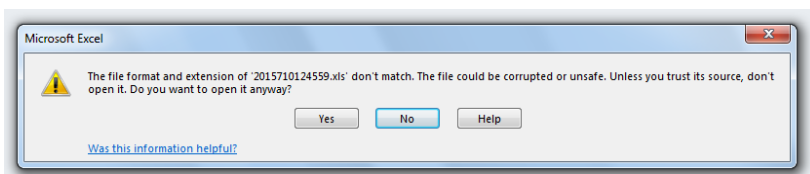


At the bottom of the page, click either *New Window* (to display results on screen) or *Export as Excel* (to produce a file with your results) and then click **Results**. If this is a report that you'll need to run periodically, you can save it for use later in the **Save Report As** section. Like a saved search (query), a saved report will retain the specific parameters you used to generate the original data but will update your results based on current responses in your applications. You can access all your saved reports and queries by clicking on **Admin Home** in the red (top) menu.



You can tailor reports to gather many different kinds of information, including students' specific responses to questionnaires or specific questions in those questionnaires. If you are creating a report with information that includes essay content (i.e. anything on the questionnaire that uses an editing box to gather information), make sure that you also have the box checked for *Export Essay Content* before you generate results.

If you choose the Excel export option, you'll likely get an error message when you try to open it in Excel:



This is because the system does not save files in Excel format; it saves them as delimited text. Click “Yes” to open the file, and remember when you save the file in Excel that you’ll need to update the format to Excel rather than delimited text.

8 ROLES: REVIEWER

If you have been given **Reviewer** access to certain applications, that means that you will be able to see all of an applicant’s materials in one place so that you can make a recommendation on their status. You can access applications that are ready for your review in the [Reviewer Home](#) link on the top red menu. If you do not see [Reviewer Home](#), you haven’t been set up as a reviewer for applications. You’ll have reviewer access if you are one of the people who needs to review faculty proposals for new or renewing programs or if you are reviewing certain scholarship applications.

To narrow down the list of applications visible in your reviewer section, click on the *Filter Options* link, and select the term and/or program that you want:

To view an application, click on the applicant’s name. Once you’ve read through and evaluated an applicant’s materials, record your decision at the bottom of the page:

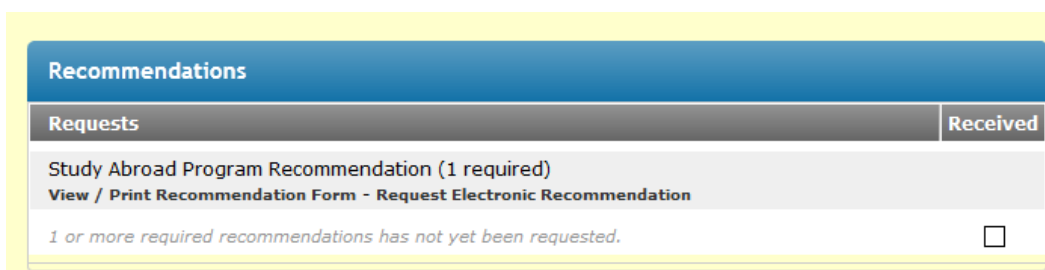
A few notes on recording your decision:

- Any comments you enter in the *Comments* box will be visible to other reviewers but not to applicants. You can use the comments to explain your review for others members of a review committee, for instance, but these comments are not accessible outside of the reviewer role.
- You may save a review in progress. For instance, if you want to establish a tentative ranking of applicants and finalize after you've read all applications, you can do this by completing everything EXCEPT the **Mark as Completed** box. **Once you have checked the Mark as Completed box, you will not be able to make any changes to your recommendation or comments.** If you click [Submit](#) without checking **Mark as Completed**, your preliminary assessment will be saved and you will still be able to edit it before others can view it.
- Your review is not complete and will not be visible to other reviewers until you have checked the **Mark as Completed** box.

9 RECOMMENDATIONS

You may have an option for students to request letters of reference as part of your application. To set up this option, go to the [Program Admin](#) menu and follow the steps to find your program. Click on the *Settings* tab and scroll down to **Required # of Recommendations**. For most programs, the correct form is "Study Abroad Program Recommendation," so enter the number of recommendations you'd like students to submit next to that option; make sure the other options have 0 as a value. Then click [Update](#) to save.

If you've set up recommendations as part of the application, students will see a box that looks like this on their application page:



The screenshot shows a section titled "Recommendations" with a blue header. Below the header is a table with two columns: "Requests" and "Received". The "Requests" column contains the text "Study Abroad Program Recommendation (1 required)" and a link "View / Print Recommendation Form - Request Electronic Recommendation". Below this, it says "1 or more required recommendations has not yet been requested." with a checkbox. The "Received" column is currently empty.

Students should click on the link to **Request Electronic Recommendation**. If the recommender is an employee of UWG, that person will receive an email letting them know to log in to the system to complete the recommendation form. If the recommender is not a UWG employee, that person will be sent a temporary password to use to access the system to complete the recommendation. If the recommender doesn't complete the reference within that timeframe, the password will expire and they'll be instructed to contact ISP. We can resend the reference form with a new password; you also have the ability to resend requests if a recommender contacts you directly with this request (see *Troubleshooting* section below).

Once a recommendation has been submitted, the checkbox in the **Received** column will be marked. To view recommendations in a student's application, follow the steps for accessing a student's application

and click on the *Recommendations* tab. If a recommendation has come in, you'll see the date when it was received. You can click on the recommender's name in the first column to view their letter.

If you have received paper copies of recommendations, record them here by clicking the **Mark as Received** box. Not updating these records will mean that once the system begins sending out reminders, students will be told they are missing materials, which will cause confusion if they've already turned them in.

If you've been asked to complete a recommendation, you can either follow the link in the email you received or log in to the system directly and click on [Recommender Home](#) in the top red menu. Then click on the appropriate applicant, fill in the information required and submit.

Troubleshooting:

Recommender not responding: Sometimes, a student requests a recommendation but the recommender never responds so the student wants to select someone else. Students should be able to request additional recommendations without having the previous request deleted, but if they have difficulty doing this, you can delete the request by going into the student's application, clicking on Recommendations and clicking the red X in the **Actions** column. The student will then be able to put in a new request.

The screenshot shows a table with the following structure:

Read waiver	Received	Actions
Yes	01/15/2015	[Pencil icon] [Document icon] [Red X icon] [Refresh icon]
Yes	01/07/2015	[Pencil icon] [Document icon] [Red X icon] [Refresh icon]

Annotations with arrows pointing to the icons in the Actions column:

- An arrow points from the Red X icon in the first row to a box labeled "Delete recommendation request".
- An arrow points from the Refresh icon in the second row to a box labeled "Resend recommendation request".

Below the table, there are three links:

- Record New Recommendation
- Copy Recommendation From Another Application
- Generate Recommendation Request for this Application

Recommender password expired: If a recommender has not logged in within the timeframe allowed by their temporary credentials, you can resend the recommendation request by clicking on the letter with green arrows icon in the **Actions** column (if the arrows aren't green, this means that you aren't able to resend the request because a letter is already on file).

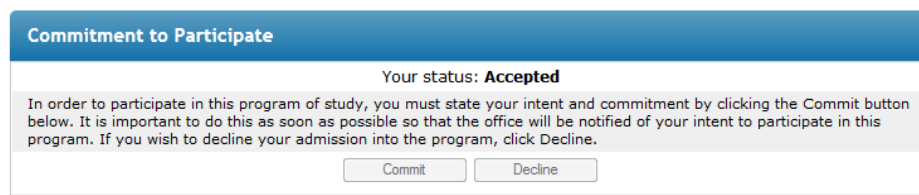
Paper recommendation received but no request in system: To record recommendations that have not gone through the system, use the *Record New Recommendation* link.

10 AUTOMATED NOTICES

The system is set up to send out reminders to students regarding materials that are missing from their applications. This means that you don't have to send out these notices (at least not as many of them). Automated notices begin four weeks prior to the program deadline and will contain a list of materials or questionnaires that students are missing. As long as the application is incomplete, new notices will be sent out once a week until your application deadline. Students are more likely to pay attention to these notices if they know the information in them is accurate. This is another important reason for you to

make sure that you've checked off any paper materials a student submits in the student's online application.

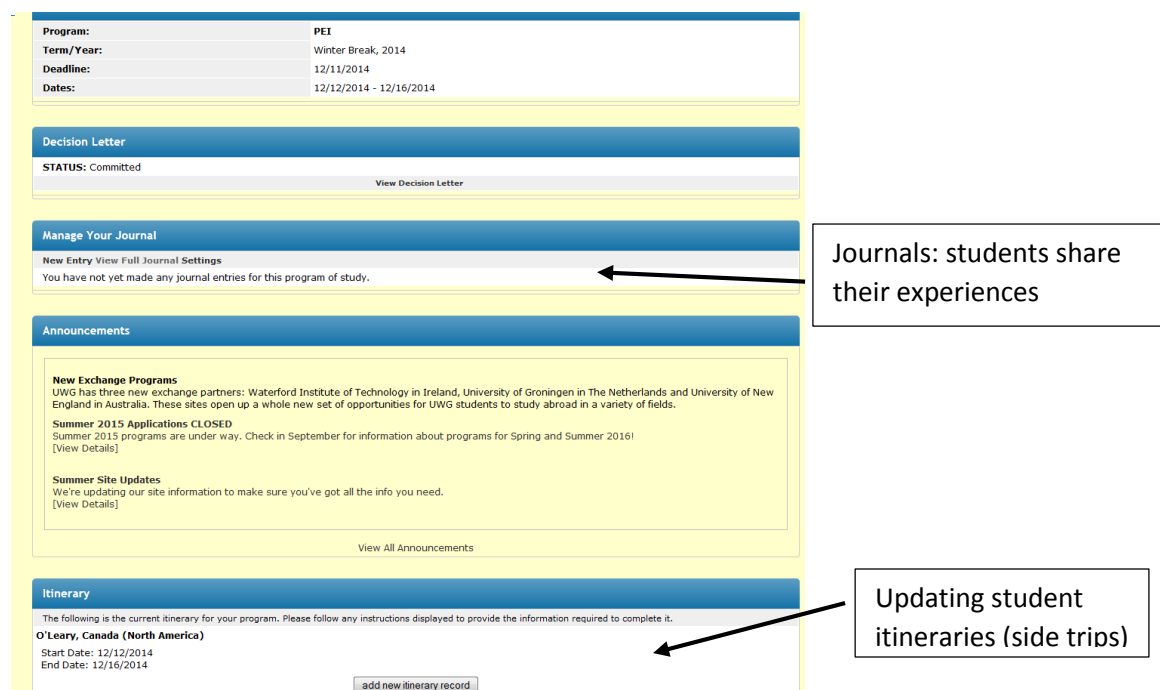
When you change a student's status in the system (and your decision date passes), students will receive an email letting them know that their status has changed; the email itself won't indicate what the decision is but will tell them to log in to their application to find out. From inside their application, they will be able to access the decision letter. Students who will definitely be participating in the program should update their own status to "Committed" – if they have been accepted to the program, there will be an option for them to do this at the top of their application page once they've logged in.



- It is important that all students who intend to participate in the program **Commit** online to the program. This allows us to keep accurate records and enables accurate charges for insurance and registration for the Smart Traveler Enrollment Program since only students who are *committed* are included in those lists.

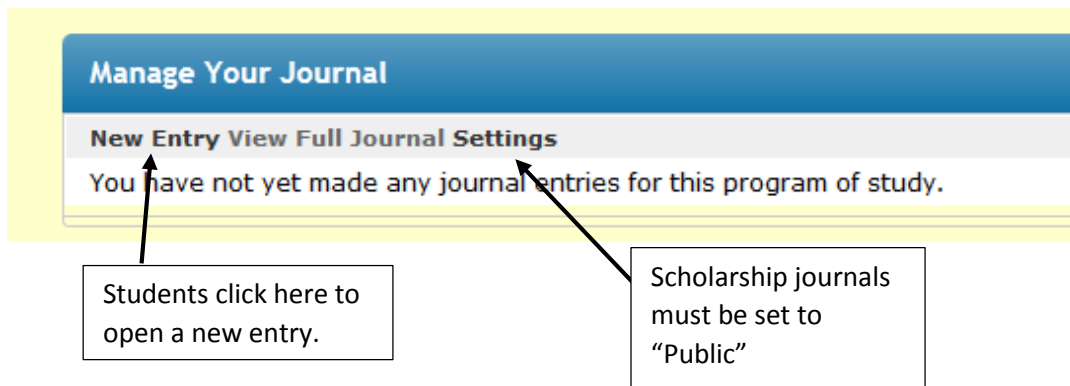
11 USEFUL TOOLS FOR STUDENTS

TerraDotta has several tools that students can use to share their experiences and assist you in developing a plan for keeping track of comings and goings on site. Students can find these tools when they log in to the study abroad system and scroll down their application page.

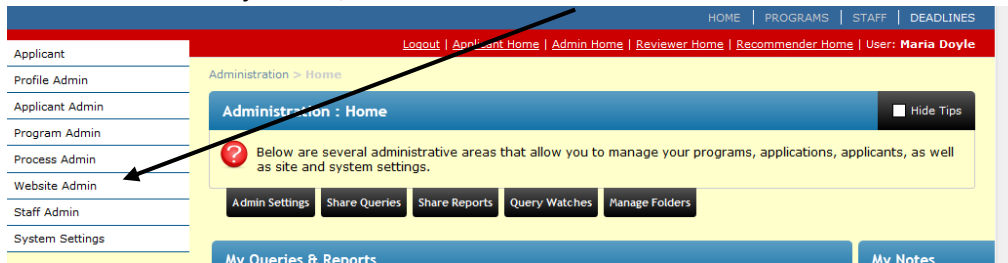


Journals:

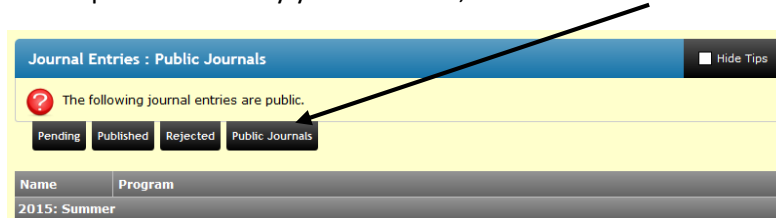
During or after students' travels, they can use the **Manage Your Journal** section to submit photos and text about the experience. Students who have received scholarship funds from the ISP office may select journaling as one of the options to fulfill their required "give-back" for their scholarship funds. These students must set their journals to "public" (this option is available through the *Settings* link in the journal section). This will allow you to see what students have written so that you can cull photos or commentary for the brochure page of your program.



To access students' journals, click on the **Website Admin** link on the left and select **Journal Entries**.



To see public entries by your students, click on the *Public Journals* tab.



You can read through the material submitted by your students by clicking on the link for each student's journal. You can add links to these journals to your brochure pages or quote shorter excerpts.

Side Trips:

If you need to keep track of where students are traveling when they have free time during your program, or where they are traveling after the program is over, you can ask students to enter their travel information in their applications in the **Itinerary** section at the bottom of the application page (this will become available once students have been accepted into the program).

Itinerary

The following is the current itinerary for your program. Please follow any instructions displayed to provide the information required to complete it.

O'Leary, Canada (North America)
Start Date: 12/12/2014
End Date: 12/16/2014

add new itinerary record

The Itinerary section automatically contains itinerary information that is part of the program itself, but students can click on the *Add New Itinerary Record* to add trips they are taking on their own, which can be a helpful way for you to keep track of where students are. The side trips form will ask students to input their dates of travel, the location where they'll be going, who they're traveling with and where they'll be staying. You can keep track of this information using the reporting and query functions described earlier in this document.

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