PENNSTATE The GRADUATE SCHOOL

GRaduate Admission Decision System (GRADS) Updates Workshop

October 2013

PENNSTATE The GRADUATE SCHOOL

What's New at The Graduate School?

- People
- LionPATH
- Web Site
- Application Updates
- Reference Portal Updates
- GRADS Updates

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People

Lori Cottrill lac102

Director of Network Operations and Data Systems

Lori joined The Graduate School in November 2012.

Gillian Kinney gak139

Programmer/Analyst

Gillian joined The Graduate School in May 2013.

She and TJ Collins are responsible for the new updates and features in GRADS this year.

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LionPATH

Keep Application and GRADS (interfaced)
Or
Integrate with LionPATH
?

LionPATH is the name given to the project to select and implement a new student system. Several members of The Graduate School spent a significant portion of this year working on the LionPATH project. We have wavered several times between thinking we will keep our application and GRADS or thinking we will move them into the new system. The fit-gap analysis to be completed during the first quarter of 2014 will help determine our path – integrate or interface. Regardless, as LionPATH's live date is slated to be a few years in the future, we will continue to work on our current application and GRADS during that time.

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WebSite

- www.gradschool.psu.edu
- How to Apply
- Access an Existing Application
- Faculty & Staff > GRADS

In September 2013, The Graduate School launched a new web site. The following screens show the new How to Apply button for new applicants, as well as the link to Access an Existing Application for those who have started or submitted an application.

GRADS was moved to the Faculty & Staff page and is accessible from the left column or the middle link. If you have bookmarked GRADS and are being asked twice for your token input, this can be resolved by copying/pasting the following and saving it as your bookmark: https://secure.gradsch.psu.edu/cosign/grads/

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Campus Safety & Compliance
About Us
How to Apply
Access an Existing Application
Why Penn State?
Important Dates & Events
NRC Rankings of Research Doctorate Programs
Penn State was one of the largest institutional participants from among 212 universities in the National Research Council Assessment of Research Doctorate Programs, with 69 Ph.D. programs participating (65 ranked) in 51 different primary and 3 emerging fields of study.
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Nondiscrimination Policy
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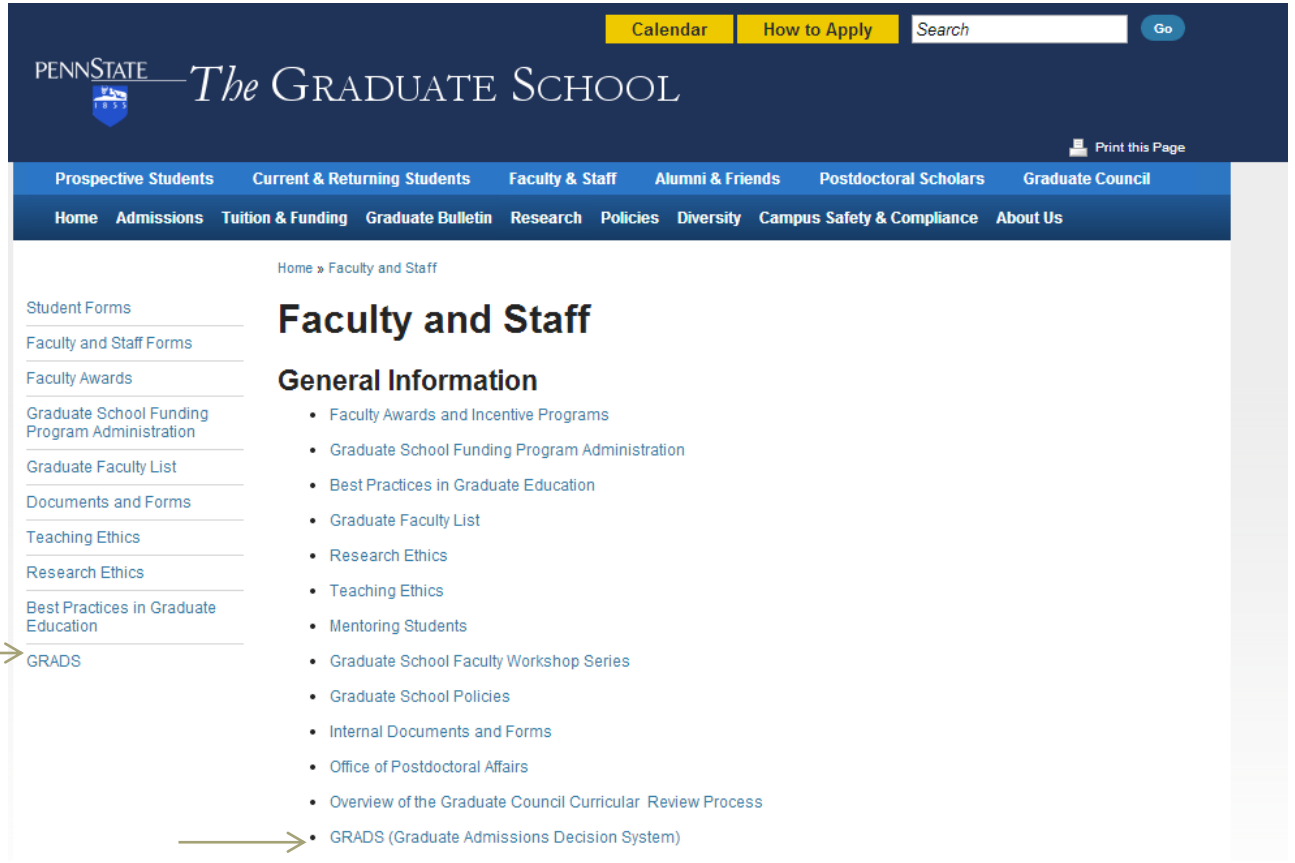
Calendar
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The GRADUATE SCHOOL
Print this Page
Prospective Students
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Research Ethics
Best Practices in Graduate Education
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Mentoring Students
Graduate School Faculty Workshop Series
Graduate School Policies
Internal Documents and Forms
Office of Postdoctoral Affairs
Overview of the Graduate Council Curricular Review Process
GRADS (Graduate Admissions Decision System)

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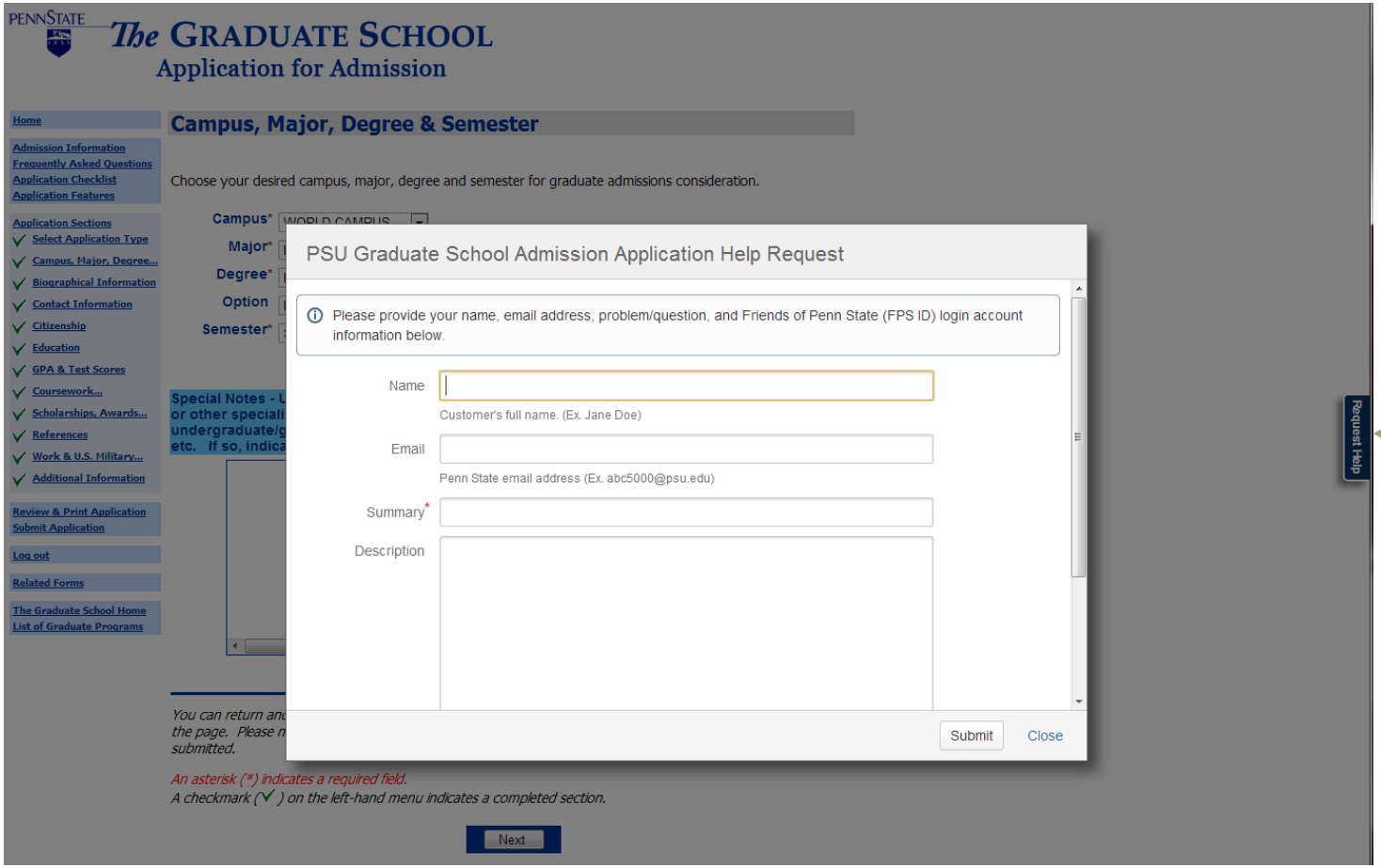
Application Updates

- Request Help and FAQ
- Reference Updates from Status Page
- Email Address Change from Status Page
- State Regulations about Program Validity
  - http://www.worldcampus.psu.edu/degrees-and-certificates/educational-leadership-masters/state-regulations/1379
- Clery Act Compliance
- Payment Portal: Interim Page Added for Check/Money Order or Credit Card

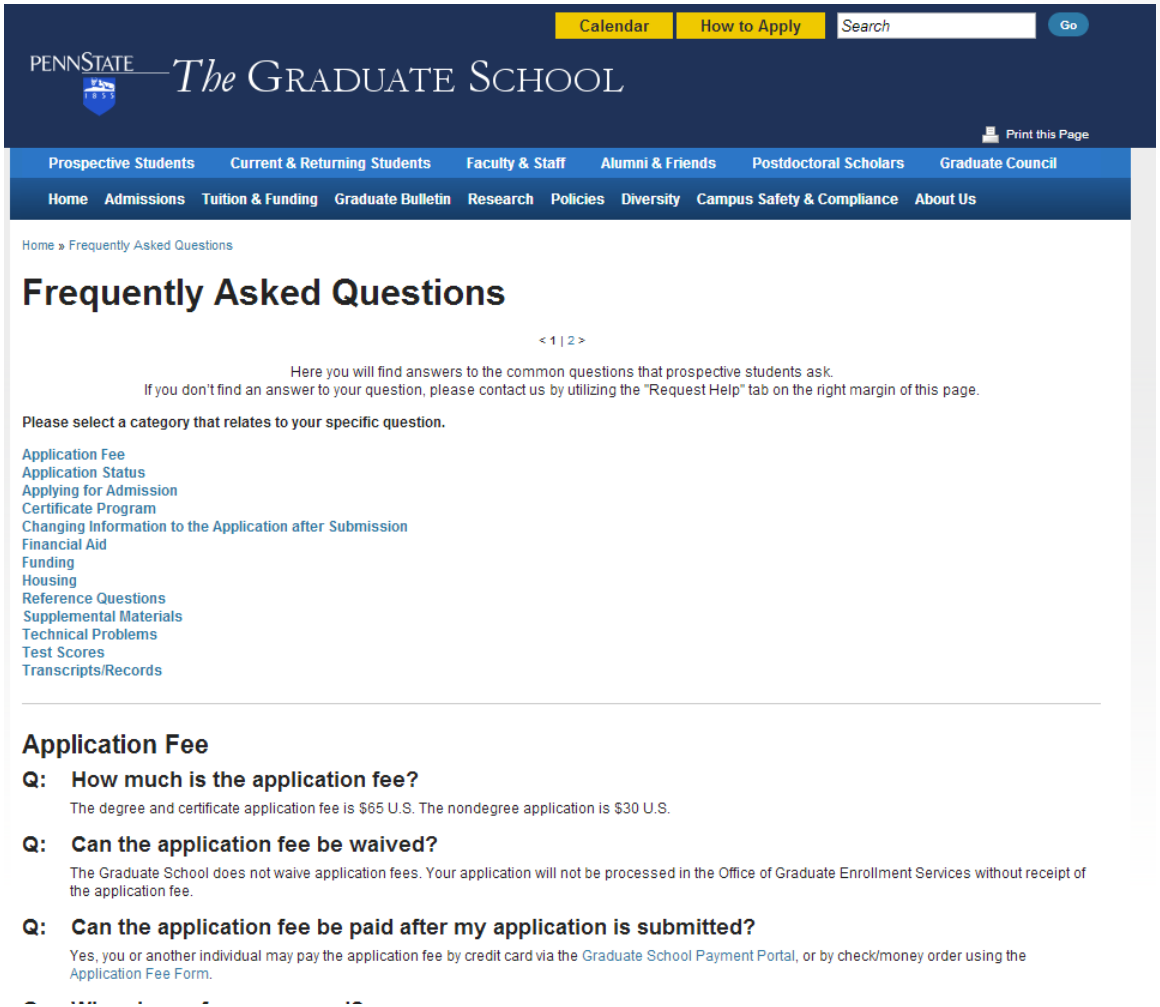
*** Changes to application will be effective 10/14/13.*

Request Help



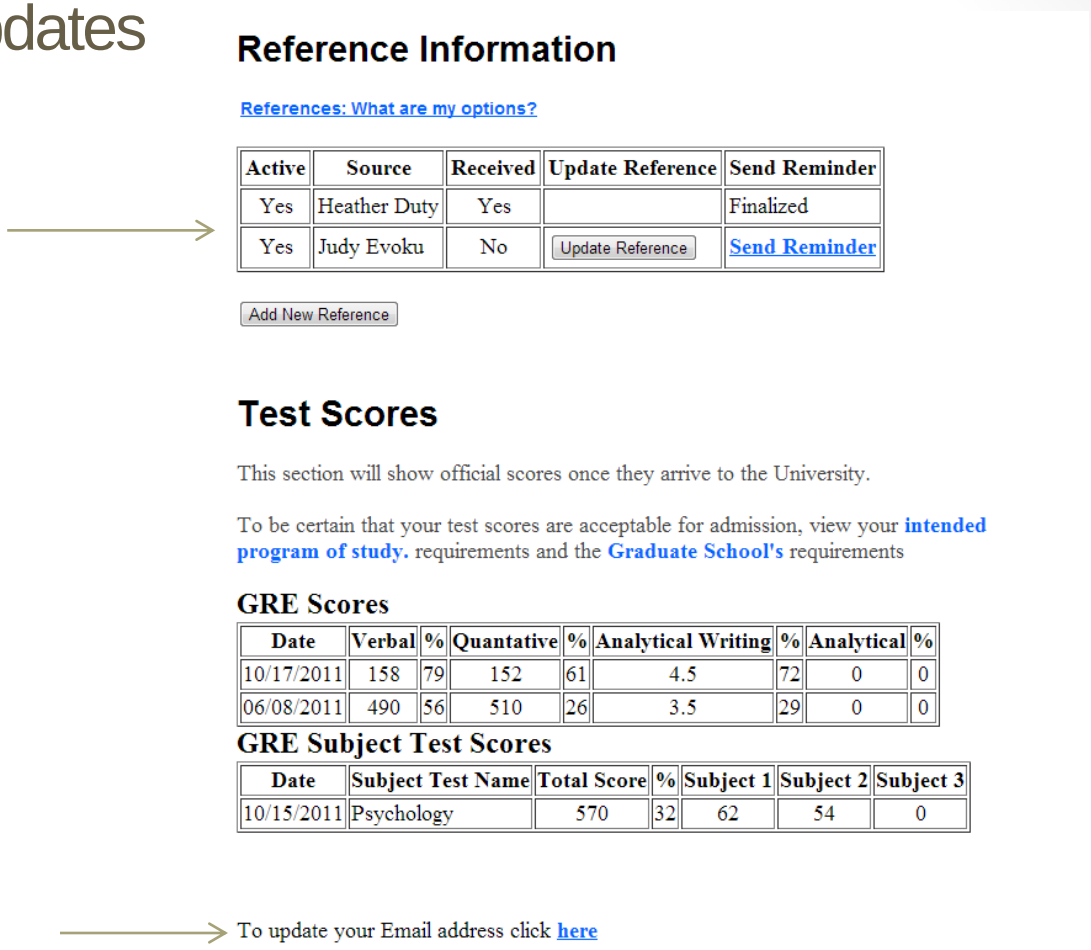
- The Graduate School now uses JIRA for our help desk tracking. A Request Help tab was added to the application for any questions/problems.

FAQ



- Our new web site also brought a new Frequently Asked Questions (FAQ) page, complete with anchors to pertinent subject areas. This page is available from the application, as well as from the web site.

Status Page Updates



Reference Information

References: What are my options?

Active	Source	Received	Update Reference	Send Reminder
Yes	Heather Duty	Yes		Finalized
Yes	Judy Evoku	No	Update Reference	Send Reminder

Add New Reference

Test Scores

This section will show official scores once they arrive to the University.

To be certain that your test scores are acceptable for admission, view your **intended program of study.** requirements and the **Graduate School's** requirements

GRE Scores

Date	Verbal	%	Quantative	%	Analytical Writing	%	Analytical	%
10/17/2011	158	79	152	61	4.5	72	0	0
06/08/2011	490	56	510	26	3.5	29	0	0

GRE Subject Test Scores

Date	Subject Test Name	Total Score	%	Subject 1	Subject 2	Subject 3
10/15/2011	Psychology	570	32	62	54	0

To update your Email address click here

- Applicants are now able to remove and add references in addition to updating.
- Applicants also have the ability to provide a new email address.

State Regulations about Program Validity

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The GRADUATE SCHOOL

Application for Admission

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Related Forms

The Graduate School Home
List of Graduate Programs

State Regulations Disclaimer

IMPORTANT NOTICE REGARDING ON-LINE DEGREE AND CERTIFICATION PROGRAMS

Before you continue, you must acknowledge the following information:

Certain states have regulations that restrict the use of on-line programs for recognition pertaining to the initial, additional, or renewal of certification or salary enhancement (rank change) for K-12 teachers. To determine if your state of residence or employment is one of these states and to review information regarding these restrictions, visit the World Campus State Regulations web page. **Please note that the Graduate School of The Pennsylvania State University is not responsible for the content of this web page**

Questions regarding state regulations for programs delivered through World Campus should be directed to World Campus Admissions Services:

Website Address: http://www.worldcampus.psu.edu/admissions
E-mail Address: wdadmissions@outreach.psu.edu
Phone Number: 1-800-252-3592

I have read and understand the information provided above and on World Campus' website and wish to continue with my application to this program.

CONTINUE

I do not wish to continue with my application to this program and wish to return to the "Campus, Major and Degree" page of the application.

BACK

» Nondiscrimination Policy » Equal Opportunity Policy » Copyright » Privacy & Legal Statements » Site Index

- The above disclaimer was added to the application to provide information about World Campus programs that have certain restrictions in certain states. The World Campus maintains their page (accessed from the link above) to give applicants details about applicable programs. The following slide shows this page, as it appeared in October 2013.

Degrees and Certificates

REQUEST INFO APPLY NOW

OVERVIEW
COURSES
COSTS
FACULTY
HOW TO APPLY
CONTACT THE PROGRAM
STATE REGULATIONS

State Regulations

SHARE PRINT

Alabama

State authorization to provide a program related to the preparation of teachers or other P–12 school/system personnel does not indicate eligibility for an Alabama certificate. Applicants for an Alabama certificate based on reciprocity must meet Alabama's test requirements and submit a valid, renewable professional educator certificate/license issued by another state at the degree level, grade level, and in the teaching field or area of instructional support for which an Alabama certificate is sought and/or which Alabama issues a certificate. Applicants for Alabama certification in an area of administration must also document at least three years of full-time employment as an administrator in a P–12 school system(s). www.alsde.edu

Kentucky

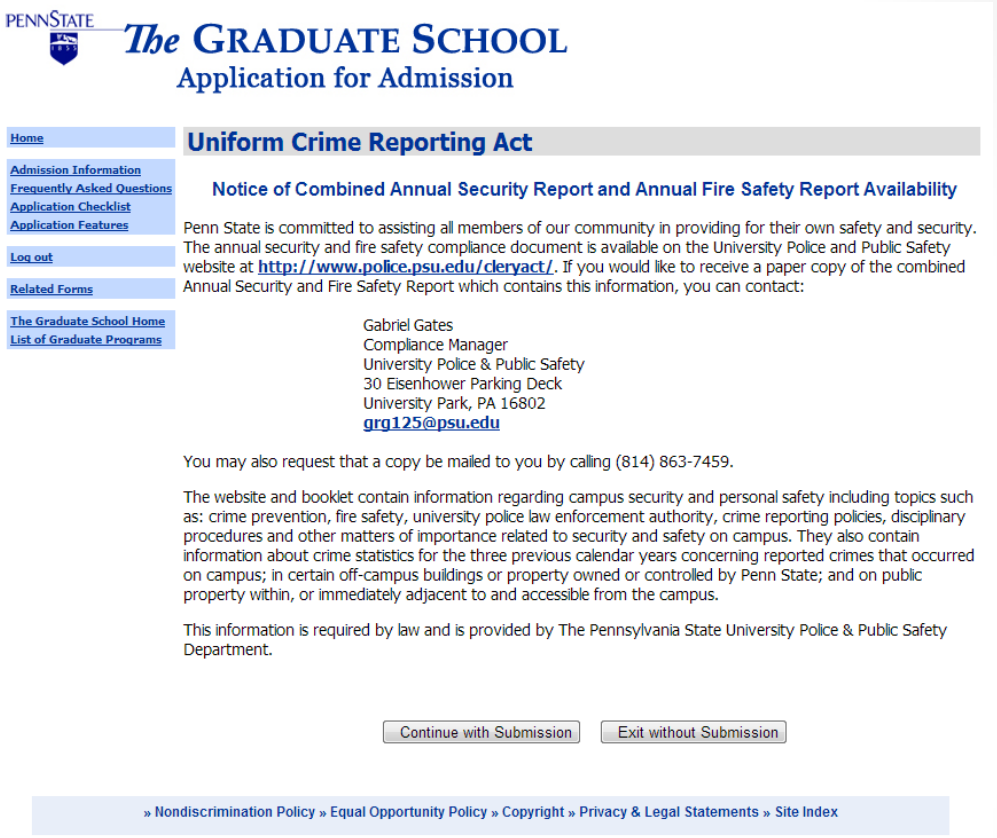
Not all of the online programs offered by our institution have been approved in Kentucky. Please check the Council on Postsecondary Education website to view its listing of approved programs. For more information, please contact the Council on Postsecondary Education, 1024 Capital Center Drive, Suite 320, Frankfort, Kentucky 40601.

Please be advised that our educator preparation programs are NOT accredited in Kentucky by the Education Professional Standards Board and our programs may not be recognized for initial, additional, or renewal of certification or salary enhancement (rank change) for K-12 teachers in Kentucky. For more information, please visit the Education Professional Standards Board's website.

Those teacher preparatory programs not accredited in Kentucky are the master's in education in:

- Art Education
- Curriculum and Instruction — Children's Literature
- Earth Sciences
- Educational Leadership — Teacher Leadership
- Learning, Design, and Technology — Educational Technology

Clery Act Compliance



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Application for Admission

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Uniform Crime Reporting Act

Notice of Combined Annual Security Report and Annual Fire Safety Report Availability

Penn State is committed to assisting all members of our community in providing for their own safety and security. The annual security and fire safety compliance document is available on the University Police and Public Safety website at http://www.police.psu.edu/cleryact/. If you would like to receive a paper copy of the combined Annual Security and Fire Safety Report which contains this information, you can contact:

Gabriel Gates
Compliance Manager
University Police & Public Safety
30 Eisenhower Parking Deck
University Park, PA 16802
grg125@psu.edu

You may also request that a copy be mailed to you by calling (814) 863-7459.

The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, university police law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Penn State; and on public property within, or immediately adjacent to and accessible from the campus.

This information is required by law and is provided by The Pennsylvania State University Police & Public Safety Department.

Continue with Submission | Exit without Submission

» Nondiscrimination Policy » Equal Opportunity Policy » Copyright » Privacy & Legal Statements » Site Index

- The above page was added to the application to comply with the Clery Act and provide applicants crime statistics about the campus to which he/she is applying. These statistics are provided on the police pages linked above.

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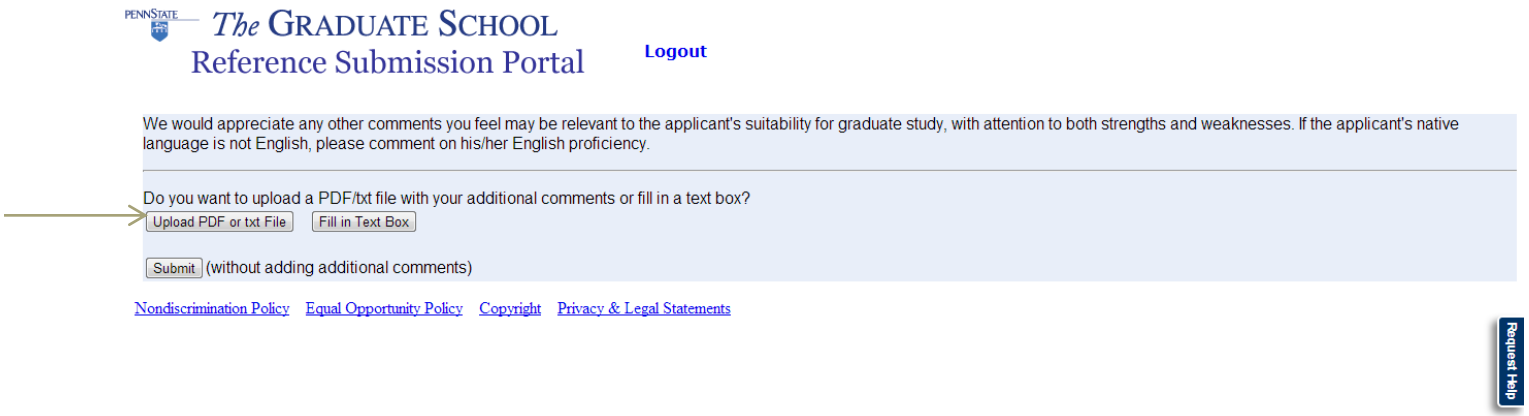
Reference Portal Update

- File upload or text box entry separated
- User can view uploaded file for confirmation
- Buttons, text, and links rearranged
- Emphasis on hitting Submit button

*** Changes to application will be effective 10/14/13.*

Over 75,000 references are provided for applicants each year. This year's updates provided further clarification and cleaner instructions for these users, including reminders to submit the materials.

File upload or text box entry separated

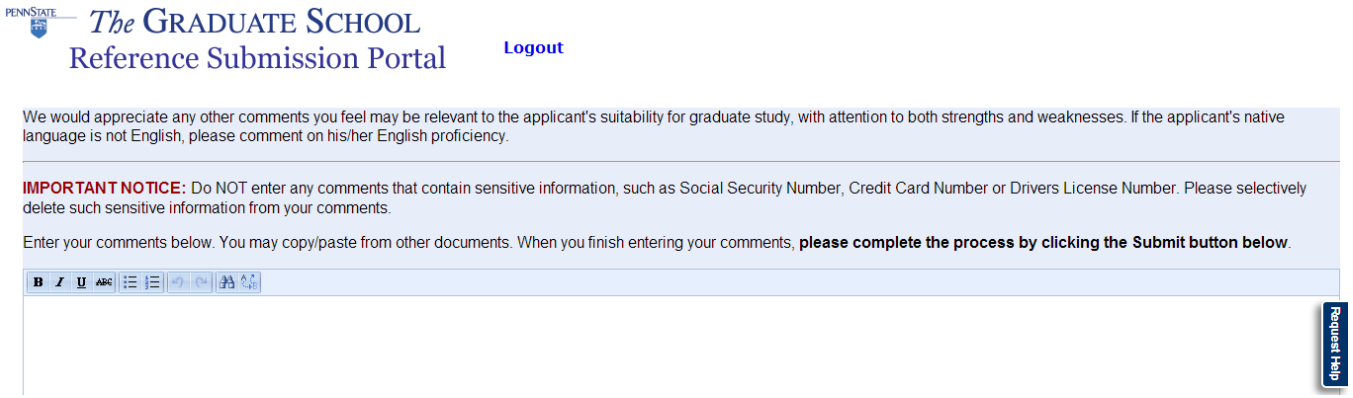


- Previously, the option to upload a file or fill in a text box were given on the same page, potentially causing some confusion. Buttons now provide a clear choice.

User can view uploaded file for confirmation

- Users can now confirm that the correct file has been uploaded before submitting.
- User is reminded to click the Submit button.

Text box alternative



- Users also have the option of filling in a text box instead of uploading a file.

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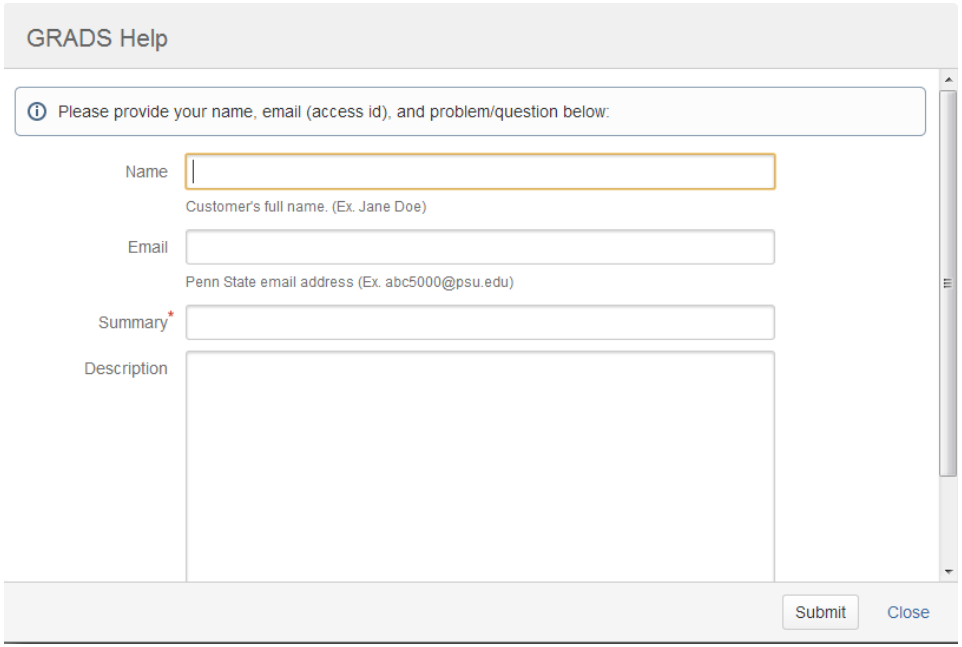
GRADS Updates

- Cannot see detail for unpaid applicants
  - Unpaid applicants can still be seen on the list, however, detail is not available until the applicant's fee is paid.
- Request Help
- Front page
- Applicant list
- Program Specific Settings
  - Applicant list caching
  - Level 2 users can designate Level 3 users able to update program labels
- Applicant notification preferences
- Can email students about his/her status on demand (from detail)
- Mass payment for checks (similar to waivers)
- Excel download: filtered and sorted

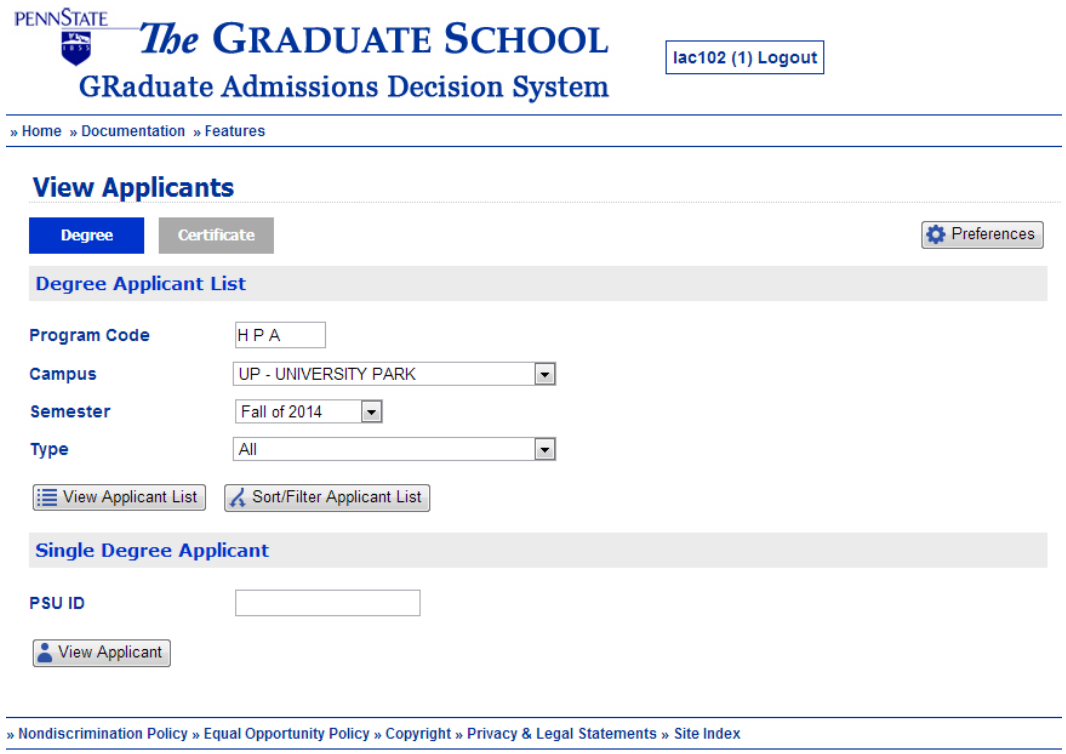
**** Changes to GRADS will be effective 11/4/13.*

Request Help Button



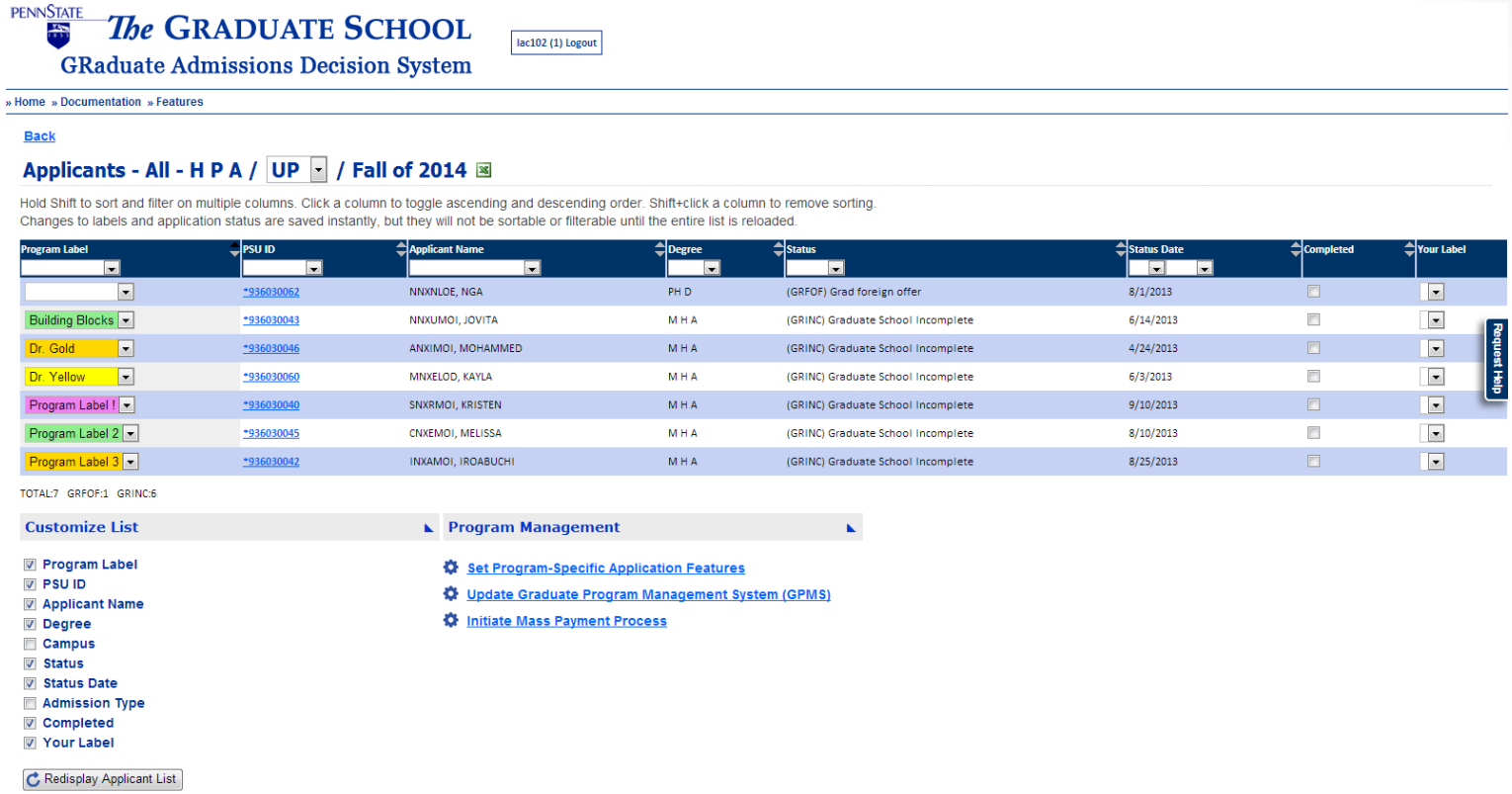
- A new Request Help button is located on the right edge of each screen in GRADS.
- Clicking on this tab will open a GRADS Help window that you can use to request help or offer suggestions about changes to the GRADS system.

GRADS Front Page Changes



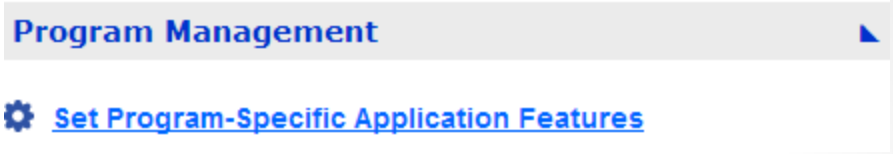
- GRADS users now have the choice of selecting Degree or Certificate applicants by clicking on the appropriate button.
- Several radio button choices were replaced with drop down options.
- From here, there are updates, as well, from within the View Applicant List and Soft/Filter Applicant List options.

Changes to View Applicant List

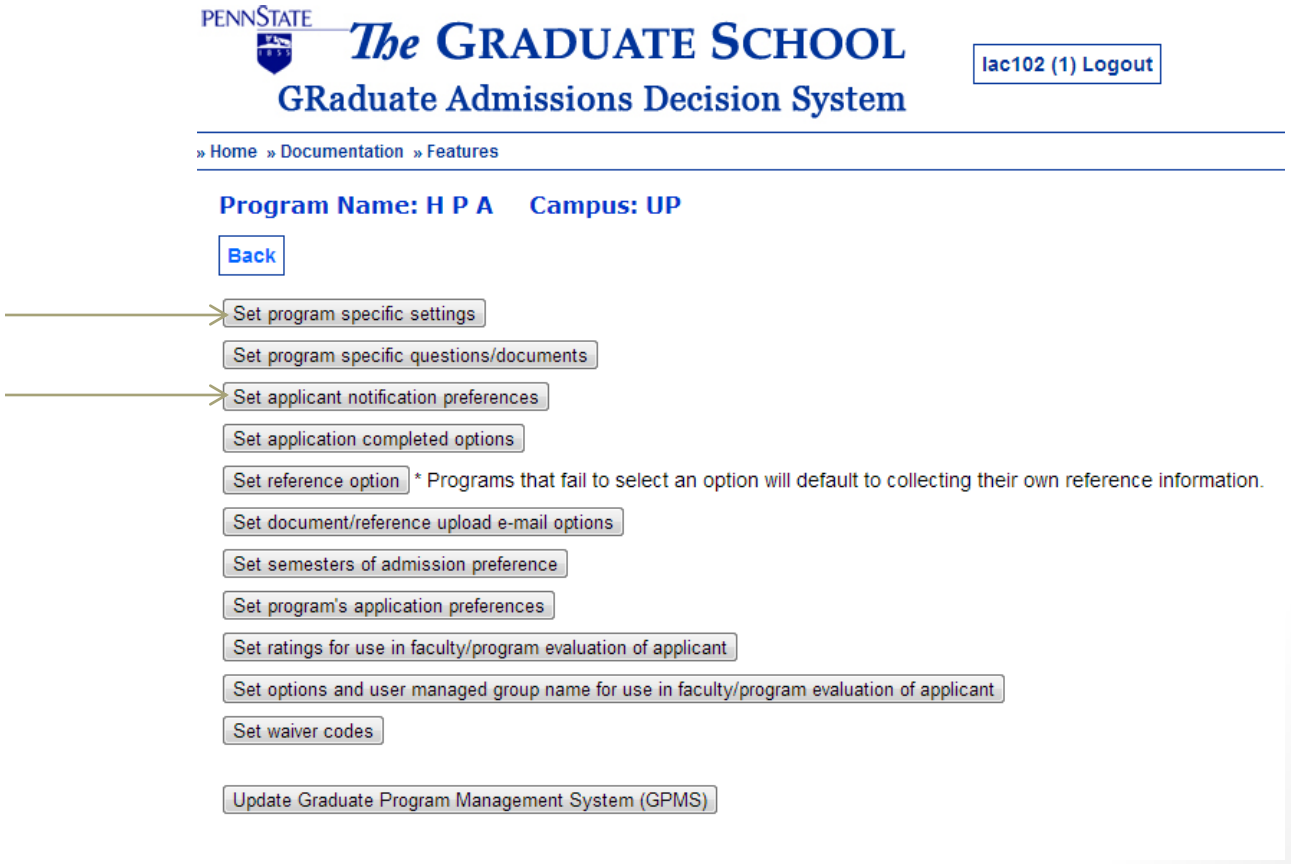


- Customize List and Program Management were moved to the bottom in order to maximize the space on the screen to view the applicant data without the need to scroll.
- In this screenshot, both Customize List and Program Management are expanded, but they can be minimized by clicking on the blue triangle in the box.
- Fields to be displayed on your screen can be added/removed by indicating a check mark next to the field in the Customize List field choices. For example, if you always deal with only one campus, you can uncheck it to gain more space for other data fields.
- The sort and filter were changed on this screen. You can sort using the up/down arrows next to the field name and filter using the drop down box option for each field.

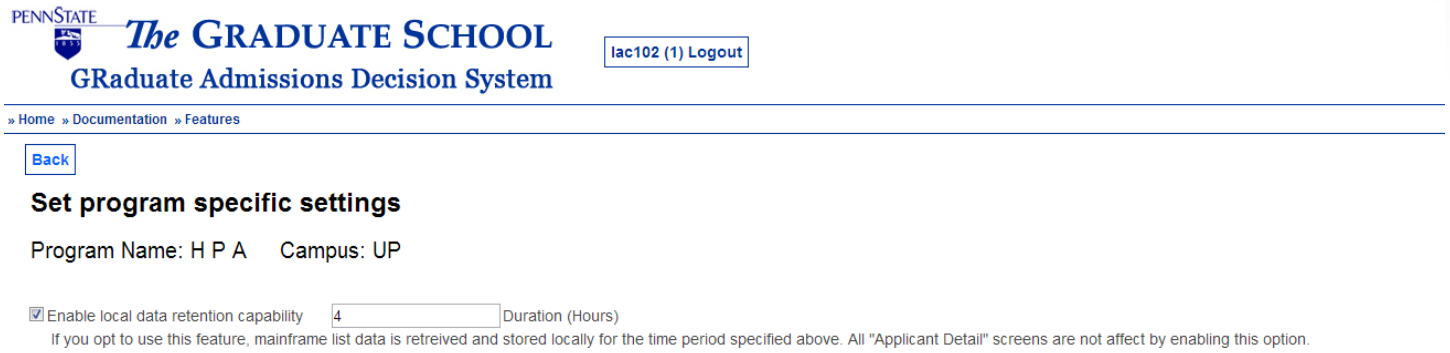
Program Specific Settings



- Choosing “Set Program-Specific Application Features” from the View Applicant List (above) will open the options below. There are several new features that you can access from here. These include new features in “Set program specific settings” and a new feature “Set applicant notification preferences”.

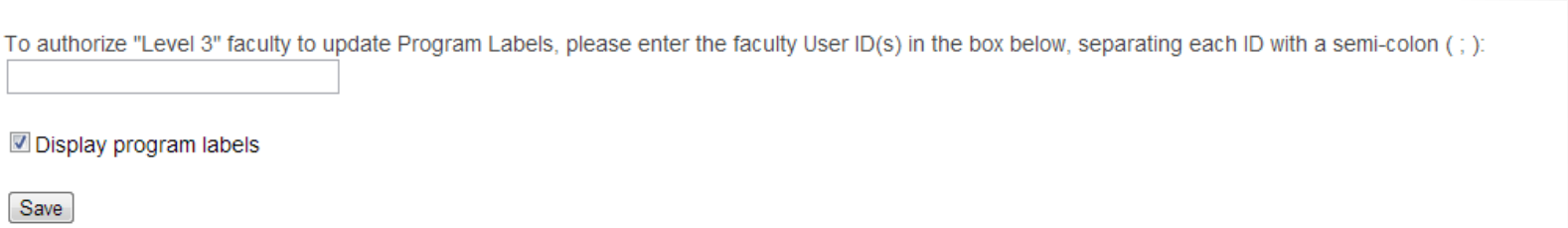


Applicant list caching



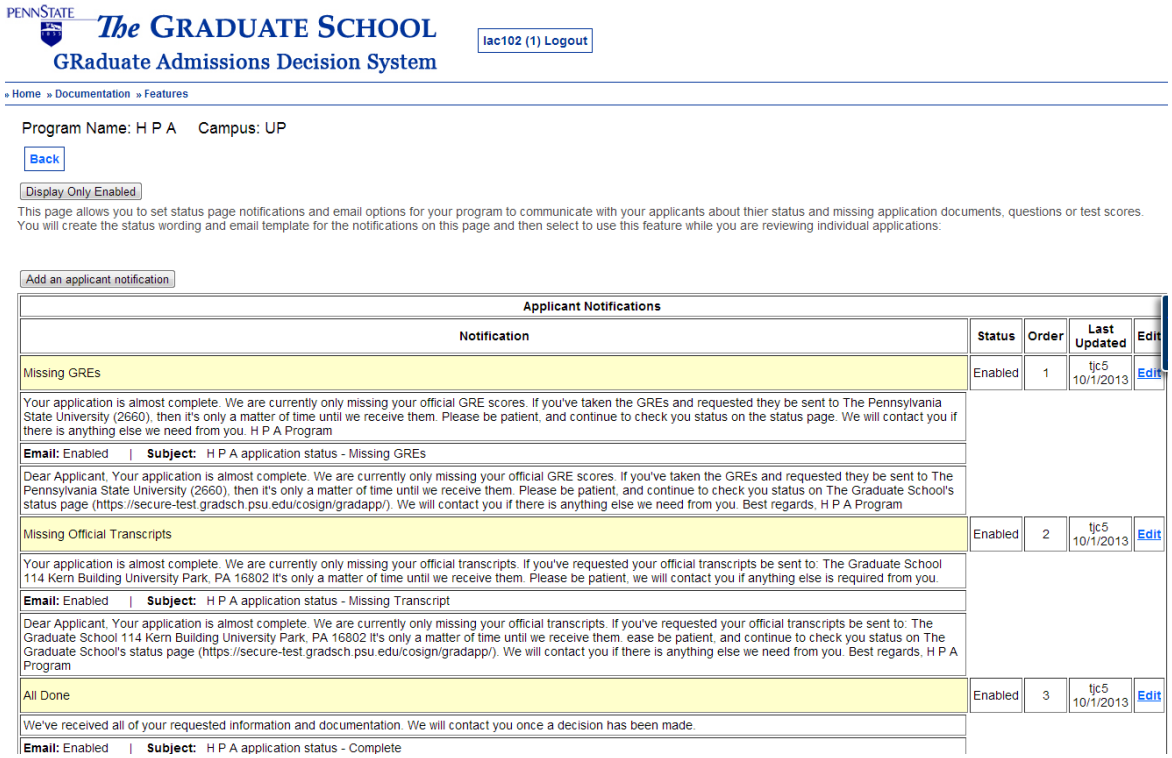
- Applicant list caching enables a user to download the list of applicants once and store it in local memory for a period of several hours, eliminating the need for GRADS to download the list again and improving system speed and performance. We believe this will be particularly helpful to programs that have several hundred applicants. You can take advantage of this feature by checking the box within “Set program specific settings” and entering a number in the Duration field. We recommend this duration be set to 4 or 8 hours (half-day or day), as the new applicant data is uploaded to the mainframe once per day.
- When individual applicant detail is selected from the applicant list, the most updated information is retrieved each time for the individual.
- This feature is optional. If you choose not to use it, verify that the box is not checked.

Level 3 designation



Also from within “Set program specific settings”, there is now an option for Level 2 users to designate Level 3 faculty to be able to update Program Labels. The access ID of each faculty member should be entered in this box, each separated by a semi-colon.

Applicant notification preferences



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GRaduate Admissions Decision System

lac102 (1) Logout

» Home » Documentation » Features

Program Name: H P A Campus: UP

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Display Only Enabled

This page allows you to set status page notifications and email options for your program to communicate with your applicants about thier status and missing application documents, questions or test scores. You will create the status wording and email template for the notifications on this page and then select to use this feature while you are reviewing individual applications:

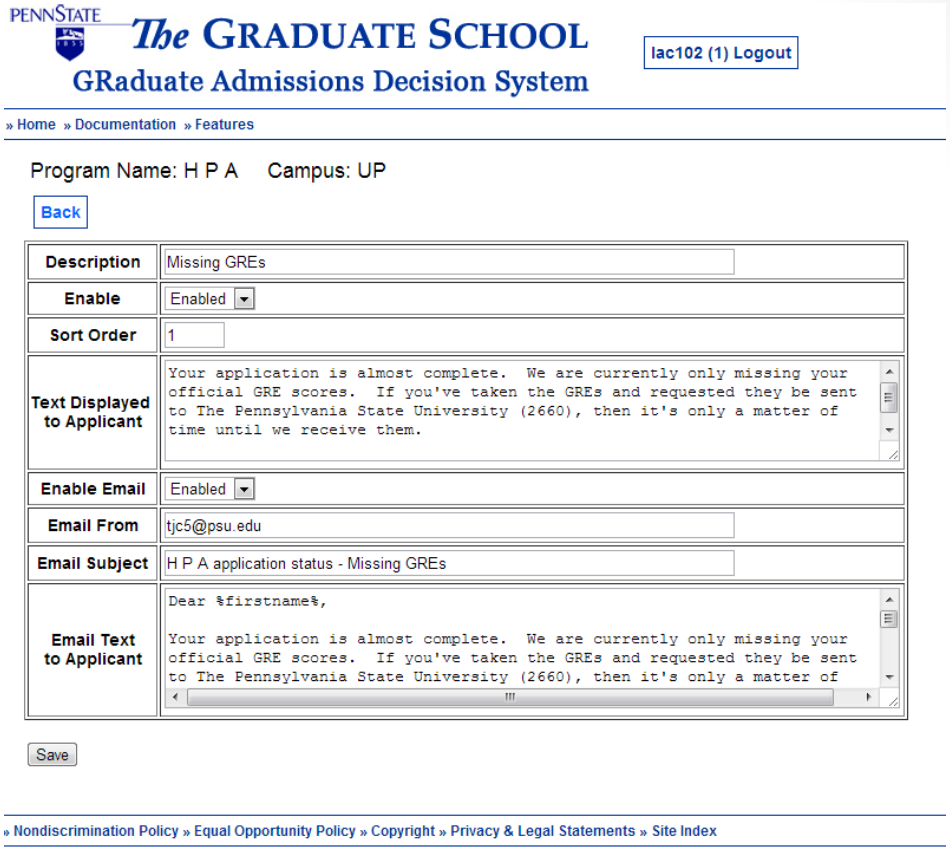
Add an applicant notification

Applicant Notifications

Notification	Status	Order	Last Updated	Edit
Missing GREs	Enabled	1	tjc5 10/1/2013	Edit
Your application is almost complete. We are currently only missing your official GRE scores. If you've taken the GREs and requested they be sent to The Pennsylvania State University (2660), then it's only a matter of time until we receive them. Please be patient, and continue to check you status on the status page. We will contact you if there is anything else we need from you. H P A Program				
Email: Enabled | **Subject:** H P A application status - Missing GREs				
Dear Applicant, Your application is almost complete. We are currently only missing your official GRE scores. If you've taken the GREs and requested they be sent to The Pennsylvania State University (2660), then it's only a matter of time until we receive them. Please be patient, and continue to check you status on The Graduate School's status page (https://secure-test.gradsch.psu.edu/cosign/gradapp/). We will contact you if there is anything else we need from you. Best regards, H P A Program				
Missing Official Transcripts	Enabled	2	tjc5 10/1/2013	Edit
Your application is almost complete. We are currently only missing your official transcripts. If you've requested your official transcripts be sent to: The Graduate School 114 Kern Building University Park, PA 16802 It's only a matter of time until we receive them. Please be patient, we will contact you if anything else is required from you.				
Email: Enabled | **Subject:** H P A application status - Missing Transcript				
Dear Applicant, Your application is almost complete. We are currently only missing your official transcripts. If you've requested your official transcripts be sent to: The Graduate School 114 Kern Building University Park, PA 16802 It's only a matter of time until we receive them. ease be patient, and continue to check you status on The Graduate School's status page (https://secure-test.gradsch.psu.edu/cosign/gradapp/). We will contact you if there is anything else we need from you. Best regards, H P A Program				
All Done	Enabled	3	tjc5 10/1/2013	Edit
We've received all of your requested information and documentation. We will contact you once a decision has been made.				
Email: Enabled | **Subject:** H P A application status - Complete				

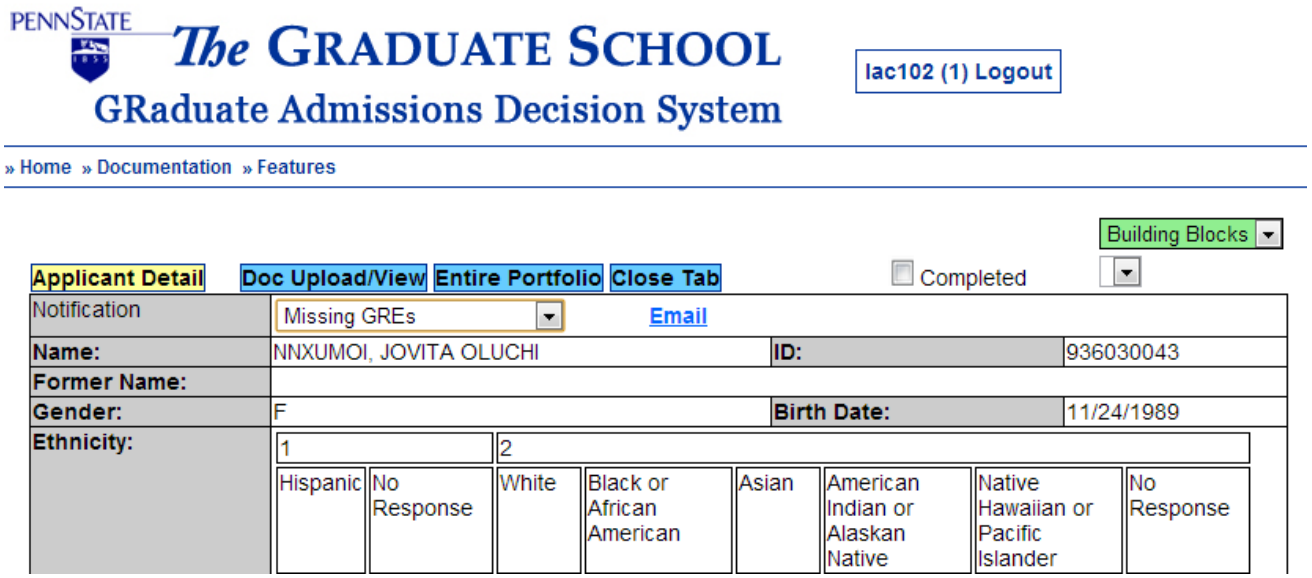
- Choosing “Set applicant notification preferences” enables to user to set up template messages that will populate the applicants’ status page and be available to send on-demand emails to applicants.
- The above example shows templates for Missing GREs, Missing Official Transcripts, and All Done. These notification choices will then appear, in the order assigned, within the detail of the applicant’s data (shown on an upcoming slide).
- Each program has the ability to set up its own template choices.
- If you wish to provide a message for more than one missing item (for example, missing GREs and official transcript), a notification template will need to be created for this combination and any other combination required.

Notification Edit



- When a user chooses to create/edit a template, options are available, as shown above.
- The status page message and email can each be changed independently from Enabled to Disabled in the future if no longer used.
- Sort order defines the order this notification will appear in the drop down within the applicant detail.
- Users can define the text to appear in the status page, as well as the text, header, and sender for the email.
- Note that %firstname% and/or %lastname% can be used to personalize the email message.

Notification within the applicant detail



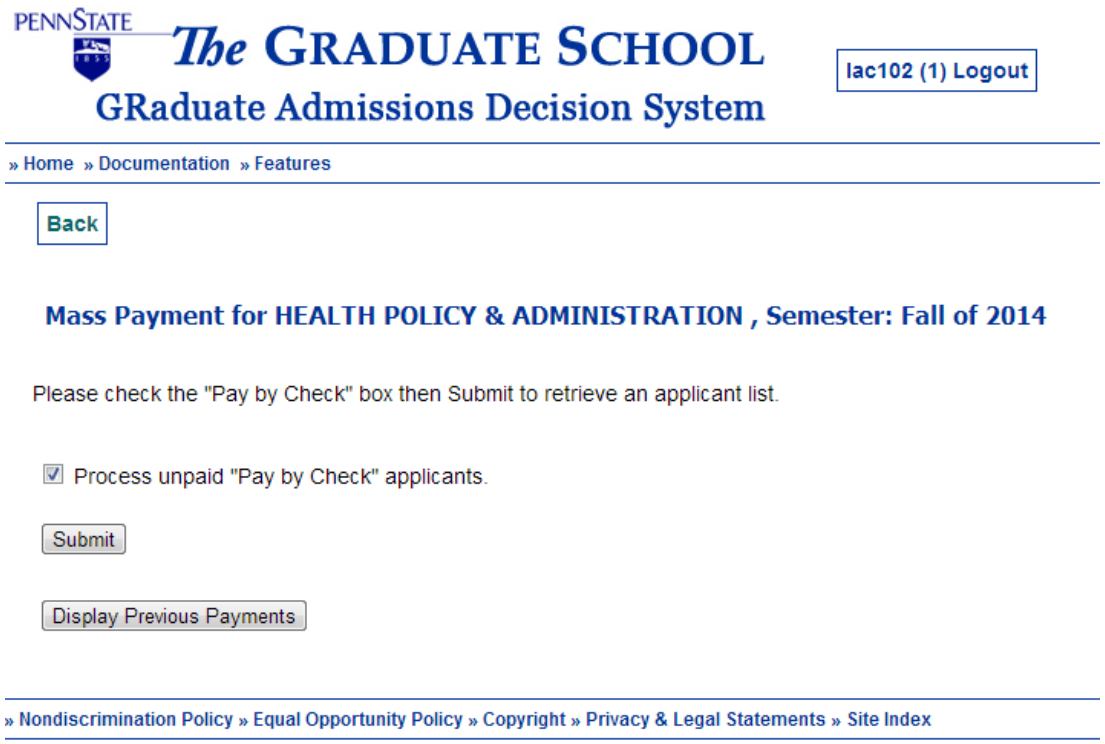
- Within the applicant detail, there now appears a Notification drop down, to be selected, as appropriate.
- Choosing a notification will cause the message to appear on the applicant's status page, enabling the applicant to see this when checking his/her status.
- There is also an Email link to the right of the Notification drop down that will open the email information that can be sent to the applicant. Clicking on the Email link allows the user to view and edit, if necessary, before sending the email to the applicant, as seen in the next slide.

The Graduate School

From:	tjc5@psu.edu
To:	tjc5@psu.edu
CC:	
Bcc:	
Subject	H P A application status - Complete
Message:	Dear MOHAMMED ANXIMOI, We've received all of your requested information and documentation. We will contact you once a decision has been made. Please be patient, and continue to check you status on The Graduate School's status page (https://secure-test.gradsch.psu.edu/cosign/gradapp/). We will contact you if there is anything else we need from you. Best regards, H P A Program

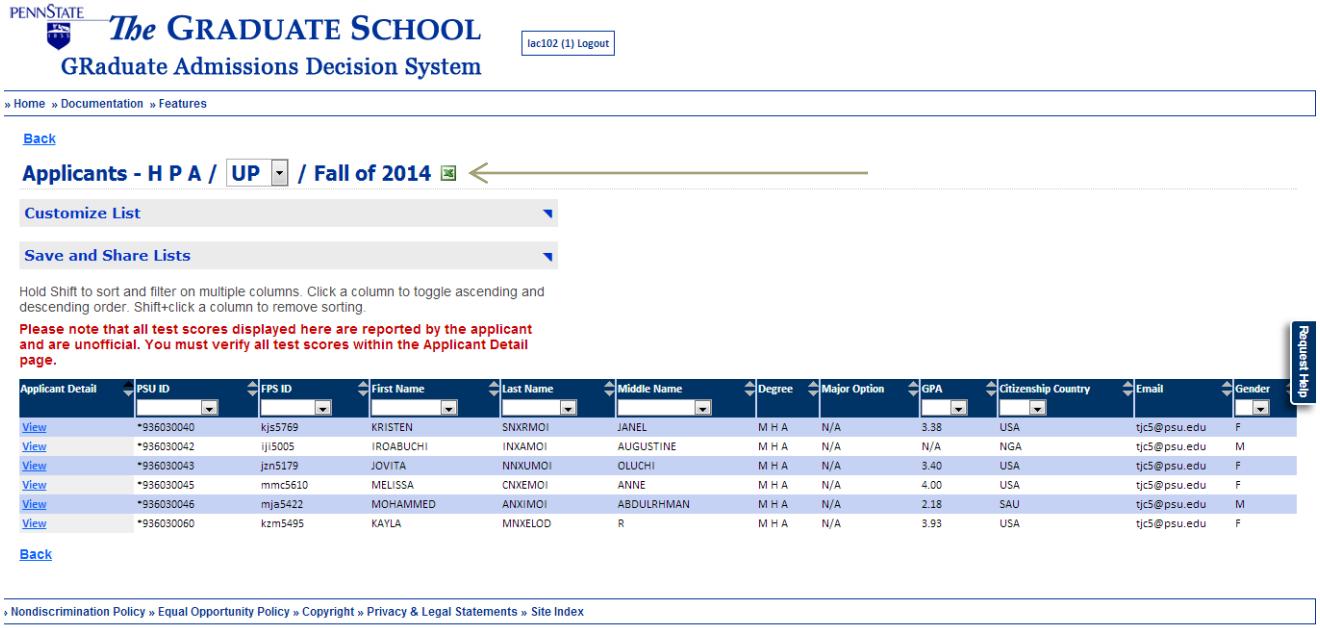
Send Cancel

Mass payment for checks



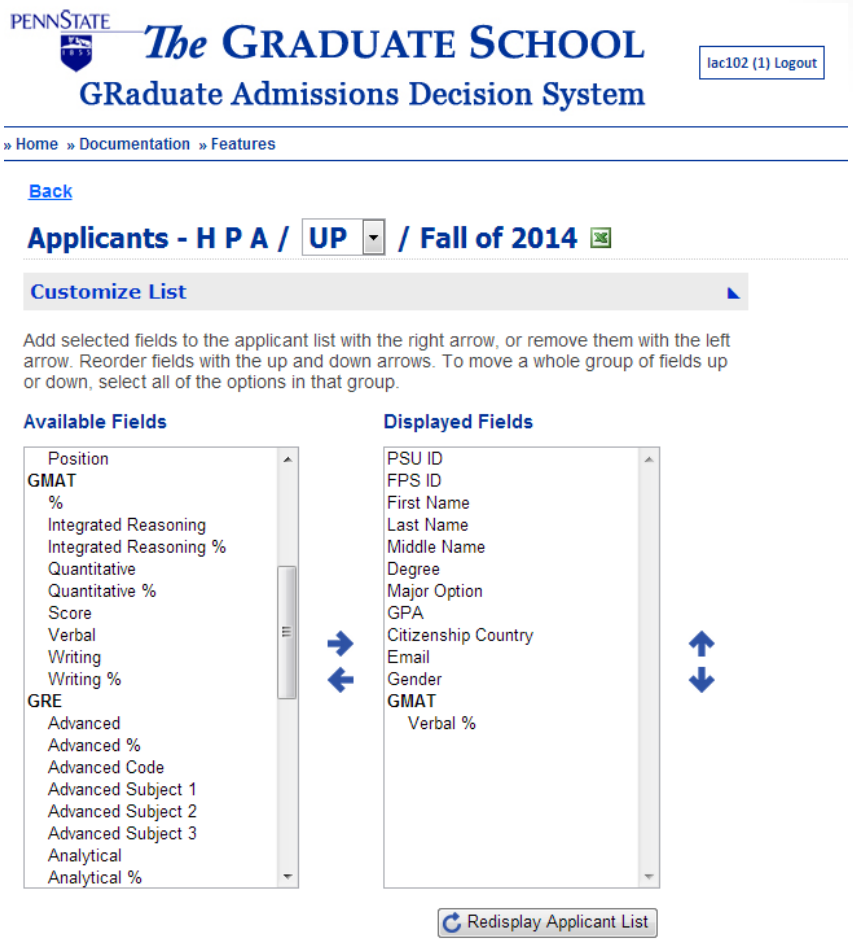
- Similar to the function that enables programs to do a mass waiver payment, a mass check payment can now be performed, by checking the box. This option is found from Program Management from the View Applicant List and selecting Initiate Mass Payment Process.

Sort/Filter Applicant List



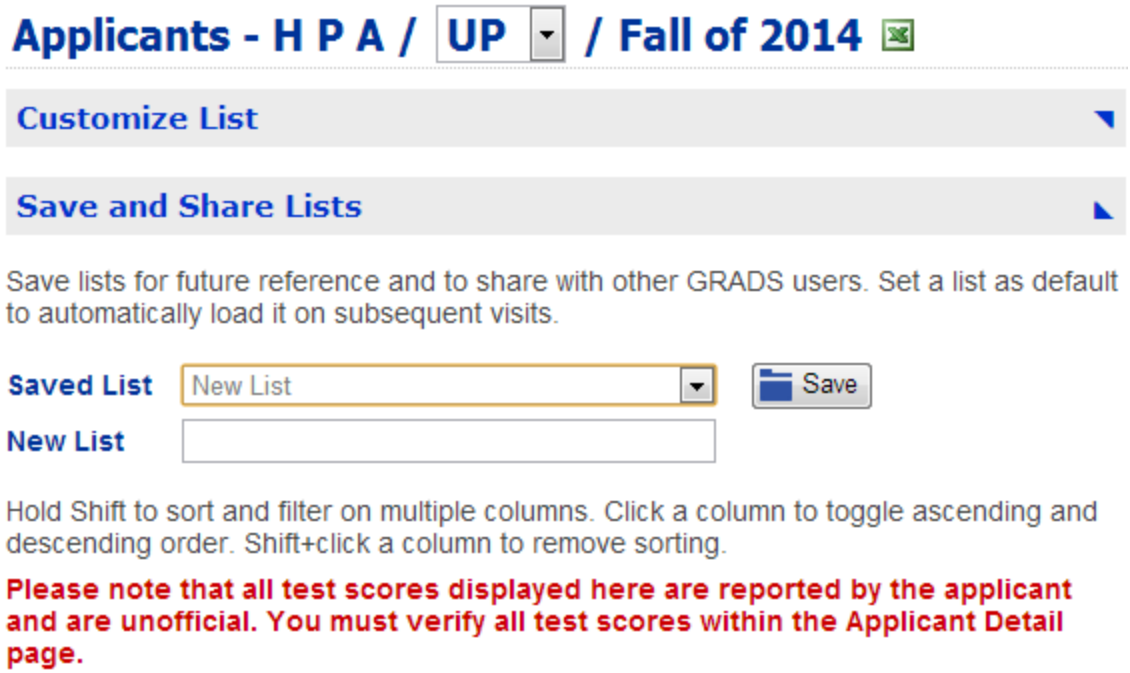
- Sort/Filter Applicant List now has a new look, as well, with changes similar to View Applicant List.
- After the applicant list has been sorted/filtered, choosing the download to excel icon will produce an excel file reflecting the same list that appears on the screen. Previously, all applicant information was downloaded, but this updated feature allows for better refinement of the list.

Customize List



- Many additional fields are available from the Customize List option within the Sort/Filter view. Users can choose fields individually to be added to the column layout. Use the arrows to select and order fields, as desired.

Save and Share Lists



- After using Customize List to choose the fields desired and column layout, this list can be saved and then shared with others. For example, if a particular faculty group would like to see certain data items, this can be saved and shared.

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What's Next?

- Additional application questions
  - A few new questions will be added to the application, for use by The Graduate School. These questions include collecting the applicant's high school and programs in which the applicant may have participated as an undergraduate.
- Updated documentation
- Updated instructions for obtaining GRADS access
- Your suggestions
  - The Graduate School always welcomes your suggestions about problems you have using GRADS or your ideas to make GRADS better. Please use the Request Help tab from within GRADS to send us your suggestions.

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Thank you!