


CollegeNET[®]
INSTRUCTION MANUAL
ADMIT FOR FACULTY REVIEWERS



CollegeNET Instruction Manual (Admit) – The Graduate School at the University of South Carolina
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Document release date: **February 2020**

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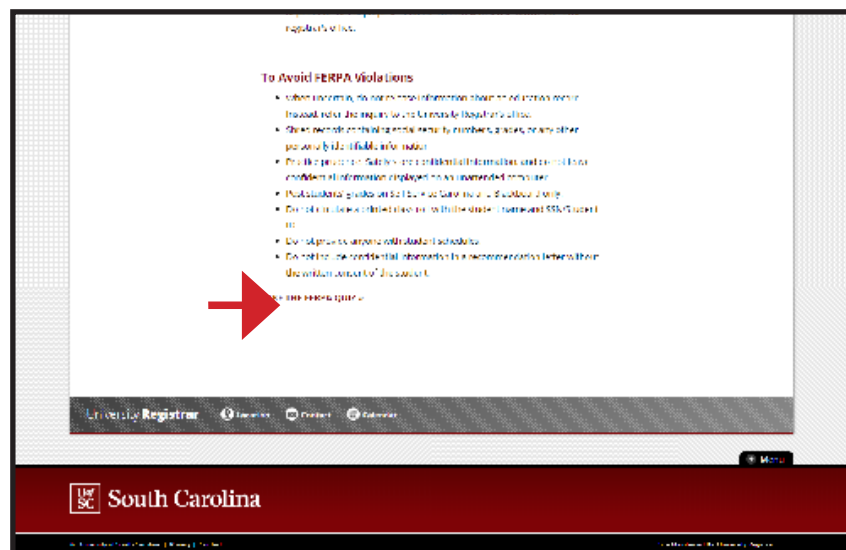
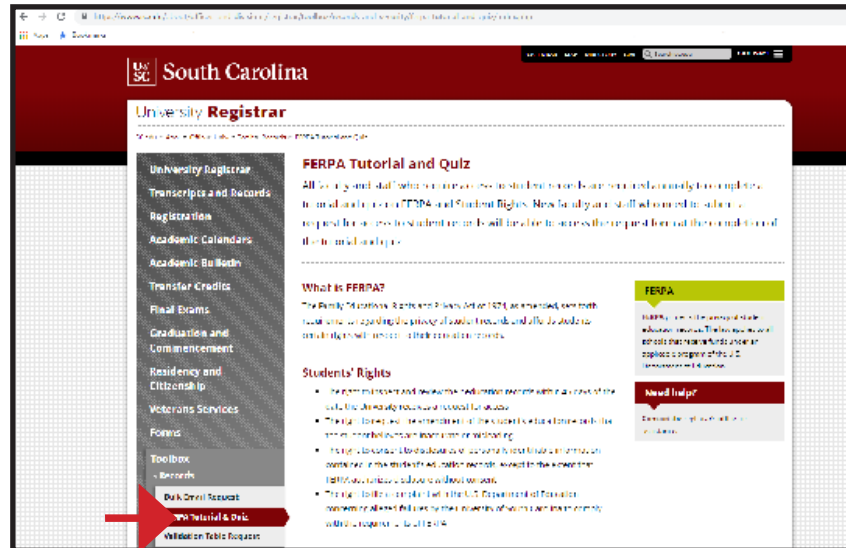
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BEFORE YOU BEGIN

You will need to complete the **FERPA Quiz** before you can gain access to the CollegeNET system.

Access the [link to the quiz](#) on UofSC's Registrar's website under the Toolbox tab. Then click on the Records subfolder, where you'll find the FERPA Tutorial & Quiz tab. The quiz should only take a few minutes to complete.



At the end of the FERPA quiz, enter in Holly Gentry's email (moorehr@mailbox.sc.edu) before clicking the final "Submit" button. This will notify the Graduate School that you have completed the FERPA requirement to access student records.

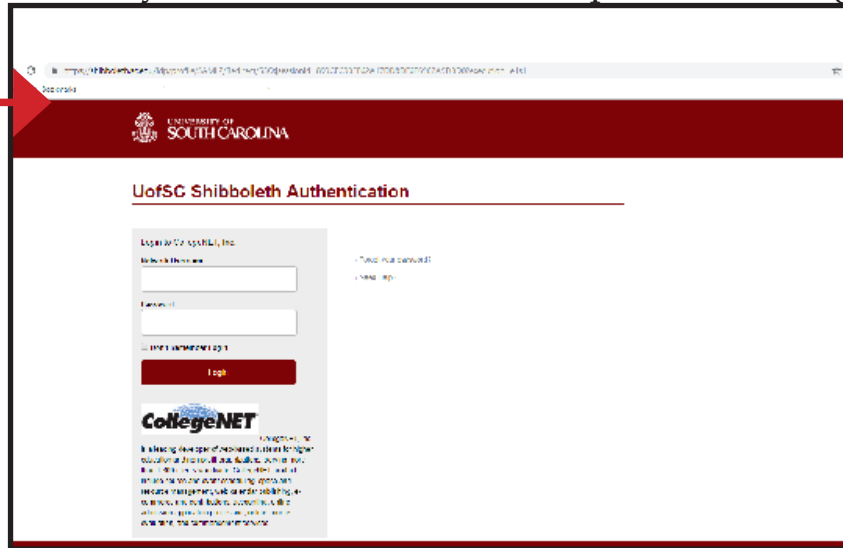
LOGGING IN

Log into the system using the following URL:

<https://admit.applyweb.com/admit/shibboleth/sc?apptype=v2>

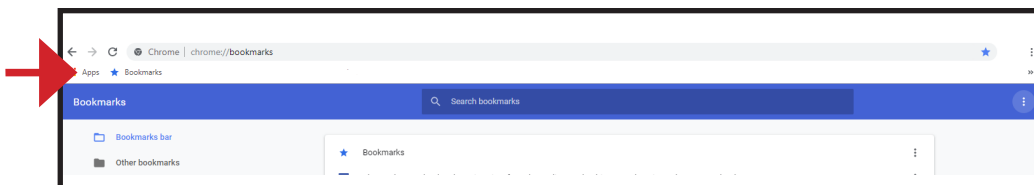
You will need to use your UofSC username and password to log in.

Do not use this URL. You will receive an error message if you use this as your URL for bookmarking.

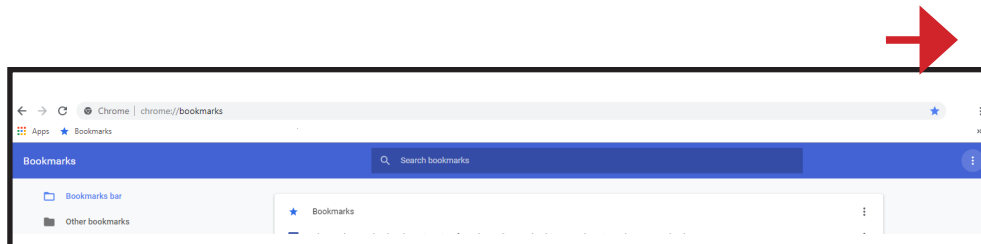


To bookmark the log-in page, you will need to do so manually.

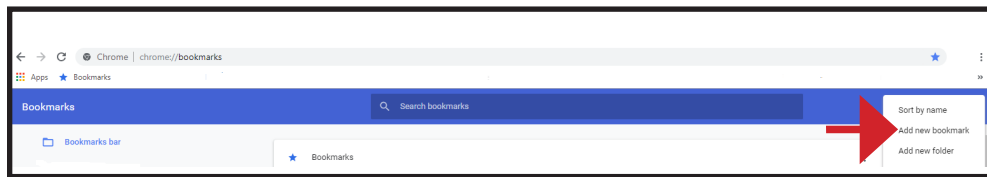
Click on **Bookmarks** in your browser.



Next, click on the three vertical dots in the upper right hand corner.



Select **Add new bookmark**.



A window will pop up (see below). Create a name for the bookmark. Copy and paste the following URL (<https://admit.applyweb.com/admit/shibboleth/sc?apptype=v2>). Click **Save**.

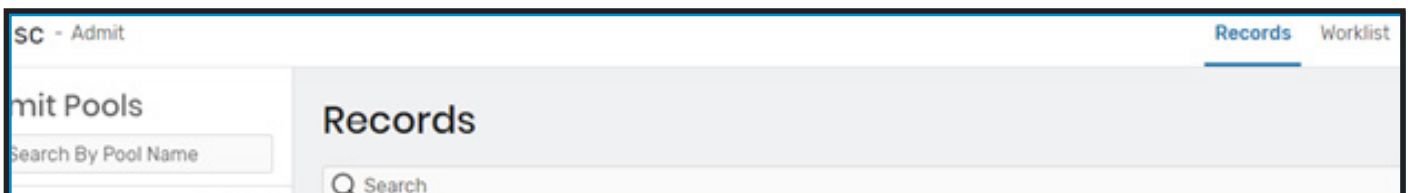
A screenshot of the 'Add bookmark' dialog box. It has a title 'Add bookmark'. There are two input fields: 'Name' and 'URL'. The 'Name' field is currently empty and has a blue underline. The 'URL' field is also empty. At the bottom right, there are two buttons: 'Cancel' and 'Save'.

***The above example used the Chrome browser.

FACULTY EVALUATORS

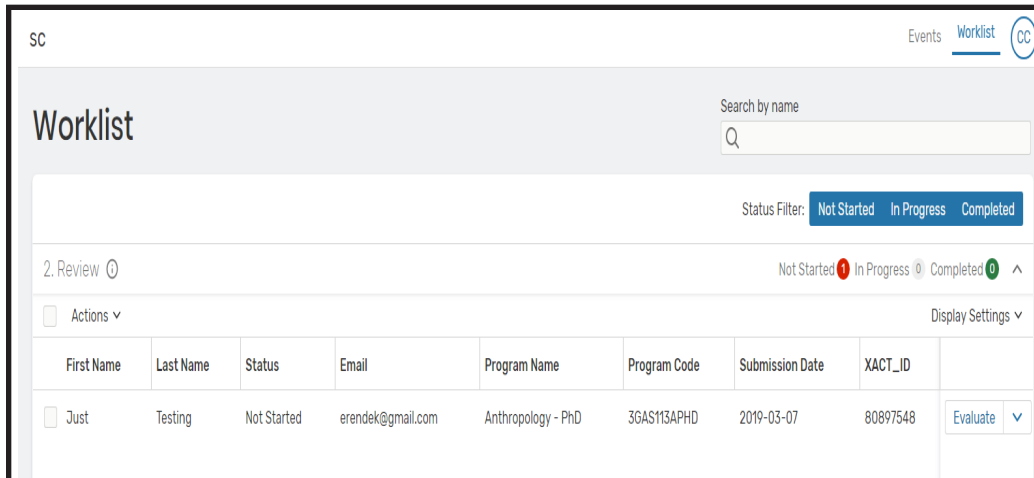
Landing Page

Once you've logged into the Shibboleth authentication system for CollegeNET, you'll be taken to the CollegeNET **ADMIT Pool**. Choose **Worklist** to see the applications that are assigned to you.



Worklist

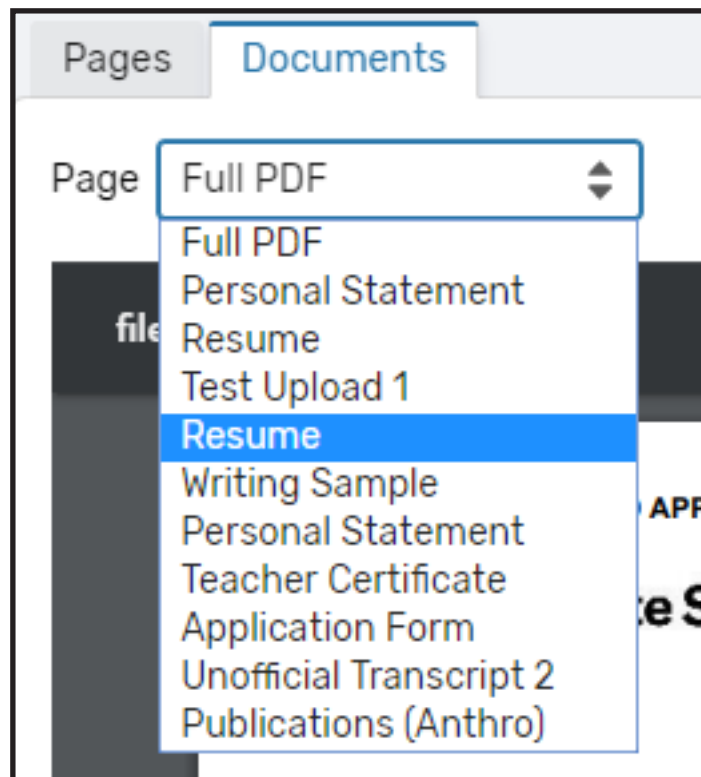
Clicking on **Worklist** will show you whether you have new assignments (applications) waiting for you to review. If you have been assigned an application, click on **Evaluate** (on the right side of the screen – see below).



The screenshot shows the 'Worklist' page in a web application. At the top, there are tabs for 'Events' and 'Worklist'. Below the title, there is a search bar and a status filter set to 'Not Started'. A table lists applications with columns for First Name, Last Name, Status, Email, Program Name, Program Code, Submission Date, and XACT_ID. The first row shows 'Just Testing' with status 'Not Started' and email 'erendek@gmail.com'. An 'Evaluate' button is visible in the rightmost column of this row, with a red arrow pointing to it.

First Name	Last Name	Status	Email	Program Name	Program Code	Submission Date	XACT_ID	
Just	Testing	Not Started	erendek@gmail.com	Anthropology - PhD	3GAS113APHD	2019-03-07	80897548	Evaluate

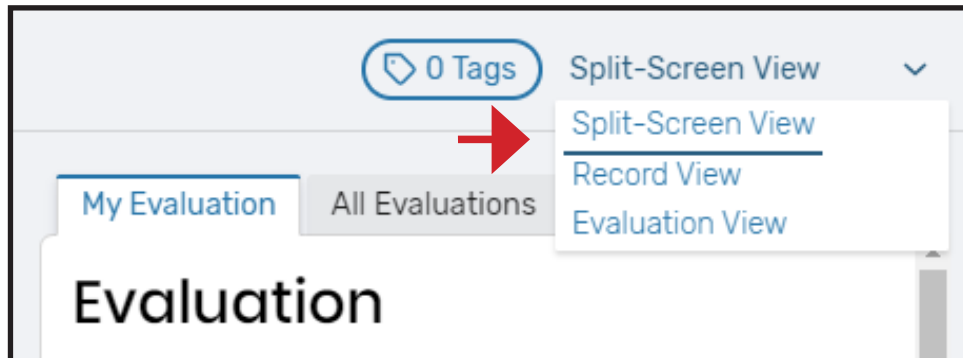
You will automatically be routed to the Full PDF of the record. You can also select individual parts of the application, such as Personal Statement, Resume, Application Form, etc., by clicking on the drop-down menu (see below).



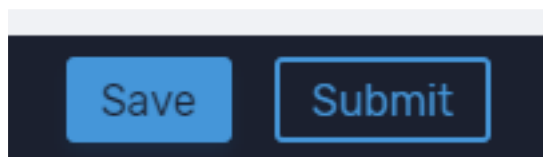
The screenshot shows a dropdown menu for document selection. The menu is open, showing a list of document types. The 'Resume' option is highlighted in blue. Other options include 'Full PDF', 'Personal Statement', 'Resume', 'Test Upload 1', 'Writing Sample', 'Personal Statement', 'Teacher Certificate', 'Application Form', 'Unofficial Transcript 2', and 'Publications (Anthro)'.

- Full PDF
- Full PDF
- Personal Statement
- Resume
- Test Upload 1
- Resume
- Writing Sample
- Personal Statement
- Teacher Certificate
- Application Form
- Unofficial Transcript 2
- Publications (Anthro)

If you do not want to see the Split-Screen View (with the record on the left and the Evaluation Questions on the right), you can click on the drop-down menu under Split-Screen View and select either Record View or Evaluation View (see below).



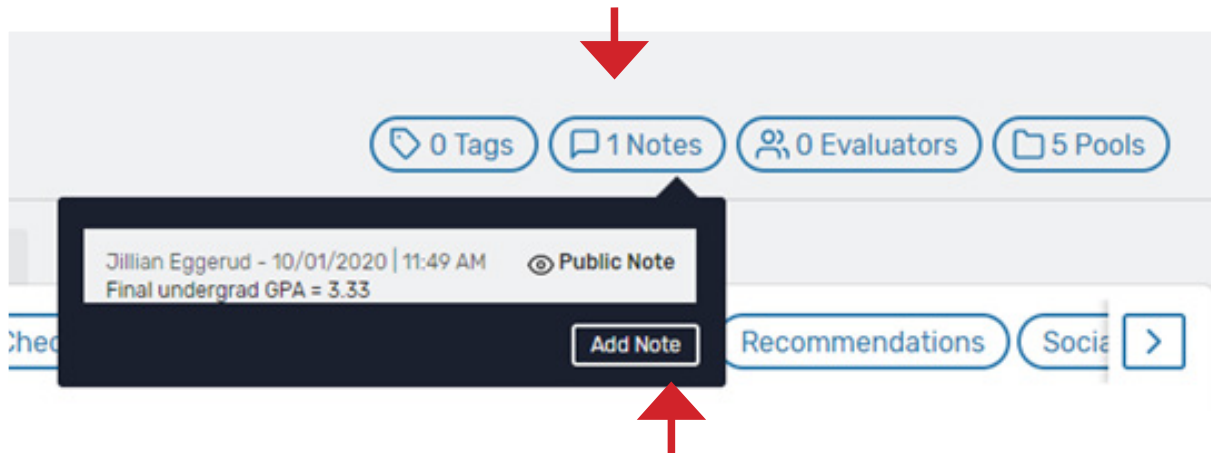
If you would like to return to this particular application record and save your current ratings and comments, select **Save** at the bottom right hand of the screen. To leave this evaluation without submitting it, click Worklist to return to your main menu. When you are ready to submit your evaluation, make sure you select **Submit**.



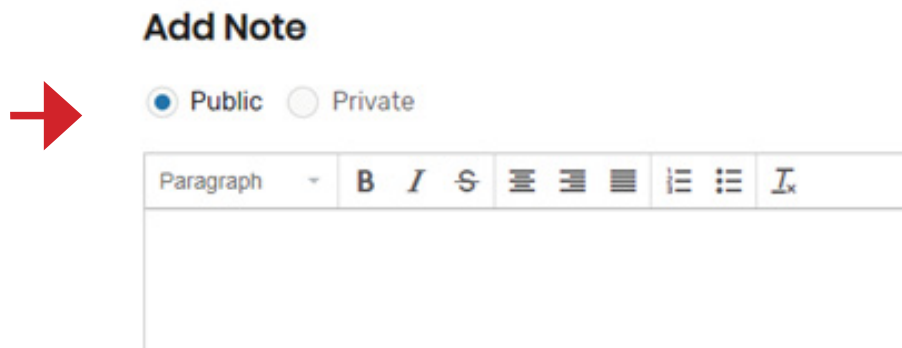
***Please note that the evaluation questions you see in the examples here can be modified to fit the needs of your department. It is up to your program how much information they want you to view/fill out in your evaluation. If you have any questions about documents, please contact your program manager in your department.

Notes Section

You can add Notes at any point of the process to help when reviewing applications. Notes can be public or private. If they are public, the Note will be visible to any faculty or staff member with access to the application. If you make your Note private, then it will only show for your view.



Notes can be submitted to help with your review process and you can add notes for the Grad Director to use when making the final decision if the comment does not fit in with any of the evaluation questions. It is up to each department to decide how they use this function.



View All Evaluations

If you have been granted permissions, clicking on **All Evaluations** will enable you to see how others who have also been assigned this record have evaluated it.

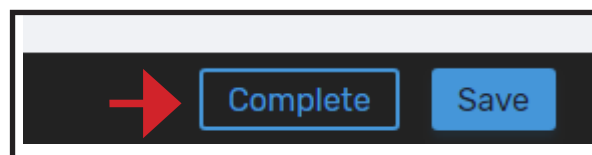


The screenshot shows a web interface with two tabs: 'Questions' and 'All Evaluations'. A red arrow points to the 'All Evaluations' tab. Below the tabs is a section titled '2. Review' with an upward arrow icon. Under '2. Review', there are three categories of evaluation questions, each with five radio button options:

- Motivation**:
 - 1 (poor)
 - 2
 - 3
 - 4
 - 5 (excellent)
- Communication**:
 - 1 (poor)
 - 2
 - 3
 - 4
 - 5 (excellent)
- Academic Potential**:
 - 1 (poor)
 - 2
 - 3
 - 4
 - 5 (excellent)

Submit Evaluation

When you are finished with your evaluation be sure to select **Complete** and **NOT Save** — also found at the bottom right hand of the screen (see below). Failure to select **Complete** will result in the application not being able to move down for the next steps of the review process.



The screenshot shows a dark grey bar with two buttons. On the left is a red arrow pointing right. To its right are two buttons: 'Complete' (with a blue border) and 'Save' (solid blue).