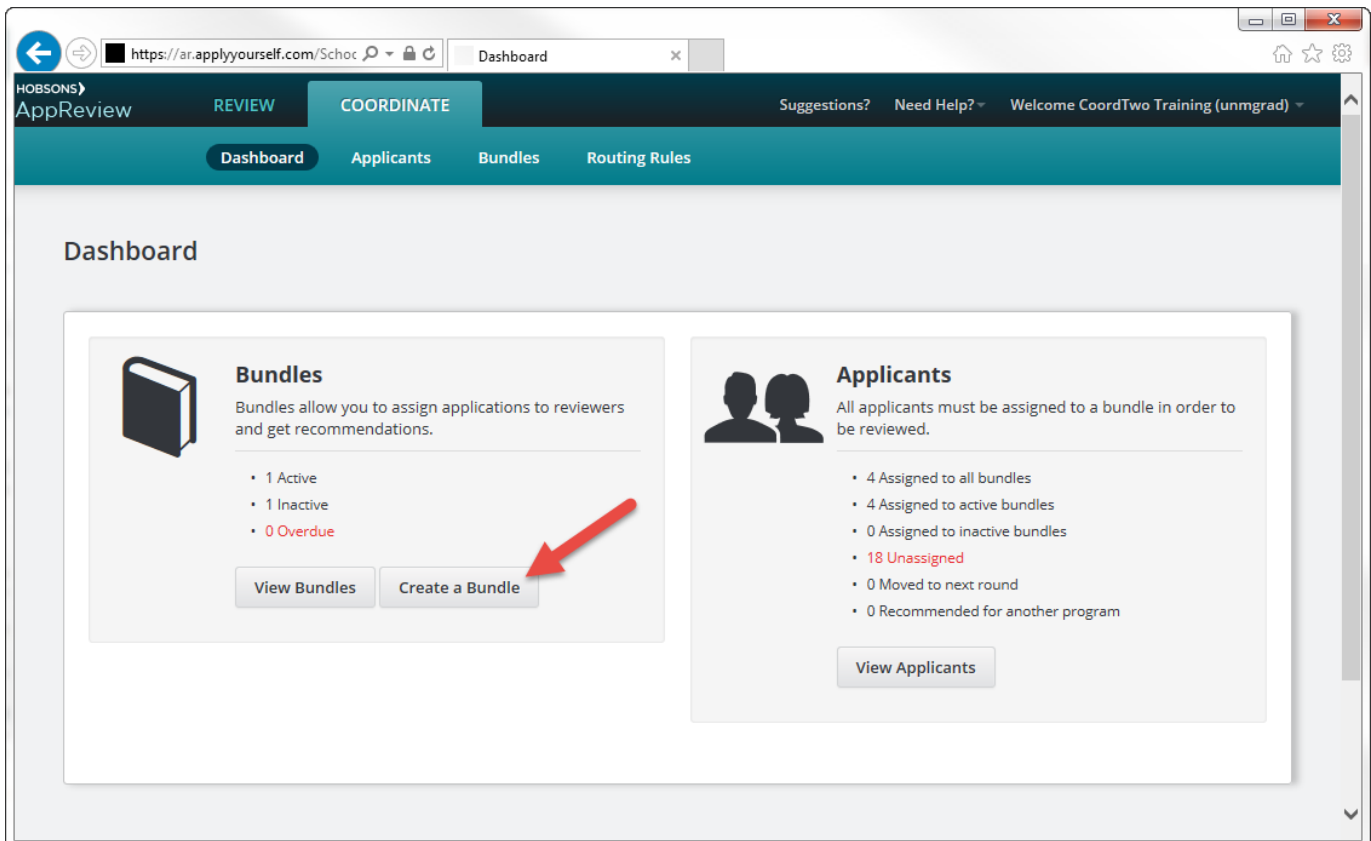


Recommended Bundle Settings for AppReview

(9/19/14, Julie Coonrod)

AppReview provides a framework for departments to review applications. It is simply a tool meant to make things easier. How departments use the tool is really up to individual departments. When an applicant submits an application, their application will appear to those with a Coordinator Role and an assigned Review Pool equal to that of the applicant. The Coordinator is able to 'bundle' applications so that certain reviewers can see certain applications. This bundling also allows the Coordinator to develop a customized review sheet. Departments may have either staff (graduate advisor) or faculty (graduate program director) serve the Coordinator role. Everyone with the Coordinator Role is also given the Reviewer Role. I recommend that the Coordinator also serve as the Head Reviewer for each bundle. This will simply allow them to aggregate all the reviews. Currently, there is nothing in AppReview that will go back to the Admissions Office. The OnBase decision form that departments receive from Admissions is used for the official decision.

Tutorials for Coordinators and Reviewers are available on <http://www.unm.edu/~jcoonrod>.



The screenshot shows the AppReview dashboard interface. The browser address bar displays <https://ar.applyyourself.com/Schoc>. The dashboard has a teal header with navigation tabs: **REVIEW** and **COORDINATE**. Below the header, there are sub-tabs: **Dashboard**, **Applicants**, **Bundles**, and **Routing Rules**. The main content area is titled "Dashboard" and contains two primary sections:

- Bundles**: A section with a book icon. It states "Bundles allow you to assign applications to reviewers and get recommendations." Below this, it lists: 1 Active, 1 Inactive, and 0 Overdue. At the bottom of this section are two buttons: "View Bundles" and "Create a Bundle". A red arrow points to the "Create a Bundle" button.
- Applicants**: A section with a silhouette icon. It states "All applicants must be assigned to a bundle in order to be reviewed." Below this, it lists: 4 Assigned to all bundles, 4 Assigned to active bundles, 0 Assigned to inactive bundles, 18 Unassigned, 0 Moved to next round, and 0 Recommended for another program. At the bottom of this section is a button: "View Applicants".

HOBSONS AppReview REVIEW **COORDINATE** Suggestions? Need Help? Welcome CoordTwo Training (unmgrad)

Dashboard Applicants Bundles Routing Rules

CREATE A BUNDLE **SETTINGS** Applicants Reviewers Review Sheet Reviewer Inbox Finish

Bundle Settings

Bundles let you assign applicants for review. You'll need to know who the reviewers are and the questions you want to ask them.

1 Bundle Name ⓘ
E.g.: Early Decision, Round 1, Dean Wormer's Review

2 Due Date No Due Date On: ⓘ Cutoff Date: ⓘ

3 Review Sharing Options Private Only the Head Reviewer can see all review submissions. Regular reviewers cannot see each other's submission. Public Reviewers can see each other's submission.

4 Head Reviewer Submission Head Reviewer can submit at anytime, even before other reviewers submit their reviews Head Reviewer must wait until other reviewers have submitted their reviews

5 Regular Reviewer Submission Parallel All regular reviewers may begin and submit their reviews at the same time. Sequential Regular reviewers must wait for their turn to submit a review. You can specify the order of reviewers.

6 Can regular reviewers submit their review after the Head Reviewer submits a Final Recommendation? Yes No

7 Does the Head Reviewer have to answer all required review sheet questions? Yes No

8 Advanced Workflow Options Enable Recommend for Another Program option Enable Move to Next Round option

- 1** The bundle name should be descriptive. Further, including the semester may be useful.
- 2** Due dates can be good motivators for faculty. However, including a due date will not allow reviews to be included later.
- 3** Most departments will opt for reviews to be **Public** such that all reviewers are able to see each other's submissions.
- 4** Allowing the Head Reviewer to **submit at anytime** provides the most flexibility.

5 Typically reviewer submission should be **Parallel** such that all reviewers can see applications without waiting for others to complete their review.

6 Allowing regular reviewers to submit their review after the Head Reviewer submits a Final Recommendation allows reviewers to make notes on funding and/or assistantship opportunities.

7 If the staff coordinator serves as Head Reviewer, then it is not necessary for the Head Reviewer to answer all the review questions.

8 There are two advanced workflow options. Enable Recommend for Another Program would only be used if you are recommending for another program within your department. Enable Move to Next Round could be used a number of ways. For example, a coordinator could create a bundle that is used for initial screening.