

Terra Dotta Reviewer Access Handout

Username: Same as your **OneStop**

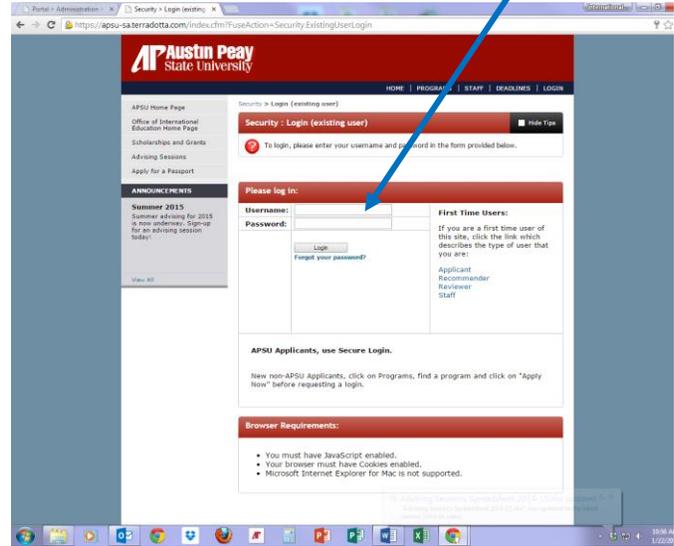
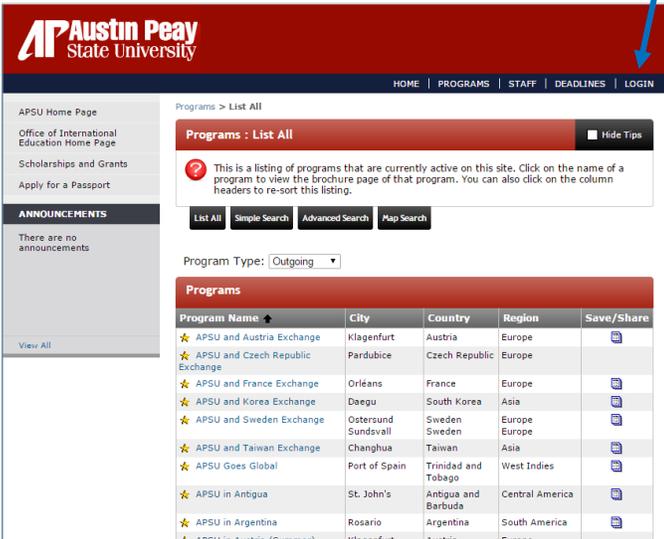
Password: Same as your **OneStop**

1) To get to our online application system:

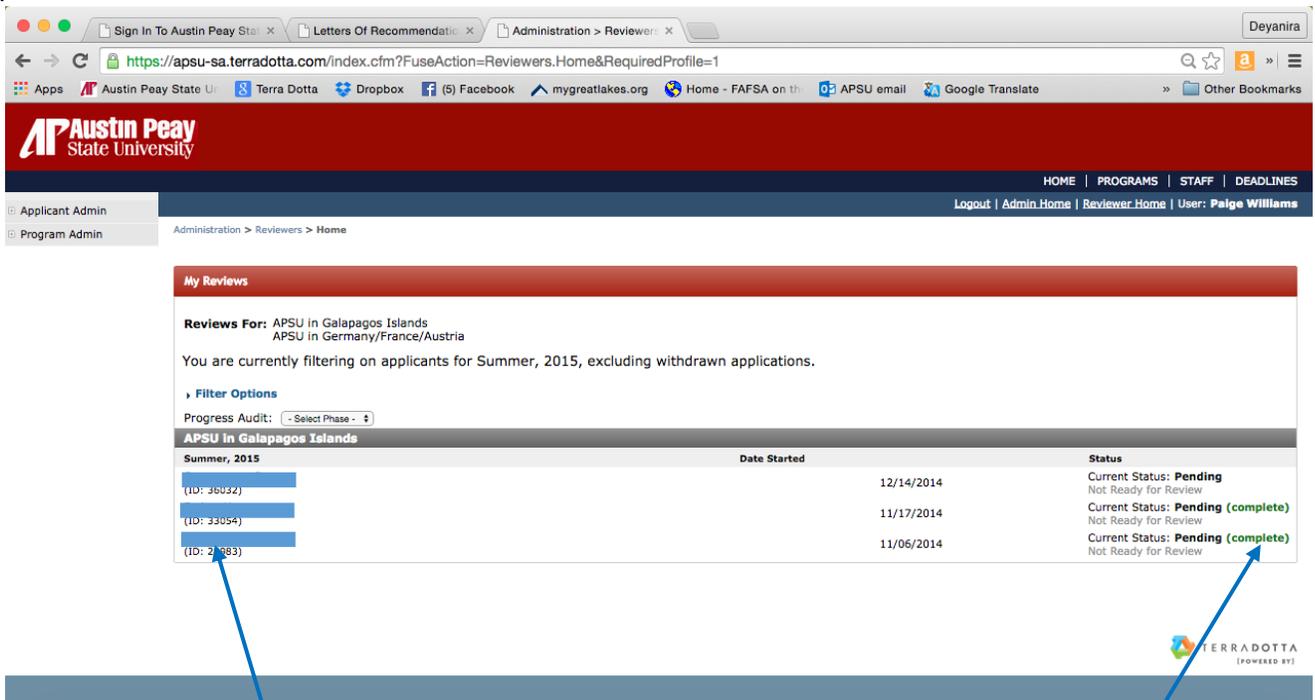
Go to our main website and click on **“Study Abroad.”** Next, click on **“Programs.”** This will take you to our Terra Dotta application system where you will enter your login information.

Click on **“LOGIN.”**

Enter your **OneStop** Username and Password



2) Once you enter Terra Dotta, you will see your study abroad program(s), and the list of students that have applied for it:



Students that have applied

Status of the Application

- 3) If you need to know students' information such as DOB, passport #, emergency contact information, etc., click on each student's name. Scroll down and you will find the student's information you need.

Administration > Reviewers > Review: [redacted]

APSU in Spain Summer, 2016 Status: Committed Outgoing Applicant	Created: 10/27/2015 (by Applicant) Last Updated: 04/20/2016 @ 04:17:14 PM Last Viewed by Applicant: 04/20/2016 ID# 79267: no label Start Date: 05/11/2016 End Date: 06/13/2016 (add principal application)
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Applicant Information	
Gender:	M
Date of Birth:	12/12/1995
Confidentiality Flag:	N
Email Address:	[redacted]
SMS Email Address:	
CC Email Address:	

Program & Term	
Program:	APSU in Spain (Alicante / Madrid)
Term:	Summer, 2016

Application Status

- 4) To generate a report to see items your students still need to complete, click on the "Progress Audit" dropdown list and choose the kind of report you would like to create. The two reports that are most commonly used are **Pre Decision** and **Post Decision**. The example below shows a **Pre Decision** report.

The screenshot shows a web browser window with the URL <https://apsu-sa.terradotta.com/index.cfm?FuseAction=Portal.Home>. The page header includes the Austin Peay State University logo and navigation links for HOME, PROGRAMS, STAFF, and DEADLINES. The user is logged in as Paige Williams. The main content area is titled 'Administration : Home' and contains a 'My Queries & Reports' section. Under 'My Reviews', there is a table of reviews for 'APSU in Galapagos Islands' for Summer, 2015. The table has columns for 'Date Started' and 'Status'. A blue arrow points to the 'Progress Audit' dropdown menu, which is set to 'Pre Decision'.

Summer, 2015	Date Started	Status
(ID: 36032)	12/14/2014	Current Status: Pending Not Ready for Review
(ID: 33054)	11/17/2014	Current Status: Pending (complete) Not Ready for Review
(ID: 28983)	11/06/2014	Current Status: Pending (complete) Not Ready for Review

Choose the kind of report

- 5) Next you need to check off the data you would like on the report or click **“Check Everything”** as the example below shows

Click on each items
or Check Everything

Following is a progress audit for signature documents, material submissions, questionnaires and recommendations.

Check Everything | Uncheck Everything

Progress Audit Options:

Please check off which items you would like to appear in the progress audit.

Choose Materials to Show:

Check All | Uncheck All

- \$425 Application Fee
- Advisor Approval Form
- Application Fee Billed
- Cancellation Policy
- Code of Conduct
- Passport Notification

Choose Questionnaires to Show:

Check All | Uncheck All

- General Information Questionnaire

No matching assessments found.

No matching learning content found.

Other Options:

- Recommendations
- Reviews

< Cancel - Reset - Next >

- 6) The report will show the materials that students have turned in and the materials they are missing. If you need to save this data, you can download this report into an Excel file or print it. You can also email the students on this list from this system. Mark the students that you would like to email and click on **“Send Email to Marked.”**

Batch Processing : Progress Audit

Following is a progress audit for signature documents, material submissions, questionnaires and recommendations.

Search Search Results

< Return to Audit Options - Print

	Status	Materials	Questionnaires		
		Code of Conduct	General Information Questionnaire		
		Advisor Approval Form			
		\$425 Application Fee			
		Application Fee Billed			
		Cancellation Policy			
		Passport Notification			
				Recommendations	
				Reviews	
2015 - Summer - APSU in Galapagos Islands	Pending	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0/0 0
<input type="checkbox"/> (complete)	Pending	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0/0 0
<input type="checkbox"/> (complete)	Pending	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0/0 0

Check All | Uncheck All

Send Email to Marked Print - Export Options

Mark students and click on **“Send Email to Marked.”**

Create an Excel File

- 7) You can make your own notes under “My Notes,” which is to the right of the screen as the example below shows:

The screenshot shows the APSU Administration Home page. The 'My Notes' section on the right contains two notes:

- 01/22/2015 [X] When I need to!
- 01/22/2015 [X] I can make notes here!

A 'New Note' button is located at the bottom of the 'My Notes' section.

Create your own notes

- 8) If you need to download students' information such as DOB, A#, GPA, etc. You need to create another report. First, you need to do a search for your program for the specific term. Click on “**Search**” and choose the term of your program, i.e. **Summer 2107**. If you also want to see students that have withdrawn, make sure to mark the “**Include withdrawn application**” as well.

The screenshot shows the search dropdown menu with the following options:

- Search
- Advanced Search
- Locator Search

The 'Search' option is highlighted with a yellow circle.

Applicants ▾ Programs ▾

Search : Simple

Below, you can search for applications based on multiple criteria. List boxes allow you to select multiple based on applications that match **all** selected criteria. For a search based on specific application re:

Search

Search Applications:

Applicant Name: Program:

Program Terms:

- Fall 2016
- Spring 2017
- Spring 2016
- Spring Break 2017**
- Spring Break 2016

[Show all terms](#)

Include withdrawn applications

9) Next you need to click on **“Options”** and then **“Create Report.”**

Back

Options ▾ Progress Audit ▾ Group by ▾

- Text export
- Excel export
- Create report**
- Batch review status

Filtered on application itinerary:

Status	Program
Pending	APSU in Spain (ID 129988 - not ranked)
Pending	APSU in Spain (ID 177593 - not ranked)
Pending	APSU in Spain (ID 108662 - not ranked)
Pending	APSU in Spain (ID 165675 - not ranked)
Pending	APSU in Spain (ID 159499 - not ranked)
Pending	APSU in Spain (ID 166268 - not ranked)
Pending	APSU in Spain (ID 165630 - not ranked)
Pending	APSU in Spain (ID 176449 - not ranked)

Lewis, Lane Christopher

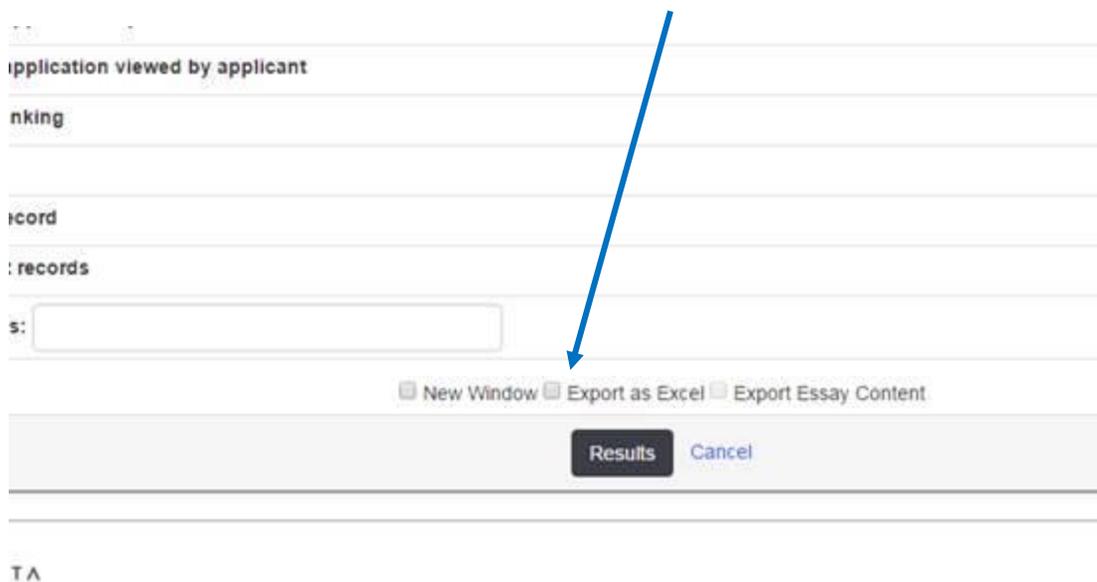
10) Now you are going to see a list of everything you could add to your report. The fields that are highlighted are some of the fields more commonly used for this kind of report.

<input type="checkbox"/>	Class Status
<input type="checkbox"/>	Minimum GPA
<input type="checkbox"/>	Housing Options
<input type="checkbox"/>	Language of Instruction
<input type="checkbox"/>	Areas of Study
<input type="checkbox"/>	Open Doors 3rd Party Indicator
<input type="checkbox"/>	Open Doors Exception Flag
Applicant Parameters	
<input type="checkbox"/>	Gender
<input type="checkbox"/>	Email
<input type="checkbox"/>	DOB
<input type="checkbox"/>	Home Institution
<input type="checkbox"/>	Partner Institution
<input type="checkbox"/>	A#
<input type="checkbox"/>	Student Status at APSU
<input type="checkbox"/>	Campus
<input type="checkbox"/>	Class
<input type="checkbox"/>	Are you paying in-state tuition?
<input type="checkbox"/>	Ethnicity (optional)
<input type="checkbox"/>	Disability (optional)

11) Make sure to click on the arrow to get a dropdown list of the options under each field. You can get their passport information here as well.

<input type="checkbox"/>	→ Diversity Travel Grant Application
<input type="checkbox"/>	→ Emergency Contact Information
<input type="checkbox"/>	→ Exchange Student Course Confirmation
<input type="checkbox"/>	→ Flight Information
<input type="checkbox"/>	→ General Information Questionnaire
<input type="checkbox"/>	→ Global Learning Travel Grant Application
<input type="checkbox"/>	→ Insurance Information (please enter N/A if you do not have insurance)
<input type="checkbox"/>	→ Medical Self-Assessment
<input type="checkbox"/>	↓ Passport Information
<input type="checkbox"/>	Passport Number
<input type="checkbox"/>	Passport Date of Issue
<input type="checkbox"/>	Passport Expiration Date
<input type="checkbox"/>	Passport Copy
<input type="checkbox"/>	→ Program of Interest

12) Once you have chosen everything you need, click on “Export as Excel” and “Results”



Application viewed by applicant

Ranking

Record

Records

s:

New Window Export as Excel Export Essay Content

Results Cancel

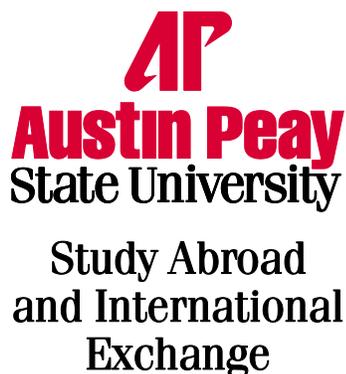
TA

13) You will receive a file. We recommend you resave that file with a name that makes sense to you and as an Excel Workbook.

We hope this information is useful!

If you have any questions please do not hesitate to contact us.

Thank you for attending.



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