

Terra Dotta Reviewer Access Handout

Username: Same than your **OneStop**

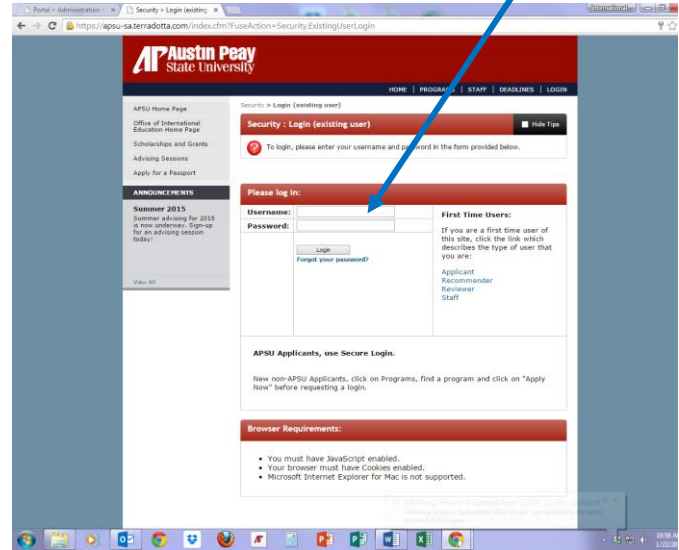
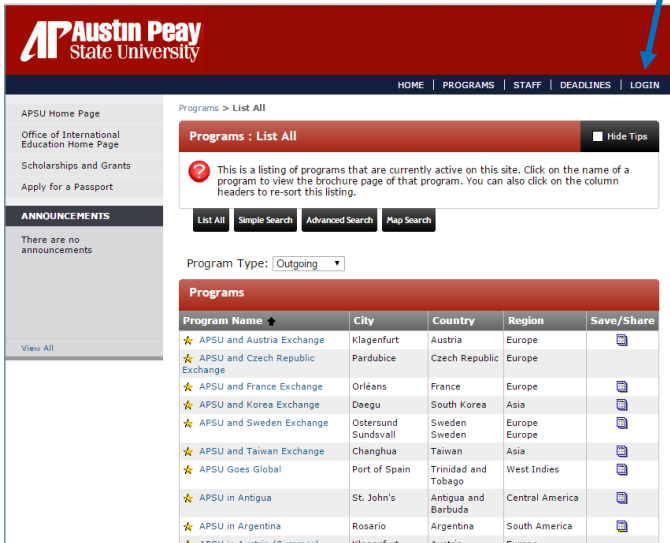
Password: Same than your **OneStop**

1) To get to our online application system:

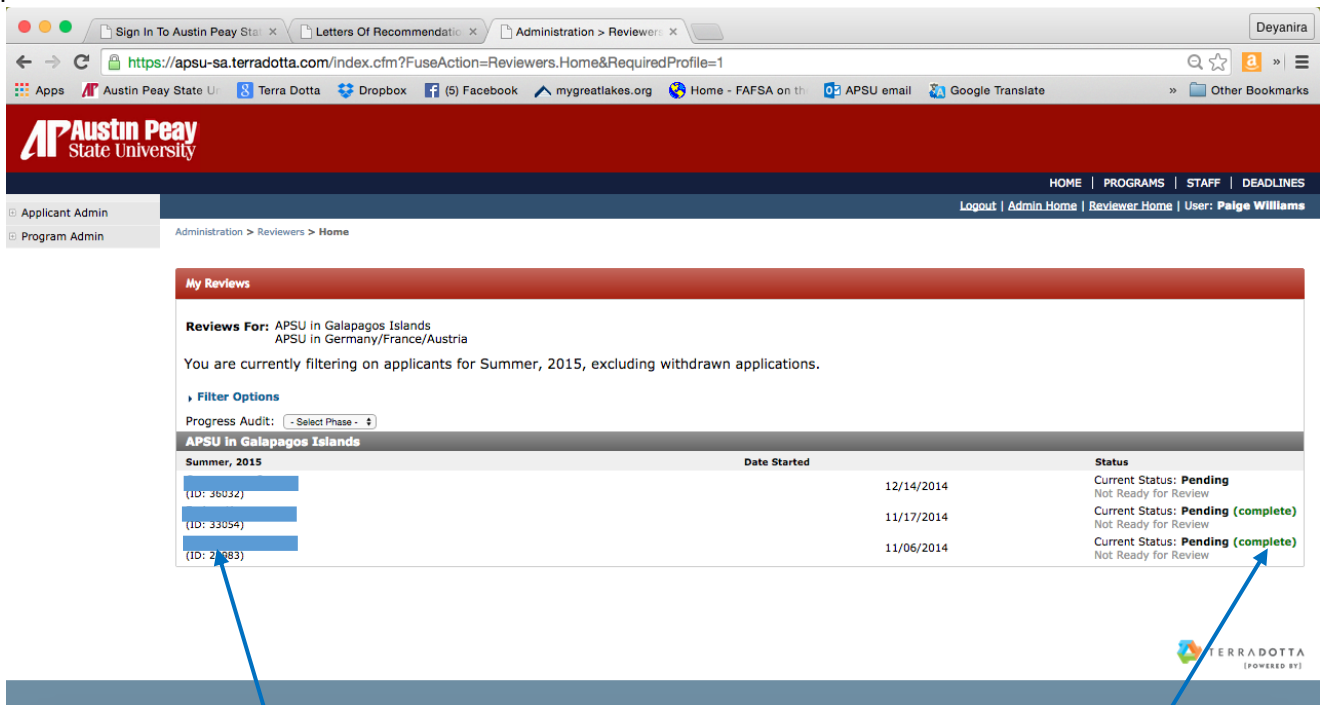
Go to our main website and click on **“Study Abroad.”** Next, click on **“Programs.”** This will take you to our Terra Dotta application system where you will enter your login information.

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) |
|--|--|

| 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 the APSU application portal interface. At the top, there's a navigation bar with 'HOME | PROGRAMS | STAFF | DEADLINES' and a user profile for 'Paige Williams'. Below that, there's a 'My Queries & Reports' section with a dropdown menu set to 'Pre Decision'. The main content area displays a table of reviews for 'APSU in Galapagos Islands' for the 'Summer, 2015' term. The table has columns for 'Date Started' and 'Status'. A blue arrow points to the 'Pre Decision' dropdown menu.

| 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 you

- 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

- 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.”**

| Status | Materials | Questionnaires | | |
|------------|--|----------------------------|-----|---|
| Pending | Code of Conduct Advisor Approval Form \$425 Application Fee Application Fee Billed Cancellation Policy Passport Notification General Information Questionnaire | Recommendations Reviews | 0/0 | 0 |
| (complete) | | | 0/0 | 0 |
| (complete) | | | 0/0 | 0 |

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 Austin Peay State University administration portal. The page is titled "Administration : Home" and includes a navigation menu with "HOME", "PROGRAMS", "STAFF", and "DEADLINES". The user is identified as "Paige Williams". The main content area is divided into several sections: "My Queries & Reports", "My Reviews", and "My Notes". The "My Reviews" section displays a table of reviews for "APSU in Galapagos Islands" for the "Summer, 2015" term. The "My Notes" section on the right contains two notes: "01/22/2015 [X] When I need to!" and "01/22/2015 [X] I can make notes here!". A blue arrow points from the text "Create your own notes" below to the "My Notes" section.

| Summer, 2015 | Date Started | Status |
|--------------|--------------|--|
| (ID: 26032) | 12/14/2014 | Current Status: Pending (complete) 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 |

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 Austin Peay State University administration portal with the search functionality highlighted. The "Search" button is circled in yellow, and a dropdown menu is open showing options: "Search", "Advanced Search", and "Locator Search". The page is titled "Administration : Home" and includes a navigation menu with "Applicants" and "Programs". The main content area is divided into several sections: "My Queries & Reports", "Uncategorized", and "Moved checked to".

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

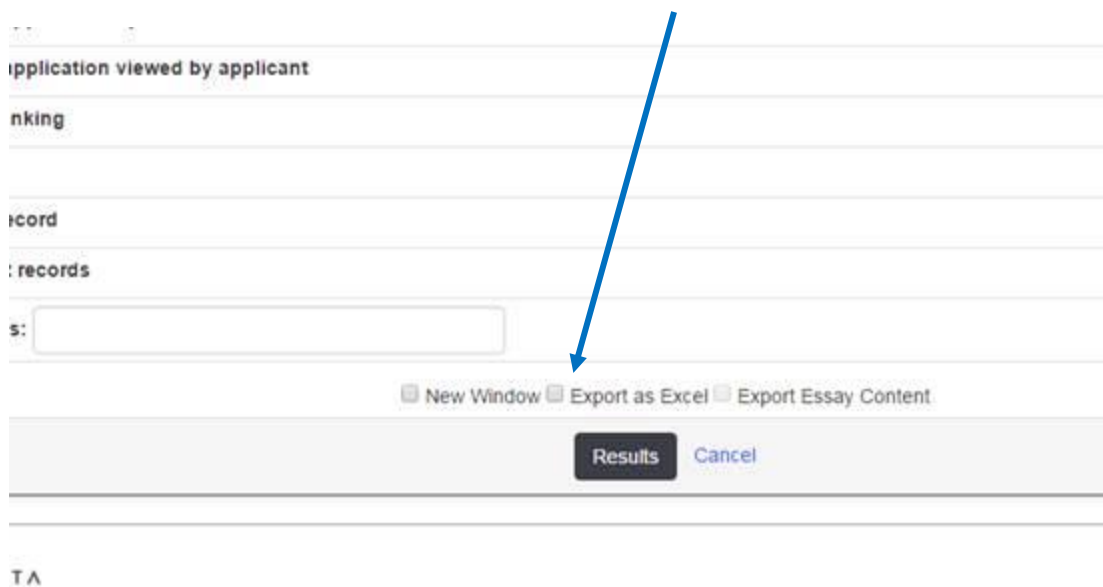
10) Now you are going to see a list of everything you could add to your report. The fields that are highlighted are some of the fields more commonly used for this kind of report.

| | |
|-----------------------------|----------------------------------|
| <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”



The screenshot shows a web application interface with several sections. At the top, there are labels: "Application viewed by applicant", "Ranking", "Record", and "Records". Below these is a search box labeled "s:". At the bottom of the interface, there are three radio button options: "New Window", "Export as Excel", and "Export Essay Content". Below these options is a dark button labeled "Results" and a light blue button labeled "Cancel". A blue arrow points from the top right towards the "Export as Excel" option.

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.



Study Abroad
and International
Exchange

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