

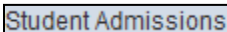
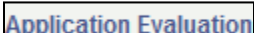

# Assigning Evaluators with Committee Ratings

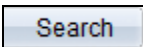
## SA – Graduate Program

The following steps will explain how to Assign Evaluators to an application and include Committee Ratings. Once a student has submitted all required documents and all checklists are complete, GPA's need to assign and evaluator(s) to evaluate their application for admission and include a committee rating.

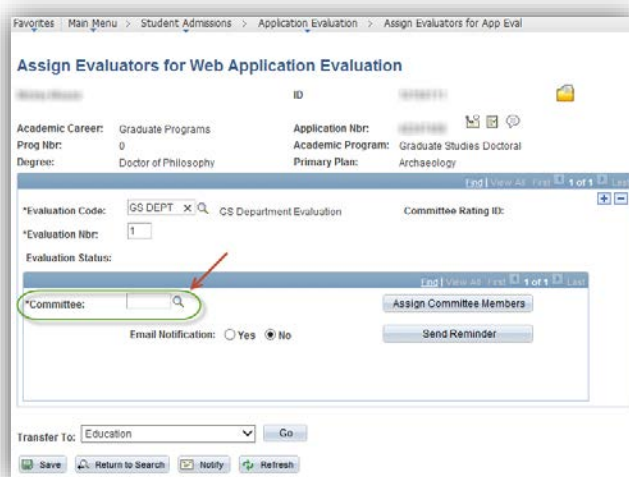
Please consult the corresponding online learning and job aid on the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website for Processing an Application; *Assigning Evaluators* for instructions when no committee rating is required.

If you wish to add a ranking criteria to your committee, please email [gradapp@ucalgary.ca](mailto:gradapp@ucalgary.ca) with the detailed components that your committee will rank on (GPA, reference letters, statement of intent, leadership ability etc.) as well as what each will be ranked out of ( 6, 15, 17, 22) (it is best if they total 100), and what each number inside that total means (if desired) (eg. 1=poor, 2=acceptable,3= satisfactory, 4= good, 5= very good. 6= Excellent). Wait until this is setup before proceeding.

1. Click the **Student Admissions** link.  

2. Click the **Application Evaluation** link.  

3. Click the **Assign Evaluators for App Eval** link.  

4. Enter only the applicant ID#. Click the **Search** button.



5. Click the **Look up Committee** button. 



The screenshot shows the 'Assign Evaluators for Web Application Evaluation' form. The form is titled 'Assign Evaluators for Web Application Evaluation' and is part of the 'Student Admissions > Application Evaluation > Assign Evaluators for App Eval' path. The form contains several fields and buttons:

- Academic Career:** Graduate Programs
- Application Nbr:** [Application Number]
- Prog Nbr:** 0
- Academic Program:** Graduate Studies Doctoral
- Degree:** Doctor of Philosophy
- Primary Plan:** Archaeology
- \*Evaluation Code:** GS DEPT (with a search icon) CS Department Evaluation
- \*Evaluation Nbr:** 1
- Evaluation Status:** [Dropdown]
- \*Committee:** [Search field with a magnifying glass icon]
- Buttons:** Assign Committee Members, Send Reminder
- Transfer To:** Education (with a dropdown and Go button)
- Footer:** Save, Return to Search, Notify, Refresh

6. A list of committees will display. For example, we will use a committee named March Admissions Committee. Scroll down the list to locate the desired committee. Tip: enter the first letter of the committee and press Look Up.
7. Click the **MARCH Admissions Committee** link.  
[MARCH Admissions Committee](#)
8. Once the committee has been selected and if there is a rating component attached to the committee, the corresponding committee rating ID will display (e.g. EVDS). Click the **Assign Committee Members** button.  
[Assign Committee Members](#)



**Assign Evaluators for Web Application Evaluation**

Academic Career: Graduate Programs      Application Nbr: [REDACTED]

Prog Nbr: 0      Academic Program: Graduate Studies Doctoral

Degree: Doctor of Philosophy      Primary Plan: Archaeology


\*Evaluation Code:  GS Department Evaluation      **Committee Rating ID:** EVDS

\*Evaluation Nbr:

Evaluation Status: [REDACTED]

\*Committee:  MARCH Admissions Committee      **Assign Committee Members**

Email Notification:  Yes  No      Send Reminder

9. A list of pre-defined committee members will display.  
 **Note:** If a Graduate Program Director would like to comment using the rating system, their name or id (emplid) needs to be added to this list by clicking on the plus sign + and using the **look up** tool.



\*Committee:  MARCH Admissions Committee      Assign Committee Members

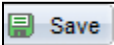
Email Notification:  Yes  No      Send Reminder

| *Evaluator ID | Committee Role      | Evaluation Status | Evaluation Date |
|---------------|---------------------|-------------------|-----------------|
| 1 10156105    | Member of Committee | Eval REWV         | 2014/01/13      |
| 2 10156106    | Member of Committee | Eval REWV         | 2014/01/13      |
| 3 10156107    | Member of Committee | Eval REWV         | 2014/01/13      |
| 4 10156108    | Member of Committee | Eval REWV         | 2014/01/13      |

# Assigning Evaluators with Committee Ratings

## SA – Graduate Program

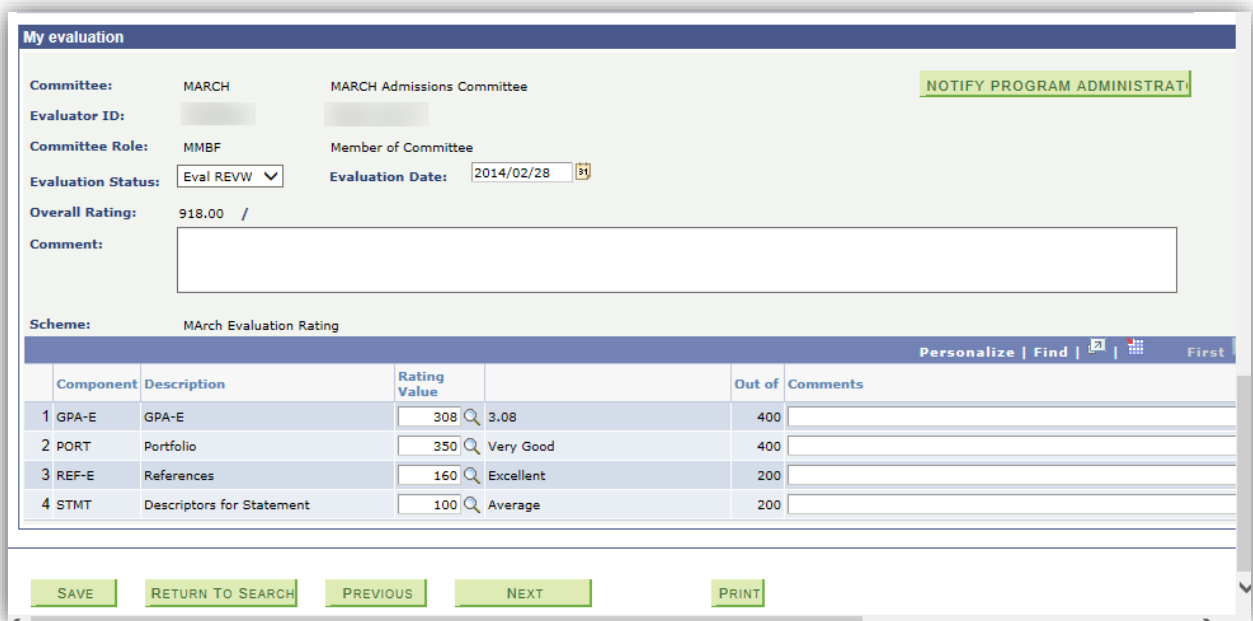
- Once the committee list is complete you can click the **Save** button to send the application for evaluation to the committee members displayed. **Note:** committee members will see additional fields when they evaluate (e.g. Committee Rating Scheme). Please consult *Evaluator Instructions* for further details. Click the **Save** button.



- Depending on how many committee members were listed, and only if you selected 'Email notification – yes' you will see this message that an email has been successfully sent for every committee member on the committee. Keep clicking OK to process through the messages. Click the **Ok** button.



- The following is an example of an evaluation with Committee Ratings included:



**My evaluation**

Committee: MARCH MARCH Admissions Committee **NOTIFY PROGRAM ADMINISTRATOR**

Evaluator ID: [Redacted]

Committee Role: MMBF Member of Committee

Evaluation Status: Eval REVW Evaluation Date: 2014/02/28

Overall Rating: 918.00 /

Comment: [Text Area]

Scheme: MArch Evaluation Rating

| Component | Description               | Rating Value  | Out of | Comments |
|-----------|---------------------------|---------------|--------|----------|
| 1 GPA-E   | GPA-E                     | 308 3.08      | 400    |          |
| 2 PORT    | Portfolio                 | 350 Very Good | 400    |          |
| 3 REF-E   | References                | 160 Excellent | 200    |          |
| 4 STMT    | Descriptors for Statement | 100 Average   | 200    |          |

**SAVE** **RETURN TO SEARCH** **PREVIOUS** **NEXT** **PRINT**

For the corresponding online learning, consult the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.

**End of Procedure.**