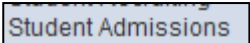


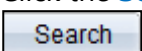


Once a student has submitted all required documents and all checklists are complete, GPA's need to assign an evaluator(s) to evaluate their application for admission. The following steps will explain how to assign evaluators to a prospective student's admission package so that the evaluator is able to view all the admission documents and complete an evaluation. Also included will be instructions on how to send an evaluator an email reminder.

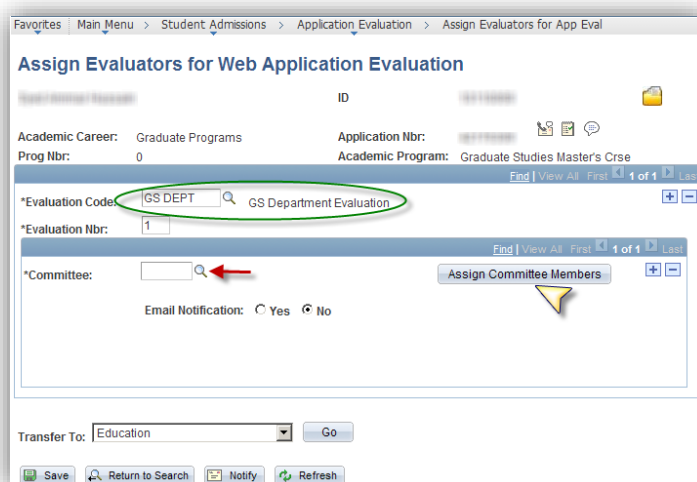
For instructions on how to *Assign Evaluators with Committee Ratings* please consult the Student and Enrolment Services website > Processing Online Web Applications.

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 number and press Enter or Search.  
Click the **Search** link.  


**Tip:** Use the **Transfer To** option and **Go** to quickly navigate to another component



5. From Assign Evaluators for Web Application Evaluation a list of pre-assigned committees is available. Departments can request as many committee groups as they need to setup their application evaluation committee groups. To view the list of committees click the **Look up Committee** button.



# Assigning Evaluators

SA – Graduate Programs



6. Select the desired Committee (e.g. GSANTH GS Anth). Evaluators are only allowed to review files that have been assigned to them. Click the **GSANTH** link.

**GSANTH**

7. Click the **Assign Committee Members** button.

**Assign Committee Members**

8. A list of pre-defined Committee Members will appear. To add an additional member click on the plus "+" sign. You can also remove a Committee Member by clicking on the minus "-" sign. If a Graduate Program Director would like to comment, the ID# can be added either here or on the online settings on the program contact information tab.



**Note:** Adding or deleting committees manually will only affect the particular applicant; the change does not impact the original approved committee.

*Evaluator ID	Committee Role	Evaluation Status	Evaluation Date		
1	MMBF	Member of Committee	Eval REVW	2019/05/30	+ -

## 1. How to Add a New Committee Member:

Click the **Add a new row** button to add a member.



2. You may enter the Faculty member's ID# if known, or click the **Look up Evaluator ID** button to find it.



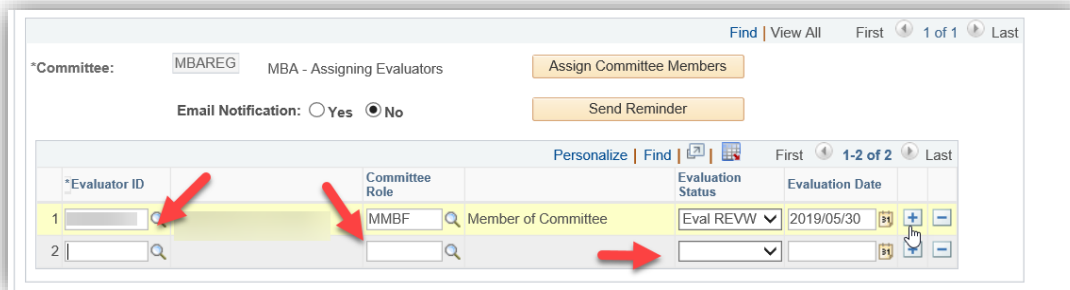
3. Enter any Search Criteria and click the **Look Up** button.

**Look Up**

4. Click on the name to select Committee Member. Click the **ID or Name** link. Click the **Look up Committee Role** button.



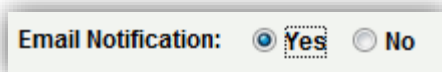
- Click the **Member** link.  
[Member](#)
- A list of Evaluation Status will appear with a default of **EVAL REVW** (do not change this default). The Evaluation Status refers to what status the evaluation is in:
  - EVAL INADM – refers to an inadmissible evaluation
  - EVAL REC – refers to a recommended evaluation
  - EVAL REVW – refers to an evaluation that is currently being reviewed



The screenshot shows a web interface for assigning evaluators. At the top, there are search and navigation options. Below that, there are fields for '\*Committee:' (MBAREG) and 'Email Notification:' (radio buttons for Yes and No). A table lists committee members with columns for \*Evaluator ID, Committee Role, Evaluation Status, and Evaluation Date. The first row is highlighted in yellow, showing '1' for Evaluator ID, 'MMBF' for Committee Role, 'Member of Committee' for the role description, 'Eval REVW' for Evaluation Status, and '2019/05/30' for Evaluation Date. Red arrows point to the search icons in the Evaluator ID and Committee Role columns, and to the plus sign in the Evaluation Date column.

- To send an email notification to the Committee Members select the radio button for "Yes". When the page is saved an email will be generated inviting the Committee Members to review the Application.

Click the **Yes** option. This setting will remain yes until manually changed.



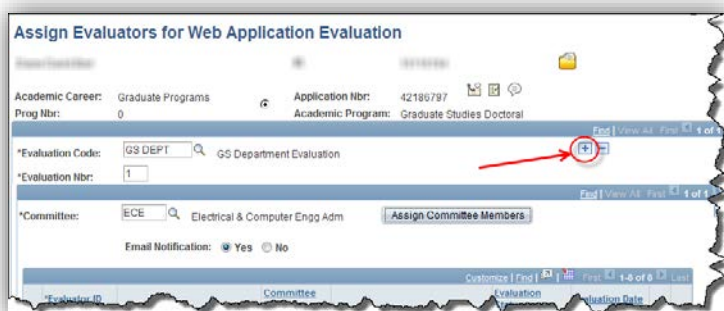
The screenshot shows the 'Email Notification:' section with two radio buttons: 'Yes' (which is selected and has a dashed border) and 'No'.



**Note:** Emails will be immediately generated to the Committee Members once this page is saved. You will also receive a pop up window that notification has been sent to the individual committee member; therefore if you have five committee members you will receive five popup windows. Click **ok** to clear the popup window.

### Adding More Committee Member Groups

- If you need to send an evaluation to an additional **group** of committee members, click on the plus "+" sign at the **top** level.

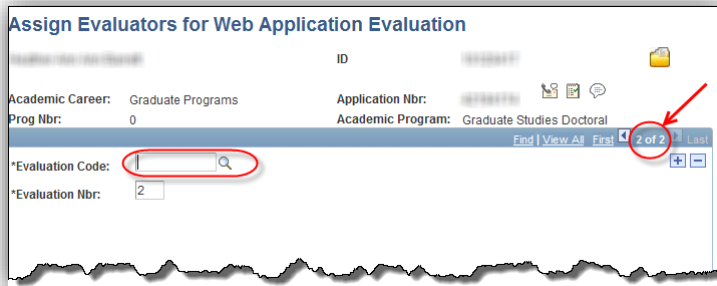


The screenshot shows the 'Assign Evaluators for Web Application Evaluation' interface. It includes fields for Academic Career, Prog Nbr, Application Nbr, and Academic Program. Below these are fields for '\*Evaluation Code:' (GS DEPT) and '\*Evaluation Nbr:' (1). The '\*Committee:' field is set to 'ECE' (Electrical & Computer Engg Adm). A red circle highlights a plus sign (+) in the top right corner of the committee selection area, with a red arrow pointing to it.

# Assigning Evaluators

## SA – Graduate Programs

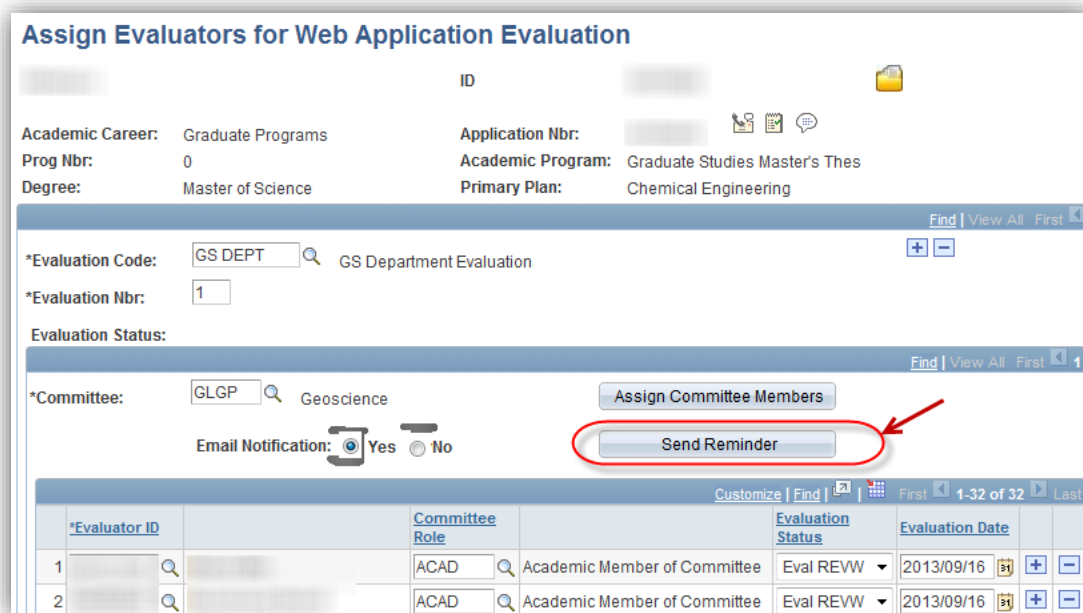
2. A new Assign Evaluators for Web Application Evaluation page will display indicating 2 of 2 Evaluator Committees have been created. Repeat the same steps as previously mentioned to assign a committee.



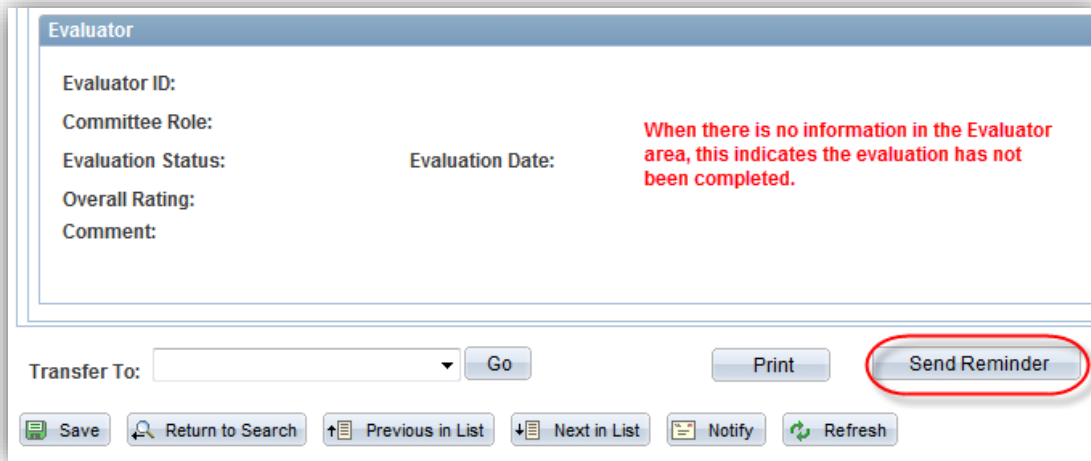
### Sending Evaluator Reminder Email

There are two different areas/pages that will indicate if an evaluator has **not** completed an evaluation.

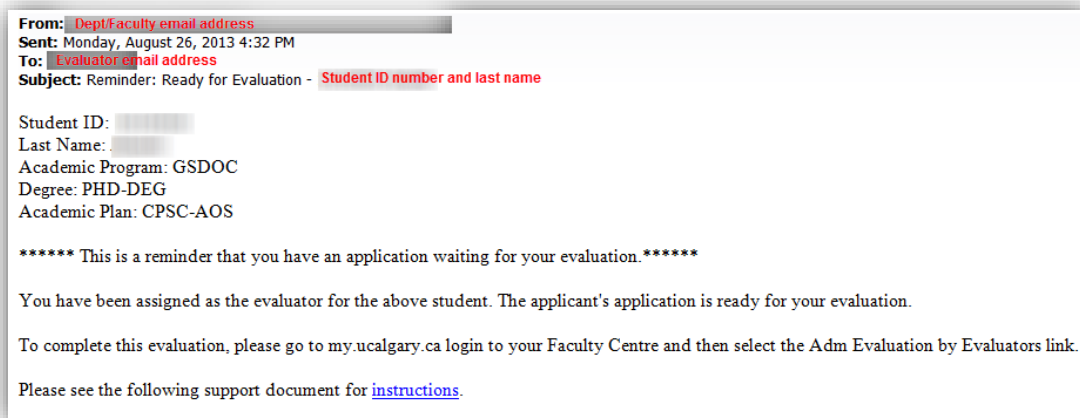
1. Area/Page 1: To send an email reminder to the evaluation committee navigate to **Student Admissions > Application Evaluation > Assign Evaluators for App Eval**; search for the applicant. Once on the Assign Evaluators for App Eval, click on the **Send Reminder** button.



- Area/Page 2: Navigate to Student Admissions > **Application Evaluation** > **Dept Admission Evaluation** and look up the applicant. Scroll to the bottom of the Application Evaluation window and click on **Send Reminder**.



- The Evaluator(s) will immediately receive this email (*Not exactly as shown*).



Evaluators need to change the status to either "Eval INADM" or "Eval RECOM". Once the status is changed the application will no longer show for revision, but can be later on located by using "Search for more applications" if needed (e.g. scholarships).

To view the online learning or for a job aid on Assigning Evaluators with Committee Ratings, consult the Student and Enrolment Services website Processing Online Web Applications > Graduate Program Administrator Job Aids

### End of Procedure