As coordinator, you are responsible for:

- selecting and marking applicants for review (from AY)
- creating review bundles and assigning applicants and reviewers to those bundles
- monitoring the status of reviews and bundles

**STEP 1: Assign AppReview Status to Applicants in ApplyYourself – you must do this before any applicants will appear in AppReview**

- Log in to AY as normal and use the search or query functions to find applicants as normal
- When the search results page displays, select applicants, then open the “Select an Action” drop-down menu and choose “Assign AppReview Status.” On the next page, select “Mark as Ready for Application Review” then submit.

- After you’ve assigned an applicant to AppReview, a new line appears on the applicant’s Status Information screen showing their Application Review Status.
STEP 2: Log-in to AppReview to Create Bundles and Assign Applicants and Reviewers

Click on “Applicants” to see your applicant Inbox view. The columns in the in-box view represent application question fields from AY.

The default in-box view includes 7 columns—you can add, remove, and re-arrange the columns to customize your In-Box view.

To customize your view, click the +/- box near the right edge of the page.

Click the trash can to remove any unwanted columns.

Use the arrows at the right to re-arrange the order of columns.

To add columns, simply start typing in the search field or scroll through the drop-down menu. Select a field, then click “Add.” Repeat this action until you have added all the columns you would like. (If there is data in ApplyYourself that you would like to see in your Inbox view but you do not see it here, please contact the Graduate Admissions office!)

When you are done making your desired changes, click SAVE.

You can return to this page anytime to make changes to your Inbox View.
- Next, create bundles for review. Click on “Bundles” at the top of the page, then click on “New Bundle”

AppReview walks you through the 5 main steps in creating a bundle. First is “Settings.”

Choose a Bundle Name. This name must be unique among ALL bundles in AppReview (even those outside your program), so please avoid using very general names such as “First Round.” We suggest including your program name and the term/year in your bundle names. For example:

**Econ - Round 1 - Fall 2012**

**Anthropology-Archaeology-Spring 2013**

Select your preferences for Due Date, Type of Review and Review Method, then click “Save & Continue.”
Next, assign applicants to this bundle. You can skip this step and add applicants later if you’d like.

Next, assign reviewers to your bundle. You must assign at least one reviewer at this stage, but you can always come back to add or remove reviewers later.

The reviewer list includes all the reviewers in AppReview, regardless of program affiliation. To find your reviewers quickly, search by name.

(Reviewers are added to AppReview by the Grad Admissions office. Each reviewer will have his/her own log-in and password. Contact our office to add or remove reviewers for your program.)

One of the reviewers for each bundle must be designated the “Head Reviewer”. The head reviewer will submit a “Final Recommendation” for each applicant in that bundle.

NOTE: once the head reviewer submits a final recommendation, other reviewers will not be able to submit a review.
Next, customize the Review Sheet. This is what your faculty will see when they start reviewing applicants.

If there are already bundles created for your program, you can copy an existing one.

The applicant’s name will always appear at the top of the review sheet. If you’d like, you can include a piece of additional data under the name by selecting a field from the drop-down menu.

The summary section will display under the student’s name on the review sheet. Use the trash can to remove fields from the summary view, use the “Add a summary field” drop-down to add fields to the summary view.

NOTE: If you remove fields from the summary, reviewers will still be able to find the information in the full application.

Want to add a field that you don’t see in the drop-down? Contact Graduate Admissions!
Next, configure sections. Sections come straight from the application and contain applicant responses to each application question. You can remove, re-order, and re-name each section as needed for the review process.

We recommend re-naming particular sections to make things clearer for your reviewers:

“Educational Background” contains *unofficial* transcripts

“Test Information” contains *self-reported* test scores only.

“Current Program Info” is for change of status/readmission applicants only. Remove it if your bundle contains only new applicants.

“Credentials” (not pictured here) shows OFFICIAL test scores; not transcripts.

“Internal Educational Bckgrnd” (not pictured here) contains official transcripts. Note that most applicants will not have an official transcript at the time of review.
At the bottom, you’ll see all of the program-specific dynamic sections (smart-forms). Remove all that aren’t applicable to your program.

Finally, the right-hand side of the screen displays reviewers’ questions. You can add, remove, and reorder questions, and edit the instructional text. Once you’ve configured all of the review questions, “Save & Continue.”

Then, review the summary information displayed on the next page. From here, you can edit any portion of the bundle. When you’re finished, click “Activate Bundle.” Once a bundle has been activated, you can add and remove applicants and reviewers and change settings, but you cannot change the review sheet.
STEP 3: Monitor the Progress of Reviews

The bundles page will display all of the bundles for your program and provide a quick-view of progress within each bundle.

Click on a bundle name to see more detailed information about the progress of review.

Completed reviews include a column called “Final Recommendation.” This comes from the Head Reviewer’s review.

From this page, click on an applicant’s name to find details about that applicant’s reviews.
Detail view of a single applicant’s reviews:

Miscellaneous Notes

- Once a reviewer is assigned to a bundle, he or she can log-in to AppReview and immediately begin the review process. Reviewers will get an automatic notification email late in the day when there are new applicants to review.

- In some cases, the Head Reviewer’s Final Recommendation will appear in the “Application Review Status” field in AY. Nothing is triggered in AY off of this field—programs still have to complete Appraisal Forms to report their decisions to the Grad Admissions office.