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Supplemental Application Manager

Department Process Guide

For department staff who create or manage graduate supplemental applications

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Arizona State University

Purpose

The Graduate Supplemental Application Manager allows departments to personalize online graduate admissions applications by plan code. The SAM includes the following options:

Welcome Message

Concentration/Specialization Selection

Faculty Consultation

Letters of Recommendation

Free-form Question (up to four)

Yes/No Questions (up to four)

Source of Referral Checklist

Personal Statement

Other Essay (up to two additional)

Résumé

Employment History

Prerequisite Course Listing

For departments with several programs, there is also a "Copy Supplemental Application" option to expedite the creation of the subsequent applications.

Navigation

Use Internet Explorer to go to https://hrsa.oasis.asu.edu/psp/asusaprd.

Login with your ASURITE User ID and password.

ASU Customizations => ASU Admissions => Supplemental App Manager => Setup Supplemental Application

Figure 1: Navigation

CAUTION	Your menu options may vary based upon your security setup.

Helpful Hints

Draft your supplemental application requirements and questions before logging in. This will allow you to create your supplemental application quickly.

SAVE AND CONTINUE
Click **"Save and Continue"** often while building your supplemental application. This process will not only save your changes while you are processing, but it will also identify areas that need elaboration or additional information.

PREVIEW
Take a few minutes to preview all your pages before activating the supplemental application.

Activate

Activate is how you make current revisions visible to the applicants in the web application.

SPELL CHECK
Use the spell check tool provided along side each text box field.

Step 1 of 6: Degree Program Selection

You can search for a degree program by selecting Academic Program, Academic Plan, Academic Organization, or Description.

Note: Each plan code has its own, separate Supplemental Application.

Hint: for optimal results search for all your plan codes by using

Academic Career: Graduate

Academic Org: Put yours here

Figure 2: Degree Program Selection

If your degree program is missing from the list, check with your administrator for access.

Step 2 of 6: Supp App History

Pick the <u>plan</u> you want to <u>set up</u> a supplemental application for, or the <u>plan</u> you want to <u>make changes</u> to the supplemental application for.

Figure 3: Supp App History

The Supplemental Application Manager maintains history of changes that are made by using an effective date and effective sequence. When a supplemental application is first created, the effective date will show the date that you initiate work on it and it will show as being "Inactive" until the Activate button is clicked.

Once activated, future changes are made by clicking on the Update button as shown in the screen print above. Update will create a new effective dated row and sequence and will remain inactive until the supplemental application is activated once again. It is important to recognize that an applicant will not see your changes until you **activate.**

The applicants who began an application before changes were activated will continue to see the supplemental application that was active at the time they started.

The history section allows you to view the supplemental application at a particular point in time to see what it looked like for an applicant that started their application under an "older" supplemental application. No changes are permitted to the historical supplemental applications.

Figure 4: Revision History

The Inactive row on the revision history is the **inactive** updated version of the Supplemental Application for that plan. To use this version these changes will need to be **activated.**

Applicants who begin an application before changes are made Active will still fill out a supplemental application; they will view and complete the "older" supplemental application.

Step 3 of 6: Completing the Supplemental Application

(Welcome, Letter of Recommendation, Additional Free-Form Questions, Source of Referral)

Welcome Section: Welcome Message, ASU Specializations, Faculty Consulted

Figure 5: Welcome Section

Welcome Message. Insert your welcome by overwriting the text that appears in the box. What do you want your applicants to know about your department and/or graduate program? Do you want to provide them with a link to your website so they can view additional requirements and information? The welcome message may include text and HTML coding (see Appendix). The HTML coding is what you'll use to link to your website and add text characteristics such as bolding and italics.

Note. Be sure to keep the coding that exists in the box around any web links that you paste into the Welcome box.

"ASU Specialization" Be prepared with a list of your specializations/concentrations and create a drop-down list of them for your applicants by clicking on the ASU Specialization link. This will open a new window.

Click **"+"** to add a concentration or specialization to the list; click **"-"** to remove an item from the list. Click **"OK"** to return to the Welcome Section to continue creating your supplemental application.
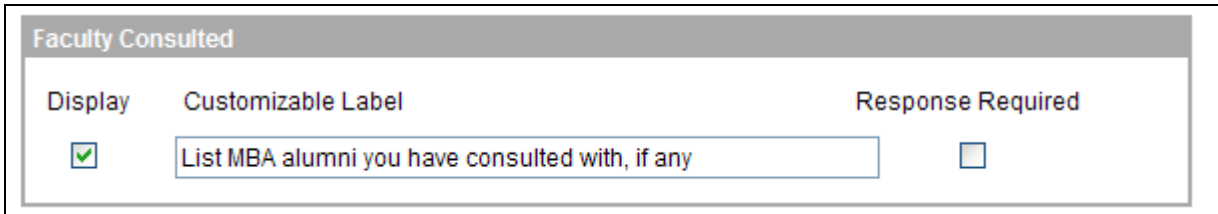
Figure 6: ASU Specializations

Specializations/Concentrations Specialization Question Label. Ask questions about the Specializations you have listed and made Active. Checking the "Response Required" will require your applicants to respond to that question.

Figure 7: Specialization Question Labels

Faculty Consulted Label. This question will appear on the supplemental application by checking the "Display" box. You must customize the text, for example "List faculty members you have consulted with."

Figure 8: Faculty Consulted

Letters of Recommendation

Letters of Recommendation.

If you require letters of recommendation, and would like to **display information to the applicant** regarding the letters select the checkbox "**Enable/Disable**."
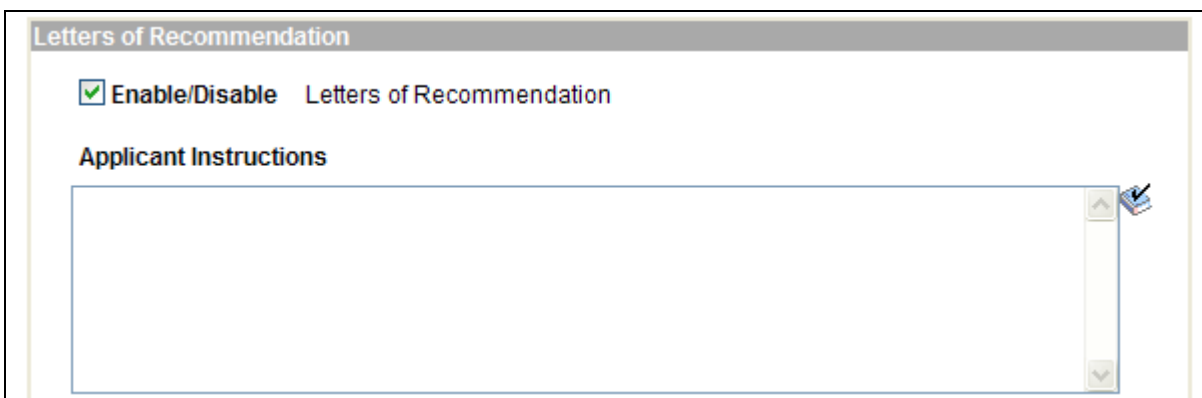
***This informational box can provide further information about the requirements to the applicants. **Please give them the address to mail the Letters to in these Instructions.**

***If you would like to accept them **electronically**, use the Applicant Instructions box to inform the applicants of what you require.

Note. Including instructions to the Applicant in this box helps the Letter of Recommendation process. It does NOT require you to use Online Letters of Recommendation.
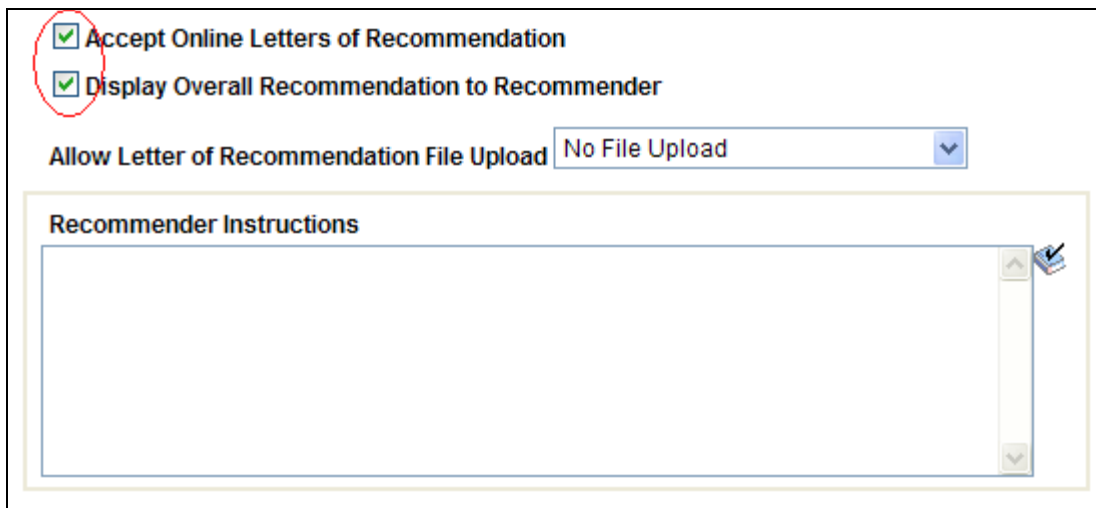
Figure 9: Letter of Recommendation

Accepting Online Letters of Recommendation

If you would like to Accept Online Letters of Recommendation check the "Accept Online Letters of Recommendation" box.

If you would like to ask the Recommender for an Overall Recommendation, Click Display the Overall Recommendation to the Recommender.
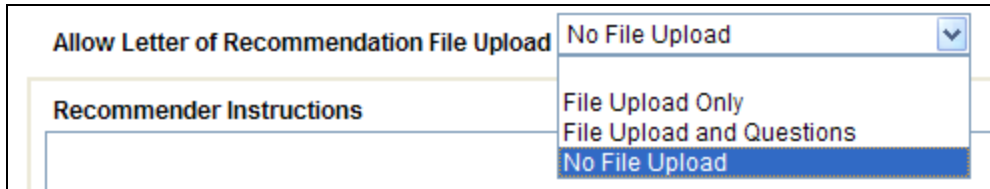
If you choose to use Online Letters of Recommendation you **MUST** enter Recommender Instructions. You are strongly encouraged to instruct the Recommender on any specific information needed in the recommendation in the Recommender Instructions.
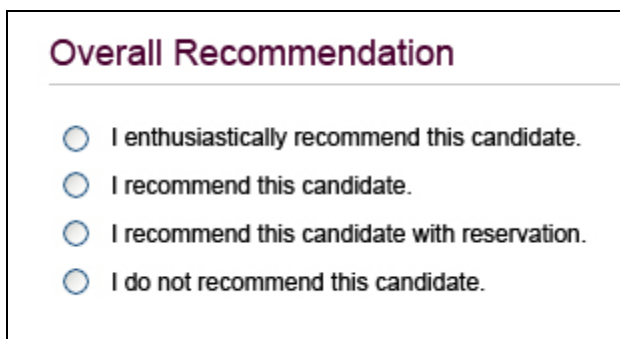
Figure 10: Accept Online Letters of Recommendation

Figure 11: Overall Recommendation

Clicking the drop-down menu to the right of "Allow Letter of Recommendation File Upload," allows you to customize file upload options.

Figure 12: File Upload options

No File Upload will not allow the recommender to upload any files/letters. This will force the recommender to just answer the questions you have decided upon.

File Upload Only will only allow the recommender to upload files/letters.

***If you choose to allow file uploads it is recommended that you list the allowable files for upload in the Recommender Instructions.
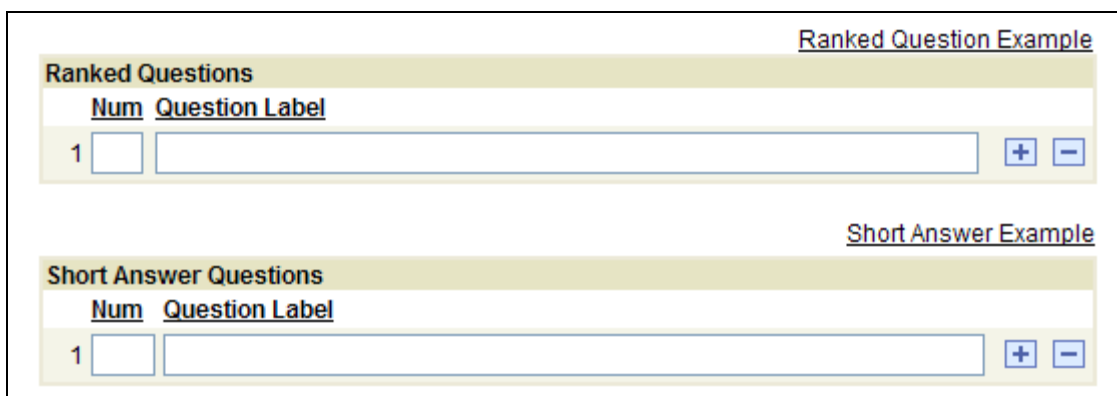
Example: "Please upload a letter of recommendation for the above named applicant. We accept .doc, .pdf, .txt, .rtf files. You will need to save your recommendation in one of those formats to upload it to the system"

File Upload and Questions will allow the recommender to upload files/letters and will display a series of Ranked and/or Short Answer Questions for them to answer regarding the applicant. You will be required to enter at least one question in the space provided. Click **"+"** to add a second question to the list; clicking **"-"** removes a question from the list. Sample questions have been provided using the "Ranked Question Example" and "Short Answer Example" links.

***This option allows a recommender to upload a file **AND** answer your questions. Please list the allowable files for upload in the Recommender Instructions.

Example: "Please answer the following questions regarding the applicant. Please also upload a letter of recommendation for the above named applicant. We accept .doc, .pdf, .txt, .rtf files. You will need to save your recommendation in one of those formats to upload it to the system"

Figure 13: Ranked / Short Answer Question Labels

A minimum and a maximum number of recommenders are required. The minimum number can not be zero and the maximum must be greater than or equal to the minimum. You can require a minimum of 3, but allow the student to list 5 if they choose by picking 3 in the minimum and 5 in the maximum boxes.

Figure 14: Minimum / Maximum number of recommenders

Minimum number of recommenders	⌄
Maximum number of recommenders	⌄

By clicking the "Require minimum recommenders before releasing to committee" box, you are stating that the file will not be released to an evaluation status of "Committee" and you will not be able to enter a recommendation in Gportal until the minimum number of recommendations are received.

Figure 15: Require minimum recommenders

☐ Require minimum recommenders before releasing to committee

Additional Free-form Questions Section

These questions are for the **Applicant** to answer as part of their application. Select the checkbox "Enable/Disable" to use this section.

Include a brief title for this section of the application (e.g., Additional Questions) and a message with detailed instructions for your applicant. Note that your applicant's response is limited to 255 characters. Your instructions may include HTML tags (see Appendix).

Question Text. Each of your questions is limited to 100 characters. (Responses are restricted to a 255 characters.) For your questions to appear on the application, do the following:

"Display." Click on the "Display" checkbox next to the question you want to appear on your supplemental application.

"Question Label (1–4)." Type your question(s) in each box (e.g., "Describe your experience in computer programming.").

"Response Required" Requires a response on that specific question from the applicant.

Figure 16: Free-Form Question Labels

Source of Referral Section

This section asks your applicant how they were referred to or learned about ASU. If you wish to include this section click the checkbox "Enable/Disable." Include a short title based on how you refer to this section of the application (e.g., Source of Referral or How Did You Learn About Us?) by overwriting "Source of Referral." Be sure to include detailed instructions to the applicant about this section.

You must enter at least one Source of Referral in the space provided. Click **"+"** to add a source to the list; clicking **"-"** removes an item from the list.

 "Yes, I want to require at least 1 selection." Do you want to require that the applicant select at least one of the choices displayed? If yes, select the checkbox.

Figure 17: Source of Referral

Source of Referral

☑ Enable/Disable Source of Referral

☑ Yes, I want to require at least 1 selection

Setup Source of Referral

	Active Flag	Description		
1	☑	Barrons Guide	+	−
2	☑	Business Week	+	−
3	☑	GMAC's MBA.COM	+	−
4	☑	Gmass Mailing	+	−
5	☑	Information Session	+	−
6	☑	Internet	+	−
7	☑	Limehouse Media Group	+	−
8	☑	Magazine ad	+	−
9	☑	Newspaper ad	+	−
10	☑	Peterson's Guide	+	−
11	☑	Princeton Review	+	−
12	☑	Radio ad	+	−
13	☑	Referral	+	−
14	☑	Reputation/Ranking	+	−
15	☑	U.S. News & World Report	+	−

Step 4 of 6: Documents

Personal Statement
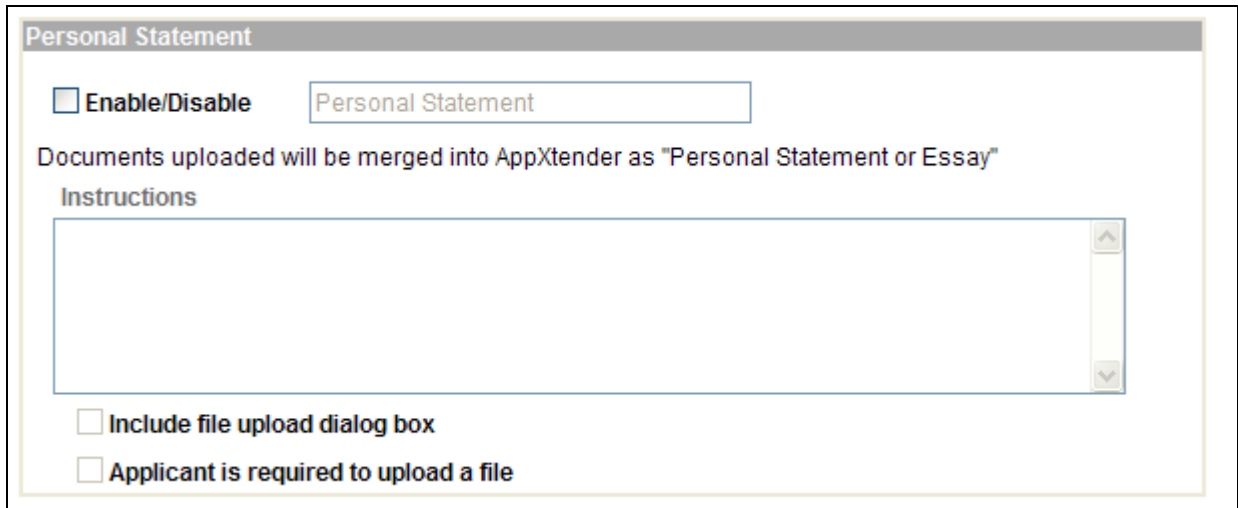
Personal Statement. Select the checkbox "Enable/Disable" if this section is to appear on your supplemental application. Remember to include instructions for the applicants, such as suggesting what they are to include in their statement. Your text message may include HTML tags (see Appendix).

"Include file upload dialog box." With the Personal Statement section, you have the option to allow your applicants to upload a file. If checked, your applicants will be notified automatically that the uploaded file must be in Text (*.txt), Rich Text Format (*.rtf), MS Word (*.doc), or Adobe Portable Document Format (*.pdf) format. The message will also inform your applicant that the size limit of the uploaded file is 128 K.

The uploaded file will automatically load into AppXtender (E-GAD) with the submitted application. The uploaded document will appear in AppXtender as Personal Statement.

"Applicant is required to upload a file." Select this box if you wish to **require** your applicants to upload a file.

Figure 18: Personal Statement

Essay Option 1 and Essay Option 2 Section

Use this section to ask essay questions of your applicants. Click the checkbox "Enable/Disable". The supplemental application allows for two additional essay questions. Be sure to include a brief title for the essay(s) by overwriting "Additional Essay 1" or "Additional Essay 2".

"Include file upload dialog box." If checked, your applicants will be notified automatically that the uploaded file must be in Text (*.txt), Rich Text Format (*.rtf), MS Word (*.doc), or Adobe Portable Document Format (*.pdf) format. The message will also inform your applicant that the size limit of the uploaded file is 128 K.

The uploaded file will automatically load into AppXtender (E-GAD) with the submitted application.

"Applicant is required to upload a file." Select this box if you wish to **require** your applicants to upload a file.

Figure 19: Additional Essay 1 and 2

Résumé

Select the checkbox "Enable/Disable" to include the Résumé section. You may alter the title if desired (i.e., "Vita Requirement"). Prepare a text message describing to your applicants what is to be included in their résumés. Your text message may include HTML coding (see Appendix).

"Include file upload dialog box." With the Résumé section, you have the option to allow your applicants to upload a file. If checked, your applicants will be notified automatically that the uploaded file must be in Text (*.txt), Rich Text Format (*.rtf), MS Word (*.doc), or Adobe Portable Document Format (*.pdf) format. The message will also inform your applicant that the size limit of the uploaded file is 128 K.

The uploaded file will automatically load into AppXtender (E-GAD) with the submitted application. These documents will upload to AppXtender as Resume.

"Applicant is required to upload a file." Select this box if you wish to **require** your applicants to upload a file.

Figure 20: Resume

Step 5 of 6: Employment

Employment History Section

If you select this section, your applicants will be asked to provide the following information:

- Job Title
- Job (Occupation) Category
- Industry Category
- Company Name
- Company Address Line 1
- Company Address Line 2
- Company City
- Company State
- Company Zip or Postal Code
- Company Country
- Work Telephone
- Work Telephone Extension
- Salary *(optional, see below)*
- Years Full-time Work Experience
- Months Full-time Work Experience

"Yes, I want to gather salary information." Selecting this checkbox will have your supplemental application request salary information; otherwise this option will not appear on your supplemental application.

"Yes, I want to make salary a required response." Selecting this box will *require* your applicants to provide salary information.

Figure 21: Employment History

Prerequisite Courses Section

You may want to include a section that lists your prerequisites and asks applicants whether they've taken them or other courses that may fulfill the prerequisite requirements. Do so by selecting the checkbox "Enable/Disable".

You may include a text message with detailed instructions, if needed. The text message appearing here may include HTML tags (see Appendix).

If this option is chosen, you will be required to enter at least one Prerequisite Course in the space provided. Click **"+"** to add a source to the list; clicking **"–"** removes an item from the list.

Figure 22: Prerequisite Courses

- **"Description"** - You may use up to 255 characters (including HTML coding) to name and describe each course.
- **"Seq Nbr"** - Allows you to order your prerequisites as you wish them to appear on your supplemental application.

Step 6 of 6: Activate

PREVIEW

We strongly recommend that you take a few more minutes to preview all your pages at this point. When you are satisfied with your supplemental application, click **"Save and Continue"** to save it.

Activate

Click on the "**Activate"** tab at the top of the page.

You will notice that we suggest you do a final preview before activating your application. When you are satisfied with your supplemental application, click "Activate."
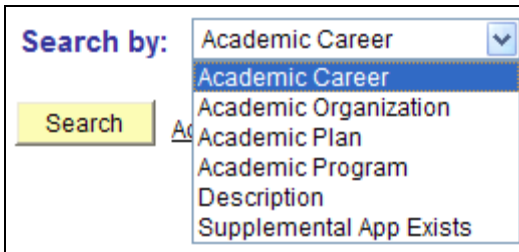
Your supplemental application is now available to your applicants.

Copy Supplemental Application Steps

If you have multiple degree programs, you may want to use one of your supplemental applications as a template for the others. Do this by clicking **"Copy Supplemental Application"** from the left menu of the GC Portal.
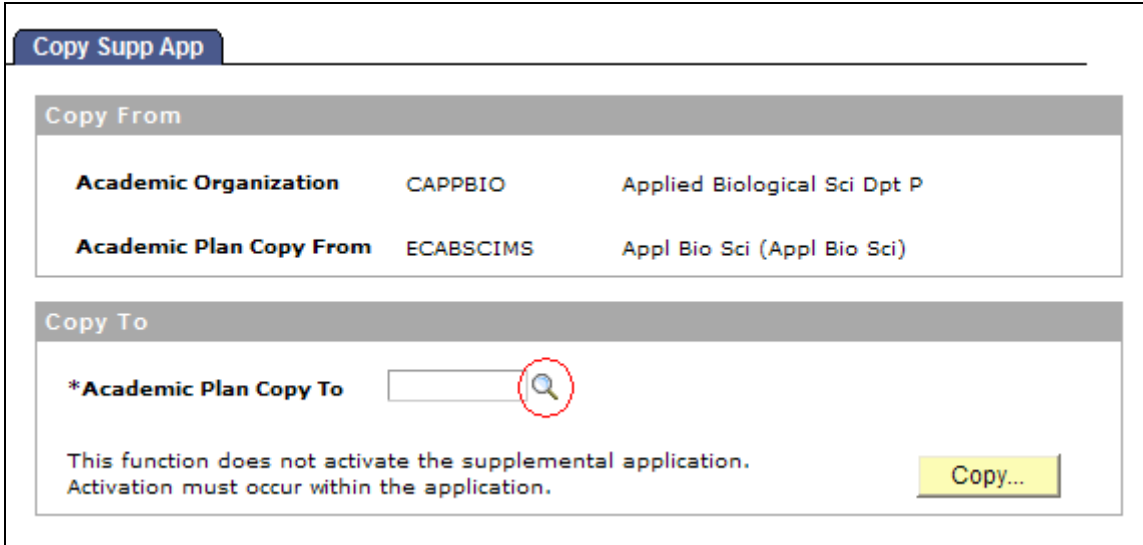
Select your search criteria from the drop-down menu. Enter the appropriate information you want to search by.

Figure 23: Search criteria

The copy from information will be displayed in the top section of the screen. Then select the application you want to copy to from the search icon.

Figure 24: Copy supplemental application

Click the copy button when finished.

This function does not activate the new supplemental application just created. You must navigate to the second plan and click Activate.

Proceed to **"Setup Supplemental Application"** to make any changes to the application. Be sure to **"Activate"** the supplemental application once you are satisfied with it.

Appendix

HTML Format Styles

Further personalization of your supplemental application message (i.e., bolding, italics, live web links, line breaks) is easy to do using some basic HTML encoding. Simply speaking, you'll add simple 'tags' to 'turn on' your text alteration and then 'turn off' your alteration by another tag. Looking at the table below, you'll notice that all codes appear within carats (< >); further note that all 'turn off' codes add a slash within the carats, immediately following the initial left carat ().

When linking to your department's website, remember to add **target="_new"** within the brackets. This additional coding will have your departmental web page open in a new window, so your applicant doesn't get interrupted while filling out the application.

Type Style	HTML Code	What you want to see	What you need to write
Bold		Please indicate your **first** choice.	Please indicate your first choice.
Italic	<i></i>	Please indicate your *first* choice.	Please indicate your <i>first</i> choice.
Bold and Italic	<i></i>	Please indicate your ***first*** choice.	Please indicate your <i>first</i> choice.
Line Break	 	Please indicate your first choice. Please indicate your second choice.	Please indicate your first choice. Please indicate your second choice.
Paragraph Break	<p>	Please indicate your first choice. Please indicate your second choice.	Please indicate your first choice.<p> Please indicate your second choice.
Web Link	<a href="myURL" target="_new">myURL<a>	Please see http://www.asu.edu for further info.	Please see <a href="http://www.asu.edu target="_new">http://www.asu.edu<a> for furhter information.