

How to assign an application in CollegeNET

1. Navigate to the proper “ready for review” folder based on the program the student applied to (Master’s, PhD, Non-degree, Certificate).

<input type="checkbox"/>	Decision	34	<input type="checkbox"/>	0	0	0	Olathe	Testing	Just
<input type="checkbox"/>	_Help Desk Testing	1	<input type="checkbox"/>	0	0	0	Manh...	Testing	Just
<input type="checkbox"/>	TEST 1	2	<input type="checkbox"/>	0	0	0	Low ...	OffCa...	Testing
<input checked="" type="checkbox"/>	Ready for Review	18	<input checked="" type="checkbox"/>	1	0	0	Manh...	Testing	Just
<input type="checkbox"/>	Agricultural Economics	58	<input type="checkbox"/>	0	0	0	Manh...	testing	just

2. Check the box next to the application or boxes if assigning multiple applications to your committee.

<input type="checkbox"/>	Assi...	In Pr...	Com...	Tags	Cam...	Last ...	First ...	Progr...	Subpl...	Progr...
<input type="checkbox"/>	0	0	0		Olathe	Testing	Just	Hortic...		MPA
<input checked="" type="checkbox"/>	0	0	0		Manh...	Testing	Just	English		MPA
<input type="checkbox"/>	0	0	0	Low	OffCa	Testing	Just	Food		MFJSC

3. Click the Actions button and select assign. A list appears of all evaluators who have permissions in that pool check all reviewers and the click assign.

The screenshot shows the CollegeNET interface with a table of applications. The 'Actions' dropdown menu is open, and 'Assign' is selected. The table below shows the application details for the selected row.

Com...	Tags	Cam...	Last ...	First ...	Progr...
0		Olathe	Testing	Just	Hortic...
0		Manh...	Testing	Just	English
0	Low ...	OffCa...	Testing	Just	Food ..
0		Manh...	Testing	Just	Applic...

The screenshot shows the 'Select Users' dialog box. It contains a table of evaluators with columns for Last Name, First Name, Position, Assigned, and In Progress. The 'Assign' button is highlighted.

Last Name	First Name	Position	Assigned	In Progr
<input type="checkbox"/>	Baughman	Teresa		
<input type="checkbox"/>	Behbahany	Steve		
<input type="checkbox"/>	Bridges	Mark		
<input type="checkbox"/>	Brownfield	Shawn		
<input type="checkbox"/>	Desk	Help		
<input type="checkbox"/>	Eblen	Jeff		
<input type="checkbox"/>	Evans	Shannon		

Buttons: Assign, Close

How to check your work

The number of committee members you chose in your list should match the number displayed under assigned. See example below.

<input type="checkbox"/>	Assigned (r)	In Progress (r)	Completed (r)	Tags	C
<input type="checkbox"/>	0	0	0		C
<input type="checkbox"/>	0	0	0		M
<input type="checkbox"/>	0	0	0	0 Low ...	C
<input checked="" type="checkbox"/>	1	0	0		M
<input type="checkbox"/>	0	0	0		M