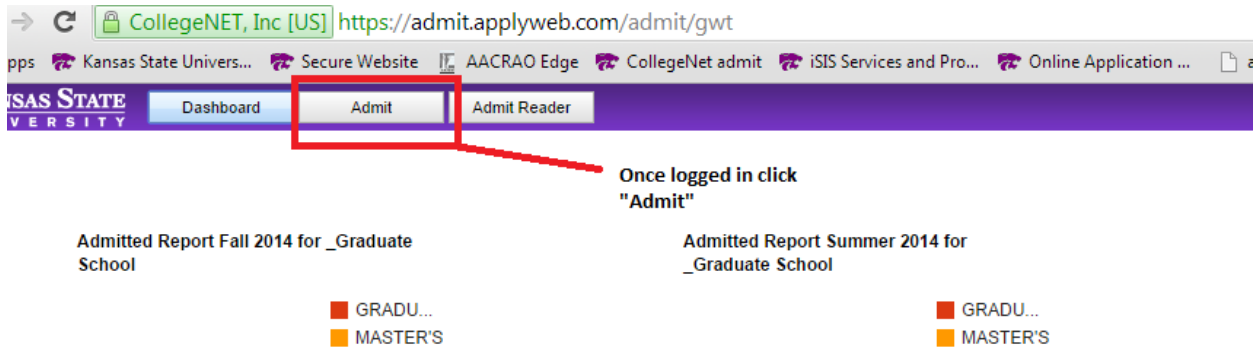


There are two different methods for evaluating applications in CollegeNET. This guide will demonstrate how to use both the **Admit** and **Admit Reader (recommended method)** methods for evaluating applications.

OPTION 1 for Evaluating

1. Once logged in, click **Admit**.



2. Click **Master ready for review**.
3. Double click the name of the student you would like to review.

Double click and open application

If evaluating through Admit remember to be in the "Ready for Review Folder"

Tags	Language ...	Last Name	First Name	Program N...	Program C...	Date Subm...	Term Appli...
<input type="checkbox"/>	Spanish	Berumen	Graciela	Modern Lan...	MMLANG	2014-09-12	Spring 2015
<input type="checkbox"/>	German	Brady	Sara	Modern Lan...	MMLANG	2014-05-11	Fall 2014
<input type="checkbox"/>	Spanish	Egan	Magdalena	Modern Lan...	MMLANG	2014-07-08	Spring 2015
<input type="checkbox"/>		Kearbey	John	Modern Lan...	MMLANG	2014-09-15	Spring 2015
<input type="checkbox"/>		Li	Jiayi	Modern Lan...	MMLANG	2014-06-06	Fall 2014
<input type="checkbox"/>	Spanish	Smith	Myriah	Modern Lan...	MMLANG	2014-08-25	Spring 2015

- Once the application is open, view the application materials using the tabs (Employment Information, Test Scores, etc.) or by clicking the PDF button.

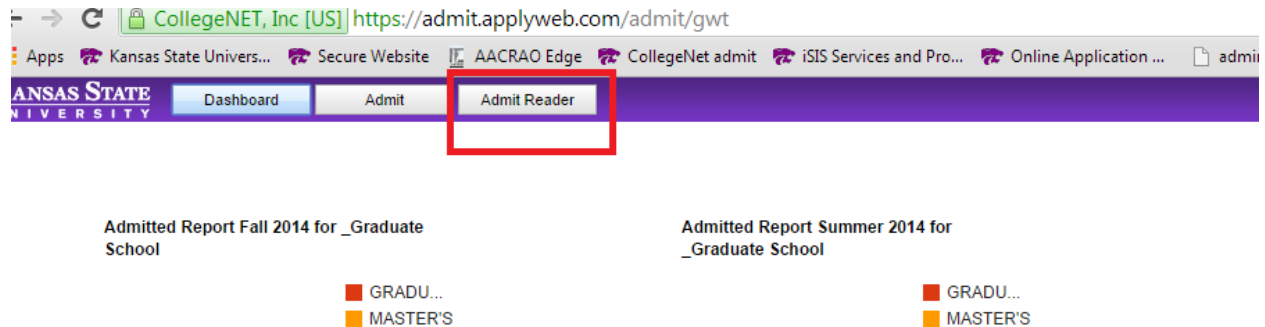
The screenshot shows a web application interface for reviewing an applicant's information. At the top, there are navigation tabs: Applications, Configure, Worklist, Users, and a dropdown menu for 'Kearbey, John'. A button labeled 'Click to bring up pdf.' is visible. Below the tabs, there are several sections of applicant information, each with a corresponding tab: Applicant Information, Employment Information, Test Scores, Attachments, Upload Materials, Decision, Shared Evaluations, and Logs. A red box highlights the PDF button and the navigation arrows. Another red box highlights the 'Employment Information' tab. The applicant's name is 'Kearbey, John', and the program code is 'MMLANG'. The term applied is 'Spring 2015'. The contact information includes an email address 'jrkearbey@yahoo.com' and a phone number '316-737-8336'. The personal information includes birth date '1972-11-16', country of birth 'United States', and birth city 'Carson City'. The demographic information includes race 'White' and marital status 'Married'. The international information includes 'Applied for permanent residency?' and 'Country of Citizenship'.

- Once all materials have been reviewed, committee members can make their recommendation under **Evaluation** in the right hand side bar. Once the evaluation has been completed, check the **Completed** box and then click **Save**.

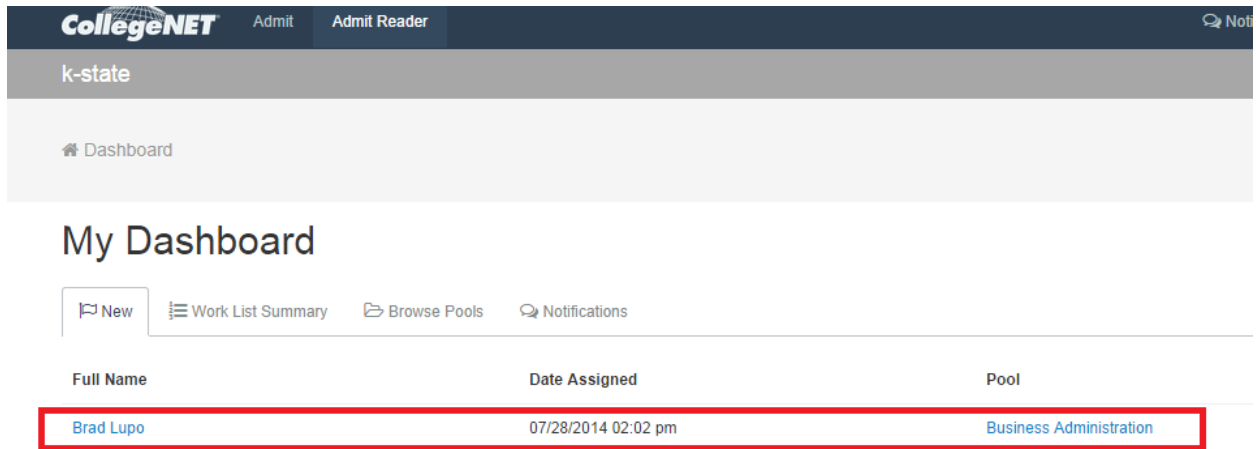
The screenshot shows the same application review interface as above, but with the 'Evaluation' section highlighted in a red box on the right side. The 'Evaluation' section contains a dropdown menu for 'Do you recommend this applicant for admission?' and a text area for 'Comments/Remarks'. At the bottom of the interface, there are three buttons: 'Completed', 'Save', and 'Close'. The 'Completed' button is highlighted in a red box.

OPTION 2 for Evaluating

2. Once logged in, click **Admit Reader**.



3. Click the name of the student you would like to review.



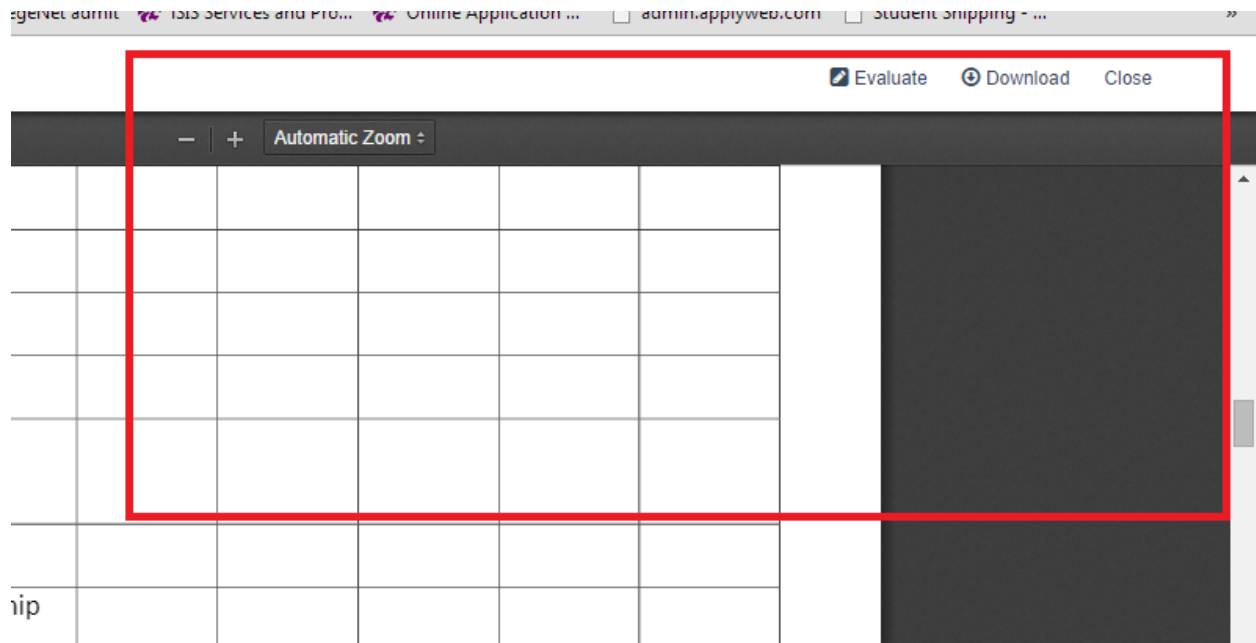
4. Once the student's application is open, you can view the application by scrolling up and down after you have clicked the student's name or by clicking **PDF**.

Name	Middle Name	Program Code
Applied (Display) 14	Anthony CollegeNET ID 58587565	MBA

5. When ready to evaluate, click **Evaluate**.

Middle Name	Program Code
Anthony CollegeNET ID 58587565	MBA

- a. If within the PDF version, the **Evaluate** button is located in the top right hand corner.



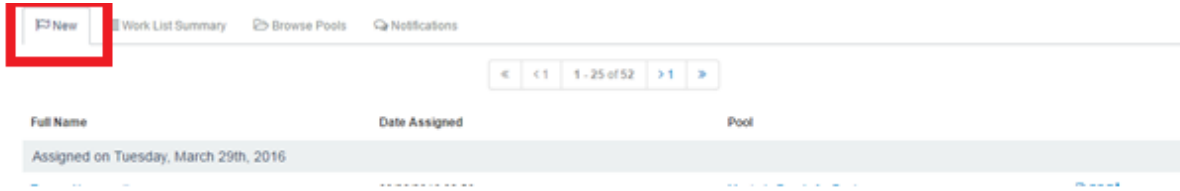
6. This is what the evaluation will look like. Once a recommendation and comments have been made, click **Complete Evaluation**.

A screenshot of an evaluation form. The form has a title 'Evaluation' and a section 'Comments'. Under 'Comments', there is a text area labeled 'Remarks' containing the text 'TEST'. At the bottom of the form, there are three buttons: 'Complete Evaluation', 'Cancel', and 'Save'. A red rectangular box highlights the 'Complete Evaluation' button and the 'Save' button. The 'Complete Evaluation' button has a checkmark icon.

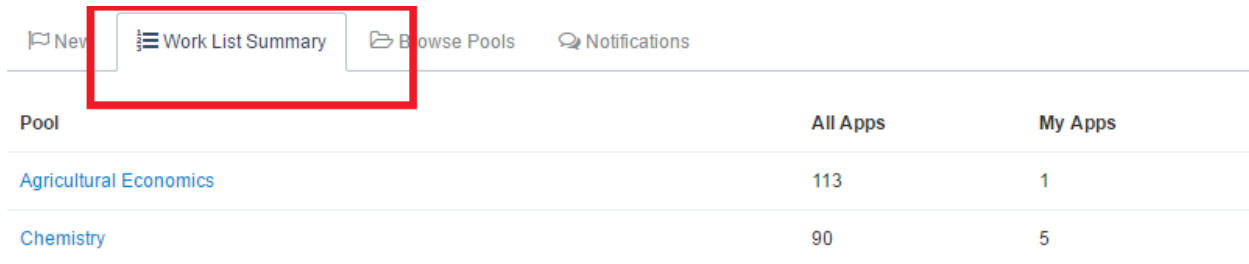
If you hit save instead of COMPLETE EVALUATION the student will be removed from your list of evaluations but you can get back to the applicant by clicking WORKLIST.

NOTE: If you select SAVE instead of complete evaluation the student will be removed from your NEW list and will have moved to your worklist.

Applicant will show up in the new list when it is first assigned.



Applicant will show up in the worklist when you have chosen to save and come back to the application.



*****If wanting to view others' evaluations, go back to Admit and click Shared Evaluations.**

