ATLAS: STUDY ABROAD APPLICATION TRAINING FOR FACULTY & STAFF

OFFICE OF INTERNATIONAL EDUCATION
PRESENTERS

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TRAINING AGENDA

- Overview of Atlas Application System - http://atlas.gatech.edu
- Student Application Process
- Faculty and Staff Login Credentials
- Reviewing Study Abroad Applications
- Queries & Reports
- Support and Contact Information
APPLICATION SYSTEM OVERVIEW

- [http://atlas.gatech.edu](http://atlas.gatech.edu)
- Web-based application portal for students, faculty, and staff
- Live 24/7 with current application and study abroad enrollment information
- Students log-in with GT credentials and their application record is linked to Banner
  - Major, GPA, and Academic Standing are updated nightly
- OIE continues to check program deposits and disciplinary standing, entering these into Atlas. Once received, both student and faculty/staff can view that this has been received.
Create an application via Atlas, completing all necessary questionnaire items and signature documents.

Pay program deposit online via Marketplace.

Application now completed and sent to Program Director for review.
STUDENT APPLICATION PROCESS

- **Pre-Decision**
  - General Application Questionnaire
  - Disciplinary Standing – confirmed and input to Atlas by OIE
  - Deposit – paid online and input to Atlas by OIE
  - Responsibilities of Participation in a Faculty-led Study Abroad Program – Student Signature Document
  - Emergency Contact Information

- **Post-Decision**
  - Passport Information – Number, Expiration Date, and Photocopy Upload
  - Special Needs
  - OIE Online Pre-Departure Orientation
  - Assumption of Risk and Release Waiver – Student Signature Document
  - EU Consent Form (Programs traveling to Europe only)

- **While Abroad**
  - Overseas Contact Information
  - FLSA Program Evaluation
STUDENT APPLICATION STATUSES

- **Pre-Decision**
  - Application In-Progress: Student has started an application, but has not yet completed all required materials or questionnaires.
  - Application Complete: Student has completed all application requirements and their disciplinary standing has been received from OSI. Application is now “Ready for Review” by the Program Director.

- **Post-Decision**
  - Accepted: Program Director as reviewed and approved student for program, and student has been sent acceptance letter.
  - Committed: Student is accepted to the program and can now begin completing post-decision items.
    - *In OIE’s eyes Accepted and Committed mean the same thing. Every two weeks students who have been Accepted and have not yet Committed, will be manually changed to Committed status.*
  - Denied: Student was not accepted to the program.
  - Waitlist: Student was put on the program’s waitlist.
    - *Program Director’s are responsible for keeping the order of their program’s waitlist.*

- **Withdrawn**
  - Pre-decision: Student cancelled their application before the application deadline.
  - By staff: OIE staff withdrew application after the student was accepted to the program.
Students will login using their GT ID and password.

Faculty will NOT use their GT ID and password to login.

Faculty will receive an initial email with their username and password. *This initial password is good for only 24hrs.* If this expires, contact Mary Alice.

After logging in, you will be prompted to create three security questions and change your password.
LOGIN CREDENTIALS

STUDY ABROAD APPLICATION INSTRUCTIONS

To apply for a study abroad program, you will need to select your program from the Programs List. From the program page, select “Apply Now” to begin your application. You will log in with your GT credentials and be prompted to set up your account. To return to your application after you have submitted it, you can log back into the system by selecting “LOGIN” in the top right corner.

1. Complete the online application (General Questionnaire) for your program.
2. Pay the Program’s deposit through the Online Deposit Payment System (Save a copy of your payment confirmation for your records.)
3. Submit any supporting documentation required for your program to OIE (OIE will mark your application once it has been received.)

Applications that are not submitted correctly will be considered incomplete resulting in significant processing delays. If you have any issues navigating the site or accessing the application, please contact your Study Abroad Advisor or OIE by phone (404-894-7475) or by email (study.abroad@gatech.edu).

After you have submitted an application, you can use the LOGIN in the top right corner to access your study abroad account.

To register for a Global Internship, Non-GT program or International Academic Project, select the relevant link to in the left menu and login in with your GT credentials.

Faculty/Staff, if you need login assistance, please reference these Login Instructions.
Program Directors will review and indicate admission decision via Atlas

Once an application is complete, OIE will mark the application as “Ready for Review”
  - Completed applications include complete pre-decision Atlas application items, disciplinary check, paid deposit, and any other program-specific requirements (if applicable)

Once an application is marked as “Ready for Review” and the Program Director has indicated “Accept”, “Reject”, or “Waitlist”, OIE will send communication to the student regarding their admission decision.
REVIEWER INSTRUCTIONS

Click the students name to view application and indicate decision.

Application is complete and ready for review.
Application review page will include students:

- Profile
- Program & Term
- Application Status
- Application Comments
- Responses to General Application Questionnaire
- Disciplinary Standing
- Deposit
- Responsibilities of Participation
- Post-Decision Requirements, however, these are not required until after accepted
At the bottom of the reviewer page, indicate decision and any comments for OIE.
REVIEWER INSTRUCTIONS

3 Ways to filter student applications:

1. **Review Status**
   a. Pending review - application still needs to be reviewed by program director
   b. Review submitted - program director already stated whether the applicant will be accepted, denied, or waitlisted
   c. All

2. **App Cycle** - the term in which the student applied for (ex. Summer 2018)

3. **Program Name** - the program in which the student applied for (ex. China Summer Program)
Sort Applications by Name, Program Name, Term applied, Application Status, or Review Status

- All students will have No Recommendation, since we do not require students obtain recommendations to apply to a program.
<table>
<thead>
<tr>
<th>Name</th>
<th>Program</th>
<th>Application cycle</th>
<th>Application status</th>
<th>Review status</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burdell, George P.</td>
<td>Poland - SGH Warsaw School of Economics Exchange</td>
<td>Spring, 2019</td>
<td>Application Complete</td>
<td>Incomplete</td>
<td>No recommendation</td>
</tr>
<tr>
<td>Burdell, George P.</td>
<td>Chile - UdeC Concepcion Exchange Program</td>
<td>Spring, 2019</td>
<td>Committed</td>
<td>Incomplete</td>
<td>No recommendation</td>
</tr>
</tbody>
</table>

Search Applications by Name or Program Name
See what requirements students are missing

- Can do an audit of Pre-decision, Post-decision, While Abroad, and Returnee
PROGRESS AUDIT

See what requirements students are missing

- Choose which items you want to check for completion
PROGRESS AUDIT

See what requirements students are missing

- Check marks indicate that student has completed that particular requirement.
- You can download the information into an excel or check off the names of students you want to send an email to

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Status</th>
<th>Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burdell, George P.</td>
<td>Committed</td>
<td></td>
</tr>
<tr>
<td>Burdell, George P.</td>
<td>Withdrawn: pre-decision</td>
<td></td>
</tr>
<tr>
<td>Burdell, George P.</td>
<td>Committed</td>
<td></td>
</tr>
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<td>Burdell, George P.</td>
<td>Committed</td>
<td></td>
</tr>
<tr>
<td>Burdell, George P.</td>
<td>Withdrawn: by staff</td>
<td></td>
</tr>
</tbody>
</table>

Send Email to Marked

- Export Options -
<table>
<thead>
<tr>
<th>QUERY</th>
<th>REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Search criteria used to obtain a list of records that you wish to</td>
<td>▪ Series of output columns and/or groupings generated from your query</td>
</tr>
<tr>
<td>examine, process, or on which you desire to create a report</td>
<td>results</td>
</tr>
<tr>
<td>▪ Example: A list of all students with an application for your</td>
<td>▪ Example: From the query results, you can display specific criteria</td>
</tr>
<tr>
<td>program who are majoring in Mechanical Engineering</td>
<td>about these applications such as GTID, gender, essay content, etc.</td>
</tr>
</tbody>
</table>
**Create a Query:**

2. Check all the boxes that appear on the next screen. Then, click Next.
3. Choose your search criteria.
4. Click Search.
5. Now a list of the students that met the search criteria will appear.
6. To save the Query, scroll to the bottom and create a name for the Query. Then, click Save. (*You must save a query to be able to generate a report*).
7. Your Saved Queries appear on Administration Homepage.

**Create a Report:**

1. Click the bar graph icon next to your saved query.
2. Choose the way you want to order the students. (By selecting None for primary and secondary, will sort students alphabetically by last name.)
3. Choose the items you want to include in your report.
4. (optional) If you want to save your report, create a name and when you click Results, it will automatically save.
5. Check Export as Excel. And then click Results.
6. This will download an excel file. When you open the excel file, you may see an error message about the excel file being corrupt. Please click Yes to open the excel file.
7. Your Saved Reports appear on the Administration Homepage.
HOW TO SET UP QUERY WATCHES

Administration: Home

My Queries & Reports

- View Folder
- Unpublished
- Saved Query
- Shared Queries
- Query Watchers
- Manage Fields

Terra Dotta Support

Query Watches: Manage All

- Name
- Saved Query
- Monitor
- Frequency
- Last Update
- Actions on Update
- Record Logged
- Actions

Query Watch Usage:

<table>
<thead>
<tr>
<th>User</th>
<th>Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>User</td>
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</table>

You account is using 2 out of 10 allowed query watches.
HOW TO BATCH DOWNLOAD PASSPORT COPIES

*Must use Google Chrome, and install Chrono Download Manager Extension: https://chrome.google.com/webstore/detail/chrono-download-manager/mciiojihekdemklbdcbfkefimifhecn?hl=en

1. Run your query to pull up all students that you want to download passport info for. (Ex. Query all students who have completed their Passport Questionnaire)
2. Once you are on the query/search results page, click the Options tab at the top of the search results and select Create Report.
3. Within the Report Wizard, select the items you wish to output. Make sure you also select the “Upload a copy of your passport” question item.
4. Scroll down and select New Window then click Results. A new tab should open within your browser window that shows the report results.
5. Click the icon in the upper right corner of your Google Chrome browser:
6. A small window should appear. Within it, click the magnify glass icon.
7. You will then see one or more of the following tabs:

   ![Chrono Sniffer](image)

   The image tab will contain .jpg, .png, etc. Files such as .pdf will usually be in the Others tab.

8. Select all the files you want to download, click the Start All button within the Chrono Sniffer and selected files will download to your computer’s Downloads folder.
For questions or technical support, email flsa@oie.gatech.edu

If students are having issues, please notify OIE so that we can troubleshoot.