



Graduate Admissions Tracking System
The Graduate School, Northwestern University

Reviews Tab

Overview: The Reviews tab

Creating Faculty Reviewer Groups

Assigning Reviewers/Reviewer Groups to an Applicant

Managing Applicant Reviews Assigned to You

Viewing and Editing Reviewer Assignments

Overview: The Reviews Tab

The Reviews tab is where you will create and maintain faculty application reviews for your program. In this area you can perform these tasks:

- Create a faculty reviewer group
- Assign individual or groups of reviewers to an applicant
- Manage applicant reviews assigned to you
- View and edit reviewer assignments for your program



Graduate Admissions Tracking System
The Graduate School, Northwestern University

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Reviews - Mathematical Methods in the Social Sciences 2009/2010

Assign Applicants to Reviewers

Choose an applicant and the faculty member to whom you would like to assign the review from the drop-down menus and click Assign Review. You may [manage the reviewer groups](#).

Please note that the applicants are sorted first by the applications status (complete or incomplete) and then by the names.

[My Applicants](#) [Current Assignments](#)

My Applicants

Creating a Faculty Reviewer Group

In some instances you may wish to have more than one faculty member review an application. For cases such as this, GATS has the capability of creating a reviewer group comprised of multiple faculty members in your program.

Step 1

From the Reviews tab, click on the [manage the reviewer groups](#) link.



GATS Graduate Admissions Tracking System
The Graduate School, Northwestern University

Main Menu Applications Admissions **Reviews** Messages Documents Reports System Sign out - jlt777

Reviews - Mathematical Methods in the Social Sciences 2009/2010

Assign Applicants to Reviewers

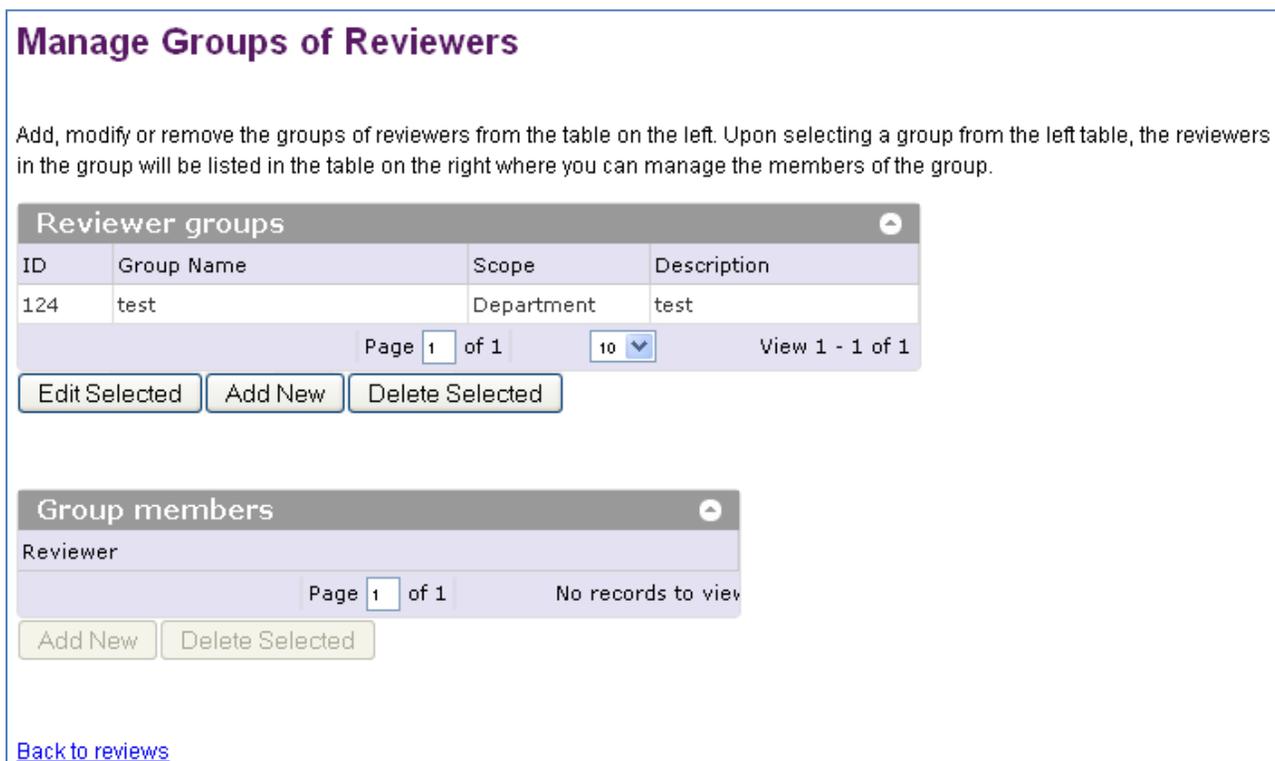
Choose an applicant and the faculty member to whom you would like to assign the review from the drop-down menus and click Assign Review. You may [manage the reviewer groups](#).

Please note that the applicants are sorted first by the applications status (complete or incomplete) and then by the names.

Select applicants... Select reviewers... Assign Review

Step 2

A new page will appear with several options. Click the [Add New](#) button.



Manage Groups of Reviewers

Add, modify or remove the groups of reviewers from the table on the left. Upon selecting a group from the left table, the reviewers in the group will be listed in the table on the right where you can manage the members of the group.

Reviewer groups			
ID	Group Name	Scope	Description
124	test	Department	test

Page 1 of 1 10 View 1 - 1 of 1

Edit Selected Add New Delete Selected

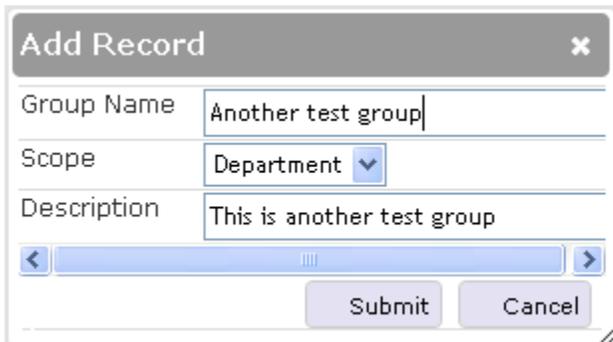
Group members
Reviewer
No records to view

Add New Delete Selected

[Back to reviews](#)

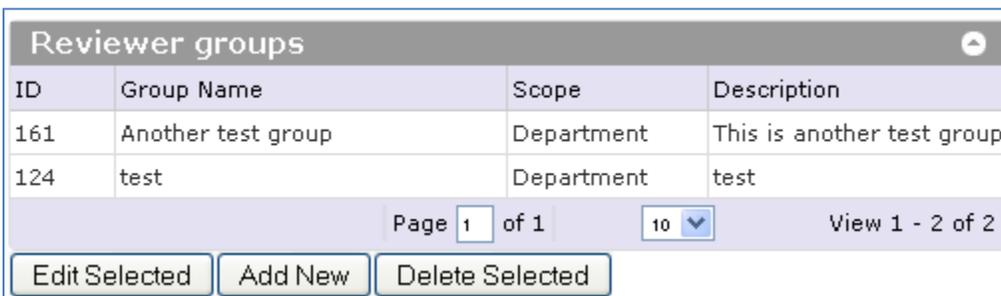
Step 3

A pop-up box will appear on the page. Enter a new “Group Name”. The “Scope” dropdown should always be set to “Department”. You can also enter a brief description for the group. Click the **Submit** button when finished and then close the pop-up box.



The screenshot shows a pop-up window titled "Add Record" with a close button (X) in the top right corner. It contains three input fields: "Group Name" with the text "Another test group", "Scope" with a dropdown menu set to "Department", and "Description" with the text "This is another test group". Below the fields is a horizontal scrollbar. At the bottom of the form are two buttons: "Submit" and "Cancel".

The faculty group you created now appears in the “Reviewer Groups” area.

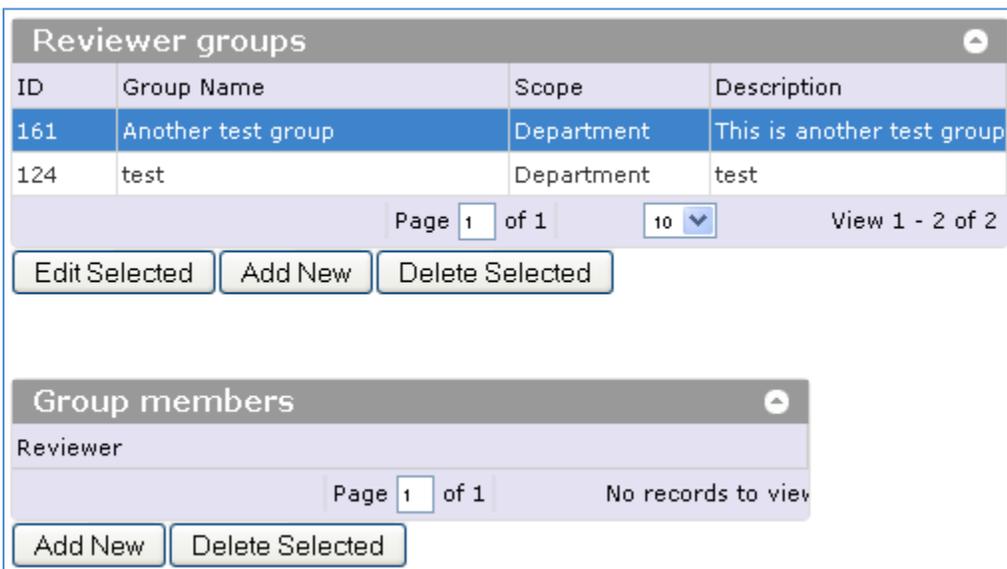


The screenshot shows a table titled "Reviewer groups" with a close button (up arrow) in the top right corner. The table has four columns: "ID", "Group Name", "Scope", and "Description". There are two rows of data. Below the table is a pagination bar showing "Page 1 of 1", a dropdown menu set to "10", and "View 1 - 2 of 2". At the bottom of the table are three buttons: "Edit Selected", "Add New", and "Delete Selected".

ID	Group Name	Scope	Description
161	Another test group	Department	This is another test group
124	test	Department	test

Step 4

Once the group has been created, you can add “Group members” (faculty reviewers) to the newly created group. Highlight the group you would like to add members to by clicking on its row. The “Group members” grid is now active. Click the **Add New** button in the “Group members” area.



The screenshot shows the "Reviewer groups" table with the first row (ID 161) highlighted in blue. Below the table is a pagination bar showing "Page 1 of 1", a dropdown menu set to "10", and "View 1 - 2 of 2". At the bottom of the table are three buttons: "Edit Selected", "Add New", and "Delete Selected". Below the table is a new section titled "Group members" with a close button (up arrow) in the top right corner. It has a "Reviewer" field and a pagination bar showing "Page 1 of 1" and "No records to view". At the bottom of the "Group members" section are two buttons: "Add New" and "Delete Selected".

ID	Group Name	Scope	Description
161	Another test group	Department	This is another test group
124	test	Department	test

Reviewer

Step 5

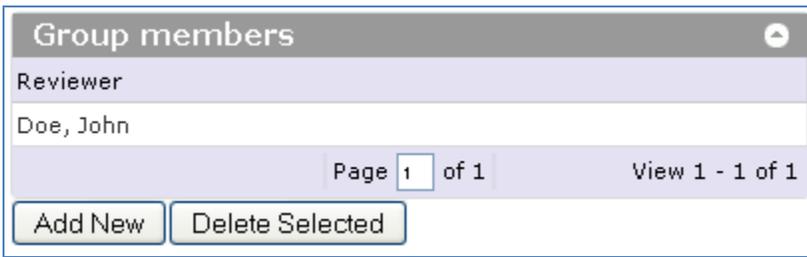
A pop-up window will appear. Select the reviewer you would like to add from the dropdown list, then click the **Submit** button (the reviewer's name will now appear in the "Group members" area).

Note: In order for a reviewer's name to appear in the drop down list, they must first be provisioned as a reviewer in the Systems tab. See the Systems Tab document for instructions on adding a faculty reviewer to GATS.



The screenshot shows a pop-up window titled "Add Record" with a close button (X) in the top right corner. Inside the window, there is a label "Reviewer" followed by a dropdown menu showing "Doe, John" with a downward arrow. Below the dropdown are two buttons: "Submit" and "Cancel".

After you hit "Submit", the faculty reviewer's name will appear in the Group Members area. Now you can add additional reviewers or close the pop-up box.



The screenshot shows a table titled "Group members" with a close button (X) in the top right corner. The table has a header row with the label "Reviewer" and a single data row containing "Doe, John". Below the table, there is a pagination bar showing "Page 1 of 1" and "View 1 - 1 of 1". At the bottom of the table area, there are two buttons: "Add New" and "Delete Selected".

Assigning Individuals and Groups to Applicants

Step 1

In the Reviews Tab, select one or more applicants from the “Select applicants...” dropdown list.

Assign Applicants to Reviewers

Choose an applicant and the faculty member to whom you would like to assign the review from the drop-down menus and click Assign Review. You may [manage the reviewer groups](#).

Please note that the applicants are sorted first by the applications status (complete or incomplete) and then by the names.

2 applicants selected

- Brady, Greg : incomplete - 2 reviewer(s)
- Clouse, George : incomplete - 2 reviewer(s)
- Costner, Kevin : incomplete - 0 reviewer(s)
- Do, Scooby : incomplete - 2 reviewer(s)
- Geller, Monica : incomplete - 0 reviewer(s)
- Green, Rachel : incomplete - 0 reviewer(s)

Select reviewers...

Assign Review

Step 2

Select one or more reviewers and/or reviewer groups from the “Select reviewers...” dropdown list.

Note: In order for a reviewer’s name to appear in the drop down list, they must first be provisioned as a reviewer in the Systems tab. See the Systems Tab document for instructions on adding a faculty reviewer to GATS.

Assign Applicants to Reviewers

Choose an applicant and the faculty member to whom you would like to assign the review from the drop-down menus and click Assign Review. You may [manage the reviewer groups](#).

Please note that the applicants are sorted first by the applications status (complete or incomplete) and then by the names.

Select applicants...

1 reviewers selected

- GROUP - Test Group
- GROUP - Another Test Group

Assign Review

Step 3

Click the button when finished. This new assignment will now be visible to the assigned reviewers when they login to GATS. You can also view the assignments in the Current Assignments tab within the Reviews tab (see page 9 of this document).

Managing Applicant Reviews Assigned to You

If you have applicants assigned to you for review, you will see them listed in the My Applicants tab in the Reviews tab. As a reviewer, you are responsible for completing an application review for all applicants assigned to you. To review an application, follow these steps:

Step 1

Click on the applicant name that you would like to review.

My Applicants Current Assignments

My Applicants

The admissions chairperson assigned the following applicants to you for review:

Applicant Name	Date Assigned	Date Application Complete	My Review Score	My Review Complete?	Other Reviewers	Average Score
Brady, Greg	2010-08-11			No		
Geller, Monica	2010-08-11			No	Doe (No)	

Step 2

This opens the Applicant Review page. Click on the  next to any of the application headers you wish to view or check the Expand All box to see all available applicant information.

Applicant Review: Greg Brady

Expand All

 Administrative Notes (Edit)	 Review Notes
 Personal Data	 Review Score
 Application Information	
 Documents	Reviewer notes: <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>
 Standardized Test Scores	
 Financial Aid	
 Additional Information	

Step 3

Enter notes in the “Reviewer notes” text box. Then enter a value from the Score Scale in the “Overall reviewer score” text box.

Note: The score scale is a predefined list specified by the program administrator at the beginning of the application period.

Reviewer notes:

Overall reviewer score: here

* Score scale

- 5 - Top candidate. Admit and actively pursue
- 4 - Very good. Admit
- 3 - Good in general, but maybe not good enough to admit
- 2 - Not good
- 1 - Interior

Review status:

My review is complete

Step 4

Click the “My review is complete” checkbox once you have completed your review. Then click the button to submit your review. Close the Applicant Review page. The review for the applicant will now be marked complete in the My Applicants tab.

Applicant Name	Date Assigned	Date Application Complete	My Review Score	My Review Complete?	Other Reviewers	Average Score
Geller, Monica	2010-08-11			No	Doe (No)	
Brady, Greg	2010-08-11		2	Yes 		2.00

Viewing and Editing Reviewer Assignments

There may be times when you need to remove a reviewer/applicant assignment. Follow the steps below to “Unassign” a reviewer from an applicant:

Step 1

Click the Current Assignments tab in the Reviewers tab.

Step 2

There are three options to search for reviewer assignments: “Reviewer Last Name”, “Applicant Last Name”, or “List All”. Choose your search preference and click the button.

My Applicants **Current Assignments**

Current Assignments

You can search already assigned reviews by applicant's or reviewer's last name. Or you may list all the currently assigned reviews. Click a heading to re-sort the list.

Reviewer Last Name starts with

- Reviewer Last Name
- Applicant Last Name
- List All**

Step 3

Your search results will display. Click the [Unassign](#) link next to the assignment you would like to remove. A pop-up box will appear to confirm that this is the action you wish to perform. Click Ok to proceed.

Reviewer	Applicant Name	Date Assigned	Review Complete?	Score	Action
Doe, John	Geller, Monica	August 11, 2010	No		Unassign
Doe, John	Clouse, George	August 11, 2010	No		Unassign
Smith, Jane	Clouse, George	August 11, 2010	No		Unassign
Doe, John	Do, Scooby	August 11, 2010	No		Unassign
Doe, John	Green, Rachel	August 11, 2010	No		Unassign

The page at <https://nugats.northwestern.edu> says:

Are you sure you want to unassign this review? The system will also permanently delete any notes or scores entered by this reviewer. This action cannot be undone.

Step 4

“Success” will appear in the Action column. The next time the page is refreshed, this assignment will no longer appear on the list of Current Assignments.

Reviewer	Applicant Name	Date Assigned	Review Complete?	Score	Action
Doe, John	Geller, Monica	August 11, 2010	No		SUCCESS
Doe, John	Clouse, George	August 11, 2010	No		Unassign
Smith, Jane	Clouse, George	August 11, 2010	No		Unassign
Doe, John	Do, Scooby	August 11, 2010	No		Unassign
Doe, John	Green, Rachel	August 11, 2010	No		Unassign