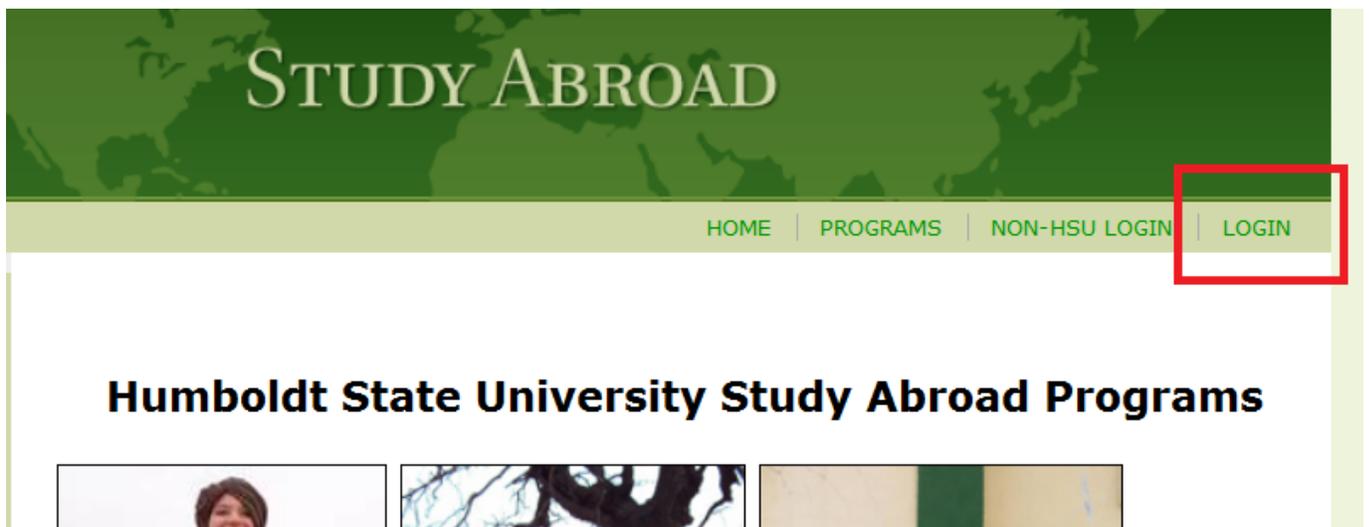


Walkthrough Studio Abroad Faculty Reviewer Procedure

Studio Abroad is a useful tool recently implemented by the Study Abroad Office that offers convenient access for students to browse dozens of study abroad programs while centralizing administrative functions and streamlining admissions processes.

As a faculty reviewer, you will have access to view students' applications to your program and recommend them for acceptance, rejection or waitlisting. This guide will show you the process for doing so.

1. On <http://www.humboldt.edu/goabroad>: click on "LOGIN" to login utilizing your MyHumboldt username and password.



2. After logging in you will see your Reviewer Home. When you login you will only see students applying to your program. If ever you want to return to this page, simply click "Reviewer Home" as highlighted in the picture below (see next page).

STUDY ABROAD

HOME | PROGRAMS

Logout | Reviewer Home | User: Joel Herrick

Administration > Reviewers > Home

My Reviews

You are currently filtering on applicants for Fall, 2014; Full year, 2014; Full Year (S. Hem), 2014; Spring, 2014; Summer, 2014, excluding withdrawn applications.

► **Filter Options**

Progress Audit:

Summer, 2014	Date Started	Status
Blinman, Jessica (ID: 34107)	02/03/2014	Current Status: Pending Not Ready for Review
Boyd, Brianna (ID: 31422)	01/02/2014	Current Status: Pending Not Ready for Review
Charlton-Grant, Kiaya (ID: 33726)	01/30/2014	Current Status: Pending Not Ready for Review
Decker, Jamie (ID: 33740)	01/30/2014	Current Status: Pending Not Ready for Review
Lowery, Jarrett (ID: 33628)	01/29/2014	Current Status: Pending Not Ready for Review
Marinkovich, Erik (ID: 33908)	01/31/2014	Current Status: Pending Not Ready for Review
Martinez, Magdalena (ID: 34197)	02/04/2014	Current Status: Pending Not Ready for Review
Nolet, Devin (ID: 34134)	02/03/2014	Current Status: Pending Not Ready for Review

3. Studio Abroad will show you all students who have started applications to your program, sorted alphabetically. The ID shown is NOT the student's HSU ID, but rather an internal ID utilized by Studio Abroad that is of no consequence to our procedures. You can also see the date the application was started, and the current status.

Note that though all students have the same status: **Pending**, only one student has actually completed all of the requirements for her application, and that is Alyssa. **You should not review a student until they have the green (complete) next to their status.** Ignore "Not Ready for Review" as it is an unnecessary step.

Ebel, Erika (ID: 31438)	01/02/2014	Current Status: Pending Not Ready for Review
Elkan, Djuna (ID: 33791)	01/30/2014	Current Status: Pending Not Ready for Review
Galicía, Carolina (ID: 34004)	02/02/2014	Current Status: Pending Not Ready for Review
Gomez, Bianca (ID: 33905)	01/31/2014	Current Status: Pending Not Ready for Review
Haggard, Alyssa (ID: 33851)	01/31/2014	Current Status: Pending (complete) Not Ready for Review

4. Clicking on a student's name will give you access to that student's information, including data pulled from PeopleSoft, responses to all application documents (e.g. personal statement, etc), any files uploaded (passport, resume, transcripts, etc), and any signature documents that have been electronically signed. Note that all applicants you are reviewing have already been marked as **(complete)**, so you can check the content of the application rather than checking for completion.
5. After completing your review of the student's application information and responses, you may then submit feedback and a recommendation for that student. Center for International Program's staff will then update the student's status based on your recommendations.

You have the option to apply your feedback to multiple applications by clicking the corresponding box and selecting a number of students. Please make sure all students have been marked as **(complete)** before you perform batch actions.

Reviewer Feedback

Comments:

4000 characters left

Recommendation:

Accept

Reject

Waitlist

Mark as completed
Your review is not considered completed until this checkbox is marked. You can make preliminary notes and judgments here without marking the checkbox then return later to finalize your review later.

Apply to Multiple Applications
Your review can be applied to other applicants within this term/year combination.

Submit

6. **Please have only one Program Director complete the Recommendation.** Reviewers are not able to see each other's feedback, so to avoid conflicting recommendations we are asking for each program to designate a Reviewer to complete the Recommendations.

Please also note that once you click “Mark as completed” you will not be able to make any further changes. If you need to reverse a decision or add comments after you mark a Review as complete please email hsugoabroad@humboldt.edu

7. When you are satisfied with your comments and Recommendation, select “Mark as completed” and click “Submit”. You will not be notified when students become marked as **(complete)**, so you may want to schedule a time each week to check for newly completed applications. Please also remember that Reviewers cannot see each other’s feedback, so if you complete Reviews under one Program Director’s account and then log-in to another Program Director’s account later in the week you will not be able to see the first Director’s progress.
8. Please remember to logout after each session (it will also log you out automatically after a period of inactivity).

If you have any questions or are encountering any difficulties please email hsugoabroad@humboldt.edu