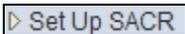


The following steps are required for Graduate Program Administrators to configure the online Graduate Studies Web application.



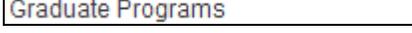
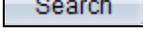
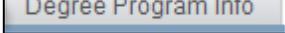
Note: Faculties and departments are responsible for adding their terms and deadlines.

1. Once signed on to the Student Administration System with securid, navigate to Set Up SACR (Student Administration Curriculum Records).
Click the **Set Up SACR** link.

2. Click the **Product Related** link.

3. Click the **Recruiting and Admissions** link.

4. Click the **U of C Web Application Set Up** link.

5. Click the **Web App Program Details** link.

6. Click the **Academic Career** list. From the drop down menu select **Graduate Programs**.

7. Click the **Search** button. The search results will populate a list of degrees.

8. Select your department's Program Reference code(s). **Note:** If you are entering information for more than one particular degree (e.g. PhD, MSc, etc.) you will have to enter this information for each program reference code. The Degree Program Details page will appear. **Note:** Graduate Program Administrators have **view only** access to the Degree Program Details page.
9. Click the **Degree Program Info** tab.

10. On the Degree Program Info page always ensure that Enable Automatic Email notification is set to **Yes** unless the department does not want to receive an email when someone applies. **Enable email notifications are for when all committee members have completed the evaluation.** Yes/No refers to if you would like an email generated to the same program contact information when all evaluators have completed their evaluation. (You will enter the email address on the "Program Contact Info" tab.) **Enable Evaluators to view all evaluations is department specific.** **Yes** will allow evaluators to view each other's evaluation comments. Enter the **Number of Referees** (e.g. 3). The Checklist Code should be GSAPPL (GS Application) and Checklist Item CD prefix should be REFER. **Reference Type** is department specific and the Department must provide the URL location (include http://) for the Reference Form package.
Note: Updating the URL will only update for future emails sent to referees.



[Degree Program Details](#)
[Degree Program Info](#)
[Program Deadlines](#)
[Question List](#)
[Supporting Document](#)
[Educational Test](#)

Academic Institution:	UCALG	University of Calgary
Academic Career:	GRAD	Graduate Programs
Faculty:	GS	Fac of Graduate Studies
Program Reference Code:	ANTH	Anthropology
Academic Program:	GSDOC	Graduate Studies Doctoral
Degree:	PHD-DEG	Doctor of Philosophy

Program Information

Enable automatic email notification ? Yes No

Enable email notification when all committee members has completed the evaluation? Yes No

Using a Funded/Non Funded Program Deadline? Yes No

Enable Evaluators to view all evaluations ? Yes No

Number of Referees:

Checklist Code: GSAPPL GS Application

Checklist Item CD Prefix: REFER

*Reference Type: Both Reference Form & Letter

Location of the Reference Form (URL):

Note: *If using the Online Reference Form, please consult the corresponding job aid and online learning [Online Reference Form](#) or [Online Reference Form Training Guide for GPA's](#).*

- Click the **Program Deadlines** tab.

[Program Deadlines](#)

- To add Terms, click on the plus "+" sign to add more lines. Click the Add the Term (Spring, Summer, Fall and Winter) and manipulate the dates as department's specifics. Select each of the tabs to enter each applicable date.

Note: Dates will system auto-populate, however you can change all dates as they best fit your program needs.

[Degree Program Details](#) | [Degree Program Info](#) | **[Program Deadlines](#)** | [Question List](#) | [Supporting Document](#) | [Educational Test](#)

Academic Institution: UCALG University of Calgary
 Academic Career: GRAD Graduate Programs
 Faculty: GS Fac of Graduate Studies
 Program Reference Code: ANTH Anthropology
 Academic Program: GSMTH Graduate Studies Master's Thes
 Degree: MA-DEG Master of Arts

Personalize | Find | View All | First | 1 of 1 | Last

*Term	Status	Date	*Appl Start Date	Misc Deadlines
1 2157	Fall 2015		2014/09/01	

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display

[Degree Program Details](#) | [Degree Program Info](#) | [Program Deadlines](#) | [Question List](#) | [Supporting Document](#) | [Educational Test](#) | [Required Courses](#) | [Program A](#)

13. Click the **Show all columns** button to view additional columns.



Status and **Date** fields are used for suspending or closing a term. ***Appl Start Date** allows you to choose the date to open the online application. ***Can/PR Deadline** and ***INTL Deadline** allows you to choose the date to close the online application.

*Term	Status	Date	*Appl Start Date	*Can/ PR Deadline	*INTL Deadline	Can/PR Deadline	INTL Deadline
1 2157	Fall 2015		2014/09/01	2015/02/01	2015/02/01	2015/02/01	2015/02/01

Optional:

To include a deadline for References and Supporting documents enter it in the **Reference Deadlines** and **Supporting Documents** date fields.

Reference Deadline	Intl Reference Deadline	Supporting Document Deadline	Intl Supporting Document Deadline
2015/03/15	2015/03/15	2015/03/31	2015/03/31

Note: For more flexibility you may have different deadline dates for the open/close online application; for referees to upload (referees are the last to receive the upload link) and uploading documents.

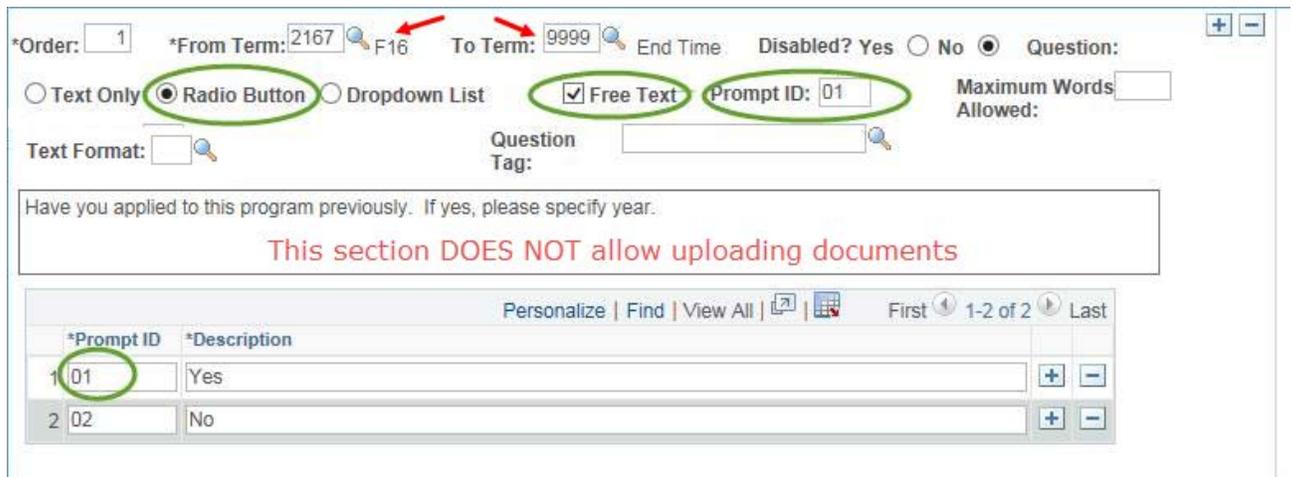
14. Click the **Question List** tab.

Question List



The Question List contains the Program Specific Questions. Use the question list when applicant types in the answers (500 character max.). Please do not attempt to upload documents. **Order** refers to the order of appearance on the application. **Important: DO NOT USE 0000 as From Term**, sets the Term to the current Term if new or shows the term when the question was added. Leave the **To Term** set to 9999 as endless.

- Disabled?: Select yes if you no longer want to have the question to appear to applicants. Select no if you want the question to appear to applicants.
- Maximum Words Allowed: Use the text box to enter the maximum words allowed in the applicants response (4,000 word max).
- Text Only: Select this choice if you are wanting the applicant to enter their answer free form up to a Maximum Words Allowed
- Radio Button: Select this choice if you want the applicant to select an answer by selecting a "button" beside a value (e.g. Yes or No). Include prompt IDs and Descriptions for each option for the applicant. If you want the applicant to add additional information if they answer a certain way, use Free Text and Prompt ID to enable the applicant to give additional information.



*Order: *From Term: F16 To Term: End Time Disabled? Yes No Question:

Text Only Radio Button Dropdown List Free Text Prompt ID: Maximum Words Allowed:

Text Format: Question Tag:

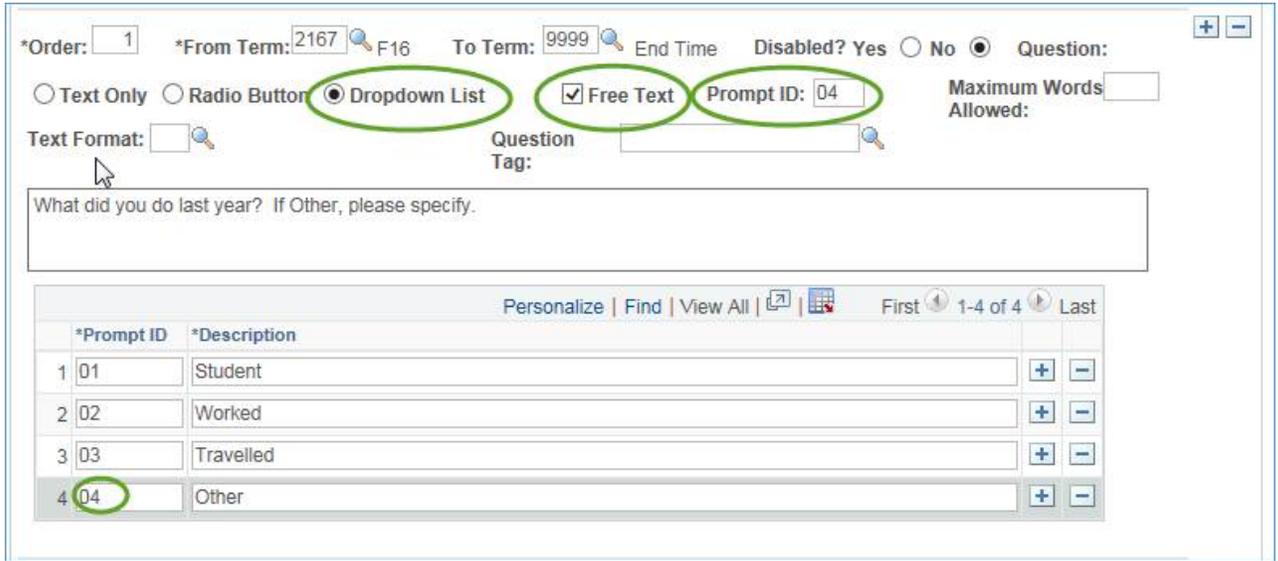
Have you applied to this program previously. If yes, please specify year.

This section DOES NOT allow uploading documents

Personalize | Find | View All | First 1-2 of 2 Last

*Prompt ID	*Description		
1 01	Yes	<input type="text"/>	<input type="text"/>
2 02	No	<input type="text"/>	<input type="text"/>

15.
 - Dropdown List: Select this choice if there is a list of options to present to the applicant. Include prompt IDs and Descriptions for each option. Free Text and Prompt ID can be selected if needed (for example an option of "Other" requires more information).



*Order: *From Term: F16 To Term: End Time Disabled? Yes No Question:

Text Only Radio Button Dropdown List Free Text Prompt ID: Maximum Words Allowed:

Text Format: Question Tag:

What did you do last year? If Other, please specify.

	*Prompt ID	*Description		
1	01	Student	+	-
2	02	Worked	+	-
3	03	Travelled	+	-
4	04	Other	+	-

16. Click the plus "+" sign to add another question in a new row. To include hyperlinks etc. HTML formatting must be used. Refer to the HTML job aid for assistance: <http://www.ucalgary.ca/ittraining/user-guides/student-administration/processing-online-web-applications>
17. Click the **View All** link to view the entire list of questions.

[View All](#)



IMPORTANT: If the online application is **closed**, you can make as many changes as desired (edit/disable/add questions). If the online application is **open**, you cannot disable/edit/add questions. Please contact FGS administrator for further instructions.

18. Click the **Supporting Document** tab.

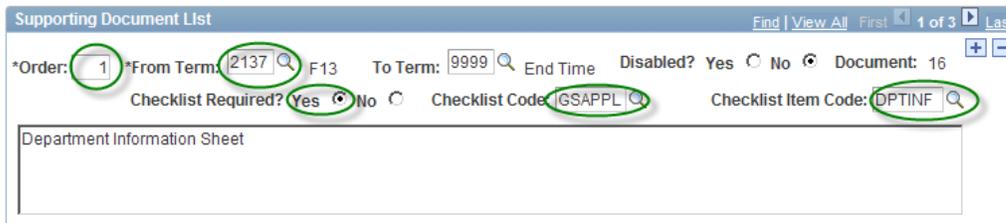
[Supporting Document](#)

19. Supporting Document List is a checklist of required documents.



IMPORTANT: Only **ONE UPLOADED** file per checklist will be recognized. Do not request applicants to upload more than one file into the same checklist. If more than one document is required, please ensure more than one checklist is created or applicants are given instructions on how to combine documents into one upload.

Enter the Order Number as it should appear on the application.



20. Click the **Look up From Term** button and select the appropriate Term. **Important: DO NOT USE 0000** as From Term.

21. If a place to upload a document is required, then select "Yes" for **Checklist Required**. A checklist Code and Checklist Item Code are then required. If the Checklist Required is "No", then do not choose Checklist Code or Checklist Item Code. It will appear on the application only as a comment, but won't create a place for the applicant to upload in the Student Centre. Note: Each Checklist Item Code must be different. You cannot select the same Checklist Item Code more than once.
22. Click the **Look up Checklist Code** button. A list of checklist codes will appear, **always** select the GSAPPL (GS Application) checklist code.

23. Type any information required in the text box. You may use HTML coding. See the HTML Job Aid for instructions (previously referenced).

To add another supporting document requirement add another row.

Click the **Add a new row** button.



24. Add additional supporting document lists if necessary. Click the **View All** link to display a list of the supporting documents you have created.



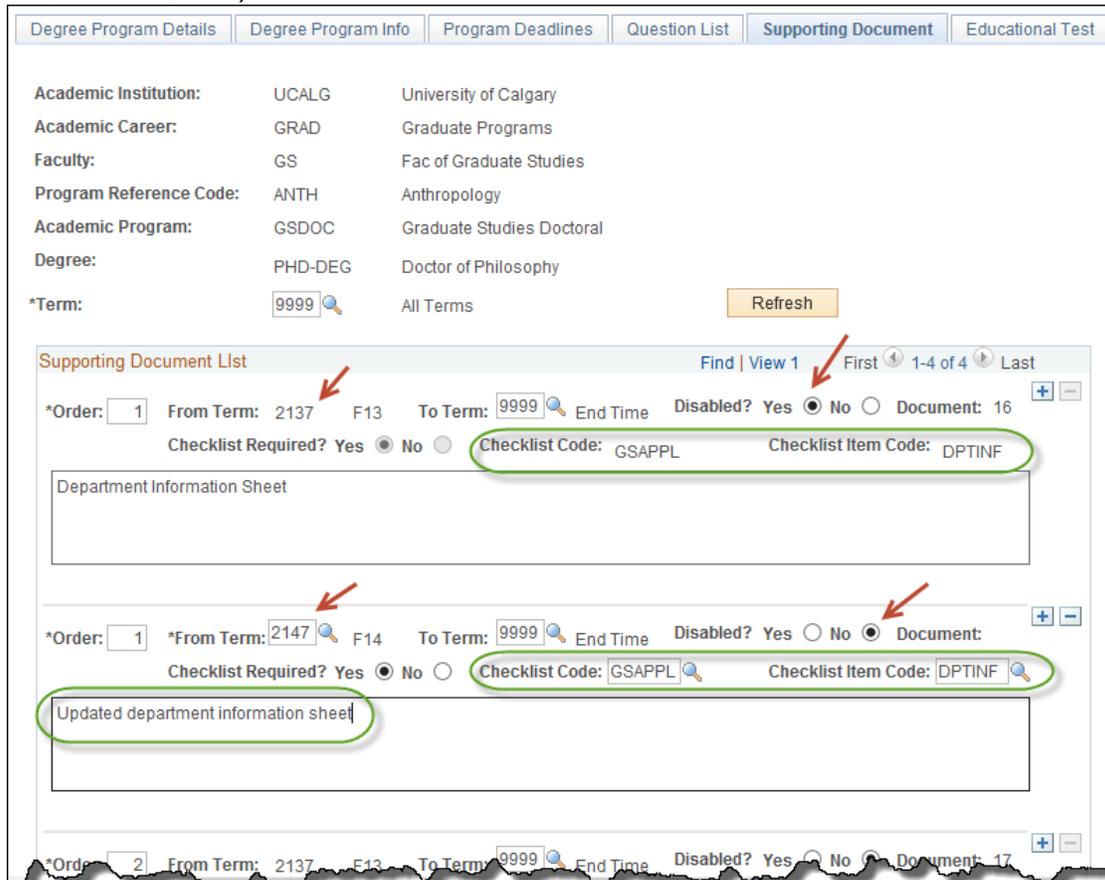
Note: English Language Tests, References and Transcript Checklist items are automatically added by the system and do not need to be added manually into this section.

25. **Disable Row:**
 It is not possible to edit rows; therefore to make changes to current checklist items you must first disable the previous item, then add a new row with the new wording and the "from" term information (e.g. P16). The end "end" term (To Term) is always 9999. You may not have more than one of the same checklist item code active (e.g. DPTINF code twice).

Click the **Add a new row** button.



26. Locate the checklist item you wish to disable and add a new row to indicate the new term and text information. For this example we will select the supporting document list item 1 from term 2137 for checklist code GSAPPL (Graduate Studies Application) and item code DPTINF (Department Information Sheet).



The screenshot shows the 'Supporting Document List' section of the GPA Online Application Configuration interface. The interface includes tabs for Degree Program Details, Degree Program Info, Program Deadlines, Question List, Supporting Document, and Educational Test. The Supporting Document tab is active, showing a list of supporting documents. The first row is selected, and the second row is being added. Red arrows point to the 'From Term' field, the 'View 1' button, the 'From Term' field, and the 'Document' field. Green circles highlight the 'Checklist Code' and 'Checklist Item Code' fields.

*Order:	From Term:	To Term:	End Time	Disabled?	Document:
1	2137	9999	F13	No	16
	2147	9999	F14	No	
2	2137	9999	F13	No	17

27. When completed press **Save**. Changes will be reflected overnight.



28. To view Educational Tests, click on the Educational Test tab. This section is updated by the Administrator in FGS when new programs are added.



29. Click the **Apply** button.

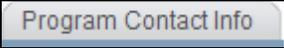


30. Approximately 20 types of Educational Tests will appear. Educational tests 1-6 are the 6 English Language Proficiency tests accepted by the Faculty of Graduate Studies. You are not able to remove these tests. Use the minus "-" to remove any tests (#7 – 20) that are not applicable to your program.

Click the **View All** link.



31. *The Required Courses and Program Activities Tabs are for Veterinary Medicine configuration and GPA's can ignore these tabs.*
32. Click the **Program Contact Info** tab. Complete the necessary information for Academic Plan, Department and Faculty Name. Include the Building/Room information. Note: In order for the Online Reference Form and generation of admission letters to show properly, only fill out the department space if you are a department within a Faculty and do not put anything in the Faculty space. If you are a Faculty, please enter this information, but do not enter anything in the Department name space.



33. Click the **Look up Campus Address** button.



34. Click the **MAINCAMPUS** link or Health Sciences Centre. The default information for MAINCAMPUS will default to the University of Calgary.



35. Complete any additional contact information. Confirm the information on this page as this information will be used to populate your Offer of Admission letters. It is preferred to have a department/faculty generic email address used.
36. Enter the Empl ID for the Graduate Program Director if they would like to view all applications sent for evaluation and the evaluator's comments. The GPD can also make comments if required. If the GPD EmplID is entered here, then it is not necessary to add them to the Admissions committee group.

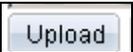
Note: The GPD EmplID needs to be added to the Admissions committee group if the GPD wants to use the ranking system when evaluating.

37. Select File (or delete if there is currently a signature uploaded) to upload the Graduate Program Director's signature which will appear on the Offer of Admission letter. Please note only .jpg formats should be used for the signature.

Click the **Select File** button.



38. Browse to the location of the file you wish to include and Click the **Upload** button.



39. Any uploaded files will appear. To remove them select and press **Delete**.
40. **SAVE** any changes. Changes will be updated overnight and reflected the following day.

End of Procedure.

To view the online learning for this job aid, consult www.ucalgary.ca/ittraining