

SA – Graduate Programs

The following instructions are for evaluators who will assess and, in some cases, include ratings for prospective students' applications for admission. Evaluators will receive an email inviting them to evaluate a prospective student. Some evaluations will have a deadline indicated; however, this is Department/Faculty specific.

This is an example of the email the evaluator will receive. (*Not exactly as shown*).
 Note: In accordance with the Freedom of Information and Privacy Policy some data has been removed.



2. The evaluator should log into their <u>MyUofC Portal</u> with their username and password.





3. Once the evaluator has logged into the <u>MyUofC Portal</u> they can click on **Academic** then **Faculty Centre**.



4. Click on Admin Evaluation by Evaluators.

	Hello, Evaluator Welcome to myUof	Name					Account Help	Sign out
CALGARY								
Dashboard v	All about me	My work	Research	Academic	Around campus	My favourites +	Search myUofC	Q
Faculty Center	all your class related a	activities						
My Schedule View your class and exame	schedules.		Administer Gr Administer Grad	rades les		Grad Stdnt Annua Graduate Student A	al Progress Rpt Annual Progress Report	
Student Competition Scoring	oring		Class Roster View your class	s rosters.		Grade Roster Assign grades and	post your grade rosters.	
Adm Evaluation by Evalu Admission evaluation by eva currently assigned to them b	ators aluators for applications by the program adminis	s trator.	Adm Eval by P Admission Evalu	Program Directo Jation by Program	Directors			



SA – Graduate Programs

5. The Adm Evaluation by Evaluators window will display a list of application(s) assigned for evaluation. Click View All to see a complete list of the applications. The Student ID# will appear, the applicants name, etc. will be listed. Note: In accordance with the Freedom of Information and Privacy Policy, some data has been removed.

Click the **Applicant Name** link to evaluate the applicant. **Note:** There may be more than one applicant listed if the evaluator is required to evaluate more than one application.

		Hello. Evaluator Welcome to myUor	Name			~				Account	Help	Sign
CALGA	Y OF RY							X				
Da	ashboard \vee	All about me	My work	Research	Academic	Around	l campus	My favourit	es +- Se	earch myUof(C	\triangleleft
Evaluator	Name]										1
												\sum
Admissio	n Applicat	ion Evaluatio	n									5
Applicatio	ons assigne	ed to you					Click Vie	ew All to see a	a complete	list of app	lication	s
Application	s assigned to	you						Person	alize Find	View All	1 🔤	2
Student	Click to view	w application	Term	Application Nbr	n Academ Progran	ic 1	Degree Plan	Academic Plan	Committee	Evaluatio	n Status	5 EV Dat
1 3000026			Fall 2015	18-57-988-828	GSDOC		PHD-DEG	GLGP-AOS	SOWKC	Evaluator	Review	20
												\supset
Search for	r more app	olications	Evalu	uator: Search	for applicati	ons that	you have l	oeen assigned	at			\rightarrow
Empl ID:			some	e point as an e	evaluator bu	t are not	in the abo	ve list.				
Acad Career:												\rightarrow
Admit Term:												<
Acad Prog:		2										1
Degree Plan:		Q		_								1
	···		some solution	\sim	www.	1 and the second				may 1	\sim	~



6. The application will display including the applicant's name, id number, application fee status and additional details. If desired evaluators can view the unofficial transcripts, references and supporting documents by clicking on the link(s).

	Арр	olication Eva	aluation		
Applicant Name: St	udent's Name		I	D: Student ID Nu	mber
Program Applied To	For Fall 2013				
polication Fee Paid					
eculty of Creduete St	udies:				
acuity of Graduate Sit	ules.				
Graduate Studies Docto	ral				
Doctor of Philosophy (D	Degree Stream)	of Churche)			
Environmental Engineer	ing (Interdisciplinary	() (Specialization)			
	ing (into do opinior)	7 (Opeonalization)	2 · · · · ·		
itizenship Information	e				
Country of Citizenship:	Canada				
Visa Type:	Canada				
Date Landed:					
Aboriginal Person:	N				
pplicant Contact Infor	mation:				
pplicant Contact Infon Email:	mation:				
pplicant Contact Infor Email:	mation:				
pplicant Contact Inform Email: Phone Type Phone	mation:	sion Preferred			
pplicant Contact Inform Email: Phone Type Phone Current Home	mation:	sion Preferred			
pplicant Contact Inform Email: <u>Phone Type</u> Phone Current Home Other	mation: <u> e Number</u> <u> Extens</u>	sion Preferred			
pplicant Contact Inform Email: Phone Type Phone Current Home Dther	mation: <u>e Number</u> <u>Extens</u>	sion Preferred ✓		Click	an Unofficial
pplicant Contact Inform Email: Phone Type Phone Current Home Dther Previously apply to the O	mation: <u> e Number</u> <u> Extens</u> Graduate Studies a	alon Preferred	s Term: F05 Date:	Click (2005/08/31 Trans	on Unofficial
oplicant Contact Infon Email: Phone Type Phon Current Home Other Treviously apply to the O Iniversity of Calgary Att	mation: <u> e Number</u> <u>Extens</u> Graduate Studies a endance: Never atto	alon Preferred	a Term: F05 Date:	Click of 2005/08/31 Trans	on Unofficial cript to view the cial Transcript
pplicant Contact Inform Email: Phone Type Phone Current Home Other Previously apply to the O Jniversity of Calgary Att Post Secondary	mation: <u>e Number</u> Extens Graduate Studies a endance: Never att	alon Preferred	a Term: F05 Date: Igary	2005/08/31 Click of Transe Unoffic	on Unofficial cript to view the cial Transcript
pplicant Contact Inform Email: Phone Type Phone Current Home Other Previously apply to the O University of Calgary Att Post Secondary Institution Attended	e Number Extens e Number Extens Graduate Studies a endance: Never atto	sion Preferred	s Term: F05 Date: Igary	2005/08/31 Click o Transi Unoffic	on Unofficial cript to view the cial Transcript
pplicant Contact Inform Email: Phone Type Phone Current Home Other Oth	e Number Extens Braduate Studies a endance: Never atto From Date 1999/09/	at the U of C: Yes ended University of Cal e To Date Transcr 2015/2015/2013/0	s Term: F05 Date: Igary <u>tpt Received</u> <u>Click to view U</u> <u>Transcript</u>	2005/08/31 Click of Transo Unofficient Date Loaded	on Unofficial cript to view the cial Transcript
pplicant Contact Inform Email: Phone Type Phone Current Home Dither Previously apply to the O Jniversity of Calgary Att Post Secondary Institution Attended	Braduate Studies a endance: Never atto 1999/09/ 2010/01/	sion	s Term: F05 Date: Igary 1 <u>pt Received</u> Click to view U Transcript 4/16 Unofficial Tr 3/11 Unofficial Tr	2005/08/31 Click of Transi Unofficient Date Loaded anscript 2013/04/18	on Unofficial cript to view the cial Transcript
pplicant Contact Inform Email: Phone Type Phone Current Home Dither Previously apply to the O Jniversity of Calgary Att Post Secondary Institution Attended	mation: e Number Extense Graduate Studies a endance: Never atto From Data 1999/09/ 2010/01/		s Term: F05 Date: Igary 1pt Received Click to view U Transcript 4/16 Unofficial Trans 3/11 Unofficial Trans	2005/08/31 Click of Transe Unofficient anscript 2013/04/18 anscript 2013/04/18	on Unofficial cript to view the cial Transcript Year Converted GPA 2004 2012
pplicant Contact Inform Email: Phone Type Phone Current Home Dither Previously apply to the O University of Calgary Att Post Secondary Institution Attended High School	mation: <u>e Number</u> Extense Graduate Studies a endance: Never atto From Date 1999/09/ 2010/01/		s Term: F05 Date: Igary Ipt Received Click to view U Transcript 14/16 Unofficial Trans 3/11 Unofficial Transcript	2005/08/31 Click of Transe Unofficient anscript 2013/04/18 anscript 2013/04/18	on Unofficial cript to view the cial Transcript Year Converted GPA 2004 2012
pplicant Contact Inform Email: Phone Type Phone Current Home Other Phone Other Previously apply to the O University of Calgary Att Post Secondary Institution Attended High School High School Attended	mation: <u>e Number</u> Extense Graduate Studies a endance: Never atto <u>From Dat</u> 1999/09/ 2010/01/ <u>From Dat</u>	Sion Preferred ✓ ✓ ■ ✓ ■ To Date Transcr 01 2008/09/30 2013/0 01 2012/08/30 2013/0 01 2012/08/30 2013/0 01 2012/08/30 2013/0	s Term: F05 Date: Igary Ipt Received Click to view U Transcript 14/16 Unofficial Transcript 19t Received Click to view Unofficial Transcript	2005/08/31 Click of Transe Unofficient anscript 2013/04/18 anscript Year Convertion	on Unofficial cript to view the cial Transcript Year Converted GPA 2004 2012
pplicant Contact Inform Email: Phone Type Phone Current Home Difference Difference Calgary Attended Previously apply to the O Iniversity of Calgary Attended Post Secondary Institution Attended High School Attended	mation: <u>e Number</u> Extense Graduate Studies a endance: Never atto 1999/09/ 2010/01/ Erom Date	Sion Preferred □ □ at the U of C: Yes ended University of Cal Transcr 01 2006/09/30 2013/0 01 2012/06/30 2013/0 01 2012/06/30 2013/0 01 2012/06/30 2013/0	a Term: F05 Date: Igary Ipt Received Click to view U Transcript 4/16 Unofficial Tra 101 Received Click to view Unofficial Tran (Not Availab)	2005/08/31 Click of Transe Unofficient anscript 2013/04/18 anscript 2013/04/18 asscript Year Convertient	on Unofficial cript to view the cial Transcript Year Converted GPA 2004 2012
pplicant Contact Inform Email: Phone Type Phone Current Home Dither Previously apply to the O Iniversity of Calgary Att Post Secondary Institution Attended High School Attended	mation: e Number Extense Graduate Studies a endance: Never attr 1999/09/ 2010/01/ From Date	aion Preferred	a Term: F05 Date: Igary 1pt Received Click to view U Transcript 4/16 Unofficial Tra 3/11 Unofficial Trans 1pt Received Click to view Unofficial Trans (Not Available	2005/08/31 Click of Transu Unofficient anscript 2013/04/18 anscript 2013/04/18 asscript Year Convertient (e) Convertient	on Unofficial cript to view the cial Transcript Year Converted GPA 2004 2012 ted GPA
pplicant Contact Inform Email: Phone Type Phone Current Home Dither Previously apply to the O Iniversity of Calgary Att Post Secondary Institution Attended High School Information Informatio Information Information Information Information In	mation: e Number Extens Graduate Studies a endance: Never att From Dat Errom Dat Errom Dat Degree De	sion Preferred	a Term: F05 Date: Igary topt Received Click to view U Transcript 4/16 Unofficial Transcript 3/11 Unofficial Transcript topt Received Click to view Unofficial Transcript (Not Available Major Area of Study	2005/08/31 Click of Transe Unofficient anscript 2013/04/18 anscript 2013/04/18 anscript Year Conver (e) Conver	on Unofficial cript to view the cial Transcript



SA – Graduate Programs

7. Additional information can be viewed on the application by scrolling down the page.

2	First	Name L	ast Name Organ	Nzation Name	Citck to view R	eterance	Date Loaded	
			and the	Contraction of the	Reference Fo		2012/08/07	
					Reference La	itter	2012/08/08	
					Reference La	tter	2012/08/08	
sts								_
Tes	st iD	Test Component	Description		Score 548e	Test Date	Data Source	Letter Score
1 EL	9	IELTS	IELTS Band			2009/08/22	Self-Rpted	
2 GR	RE	ANLY	Analytical			2012/05/27	Self-Rpted	
3 GR	RE	QUAN	Quantitative			2012/05/27	Self-Rpted	
4 GR	RE	VERB	Verbal		100.000	2012/05/27	Self-Rpted	
up	portin	g Documents		Custon	nize Find	. . .	irst 1-2 of	f 2 🖸 Last
ick	to vie	ew Document			D	ate Loaded		
					Palata Val	Cumment	ling	
ogr PA C pplk	culum ram Pr Calcula cation tre you	Vitae roposal tion Questions applying to a C	Combined Prog	ram? If yes, sp	OCUMENT(S) gram.	ung	
PA C	culum ram Pr Calcula Cation tre you No Have yo	Vitae roposal tion Questions applying to a C ou completed an	Combined Prog	ram? If yes, sp ards this progr	ecify which prog	gram.	ung	
PA C	culum ram Pr Calcula cation kre you No Have yo	Vitae roposal ation Questions applying to a C ou completed an	Combined Prog	ram? If yes, sp ards this progr	ecity which program? If yes, pleas	yram.	ung	
ogr PA C PA C PA C	culum ram Pr Calcula cuttors kre you No fave yo No s this a previou	Vitae roposal ition Questions applying to a Q ou completed an application for r	Combined Prog ny courses town	ards this progr	ecify which prog am? If yes, pleas ogram you witho	ram. In the list them.	withdrawn from	ers to
A N N N N N N	culum ram Pr Calcula cation tre you No Have yo No s this a previou No	Vitae roposal ation Questions applying to a C ou completed an application for r	Combined Prog ny courses town	ards this progr	ecity which program you witho	ram. In the list them. In the list them.	withdrawn from	ers to
ogr PA C DDIM A N H N N H	culum am Pi Calcula cation kre you No fave you No s this a previou No flow die	Vitae roposal ation Ouestions applying to a C ou completed an application for r rsly? d you hear abox	Combined Prog ny courses town re-admission to at this program	ram? If yes, sp ards this progr complete a pro	ecity which program you witho	ram. In the list them. In the list them. In the list them. In the list them.	withdrawn from s answe n questi	ers to
A N N N N N N N N N N N N N N N N N N N	culum am Pr Calcula Calcula Calcula Calcula Vo Have you Vo Have you Vo How dia nternet	Vitae roposal ation Questions applying to a C ou completed an application for r rsly? d you hear abou Search	Combined Prog ny courses towa re-admission to at this program	ards this progr complete a province of the state of the s	ecity which program you witho	ram. In the list them. In tudent rogram isplaye	withdrawn from is answe n questi ed here	ers to
PA C PA C PA C PA C PA C PA C PA C	culum am Pr Calcula cation tre you No fave you No fave you No fave you No fave you No fave you No fave you No	Vitae roposal ition Questions applying to a C ou completed an application for r rsly? d you hear abox Search restions	Combined Prog ny courses town re-admission to at this program	ram? If yes, sp ards this progr complete a pro	ecify which program? If yes, pleas	ram. In the list them. In tudent rogram isplaye	withdrawn from s answe n questi ed here	ers to
ogr PA C PA C PA C PA C PA C PA C PA C PA C	culum am Pr Calcula cation tre you to tave to tave tave to tave to tave tave to tave tave tave tave to tave	Vitae roposal ttion Questions applying to a C ou completed an application for r rsly? d you hear abox Search restions have completed a copy of the a	Combined Prog ny courses town re-admission to at this program an undergradu obstract if at all	ram? If yes, sp ards this progr complete a proving r?	ecify which program? If yes, pleas ogram you with S D D D D D D D D D D D D D D D D D D	ram. In list them. In tudent tudent rogran isplaye se give the th	withdrawn from is answe n questi ed here besis area and ti	ers to ons



8. For Committees WITHOUT Rating Components:

Scroll down the window to the area where the evaluator can select the evaluation status and enter comments. Three evaluation status' will appear:

Eval INADM: for applicants that the evaluator is not recommending for admission **Eval RECOM:** for applicants that the evaluator is recommending for Admission **Eval REVW:** for applicants pending evaluation

Make the appropriate Evaluation Status selection and enter applicable comments.

			(Harrison and H
ommittee:	ANTH	ANTH Admission Committee	NOTIFY PROGRAM ADMINISTRATOR
valuator ID:	Evaluator Emplid	Evaluator Name	
ommittee Role:	ACAD	Academic Member of Committee	
valuation Status:	Eval REVW 🔻	Evaluation Date: 2013/08/22	
verall Rating:			
omment:	Esta Orana at		

Note: Once an evaluation status has been evaluated, the application will no longer show in the "Applications assigned to you", but can be located by using "Search for more applications".

If you find an exceptional applicant and would like to notify the administrator to take immediate action, enter your comments and evaluation status and then select "**Notify Program Administrator**". This will immediately send an email to the program administrator with your comments.



SA – Graduate Programs

9. For Committees WITH Rating Components:

Scroll down the window to the area where the evaluator can select the evaluation status and enter comments.

Evaluators can type in the rating or use the Rating Value **Look Up** tool to rate the applicant accordingly.

Q

Look Up Tool

Click on the rating value that reflects your assessment of the applicant. The rating values will display indicating the rating and the descriptions available. Do this for each component.

Com	nmittee:	MARCH	MARCH Admissions	Committee			NOTIFY PROGR	AM ADMINISTRAT	OR
Ival	luator ID:	100100100	Warphie Ren						
Com	nmittee Role	MMBF	Member of Commit	ttee					
val	luation Statu	s: Eval RECO V	Evaluation Date:	2014/01/13					
Ove	erall Rating:	/100.00							
Com	nment:	A good candidate	for our program	Commonte con ba	entered here				
				Comments can be	entereu nere.				
Sche	eme:	EVDS Committee	Rating Scheme	Comments can be			Customize F	ind 🗗 🕌	First
Sche	eme: Component	EVDS Committee	Rating Scheme Rating Value		Out of 0	omments	Customize F	ind 🗗 🕌	First
Sche (1 (eme: Component 0001	EVDS Committee	Rating Scheme Rating Value	a	Out of C	omments	Customize F	ind 🛃 🕌	First
Sche (1 (2 (eme: Component 0001 0010	EVDS Committee Description GPA 40% Portfolio 40%	Rating Scheme Rating Value		Out of c 40	omments	Customize F	ind 🗖 🕌	First
Sche (1 (2 (3 (eme: Component 0001 0 0010 0020	EVDS Committee Description GPA 40% Portfolio 40% References 10%	Rating Scheme Rating Value		Out of 0 40 40 10	omments	Customize F	ind 🗗 🗯	First
Sche (eme: Component	EVDS Committee	Rating Scheme Rating Value		Out of C	omments	Customize F	ind 🛃 🕌	

NOTE: <u>The rating components displayed are a sample.</u> Each program can have their own criteria to evaluate applicants.

 Select the overall evaluation status of the applicant Three evaluation status' will appear:
 Eval INADM: for applicants that the evaluator is not recommending for admission Eval RECOM: for applicants that the evaluator is recommending for Admission Eval REVW: for applicants pending evaluation.

Make the appropriate Evaluation Status and enter applicable comments.



Once you have selected a rating value for each rating component and an overall evaluation click the **Save** button and you will see an overall rating value populated to show your overall rating of the applicant.

u avaluation					
y evaluation					
ommittee:	MARCH	MARCH Admissions Committee		NOTIFY PROGRAM A	DMINISTRATOR
valuator ID:	10156108	Shunpike,Stan			
ommittee Ro	le: MMBF	Member of Committee			
valuation Sta	tus: Eval RECO 🗸	Evaluation Date: 2014/01/13			
overall Rating	: 82.00 /100.00				
omment:	A good candidat	e for our program			
Scheme:	EVDS Committe	e Rating Scheme			
Scheme:	EVDS Committe	e Rating Scheme		Customize Find	First
Componen	EVDS Committe	e Rating Scheme Rating Value	Out of Comr	Customize Find nents	First 📕
Componen	EVDS Committee	e Rating Scheme Rating Value 33 Q 3.61-3.70	Out of Comr 40	Customize Find nents	🖸 🎬 🛛 First
Componen 1 0001 2 0010	EVDS Committee	e Rating Scheme Value 33 Q 3.61-3.70 35 Q very good	Out of Com 40 40	Customize Find nents	🕞 🏪 🛛 First
Componen 1 0001 2 0010 3 0020	EVDS Committee	e Rating Scheme Rating Value 33 Q 3.61-3.70 35 Q very good 6 Q good	Out of Comm 40 40 10	Customize Find nents	

Note: Once an evaluation status has been changed from Eval REVW and saved the application will no longer show in the "Applications assigned to you", but can be located by using "Search for more applications".

End of Procedure.

For the corresponding online learning, consult the Student and Enrolment Services training website > Student Administration (PeopleSoft Campus Solutions).