AppReview Tutorial for Reviewers

(created by Julie Coonrod, 03/28/2014)

AppReview: A program to be used by departments to access applications from the new online graduate application system. Hobsons is the vendor serving the application and the AppReview software. **Currently, AppReview will not function properly using Internet Explorer 8. Hobsons recommends use of Mozilla Firefox or Internet Explorer 9+.**

Coordinator: A person in a department that will create bundles of applications for review. For example, a graduate program advisor might create bundles based on applicants' research interests.

Reviewer: A person (most often faculty member) who will review applications. The following tutorial is intended to guide *reviewers*.

1. Your graduate program advisor or director should contact Julie Coonrod jcoonrod@unm.edu if you do not have an account. In most instances, these accounts have been created for faculty reviewers.

2. Once you have applications to review, you will receive an email from AppReview. (You will only have applications to review if a coordinator in your department has created a bundle for you to review.) Follow the instructions in the email to be taken to the login screen for the AppReview program.
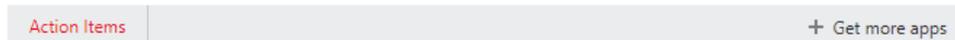
Alternatively, AppReview is available from MyUNM. Login with your NetID and password.

3. The initial dashboard contains two ribbons at the top. Reviewers will want to click REVIEW on the top ribbon.

Top ribbon shows roles available (you may not have all roles available to you.)

Dashboard

Bundles

Bundles allow you to assign applications to reviewers and get recommendations.

- 1 Active
- 4 Inactive
- 0 Overdue

View Bundles   Create a Bundle

Applicants

All applicants must be assigned to a bundle in order to be reviewed.

- 19 Assigned to all bundles
- 4 Assigned to my active bundles
- 15 Assigned to my inactive bundles
- 28 Unassigned
- 0 Moved to next round
- 0 Recommended for another program

View Applicants

Also note that the Need Help? in the top ribbon will give you access to a quick start guide and a 6 minute video. You may find the Reviewer Tour helpful.
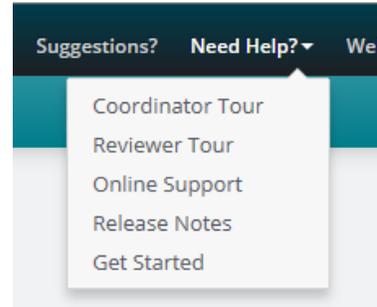
5. The REVIEW screen will show your Applicants TO REVIEW as well as Applicants REVIEWED.

You can review applications either interactively or by creating a pdf of the application. To create a pdf of one or more applications, the select box to the left of the applicant's name must be checked. Once one or more boxes are checked, simply tap the button and a pdf file will be created. To access the review sheet, you must click an applicant's name.

6. Once you've clicked an applicant's name, you'll access their application on the left hand side of the screen. Your review will take place on the right hand side of the screen.

On the left hand side, you will see all sections that exist in the application, even if they're not relevant to the program. (We're requesting that Hobsons change this in a future release.) Each section can be viewed by simply clicking the section to expand.

On the right hand side, you record your review and you can also make notes. The review that you see in this screen includes the default questions included in the software. Continue to scroll down and you'll see questions that were customized for your department.

7. In most departments, the coordinator will probably customize review questions. It is simple for the coordinator to create a number of different types of questions including rating, checkbox, dropdown, and text questions. The reviewer should continue to scroll down the page to see all the questions so that they can Save & Submit.

Julie's test question

Please rate candidate's potential to be a TA.

⊘ ★ ★ ★ ★ ★ 　EXCELLENT

Test checkbox question

☐ I will offer student an RA
☑ I would offer student RA if I had funding
☑ I am willing to advise student
☐ Student should seek different advisor

Test dropdown question

Please comment on the writing based upon submitted materials including Letter of Intent.

| Excellent ▾ |

Test text question

Provide brief general impression of potential to be TA.

| |

Final Recommendation *

| Choose... ▾ |

[Save as Draft] [Save & Submit]