

Graduate Application Review Portal

Tips, Tricks and New Features

10/21/2015

Table of Contents

INTRODUCTION	1
MODULE 1: NEW FEATURES FOR 2016.....	2
New Fields for 2016.....	2
Saved Searches	3
Expanded Recommendation Rating.....	4
Test score filtering by percentile.....	5
Reviewer Comments expand/collapse default.....	6
Applicant Listing grid scroll	6
MODULE 2: TIPS AND TRICKS	7
Using your Custom View	7
Favorites	8
Mass Decision Entry	9
Advanced Search: Combining Criteria Effectively.....	9
Advanced Search: Using Keyword Searches.....	10
Exporting Data	11
Using Graphs	12
Refer to a Colleague	13

Introduction

Whenever we look to improve GARP, we make a concerted effort to make the new or updated features as versatile as possible. As a result of that effort, we've heard of some creative and non-traditional uses for the features that GARP offers over the years. And while the purpose of this training is to familiarize GARP users with the new features that are being released for the upcoming admission cycle and help them make better use of existing features that they may not have used before, we also hope that this training will become a forum for users to share those creative ideas with one another. We've tried to include some of them in this manual, but encourage our user community to tell us about others that we have not included here.

As you continue, you'll notice that this manual does not contain step-by-step instructions, but instead discusses uses for features. Step-by-step style instructions are available in the complete GARP Training Manual at <http://graddiv.ucsc.edu/training/garp-main.html>.

Module 1: New Features for 2016

New Fields for 2016

Field	Applicant Listing	Review Applicant	Export Results	Things to note
Gender	✓	✓	✓	Displays the applicant's gender as reported on their application. Values of M (male), F (female) and U (unspecified) display in GARP. Gender Identities of Transgender Male will display as M in GARP; Transgender Female will display as F; Genderqueer/Gender non-conforming, Different Identity and Decline to State will display as U.
Status Update Date	✓	✓	✓	Displays the last date and time in which the applicant's AIS or Department Status value was updated. This has displayed on the Review Applicant page for years, but now appears in the Applicant Listing and Export Results file too.
My Comments	✓	✓	✓	Now displays the first 250 characters of your Reviewer Comment on the Applicant Listing page. Handy for faculty when they need a quick reminder of which applicant is which or how they reviewed them. These can also be view in their entirety on the Review Applicant page or exported using the Export Comments feature.
Jazzee ID			✓	When you need to export data from GARP and Jazzee and merge it together, the Jazzee ID number will help you match the records. This field only displays in the Export Results file.

Saved Searches

Saved searches allow you to name and retrieve a set of filter and sort criteria for later use. Each saved search can have a custom name no more than 30 characters long. There is no limit to the number of saved searches you can create.

<p>Saving a search</p>	<p>On the bottom of the Advanced Search page, select “Save new search as...” and enter the name you’d like to give that search criteria.</p> <div data-bbox="565 674 1393 730" style="border: 1px solid #ccc; padding: 5px;"> <input checked="" type="radio"/> Save new search as <input style="width: 150px;" type="text" value="Type search name here"/> </div>
<p>Accessing a saved search</p>	<p>On the Applicant Listing page, select the saved search from the dropdown above the Quick Search criteria. The search will initiate upon selection; you don’t need to click go.</p> <div data-bbox="565 919 1166 961" style="border: 1px solid #ccc; padding: 5px;"> Saved Searches - select one - ▼ </div>
<p>Editing/overwriting a saved search</p>	<p>Select the search on the Applicant Listing page. Once the results display, go the Advanced Search page to make any edits to the filter or sort criteria. Select “Save as existing search...” and select the search whose criteria you want to overwrite and submit the query.</p> <div data-bbox="565 1220 1360 1276" style="border: 1px solid #ccc; padding: 5px;"> <input checked="" type="radio"/> Save as existing search - select one - ▼ </div>
<p>Deleting a saved search</p>	<p>On the My Preferences page, select the saved search you’d like to delete and click Delete.</p> <div data-bbox="565 1423 1149 1539" style="border: 1px solid #ccc; padding: 5px;"> <p>Delete Saved Searches</p> <div style="display: flex; align-items: center;"> - select one - ▼ <input style="margin-left: 20px;" type="button" value="Delete"/> </div> </div>

Expanded Recommendation Rating

The rating options that recommendation writers are able to select when completing their recommendations on-line have been expanded beginning in summer/fall 2016 to allow more granularity at the top of the rating scale. The new options still have numeric values associated with them so that ratings can be aggregated and averaged. In an effort to maintain consistency between pre-2016 and post-2016 admission data, the value range has not been expanded, but instead uses half-point increments between the top-end rating values. Below is a summary of the old and new rating options and their numeric values.

Numeric Value	Pre-2016 value	Post-2016 value
4	Exceptional	Truly Exceptional (Top 1%)
3.5		Excellent (Top 5%)
3	Above Average	Very Good (Top 10%)
2.5		Good (Top 25%)
2	Average	
1	Below Average	
--	Not Applicable/Don't Know	

Rating value text is still displayed in full on the Review Applicant page, whereas numeric values display on the Applicant Listing page where aggregated data is more helpful.

Test score filtering by percentile

Users now have the ability to filter GRE and GMAT test scores by either score or percentile, rather than score alone. This feature comes in handy when comparing GRE results in particular, since their scoring range changed recently (200-800 old range, 130-170 new range). Comparing based on percentile allows for an apples-to-apples comparison of scores across several years of data.

Percentile filters are available on the Advanced Search page.

The screenshot displays a search interface for test scores. It is organized into two main sections: GRE and GMAT. Each section contains several test components, each with radio buttons for 'Score' (selected) and 'Percentile'. To the right of these options are dropdown menus for comparison operators (all set to 'greater than') and input fields for values. The GRE Subject Test dropdown menu is open, showing a list of subjects: Computer Science, Mathematics, Mathematics Rescaled, Physics, and Psychology. The GMAT section includes Total, Verbal, Quantitative, Analytical, and Integrated Reasoning tests.

Test Component	Filter Type	Operator	Value Field
GRE Verbal	Score	greater than	
GRE Quantitative	Score	greater than	
GRE Analytical	Score	greater than	
GRE Subject Test	Score	greater than	Computer Science Mathematics Mathematics Rescaled Physics Psychology
GMAT Total	Score	greater than	
GMAT Verbal	Score	greater than	
GMAT Quantitative	Score	greater than	
GMAT Analytical	Score	greater than	
GMAT Integrated Reasoning	Score	greater than	

Reviewer Comments expand/collapse default

In response to concerns of unintentional bias expressed by admission reviewers, GARP users have the ability to control their own default expand/collapse status for the Reviewer Comments section.

Users will start each admission cycle with their default Reviewer Comments section status set to collapsed to prevent them from seeing other reviewer's comments before forming their own opinion. The default expand/collapse status can be changed on the My Preferences page.

Note that this does not prevent a user from expanding or collapsing the Reviewer Comment section for any individual applicant, but when they view the next applicant record, the Reviewer Comment section will return to the default status as defined on the My Preferences page.

View Reviewer Comments

Default state for "Reviewer Comments Section":

Save

Applicant Listing grid scroll

The Applicant Listing page now contains a scrollable grid, which allows the page and column headers to remain static. Please note that the grid can be scrolled up and down only, while the full page is scrollable left and right, as well as up and down to reveal the page footer.

Module 2: Tips and Tricks

Objectives:

- Understand GARP's advanced features
- Learn new and creative uses for GARP's traditional features

Using your Custom View

The Custom view setting can be a handy feature when you want to compare multiple applicants side-by-side or when you only want to view certain pieces of data. The most common reason users like the Custom view is that it allows them to eliminate data columns that they don't need or want and therefore prevents them from having to scroll across the page to see all the data. To set up your Custom view, click on the My Preferences tab and select the fields that you want to view.

For evaluation purposes, you may want to select GPA, GRE (set), Num. of Reviews, Rating, and Average Rating. But perhaps Schools Attended, Foreign/Domestic Status and CA Resident may also be helpful.

For application maintenance and tracking purposes, you may want to select Num. of Transcripts, Num. of Letters, Foreign/Domestic Status and CA Resident.

Besides the benefit of allowing each program and each user to view only the data that is important to them, the best part of the Custom view feature is that it is saved as part of your user profile. This means that you don't have to reset it every time you use GARP, regardless of what computer you use.

The screenshot shows a configuration window for a custom view. It is divided into two main sections: 'Available Columns:' on the left and 'Columns to display:' on the right. The 'Available Columns:' list includes: Department, Degree, AIS/Dept. Status, Num. Transcripts, Num. Letters, Research Interests, Admin Comments, Schools Attended, GMAT (set), TOEFL Score, IELTS Score, Gender, CA Resident, Foreign/Domestic Status, Ethnicity, Status Last Updated, Docs Last Updated, Recommender Ratings, I've Reviewed, and My Comments. The 'Columns to display:' list includes: Name, GPA, GRE (set), Num. of Reviews, Rating, and Avg. Rating. Between the two lists are two arrow buttons: a right-pointing arrow and a left-pointing arrow. To the right of the 'Columns to display:' list are two vertical arrow buttons: an up arrow and a down arrow.

Favorites

The Favorites feature allows users the ability to track a self-defined population of applicants by marking them with a star identifier (★). This feature can be used to track a population of applicants for any reason that may not already have a distinct set of attributes in common. For example, the Graduate Division uses this feature to track the applicants nominated for the Cota-Robles fellowship.

Here are some tips for using Favorites:

Add a single Favorite	From the Review Applicant page, click [ADD TO FAVORITES] in the top section.
Add multiple Favorites	From the Applicant Listing page, check the checkbox next to each applicant you want to add to your Favorites list and click Add to Favorites at the bottom of the page. (The checkbox in the column header acts as a select all.)
Filter for Favorites	<ul style="list-style-type: none"> • In the Quick Search section, set the Favorite filter to Yes (on the left side, next to Name [First or Last]). • In the Advanced Search, set Favorite to Yes (at the bottom of the page, just above the Sort section).
Sort by Favorites	<ul style="list-style-type: none"> • In the Applicant Listing page, click the Favorite column header. (Click it a second time to sort in descending order.) • In the Advanced Search, select Favorite from the advanced sort menu at the bottom of the page. (You can sort in ascending or descending order.)
Delete Favorites	On the My Preferences page, select an applicant from your Favorites list and click Delete Favorite . (Hold the Control key [Ctrl] to select multiple values to delete at once.)
Clear All Favorites	On the My Preferences page, click Clear Favorites .

Mass Decision Entry

The Mass Decision Entry tool is only available to users with the Set Decisions security role. Use the checkboxes on the Application Listing page to select the applicants you want to update, and then click the appropriate command button at the bottom left of the Applicant Listing page.

This can be a powerful tool when combined with the Advanced Search tool. For example, after all the admission offers have been sent and it comes time for a program to deny the remaining applicants, the user can simply select all applicants with a Dept Status of "No Decision" and use the select-all checkbox to mass-deny the whole population. Now isn't that faster than entering each one individually?

Use the checkboxes to the left of each applicant to process the following actions:

Admit

Admit w/ Money

Wait List

Deny

Add to Favorites

Advanced Search: Combining Criteria Effectively

With so many criteria to choose from, the Advanced Search feature offers a lot of flexibility in identifying the population you want to view. Here's an example...

During the month of January, Professor Smith is busy reviewing applications every day. To make the most of her time, she likes to use the Advanced Search to quickly identify which applications need her attention most. Here's the Advanced Search criteria she uses:

- **# of Transcripts** *greater than 0*
- **# of Letters** *greater than 0*
- **Dept Status** *equal to "No Decision"*
- **AIS Status** *equal to "Applicant"*
- **Docs Updated Since** *yesterday's date*
- **Sort by** *1) I've Reviewed Ascending, 2) Average Rating Descending*

These criteria ensure that she sees only the applications that have a new document and contain at least one transcript and at least one recommendation. There is no need to review anyone that already has an admission decision set by her department, or that isn't an applicant. By sorting the way she does, the applicants with the highest average ratings by her colleague appear first, and the applicants that she's already commented on fall to the bottom.

Advanced Search: Using Keyword Searches

Research Interest

Several programs use the Research Interest field to allow applicants to self-select the professors and researchers they are most interested in working with. For example, the Environmental Science program allows their applicants to select three of the following when submitting their applications:

Bury, Jeff - Latin American political economy, conservation, political ecology, field methods, geographic thought
Cheng, Weixin - Soils, plants, microbial processes, and global change
Duane, Timothy - Environmental law, planning & policy, energy policy, renewable energy development, land use
FitzSimmons, Margaret - Social, political, and economic institutions that structure human-environment interactions
Gilbert, Gregory - Plant disease ecology, forest ecology, applied evolutionary ecology
Haddad, Brent - Urban and regional water policy and economics
Holl, Karen - Restoration ecology, landscape ecology, and tropical ecology
Letourneau, Deborah - Insect-plant interactions, agroecology, conservation, and tropical biology
Loik, Michael - Physiological ecology, hydrology, climate change, sustainable technology
Lu, Flora - Ecological anthropology, Native Amazonians, Indigenous resource use and conservation, ethnographic and household
Millard-Ball, Adam - Urban planning, transportation, environmental economics, climate policy
Philpott, Stacy - Insect community ecology, biodiversity, agroecology and conservation
Press, Daniel - Environmental politics and policy
Rajan, Ravi - Environmental history and political economy, risk, technology and society, green governance and entrepreneurship
Shennan, Carol - Agroecology and sustainable agriculture, agricultural development
Szasz, Andy - Environmental sociology, justice, consumption, regulation, politics, environmental social movements
Tzankova, Zdravka - Environmental policy and politics, marine policy, private governance
Wilmers, Chris - Population and community ecology, wildlife conservation, global change
Zavaleta, Erika - Ecology and evolutionary biology, biodiversity and global change, biological invasions

Then, when reviewing applications for admission, each faculty member can conduct an advanced keyword search by his or her last name to find the applicants that have expressed interest in working with him.

Other programs provide a list of interests that their faculty and researchers specialize in, without listing the faculty members by name. Here's an example of the Computer Engineering program's Research Interests:

Assistive and Rehabilitative Technology
Biologically-inspired Robotics
Computational Media
Computer Architecture
Computer Networks
Computer Vision
Digital Media
Embedded/Medical Sensor Systems
Human-Computer Interaction
Internet Applications, Protocols and Devices
Mobile and Pervasive Computing
Robotics and Control
Sensor Networks
User Interface Design
VLSI/FPGA/CAD Design and Testing
Wireless Networks

Their faculty can conduct similar advanced keyword searches using the interest values to find applicants that have expressed interest in working in their area of expertise.

NOTE: Remember that users with the Set Decisions security role can edit the Research Interest and Research Emphasis fields.

Exporting Data

Custom reports

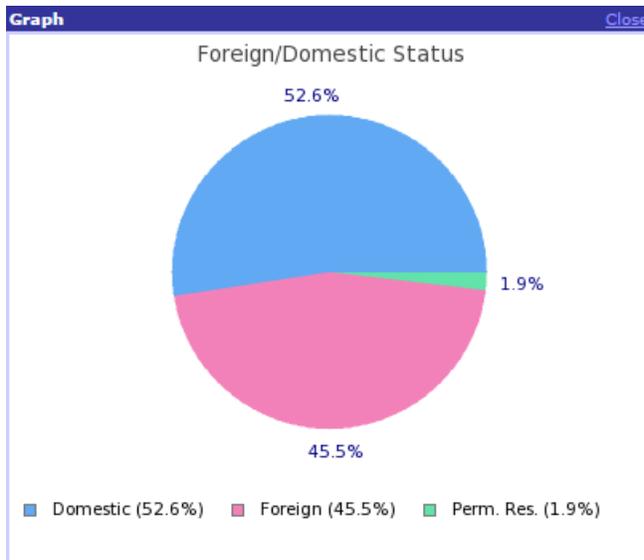
The Export Results feature exports all of the data displayed in the expanded view of the Applicant listing page. That's a lot of data that could come in handy if you need to give your admissions chair a quick report on how many applicants have been reviewed so far or what percentage of the applicants that accepted their offers were admitted without a funding offer.

<i>Export Actions:</i>			
Export Results	Export Comments	Export Contact Info	Admin Export

Using Graphs

Have you ever wondered what percentage of your applicants are non-residents? The Graph feature on the Applicant Listing page can show you really quickly. Combine this with the Advanced Search feature and there are countless options for analyzing data quickly.

If you want to share the joy of this new-found knowledge with someone else, try right-clicking (control+click if you're using a Mac) on the graph and either copy it to paste into an email or report, or save it to your computer.



Refer to a Colleague

Whether you're divvying out the duties or have just run across a Statement of Purpose someone else should see, the Refer to a Colleague feature is a quick and easy way to tell a colleague about an application they should look at. The list of users in the dropdown menu is populated with every GARP user who already has access to view that file.

But - and here's the really cool part - if you want to refer the file to someone who doesn't have access to that applicant's record, simply type in their UCSC email address in the space provided and you can send them a direct link to the file. (This only works if the email address is registered with GARP.) Not only can they go right to the applicant's record, but they've now been given an extra piece of security that lets them see that record regardless of their departmental security restrictions!

You can refer to an individual or to multiple colleagues by selecting them from the dropdown (use Shift or Control to select multiple), or the hand-typed field (separate with a comma only – no spaces).

Refer To Colleague

To: Erica Simpkins (*esimpkin@ucsc.edu*)

From: Erica Simpkins

Subject: GARP Referral: Jennifer Hodgekins

Text:

Erica Simpkins would like you to review the following graduate application in GARP:

https://apply.graddiv.ucsc.edu/review/ApplicantReview.php?app_id=37805

If you do not already have access to view applications for this department, DO NOT DELETE THIS EMAIL. This applicant's file will only be available to you through the direct link provided in this email.

Send

Cancel