

Tip Sheet for Faculty Members who have been assigned applicants by the Admissions Review Manager (GPA or GPC). To view your applicants after logging into MGP...

The screenshot shows the MyGradProgram website for the Department of Aeronautics and Astronautics. The browser address bar shows <https://grad.uw.edu/mgp-dept/main.asp>. The page header includes the MyGradProgram logo and the text "Department View" on the left, and "Aeronautics and Astronautics Ed Connerly Winter 2014" on the right. A purple banner reads "Department Main Page: Aeronautics and Astronautics". Below this is a navigation menu with links: "User Profile", "Unit Profile", "Find Person", "View Email Templates", "Review Applications", "View Applicants", "View Faculty", "View Admin", "Main Page", "Help", and "End Session". A red box labeled "Not here." is placed over the "View Applicants" link, with a red arrow pointing to a red 'X' over the same link. Below the navigation menu is a "News and Announcements" section with two bullet points. A red box labeled "...Click here." is placed over the second bullet point, with a red arrow pointing to a "Go" button in a table below. The table has three columns: "Task Name/Status", "Options", and "Action". The first row of data shows "You have 256 application reviews to complete" and a "Go" button. The footer contains the University of Washington logo, the text "MyGradProgram Version 9.7 © 2002-2014 Graduate School, University of Washington mgpinfo@u.washington.edu", and "Page Name: main".

Not here.

Department Main Page: **Aeronautics and Astronautics**

| [User Profile](#) | [Unit Profile](#) | [Find Person](#) | [View Email Templates](#) | [Review Applications](#) | [View Applicants](#) | [View Faculty](#) | [View Admin](#) | [Main Page](#) | [Help](#) | [End Session](#) |

News and Announcements

- The admissions section of MyGradProgram has been modified to work with the new Application for Graduate Admissions. Application materials and areas of interest can be viewed and tracked.
- Please review the [Data Retention Schedule for Graduate Admissions Materials Submitted Online](#). Keep in mind, for statistical use, the UW Student Database has over ten years of admissions history.

Task Name/Status	Options	Action
You have 256 application reviews to complete		<input type="button" value="Go"/>

| [Help](#) | [End Session](#) |

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Page Name: main

A few quick tips on using the MyGrad Program application review system...

MyGRAD PROGRAM
Department View

Review Applications
| Ranked List | Cancel and Return to the Previous Page |
| View Applicants | View Grad Students | View Faculty | View Admin | Main Page | Help | End Session |

This page is used to review applications. Clicking on a specific row will open a separate window that displays the details of an application, including, materials, transcripts, test scores, recommendations and other data. Note: Only reviews that have been completed are included in the Average and Total Score below.

Applications: Assigned to me
Time Period: All Quarters | All Years
My Score Sheets: All My Score Sheets

My Review Status:
 Assigned
 In Progress
 Completed

Additional Columns:
 Previous Schools
 English Proficiency Scores
 GRE Scores
 Interest Areas
 GMAT Scores
 Self-reported GPA

Name	Quarter	Year	Degree Title	Score Sheet	My Review Status
	Autumn	2015	PRE-DOCTOR	M.S.A.A. & Ph.D. Applicant Scoring, A-15	assigned
	Autumn	2015	PRE-DOCTOR	M.S.A.A. & Ph.D. Applicant Scoring, A-15	assigned
	Autumn	2015	MASTER OF SCIENCE IN AERONAUTICS & ASTRONAUTICS	M.S.A.A. & Ph.D. Applicant Scoring, A-15	assigned
	Autumn	2015	PRE-DOCTOR	M.S.A.A. & Ph.D. Applicant Scoring, A-15	assigned
	Autumn	2015	PRE-DOCTOR	M.S.A.A. & Ph.D. Applicant Scoring, A-15	assigned
	Autumn	2015	PRE-DOCTOR	M.S.A.A. & Ph.D. Applicant Scoring, A-15	assigned
	Autumn	2015	PRE-DOCTOR	M.S.A.A. & Ph.D. Applicant Scoring, A-15	assigned
	Autumn	2015	MASTER OF SCIENCE IN AERONAUTICS & ASTRONAUTICS	M.S.A.A. & Ph.D. Applicant Scoring, A-15	assigned

Callout 1: If you only want to see applicants assigned to you, make sure "Assigned to me" is selected (it's the default).

Callout 2: Aeronautics and Astronautics Ed Conner Winter 2015

Callout 3: Score Sheets are the simplest way to filter the applicants assigned to you...
> "All My Score Sheets" will show all applicants you have been assigned (in recent past);
> "MSAA & PhD Applicant Scoring, A-15" will show MS/PhD Applicants for Autumn 2015;

Callout 4: You can click on any of the column headings to sort (Name, A > Z is the default).

To review a candidate... simply click on her/his name. **SEE NEXT PAGE**

This is what you will see after you click on an applicant's name....

Split Screen, Left = Score Sheet

Split Screen, Right = Applicant Information

Application Data for **Smith, Jane** Autumn 2014 - [View as One PDF](#) (may take 1 min to generate)

Score sheet for **Smith, Jane** Autumn 2014

FIRST REVIEW DEADLINE: All applications should be reviewed by 9:00 AM, TUESDAY, 1/21/2014.

Score this applicant on a scale of 1 to 5, where 1 is "Very Strong" and 5 is "Very Weak".

Please Note:

- If an applicant mentions a specific faculty member in his/her application, please note this in the appropriate field.
- Please indicate if you personally intend to recruit and fund this applicant into your lab.
- Your notes and scores will be visible to other reviewers (including in-progress notes).
- You can save your notes and scores to review/reconsider at a later time by clicking "Save Score Sheet."
- When you are finished scoring recommendation for this applicant, click "Save Score Sheet."
- Once submitted, your notes and scores will be visible to other reviewers.

For assistance using this system, contact Ed (econery@aa.washington.edu, x3.6725).

Does this applicant mention a specific faculty member? Who? Notes: (The limit is 1500 characters including spaces.)

1500/1500 characters remaining

Scroll down to enter overall score, make notes, and submit scores.

You can open the applicant's entire application as a single PDF but clicking the "VIEW MATERIALS AS ONE PDF" link.

General Application Data					
Degree Title: PRE-DOCTOR					
Citizenship Country: BRAZIL			Native English Speaker: Yes		
GPA Self-Reported: <input type="checkbox"/> (Most recent 2 years of study)			GPA Computed: N/A		
Areas of Interest: Fluids					
Application Materials					
Statement of Purpose					
Resume or Vitae					
Prior Schools					
Name	Location	Dates	Major	Major GPA	Overall GPA
UNIV OF ILLINOIS URBANA	IL	8/2012-5/2014	Aerospace Engineering		MS 11/1/2013 N/A
UNIV OF ILLINOIS URBANA	IL	8/2008-5/2009	Aerospace Engineering		OTHER 11/1/2013 N/A
University of Sao Paulo - University of Sao Paulo	Sao Paulo, BRAZIL	2/2006-12/2011	Mechanical Engineering		BS 11/1/2013 N/A
Recommendations					
Recommender	Institution		Status	View	
Susan Lo	Univ of Washington		received	detail	
Tom Penz	Univ of Illinois / Univ of Virginia		received	detail	
Official Test Scores					



Last (but far from least)... SUBMIT YOUR FINAL REVIEW

Application Data for **Smith, Jane** Autumn 2014 - [View as One PDF](#) (may take 1 min to generate)

General Application Data

Degree Title: PRE-DOCTOR	
Citizenship Country: BRAZIL	Native English Speaker: Yes
GPA Self-Reported: <input type="checkbox"/> (Most recent 2 years of study)	GPA Computed: N/A
Areas of Interest: Fluids	

Application Materials

[Statement of Purpose](#)
[Resume or Vitae](#)

Prior Schools

Name	Location	Dates	Major	Major GPA	Overall GPA	Degree	Unofficial Trans	Official Trans
UNIV OF ILLINOIS URBANA	IL	8/2012-5/2014	Aerospace Engineering			MS	11/1/2013	N/A
UNIV OF ILLINOIS URBANA	IL	8/2008-5/2009	Aerospace Engineering			OTHER	11/1/2013	N/A
University of Sao Paulo - University of Sao Paulo	Sao Paulo, BRAZIL	2/2006-12/2011	Mechanical Engineering			BS	11/1/2013	N/A

Recommendations

	Status	View
	received	detail
	received	detail

Score Sheet

Score Sheet (The limit is 1500 characters including spaces.)

1500/1500 characters remaining

[View all notes of other reviewers](#)

Score Sheet (The limit is 1500 characters including spaces.)

1500/1500 characters remaining

[View all notes of other reviewers](#)

Overall Score:

Notes: (The limit is 2000 characters including spaces.)

2000/2000 characters remaining

[View all scores/notes of other reviewers](#)

[Save Review](#) [Mark Review Complete](#)

When you are finished, please click "Mark Review Complete."

("Save" will allow you to return but will not submit the recommendation.)

"Overall Score" is a required field.

"Notes" are not required but are very helpful later in the process.

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Page Name: /imgp-dept/onlineReview/reviewDetail.aspx

Questions... Contact GEMS at uwgrad@uw.edu or 5-2630. Thanks to Ed Connery for sharing!