

ONLINE APPLICATION INSTRUCTIONS – FOR FACULTY LEADERS

1. To see who has applied to your program, go to <https://global-education.butler.edu/>
2. Login with your Butler credentials (**No** @butler.edu)



3. You will see your homepage or click the  button to get there.
4. Under “My Reviews,” all of the students who have applied for your program and their status are listed. You can only click on complete applications. If someone is not “clickable,” then their application is not complete.

Administration : Home Admin Settings

Below are several administrative areas that allow you to manage your programs, applications, applicant

My Queries & Reports

View folder - Search:

Uncategorized Moved checked to

Saved Query Actions

View folder - Search:

Uncategorized Moved checked to

Saved Report Actions

My Reviews

Reviews For: Intersection of Science and Art

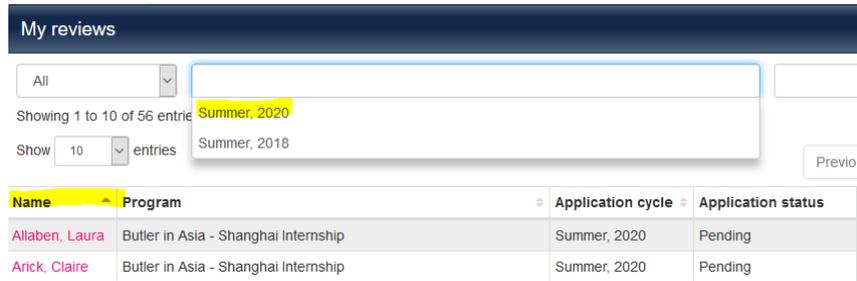
Filter Options

Progress Audit: -

Intersection of Science and Art

Spring Break, 2019	Date Started	Status
Baker, SJ (ID: 10530)	05/03/2018	Current Status: Committed (complete) Ready for Review
Burkhart, Macy (ID: 10538)	05/06/2018	Current Status: Committed (complete) Ready for Review

5. Filter the students by “Name” so they are in alphabetical order.
 - a. If this program has run in the past, you need to filter by term or you will see previous applicants.



6. Then review “Pending” students who are “ready to Review”

Porter, Claire (ID: 10600)	07/12/2018	Current Status: Pending Ready for Review
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- Review the application and tell Dena whom you want to admit. You can do this via email, or mark them, accordingly on the application at the bottom.
 - If you “accept” students on the application, this an **internal communication between the faculty and CGE**. We will officially accept them in the system once a break-even point has been met.

Recommendation:

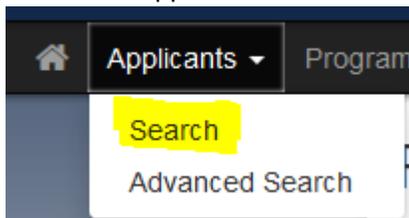
Accept
 Reject
 Waitlist

Mark as completed
Your review is not considered completed until this checkbox is marked. You can make preliminary notes and judgments here without marking the checkbox then return later to finalize your review later.

Apply to Multiple Applications
Your review can be applied to other applicants within this term/year combination.

Review applicants in batches - before applications are complete (optional)

1. Select “Applicants” and “Search”



2. You only have access to your program’s applicants, so select “search” and your student’s will show up. You do not need to filter the search.
 - a. However, if you ran a program last year, select the correct “Program Term” to get this year’s students.

Search Applications:

Applicant Name:

Program Terms:

- Any
- Academic Year 2018-2019
- Calendar Year 2018
- Fall 2019

[Show all terms](#)

3. I will be monitoring your student’s progress and will be looking for complete applications to reach our break-even point in the budget. If you want to monitor their applications, as well, you can click on each student to see what they have completed, or to see all of the student’s progress – run an Audit.
 - a. Select “Progress Audit,” “Pre-decision”

Options ▾ Progress Audit ▾ Group by ▾

Name	Progress	Application itinerary:
Cooley, Katie A	Advising Pre Decision Post Decision	Way: Legends and Lore (IC
Miner, Steven C	While Abroad Returnee	Way: Legends and Lore (IC
Trainor, Sydney Elizabeth	Pending	Norway: Legends and Lore (IC

4. Check All Materials and Questionnaires, Select “next”

Choose Materials to Show:

[Check All](#) | [Uncheck All](#)

- Butler University Faculty-Led Program Deposit
- Butler University's Faculty-Led Cancellation Policy
- GDPR Notice for Outgoing Butler University Students
- General Consent
- Release of Disciplinary & Academic Records

Choose Questionnaires to Show:

[Check All](#) | [Uncheck All](#)

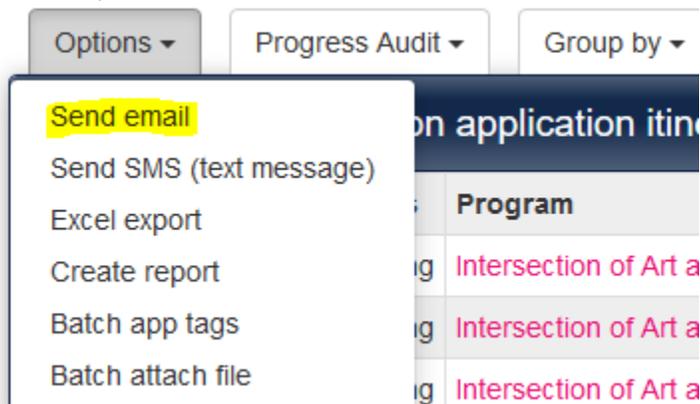
- Passport Requirement
- Study Abroad General Application

5. A check mark appears if they have completed that item:

Status	Materials					Questionnaires	
	General Consent	Release of Disciplinary & Academic Records	Butler University Faculty-Led Program Deposit	Butler University's Faculty-Led Cancellation Policy	GDPR Notice for Outgoing Butler University Students	Study Abroad General Application	Passport Requirement
Pending	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Send a batch email to students

1. Select "Applicants" and "Search"
2. Select "Options" & "send email"



3. Select some or all students that you want to message. The system defaults to sending a message to everyone. You can unclick people that you do not want to email.



▶ **Email Recipients (25 Total)**

(click arrow to show recipients)
([view copyable address list](#) - includes ALL addresses)

▼ **Email Recipients (25 Total)**

([view copyable address list](#) - includes ALL addresses)

<input checked="" type="checkbox"/>	Name	Email
<input checked="" type="checkbox"/>	Baker, SJ	sbaker3@butler.edu
<input type="checkbox"/>	Burkhart, Macy Elise	mburkhar@butler.edu
<input checked="" type="checkbox"/>	Colucci, Bella Rose	bcolucci@butler.edu
<input checked="" type="checkbox"/>	Conlon, Catie Elizabeth	cconlon@butler.edu
<input type="checkbox"/>	Cordell, Delaney Alexandra	dcordell@butler.edu
<input checked="" type="checkbox"/>	Dawson, Ben Ray	brdawson@butler.edu
<input type="checkbox"/>	Frentsos, Lydia Belle	lfrentso@butler.edu

4. Send the email.