Terra Dotta Basics
Faculty Guide

UCF ABROAD
YOUR WORLD ★ YOUR CAMPUS

By: Kristen O'Brien 03-01-2021

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"UCF in" Application Process

Self-Assessment

- Attend 101 Session

- Complete an Interest Form for an advising appointment

Students apply to the study abroad program they have selected on studyabroad.ucf.edu.

Financial Aid & Scholarships

- Students will schedule an appointment with Karissa by emailing her at SFAstudyabroad@ucf.edu.

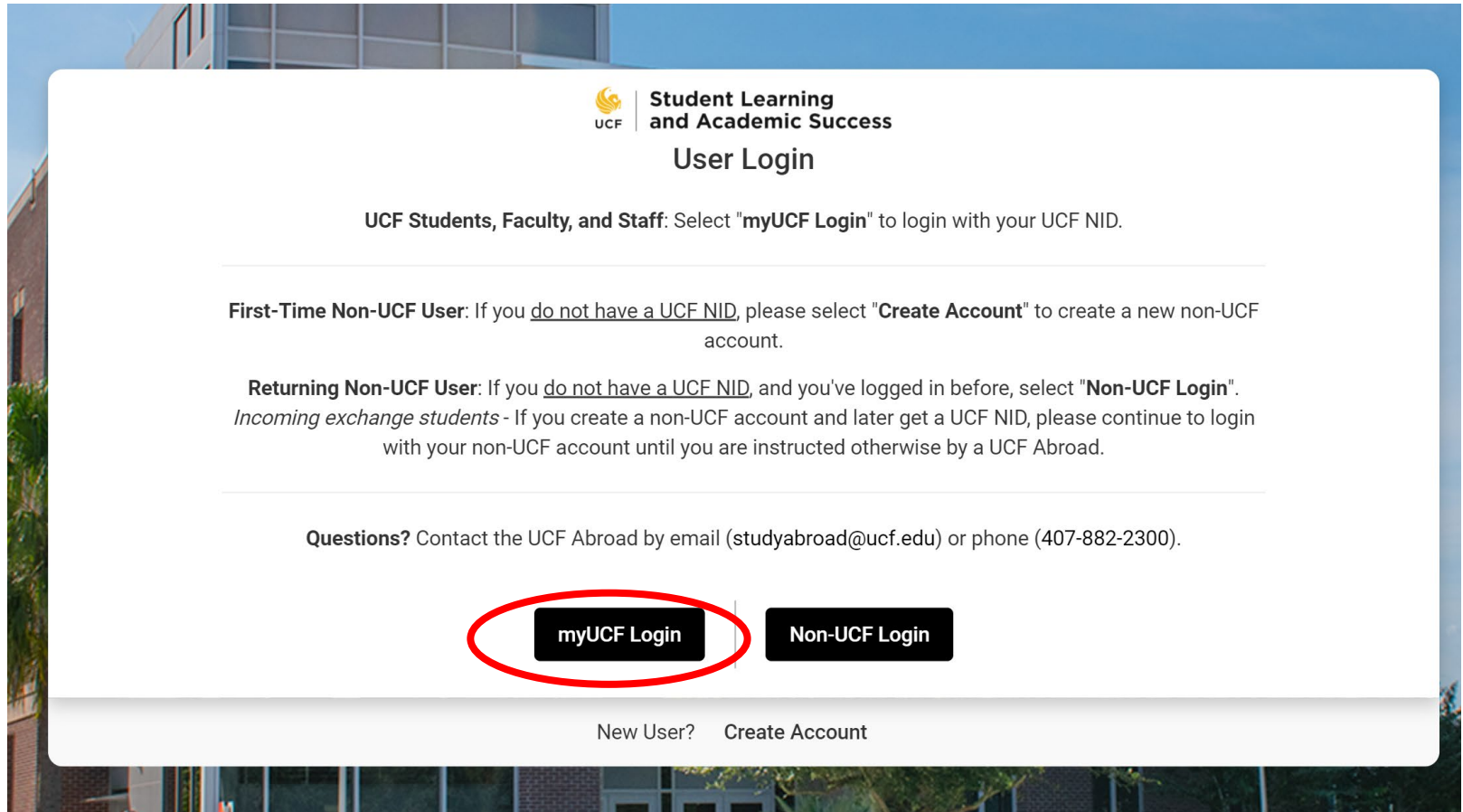Students will schedule an interview by emailing the program faculty leader.

The faculty leader will review the student's application and make an acceptance decision. If the student is accepted, they must make a decision to commit to their program by speaking with family, guardians, academic advisor, and financial aid.

Account Creation
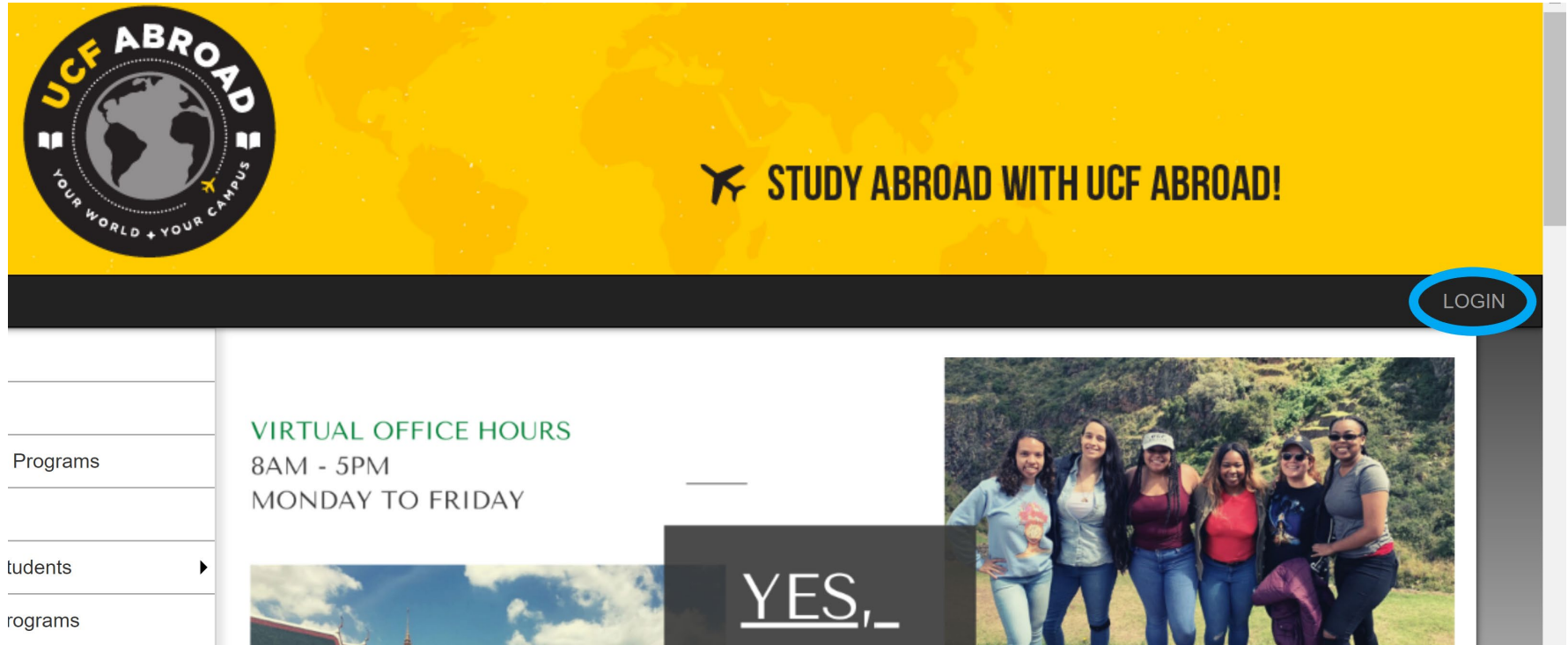
Navigate to studyabroad.ucf.edu in your web browser *(Chrome recommended)*.
Click "LOGIN" under the main menu.

NID Login

Enter your NID and NID password.
Click "Sign On."

Profile Creation
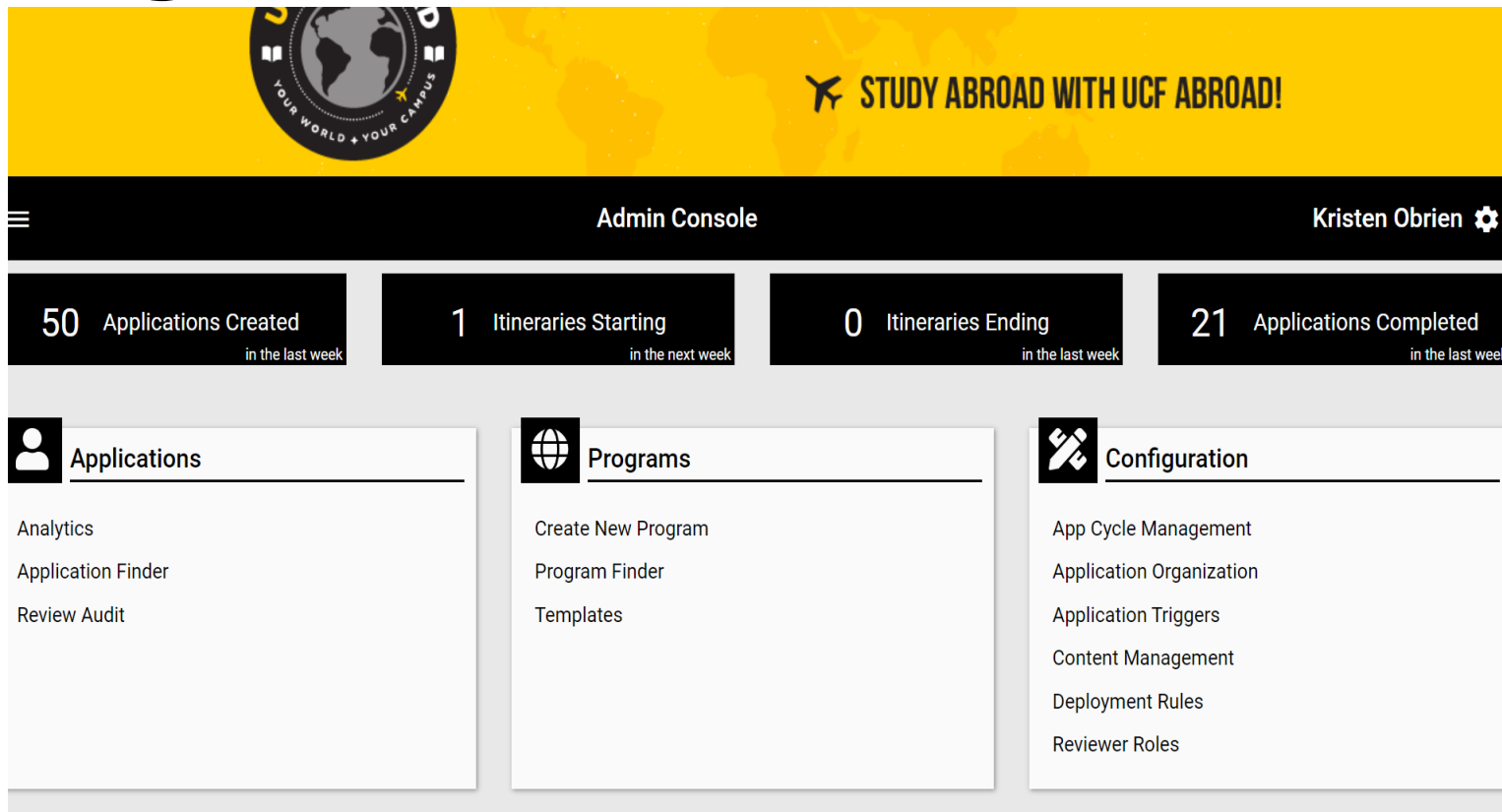

Allow the system to create a new profile for you. Select "Yes" and click "Submit."

*Note: the screenshot is taken from the old system and may appear differently. The steps for creating a new profile should still remain the same, however.

Program Access

Send an email to Oliver.McSurley@ucf.edu to let us know you have created an account. Permissions and access to your program will then be granted.

*Note: You may already have access to your applicants from running programs in the past and creating a new account is unnecessary.

When Students Start to Apply…

An automated email notice will be sent to you from studyabroad@ucf.edu. Navigate to studyabroad.ucf.edu and login with your UCF NID and NID password by clicking "MyUCF Login"

Remember, if this is your first time logging in after creating a new account, make sure to contact UCF Abroad to have permissions granted and to have us set-up and give you access to your student applications.
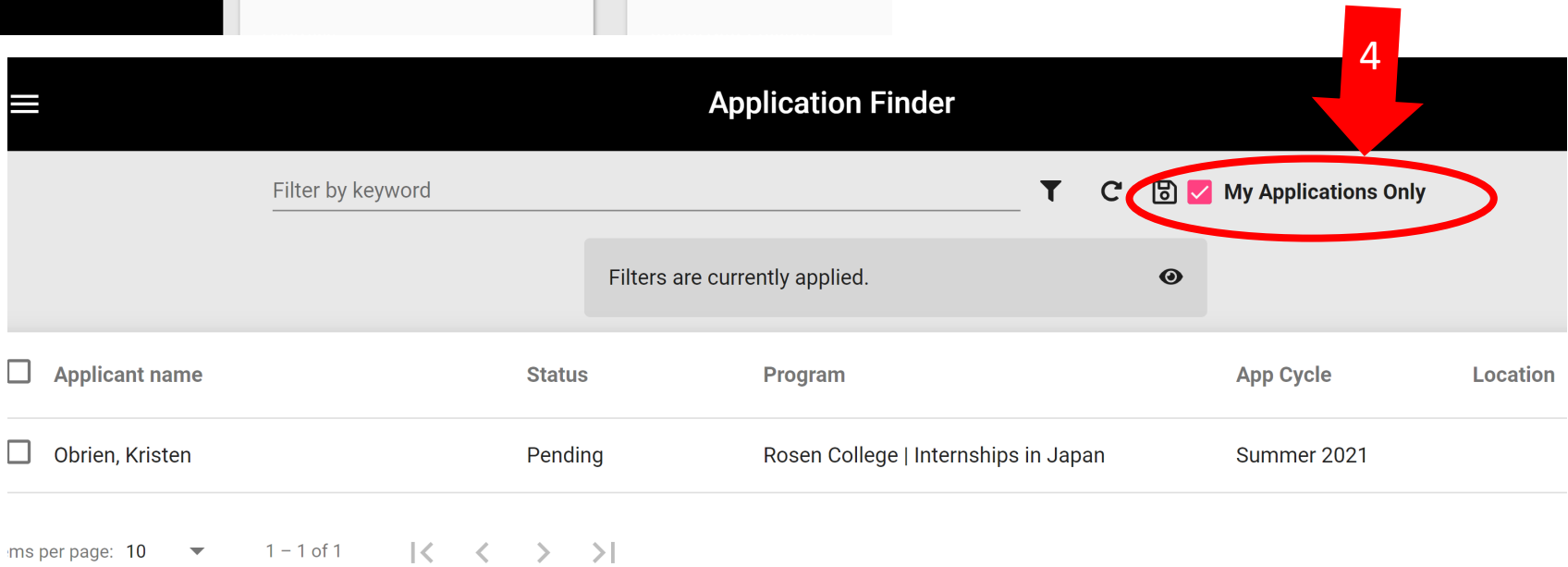
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Viewing Applications
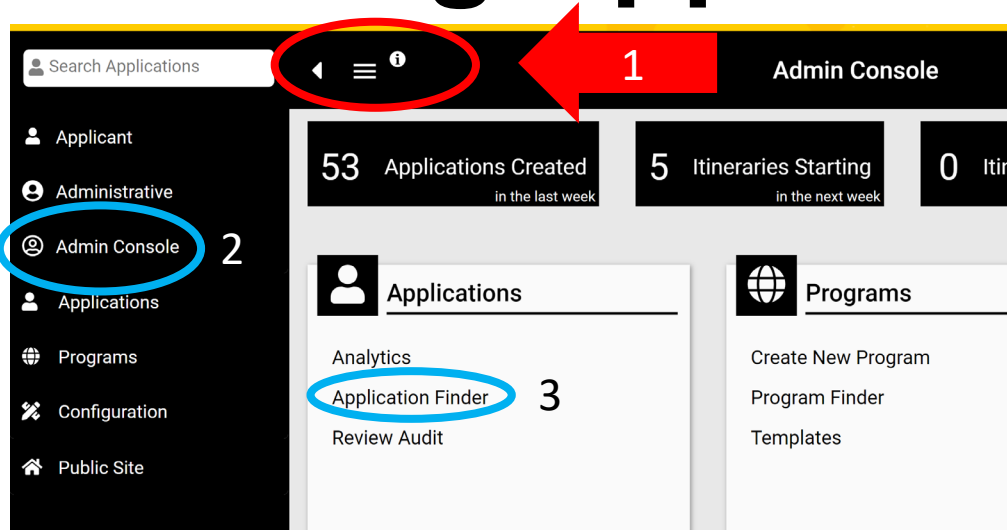
1. Return to the Admin Console homepage, by clicking on the hamburger icon.

2. Click "Admin Console."

3. Click on "Application Finder."

4. Check the box next to "My Applications only" to view your applicants.

Viewing Applications cont'd

Click the right arrow next to the student whose full application you would like to review.

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Viewing the Application

Any important areas to review here are circled in blue and include comments with instructions. Prior to application acceptance, students as in the "Pre-decision" phase.

Profile & Passport Information
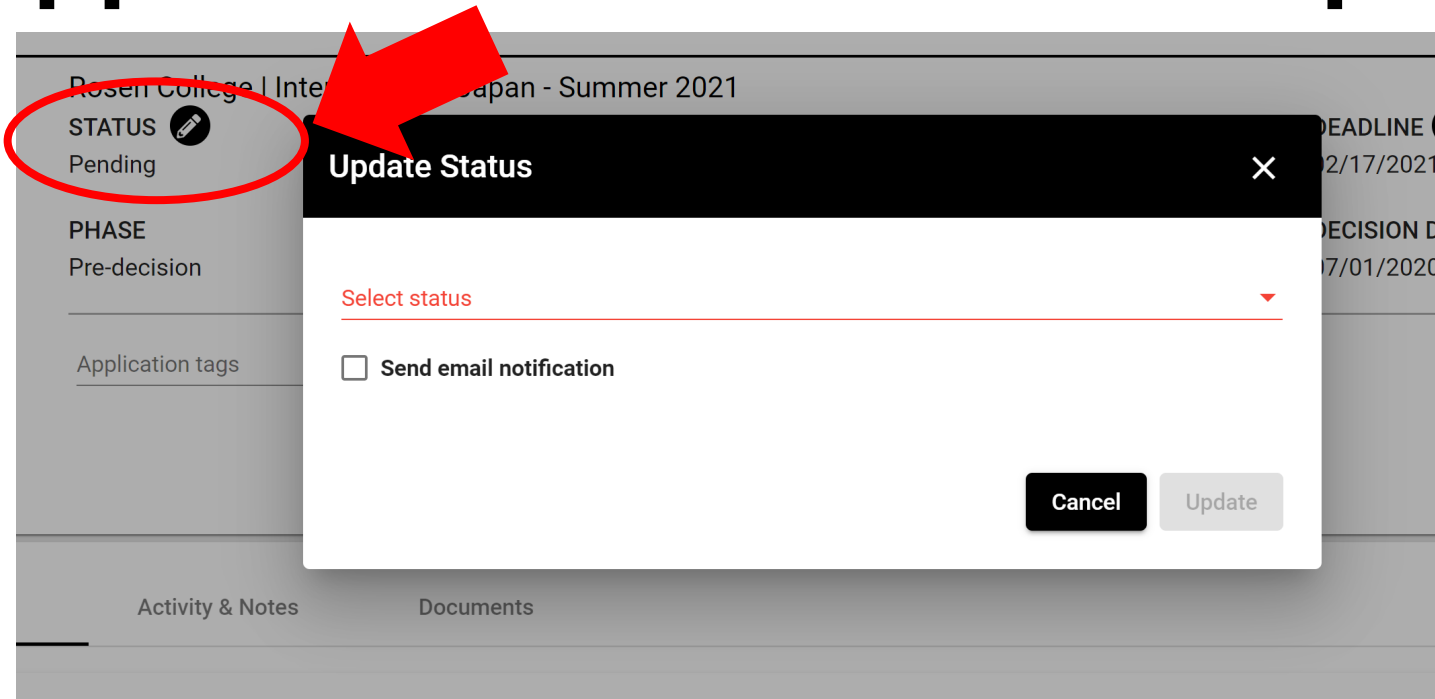
Information

Gender
F

Email address
Kristen.Obrien@ucf.edu

CC-email address

Mobile number

Mobile carrier

Emplid

What is your expected graduati...
05/28/2021

Would this be your first time outsid...
No

Are you the first generation of your ...
No

UCF GPA

Do you have a passport?
Yes

Passport
Upload file

Passport Number

Passport Expiration Date

Your full name as it appears on you...

City of birth

State or province of birth
New York

Show all

This is where the student can upload their passport information. If anything is missing here, please remind the student this will be required prior to program departure. If you personally collect passport information or photos, be sure the student's also upload it here!

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Application Review & Acceptance

Rosen College | Inte... Japan - Summer 2021

STATUS ✏️
Pending

DEADLINE
2/17/2021

PHASE
Pre-decision

DECISION DA
7/01/2020

Application tags

Update Status ✕

Select status ▼

☐ **Send email notification**

Cancel   Update

Activity & Notes   Documents

If you've received an application and it has been successfully submitted by the student, please mark it as "Application Under Review" so our office knows you have been in touch with the student and/or you are conducting interviews.

Once you have decided to accept the student into your program, change the application status to "Accepted." There are other statuses you can use as well, and you can check the box to send the student an email notification of their status change.

If you have questions about the statuses or would like assistance managing a waitlist of students, please contact us and we'd be more than happy to assist.

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After Acceptance

After you change the student's status to "Accepted" they will be in the "Post-Decision" phase. New application requirements will be available, such as health/dietary restriction questionnaires and flight itineraries. The student will also need to make a decision to officially "commit" to the program. Please make sure you encourage students to continually update and access their applications, even after being accepted.

Application Finder
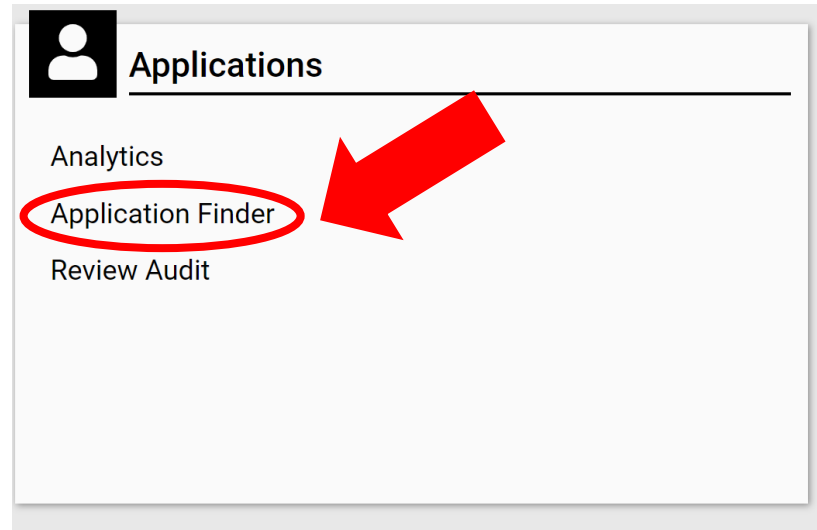
The Application Finder increases the ease and speed by which admin users can locate the applications they need and promptly take action. Essential functions, such as filtering, viewing, and batch applying actions to applications, are performed directly from this enhanced application search results page.

If you're looking to access a specific application, or applications with specific criteria (ie. students who have been accepted to study abroad in Australia in Summer 2018), we recommend utilizing this feature.

Application Finder cont'd

Use the top search bar (highlighted line) to type in a student's name or to search for specific programs.

You can also <u>filter</u> on specific criteria (click the lines inside the blue circle).

Filters
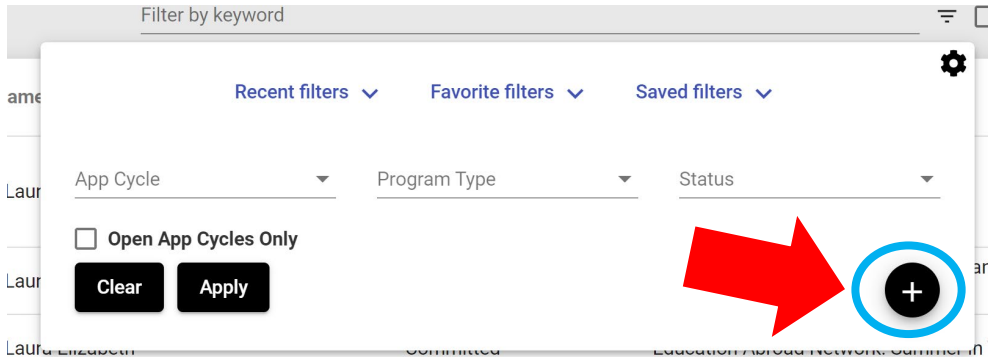
After clicking on the lines next to the search bar, it brings up the filter window. You can specify your criteria based on App Cycle, Program Type, and Status by using the dropdown arrows. Additionally, you can add more filters by clicking the plus sign on the bottom right. Once finished, click "Apply."

Filter by keyword

Recent filters ∨   Favorite filters ∨   Saved filters ∨

App Cycle ▾   Program Type ▾   Status ▾

☐ Open App Cycles Only

Clear   Apply

+

Filter by keyword

▼ C 💾 🗋 My Applications Only

Filters are currently applied.   👁
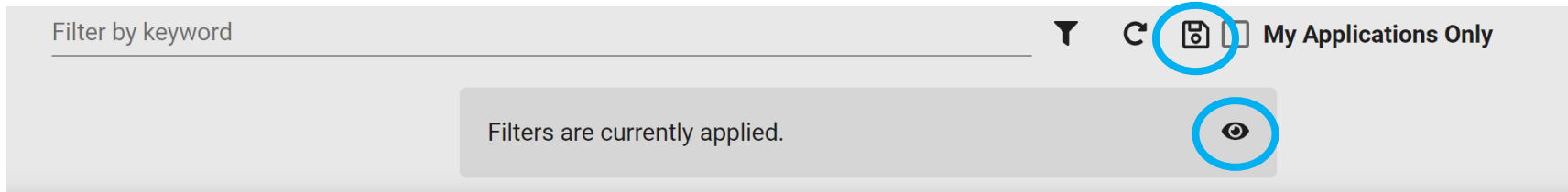
After applying your filters, you can check again which are applied by clicking on the eyeball icon. If you wish to save this search for future use, click on the floppy disk icon.

*Note: after you are finished with your search, or before you begin a new search, remember to always hit the filter icon and click the "clear button." Your previous search filters are applied by default and can interfere with your new search!   ▼

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Queries & Reports

For more advanced users, a query is the result you get when looking for a specific group of applications and can be run by using the "Analytics" tool on the Admin Console menu.
Queries allow you to really customize the data you are viewing and collecting.

It's similar to the "Application Finder" tool, except you can generate a downloadable Excel spreadsheet of applicants, or if you get really advanced with it, you can generate and schedule automatic reports to be emailed you at the specified time/day. Think of analytics as the more enhanced report generating version of the "Application Finder."
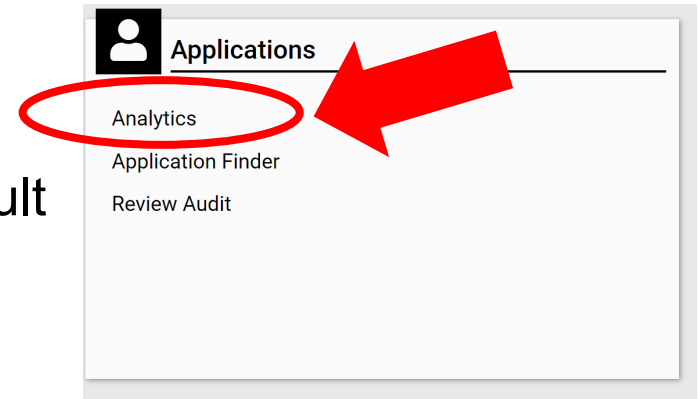
*Note: if you just wish to search for a specific person or application, it's better to use the "Application Finder" instead. With the Application Finder, you cannot access the student's full application directly through a query.

Creating a Query

Create a new query by clicking the plus button. A step-by-step wizard will walk you through all the steps needed to build a query. For in depth written and video instructions, please view Terra Dotta's Query resources here: https://terradotta.zendesk.com/hc/en-us/articles/360045936734-Analytics-BETA-for-Terra-Dotta-Study-Abroad.

Running a Query

Queries
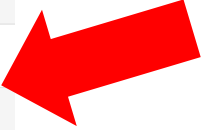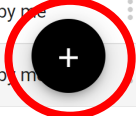
Shared Queries ▾   All Products ▾   🔍 Search

Query Name	Folder	Detail	Shared?
Rosen Internships in Japan Application Submitted	✏ Shared Queries	Study Abroad	Shared by me

|◁ ◁ 1 to 1 ▾ of 1

1. Click on the query name

Rosen Internships in Japan Application Submitted   Back   Edit Query   Run Query

Product: Study Abroad
Origin: applicant

Description: N/A
Shared by me

Filter by

Program Name exact match equals **'Rosen College | Internships in Japan'** and **Application Status** equals **'Pending'**

2. On the next page, click "Run Query."

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Query Results

User Last Name	User First Name	Emplid	User Email	Phone Number	Academic Level
Obrien	Kristen	██████	Kristen.Obrien@ucf.edu	407-823-1381	
████	████	██████	████████████████		Second Degree
	Valeriya	██████	█████@knights.ucf.edu		Senior
	Gabriel	██████	██████@knights.ucf....		Senior

|< < 1 to 25 ▾ of 59 > >|

10

25

50

You cannot view your individual applicants here, querying simply allows you to view the group applicant information and you can create a spreadsheet. Make sure you are viewing all of your applicants by scrolling to the bottom right, where you can use the arrow to view additional pages or to view additional applicants.

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Additional Resources

If you would like to learn more about the Admin Console, feel free to utilize Terra Dotta's resources. Please note, you may not have full permissions/security to access everything in Terra Dotta: https://terradotta.zendesk.com/hc/en-us/articles/360046477893-The-Admin-Console-for-Terra-Dotta-Study-Abroad.

UCF Abroad works to update resources for students as well, so please refer your students to our Documents & Resources section on our website for instructions on how to complete an application.

If you have any questions, or if any of your applicants have questions about using Terra Dotta, please have them email us at **studyabroad@ucf.edu** and we would be more than happy to assist!