



Terra Dotta Basics

Faculty Guide



Bv: Kristen O'Brien 03-01-2021

“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.

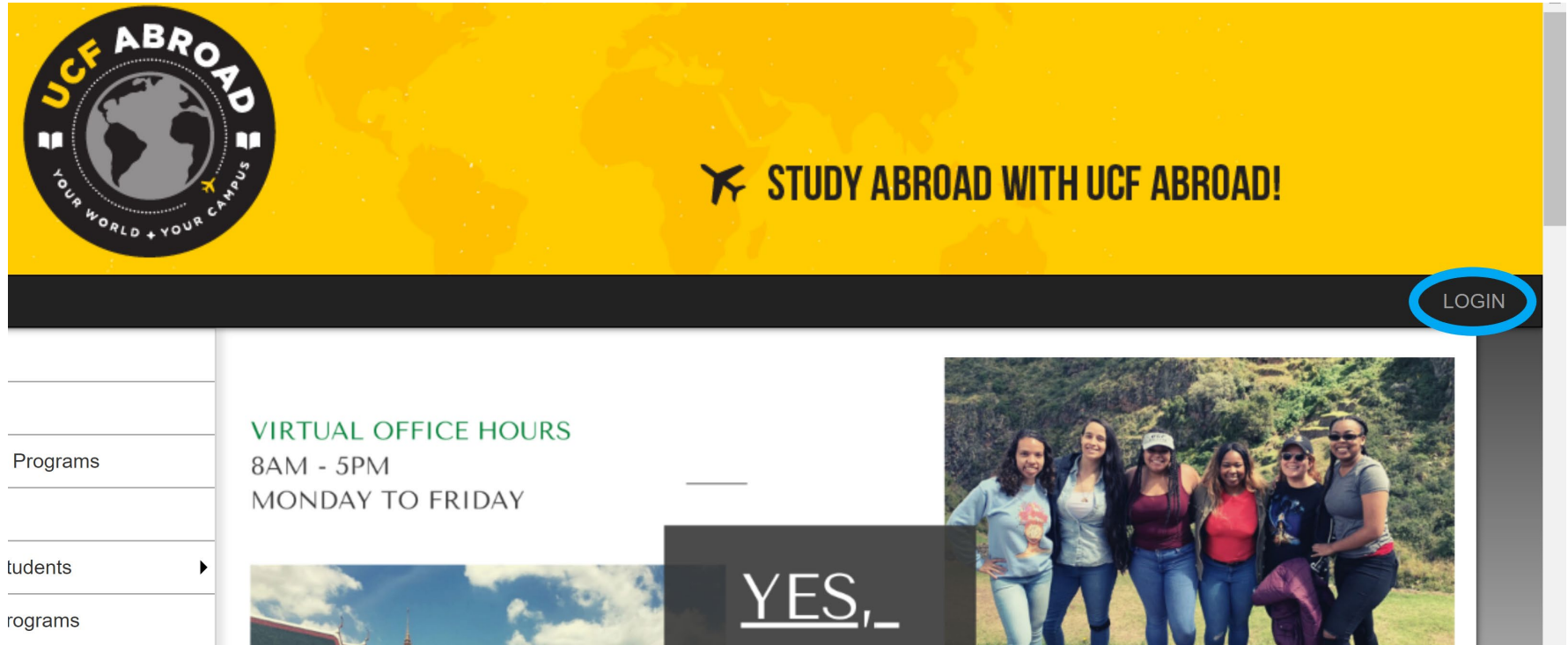
Financial Aid & Scholarships

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

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

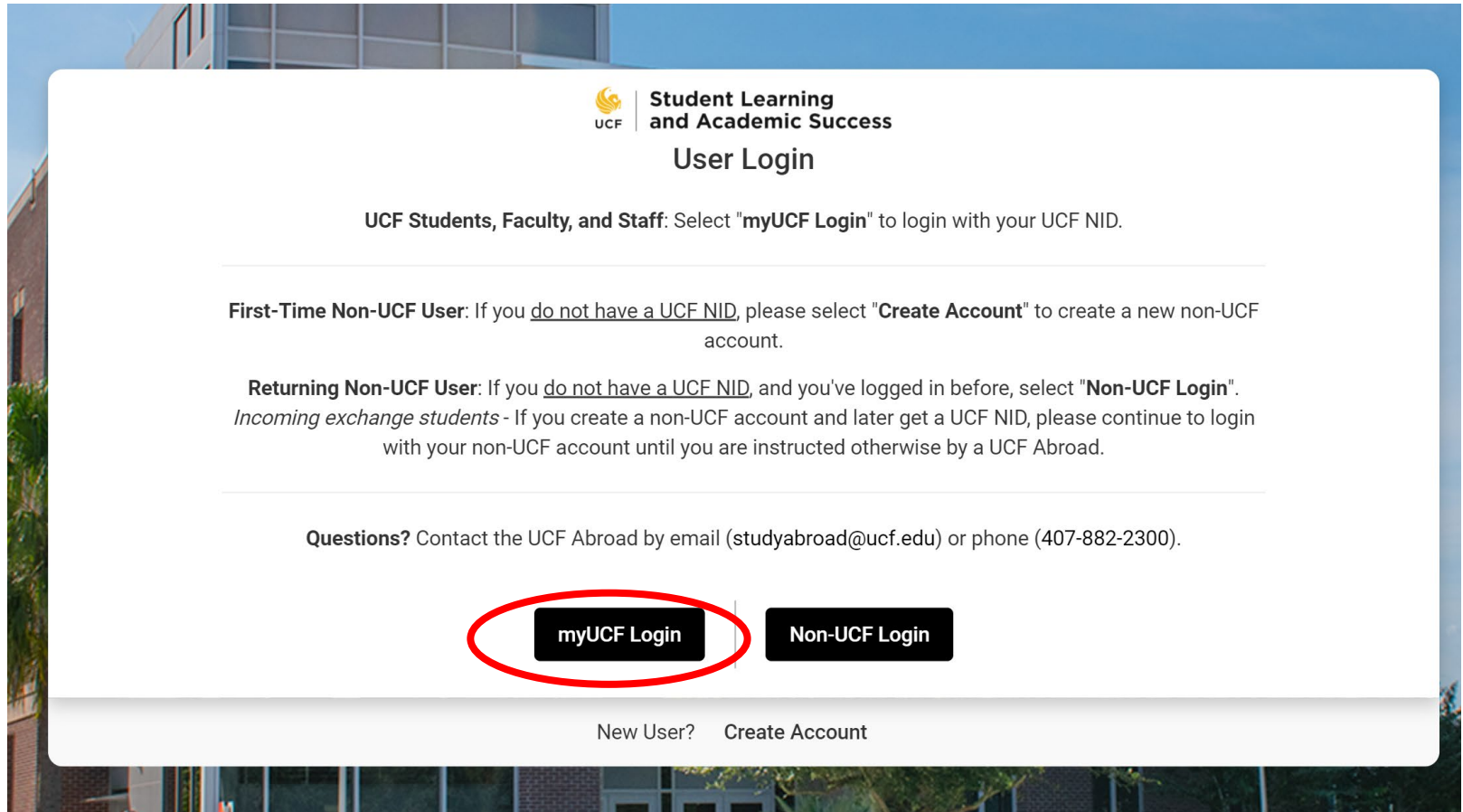
The faculty leader will review the student's application and make an acceptance decision. If the student is accepted, they must make a decision to commit to their program by speaking with family, guardians, academic advisor, and financial aid.


Account Creation



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

NID Login



 **Student Learning
and Academic Success**

User Login

UCF Students, Faculty, and Staff: Select "**myUCF Login**" to login with your UCF NID.

First-Time Non-UCF User: If you do not have a UCF NID, please select "**Create Account**" to create a new non-UCF account.

Returning Non-UCF User: If you do not have a UCF NID, and you've logged in before, select "**Non-UCF Login**".
Incoming exchange students - If you create a non-UCF account and later get a UCF NID, please continue to login with your non-UCF account until you are instructed otherwise by a UCF Abroad.

Questions? Contact the UCF Abroad by email (studyabroad@ucf.edu) or phone (407-882-2300).

myUCF Login **Non-UCF Login**

[New User? Create Account](#)

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

Profile Creation

UCF Login | Non-UCF Login

Security > New Profile Confirmation

Security : New Profile Confirmation

☐ Hide Tips



This site is ready to create your user identity as a part of the login/registration process. This involves a confirmation that you wish to have your user profile generated in the site's database. The profile information will be available to the administrative users of the site, and could potentially involve import of data from an external information system.

This site is ready to create your profile. Do you wish to register on this site with the identity that you have just logged in as?

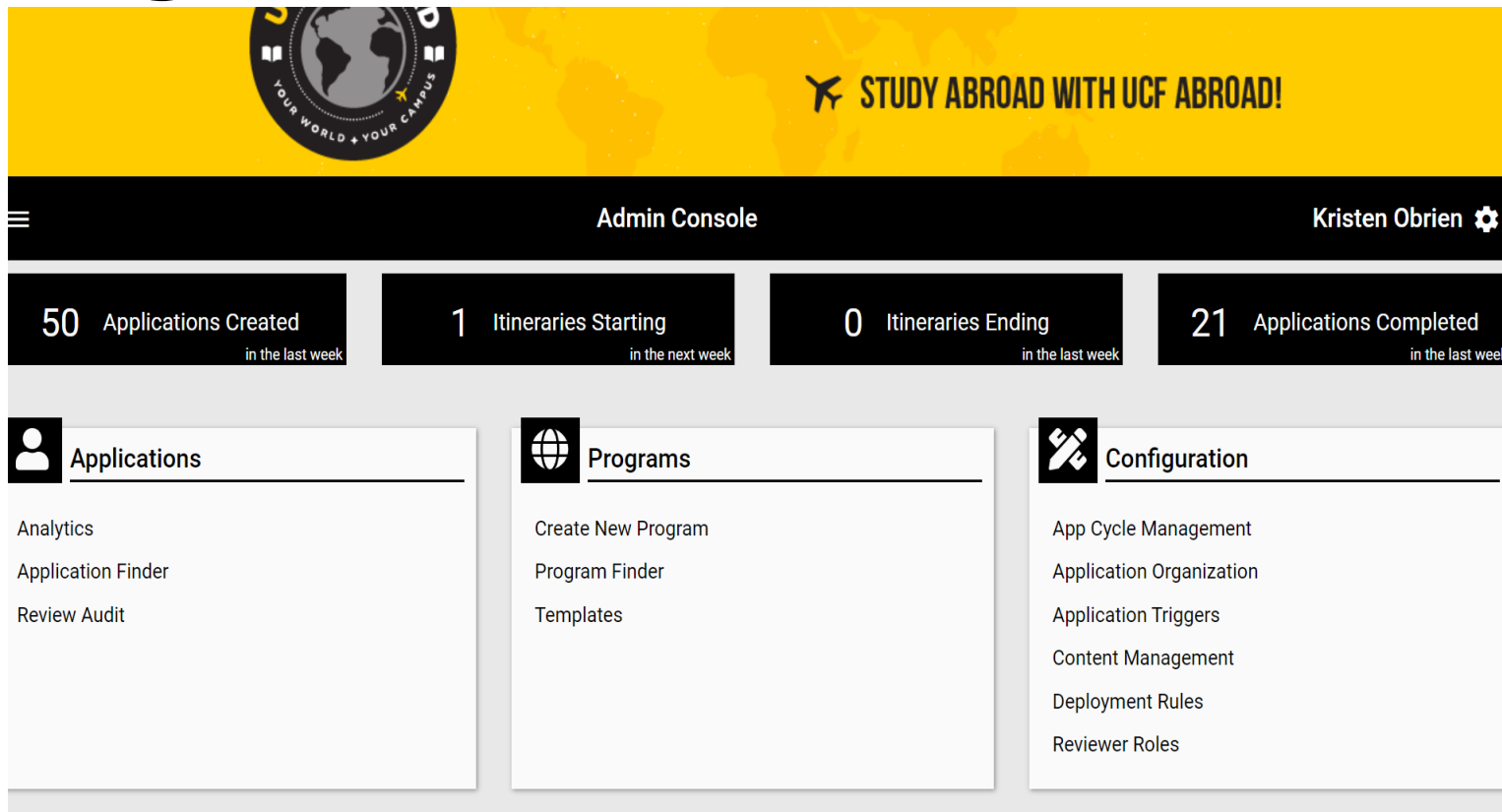
☒ Yes ☐ No

Submit

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.

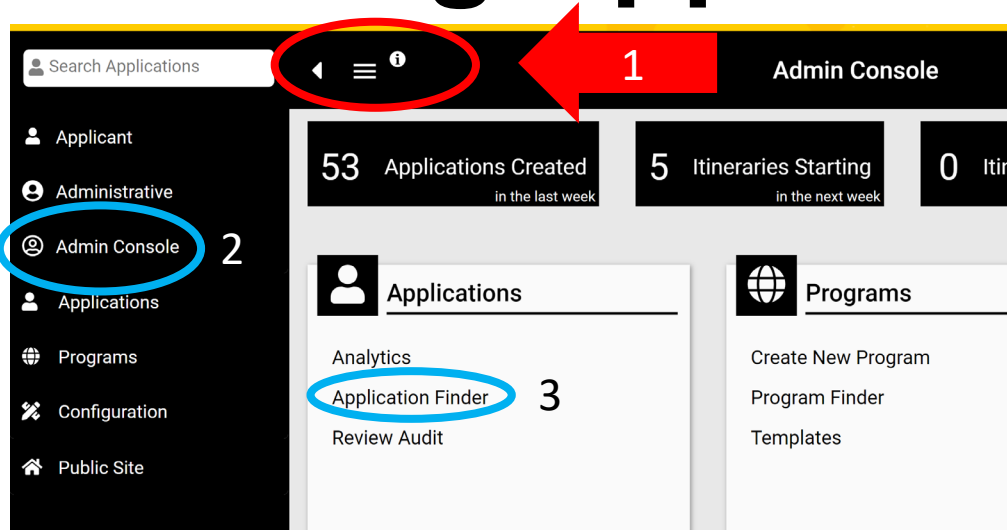
*Note: You may already have access to your applicants from running programs in the past and creating a new account is unnecessary.

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.

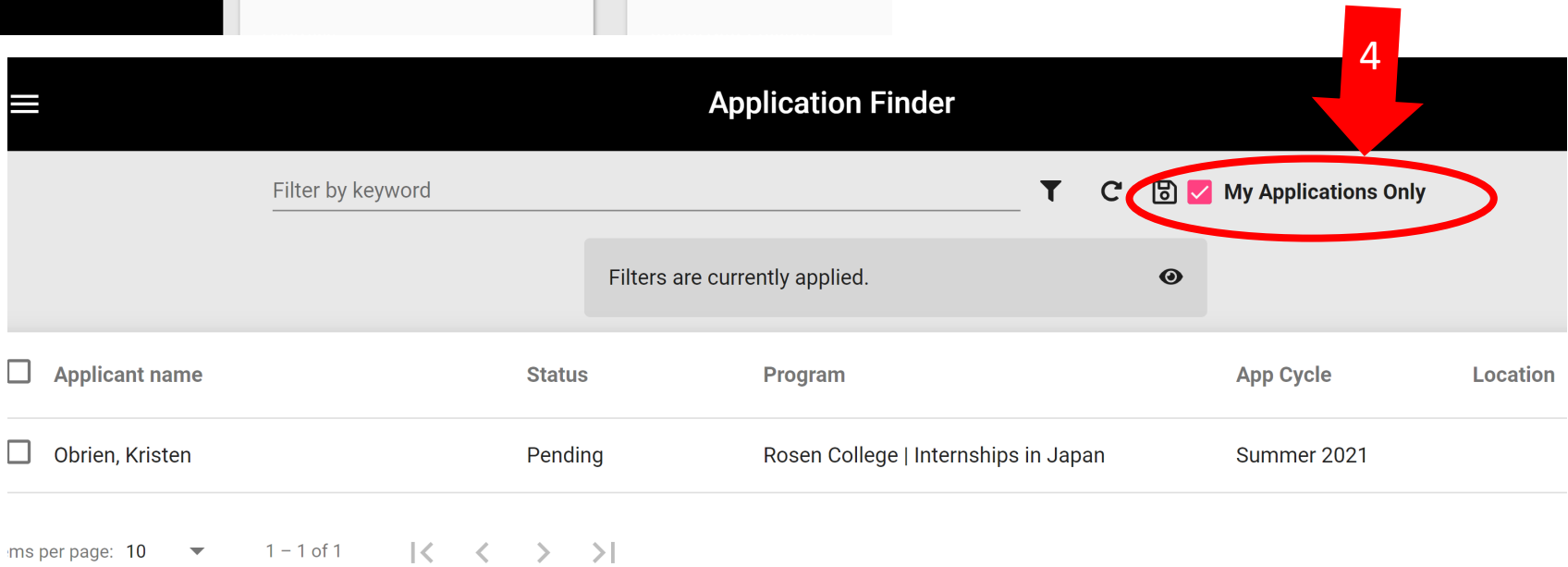
Viewing Applications



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

There are currently 1 application.



<input type="checkbox"/> Applicant name	Status	Program	App Cycle	Location	
<input type="checkbox"/> Obrien, Kristen	Pending	Rosen College Internships in Japan	Summer 2021		<input checked="" type="checkbox"/> 


items per page: 10 1 - 1 of 1 |< < > >|




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

Viewing the Application

Application AdminKristen Obrien 



STATUS 

Pending

PHASE


Pre-decision

APPLICATION TYPE

Outgoing

SIS REFRESH STATUS

Active

DEADLINE 

02/17/2021

START DATE


05/01/2021


DECISION DATE


07/01/2020

END DATE

08/01/2021

View as User

Application tags 


0 of 6

Requirements

Profile


Activity & Notes


Documents




Pre-decision

Post-decision

Abroad

Filter by Type
Select type 

Filter by Submitted
None 

Name	Type	Submitted
 *FINAL VERSION* COVID-19: Release of Liability and Assumption of Risk	Signature Document	
 1 Assumption of Risk	Signature Document	
 Passport	Learning Content	

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

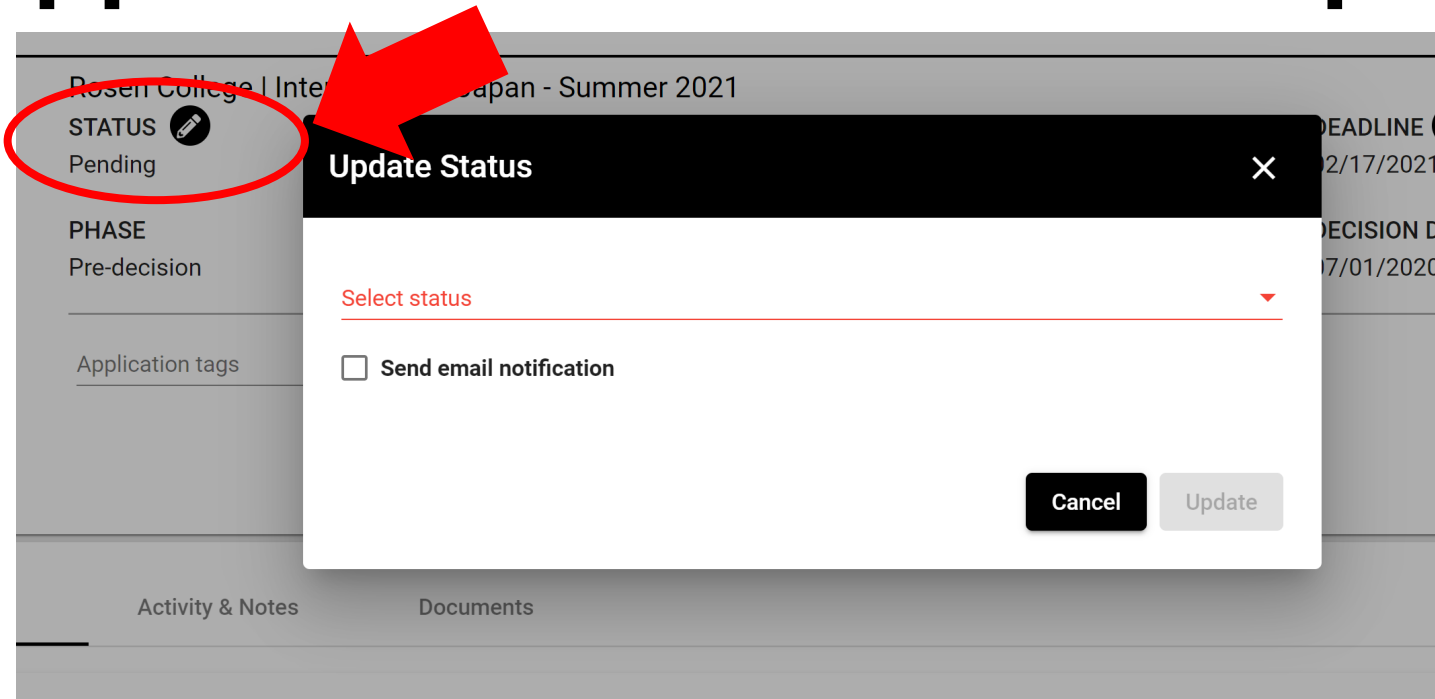
Information

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!

Application Review & Acceptance



The screenshot shows a web application interface for managing student applications. On the left, a sidebar contains the following sections: 'STATUS' with a pencil icon and the text 'Pending' (this section is circled in red), 'PHASE' with the text 'Pre-decision', and 'Application tags'. The main content area at the top shows 'Rosen College | International Japan - Summer 2021'. An 'Update Status' modal is open in the center, featuring a 'Select status' dropdown menu, a checkbox labeled 'Send email notification', and 'Cancel' and 'Update' buttons at the bottom right. A large red arrow points from the 'Update Status' modal back to the 'STATUS' section in the sidebar.

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.

After Acceptance

The screenshot shows the 'Application Admin' interface for a user named Kristen Obrien. The top navigation bar includes a menu icon, the title 'Application Admin', and the user's name with a settings gear icon. Below this, a student's profile is displayed with a circular photo and a 'View as User' button. The application details are organized into two rows of four items each:

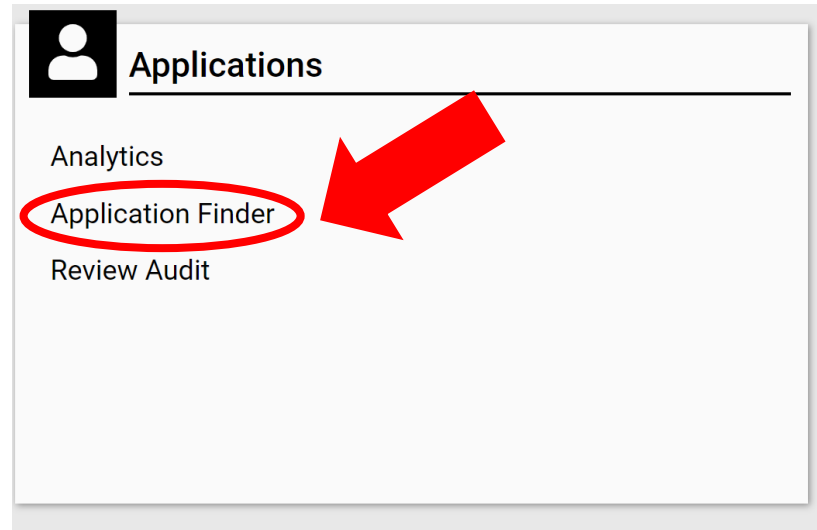
STATUS	Accepted	APPLICATION TYPE	Outgoing	DEADLINE	02/17/2021	START DATE	05/01/2021
PHASE	Post-decision	SIS REFRESH STATUS	Active	DECISION DATE	07/01/2020	END DATE	08/01/2021

Below the details, there is an 'Application tags' dropdown and a circular badge indicating '0 of 8' items. The main content area features a tabbed interface with 'Requirements', 'Profile', 'Activity & Notes', and 'Documents'. The 'Requirements' tab is active, showing a list of requirements. A blue oval highlights the 'Post-decision' phase in the 'Activity & Notes' tab. The requirements list includes:

Name	Type	Submitted
Commit to participate		
Expenses / Financial Aid / Scholarships / Late Grades	Learning Content	
Flight Information	Questionnaire	
Housing Arrangements Confirmation	Questionnaire	
International Health & Safety Pre-Departure Orientation	Learning Content	

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

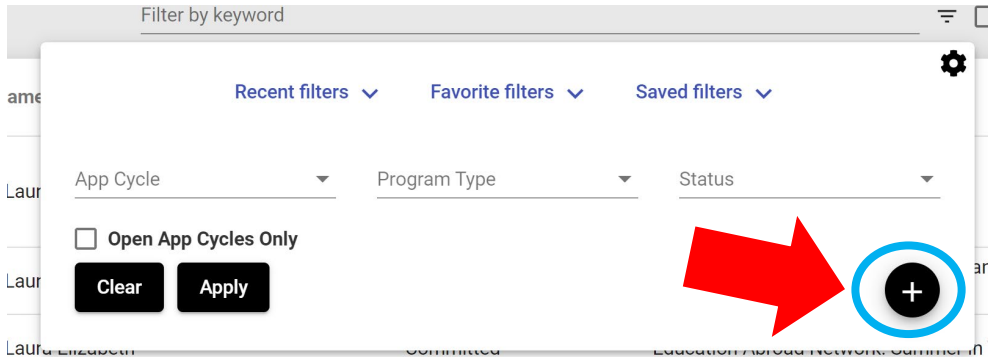


<input type="checkbox"/> Filter by keyword  <input type="checkbox"/> My Applications Only					
<input type="checkbox"/> Applicant name	Status	Program	App Cycle	Location	
<input type="checkbox"/>	Committed	Student Travel Registration	Calendar Year 2018	Krabi, Thailand Krabi, Thailand Phanom, Thailand Show more ...	▼ ⚙
<input type="checkbox"/>	Withdrawn: Pre-decision	CEA San Jose, Costa Rica - Spanish Language, Liberal Arts & Environmental Sciences	Summer 2018		▼ ⚙
<input type="checkbox"/>	Committed	Education Abroad Network: Summer in Thailand	Summer 2018	Chiang Mai, Thailand	▼ ⚙
<input type="checkbox"/>	Withdrawn: Pre-decision	USAC India: Bengaluru á?? Culture, Society, and Global Perspectives	Summer 2018		▼ ⚙
<input type="checkbox"/>	Withdrawn: Pre-decision	Internships (ALL MAJORS) Australia, New Zealand, and Asia Pacific	Summer C 2015		▼ ⚙

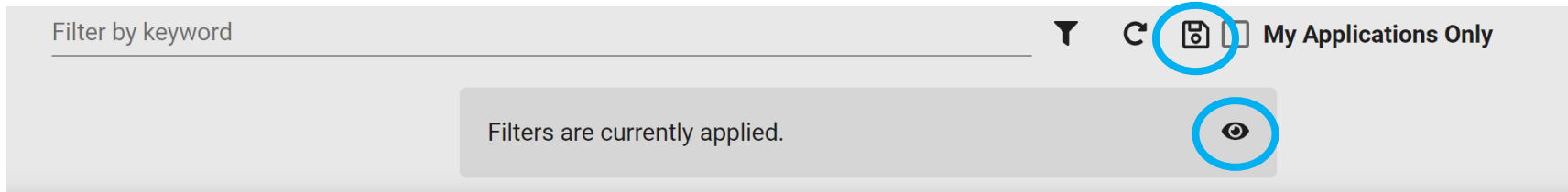
Use the top search bar (highlighted line) to type in a student's name or to search for specific programs.

You can also filter 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.”



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.

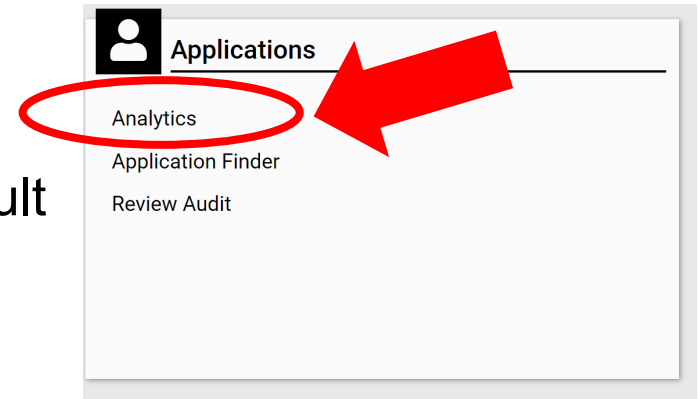
*Note: after you are finished with your search, or before you begin a new search, remember to always hit the filter icon and click the “clear button.” Your previous search filters are applied by default and can interfere with your new search!

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

Query List

Report list

Queries

All Queries

My Folders +

- Shared Queries
- Group Reports

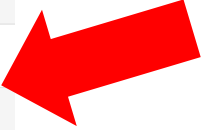
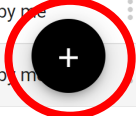
Shared Folders +

All Folders ▾

All Products ▾

Search

Query Name	Folder	Detail	Shared?
ALL Partner Programs Application Created Past 1 Month	Group Reports	Study Abroad	Shared by me
Rosen Internships in Japan Application Submitted	Shared Queries	Study Abroad	Shared by me
Asia & Oceania PP App Submitted	+ Uncategorized	Study Abroad	Shared by me
Aisa & Oceania Application Submitted Submitted Applications	+ Uncategorized	Study Abroad	Shared by me
Asia & Oceania New Applications	+ Uncategorized	Study Abroad	Shared by me



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.”

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

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.

1 to 25 of 59

10
25
50

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!**

