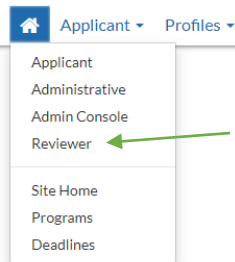


Tracking Student Application Progress

All program directors are given reviewer access to Terra Dotta, which allows you to see what a student has submitted as part of their study abroad application. To view the students who have applied to your program at any given time, just log in to Terra Dotta and follow these instructions:

1. Log into Terra Dotta by using our login button on our website and selecting that you will be logging in with your GatorLink username and password.
2. Ensure you are logged in as a reviewer. To make sure you are in reviewer status, please click the 'home' icon in the top left and then select 'Reviewer'.

[Study Abroad Login](#)



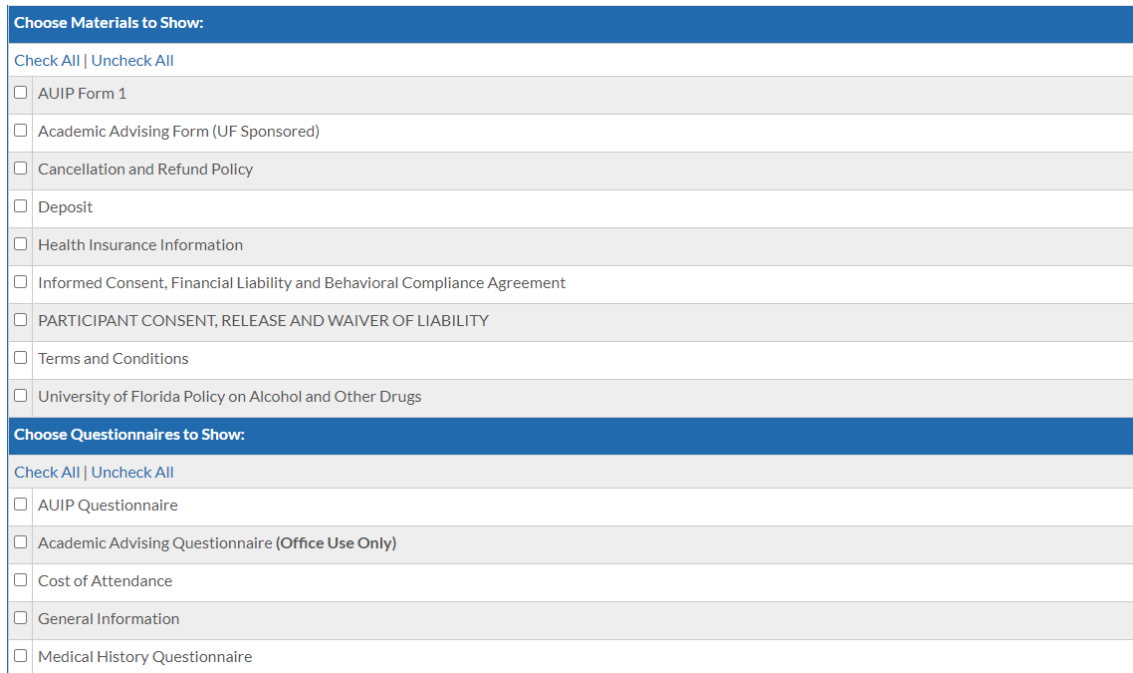
3. You should then see that you are on the 'Reviewers: Home' page. Adjust the parameters to ensure you are viewing students from the appropriate study abroad program and are looking at the current term for which you are recruiting. *Do not simply enter "Summer". You will need to specify if your program is Summer A, B or C and the year.
4. Here you can see the applicants at a glance, and you also have the ability to click on the applicant name to see further into their application.
5. You may look at each student's application individually by clicking on their name.

Batch Viewing

While looking at each application individually is helpful for looking at a particular student's profile or to review any customized application requirements such as a Statement of Purpose, Writing Samples etc., looking at all your student's application progress will be helpful to see how close you are to the breakeven number, which students seem to be seriously interested in and which students you should follow up with. To view a spreadsheet overview of your students' applications, please follow these instructions:

1. Please follow steps 1-4 as indicated above.
2. Above the blue bar that reads 'My reviews', there is a tab titled 'Progress Audit'. Please click on that tab and then select 'Pre Decision'.

3. You will then be provided a list of 'Progress Audit Options'. You may then select which items you'd like to appear in the progress audit. If you are just looking for a general idea of where students are in the application process, you may just want to select all the 'Materials' and leave out the 'Questionnaires'.



Choose Materials to Show:	
Check All Uncheck All	
<input type="checkbox"/>	AUIP Form 1
<input type="checkbox"/>	Academic Advising Form (UF Sponsored)
<input type="checkbox"/>	Cancellation and Refund Policy
<input type="checkbox"/>	Deposit
<input type="checkbox"/>	Health Insurance Information
<input type="checkbox"/>	Informed Consent, Financial Liability and Behavioral Compliance Agreement
<input type="checkbox"/>	PARTICIPANT CONSENT, RELEASE AND WAIVER OF LIABILITY
<input type="checkbox"/>	Terms and Conditions
<input type="checkbox"/>	University of Florida Policy on Alcohol and Other Drugs
Choose Questionnaires to Show:	
Check All Uncheck All	
<input type="checkbox"/>	AUIP Questionnaire
<input type="checkbox"/>	Academic Advising Questionnaire (Office Use Only)
<input type="checkbox"/>	Cost of Attendance
<input type="checkbox"/>	General Information
<input type="checkbox"/>	Medical History Questionnaire

4. Once you have picked your materials and questionnaires to track, you can select 'Next' at the bottom of the screen. An overview spreadsheet will then be generated for you and you will see what requirements have been marked off as complete for each student. If a student has completed all requirements, you will see **(complete)** next to their name.

Emailing Student Applicants

From the Progress Audit Report, you will see that there is an option to email selected or 'marked' students. This is useful if you would like to send a mass email to your applicants or to an individual. Batch emailing interested students to remind them of upcoming deadlines, info sessions, or other program information is a very effective way to maintain contact with interested students.

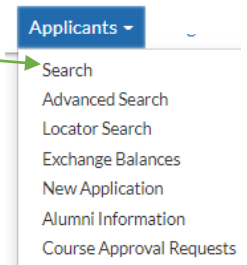
Accessing Student Emergency Contact Information and Medical History

In relation to crisis management and prevention, all faculty directors should know how to access a student's medical history and emergency contact information. You should review this information prior to departure and keep a copy of this information with you at all times in case of emergency. If you have concerns upon reading a student's medical questionnaire, please contact your Study Abroad Advisor to discuss your concerns and a plan can then be devised to speak to the student, contact the DRC or CWC, and make appropriate accommodations as needed. Remember, we will never turn away a student simply because of their medical history. Rather, the medical history questionnaire is used as a preventative measure to ensure students, faculty and other on-site staff are prepared for any potential medical issues while abroad and ensure everyone has the best experience possible.

To access and export Emergency Contact Information and responses to the Medical History Questionnaire, please follow these steps:

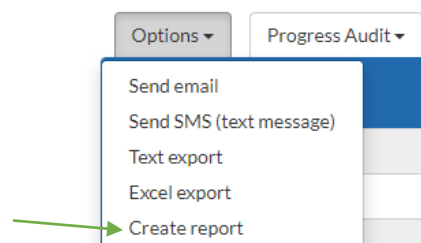
To view an **individual's** emergency contact information and/or medical history:

1. Instead of using the reviewer view, you will need to access the "Applicants" tab at the top of the screen. Then, please select the 'Search' option. You will be asked to enter the name of your program and the term. TDS works best if you type in the exact name of your program and use quotations. For example: "UF in Costa Rica – Issues in Agriculture and Life Science". Hit 'Search'.
2. Select a particular student's name to enter their application.
3. Navigate to the blue 'Questionnaires' tab near the middle of the page.
4. If a student has completed the Medical History Questionnaire or Emergency Contact Information application requirements, you will see that it is highlighted in blue and you may click this hyperlink to review the provided information. *Please note that students will not be requested to provide Emergency Contact Information until they have been approved for the program.



To export and batch **view all** participants' responses to these questionnaires, please do the following:

1. At the top of your home screen in Terra Dotta, next to the 'home' icon, there is a tab labeled 'Applicants'. Please select the 'search' option and then enter your program's exact title under 'Program Name' and the term you are currently recruiting for.
2. Here, you can also see all your students at a glance and run a 'Progress Audit Report'. But to export all the data for your approved students, you will need to utilize the 'Options' tab and select 'Create Report'.



3. You will then be prompted to select what information you want to be included in a report. Please select 'Emergency Contact Information' and 'Medical History Questionnaire'. It is all in alphabetical order for you to easily locate.
4. Once you've selected what you would like to be pulled into the report, scroll all the way to the bottom and select to have your results appear in either a new window or in an Excel document.
5. Select 'Results'. This will give you all the data from those questionnaires for all students in your program. We suggest using the 'Export as Excel' option as it is easier to review, can be manipulated to meet your needs, and then easily printed or saved for your use while abroad.

We understand that learning and utilizing a new database platform will take time and practice. Should you need any assistance or further instruction, please contact your Study Abroad Advisor who can walk you through the process!