

My Study Abroad Portal

Faculty Director/Advisor User Guide



STUDY ABROAD
Illinois State University

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Accessing the My Study Abroad Portal

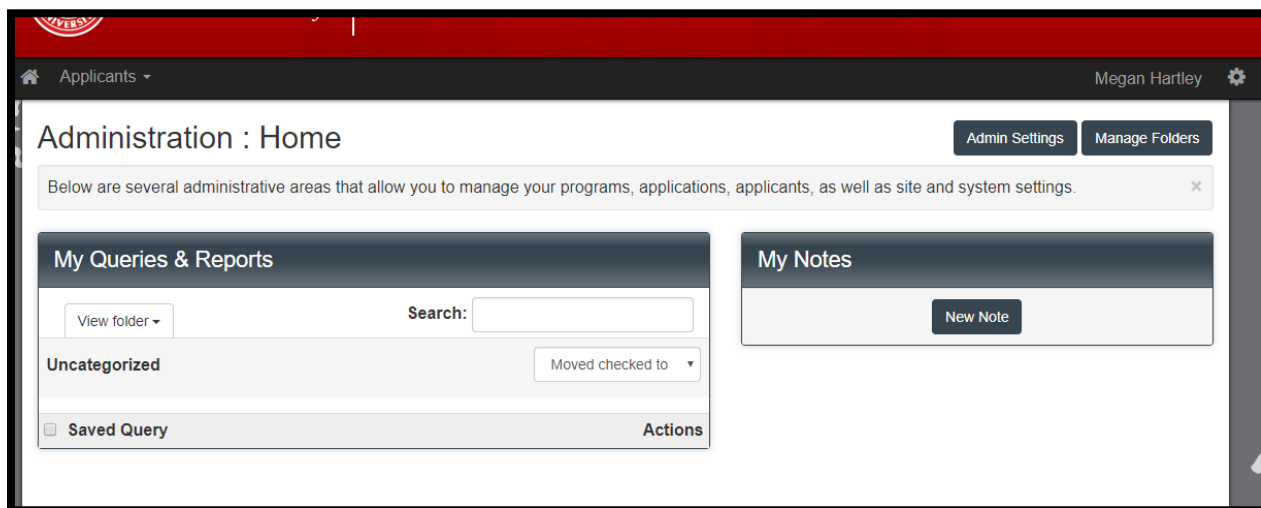
- There are two ways to access My Study Abroad
 - 1) Go to <https://studyabroadapp.illinoisstate.edu/>
 - 2) Or the “Semester/Winter Break/Academic Year Application Portal” button on the [Study Abroad home page](#).
- Note – the former Study Abroad Application Portal link will be removed later in the semester after the Summer application period has ended).

Logging into the My Study Abroad Portal

- Log in to the site by clicking “LOGIN” in the upper-right hand corner of the page. This will direct you to the ISU CentralLogin.
- Use your ISU CentralLogin username and password.

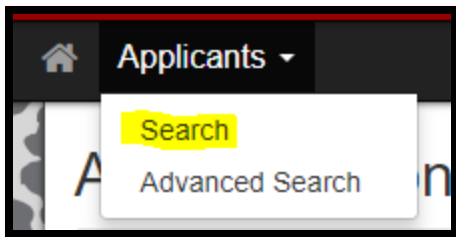


- Once logged in, you will be on the Administration Home Page.
- Any saved searches (queries) you have run will populate on your homepage. This topic is covered later.



Viewing Students Who Have Applied

To view students who have applied to your program(s), click on “Applicants” in the top black bar and then click “Search”.



- On this page you can search by student, term, and program.
 - You will only see students applying for your programs, so only faculty overseeing multiple programs can benefit from searching by Program Name
 - Typically it is simplest to search for applicants by term.
 - Once you search, a list of students and their applications will populate.
 - If nothing is showing up, it means there are no students applying for that term for your program(s).

Name	Status	Program	Term
Dennis, Patrick W	Pending	Australia: Griffith University (- not ranked)	Fall, 2019
Dumas, Ashley L	Pending	Australia: Griffith University (- not ranked)	Fall, 2019

Found: 2 applicants / 2 applications

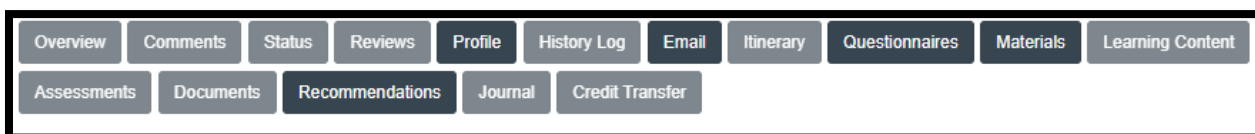
Viewing Student Applications

- To view a student’s application, click on the red, hyperlinked program name in your search results.
- This takes you to the the student’s “Overview page”, where you can see a profile overview for each student, including when their application was created, when the last updates to their application were made, and when the student last viewed their application.

Dennis, Patrick W (complete) (Edit Profile)
 Australia: Griffith University (Brisbane, Gold Coast)
 Fall, 2019
 Status: Pending
 Outgoing Applicant
[→ expand profile information](#)

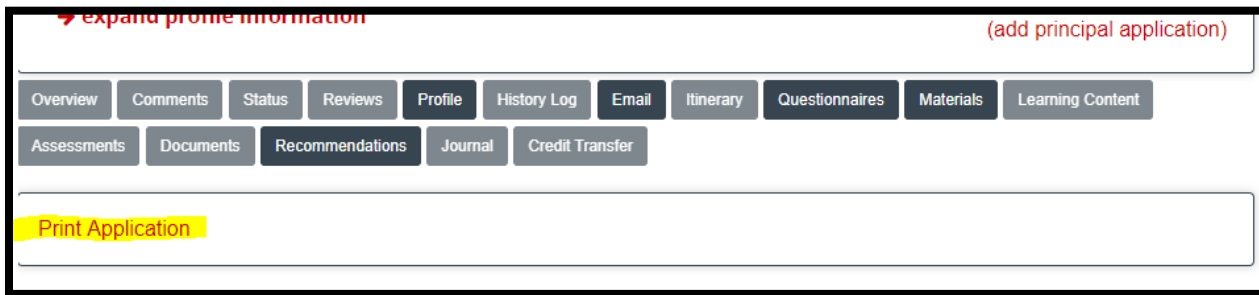
Created: [12/21/2018](#) (by Applicant)
 Last Updated: [01/15/2019 @ 02:43:54 PM](#)
 Last Viewed by Applicant: [12/21/2018](#)
 ID# *no label*
 Start Date: 07/01/2019
 End Date: 10/19/2019
[\(add principal application\)](#)

- Below this information, you have access to a series of tabs where you can view the various items of a student’s application.



Print Application Feature- Useful for Reviewing Applications in One Step

- The simplest way to see an overview of a student's entire application, is to click "Print Application" (and cancel the print message).
 - This option only shows up on the overview page, so you may need to re-select a student from the search results for the link to appear.



- In the "Print Application" preview, you can view a student's entire profile, which includes their major, GPA, class standing, application status, and view all of forms required for the application.

Dennis, Patrick W (complete) (Edit Profile) Created: 12/21/2018 (by Applicant)
 Australia: Griffith University (Brisbane, Gold Coast) Last Updated: 01/15/2019 @ 02:43:54 PM
 Fall, 2019 Last Viewed by Applicant: 12/21/2018
 Status: Pending ID# *no label*
 Outgoing Applicant Start Date: 07/01/2019
End Date: 10/19/2019
(add principal application)

[→ expand profile information](#)

Applicant Information

Gender:	M
Date of Birth:	02/07/1998
Confidentiality Flag:	
Email Address:	PWDENNI@ILSTU.EDU
SMS Email Address:	
CC Email Address:	

Custom Parameters

Preferred First Name:									
Major 1 Description:	Agriculture BS								
Change History:	<table style="width: 100%;"> <tr> <td style="width: 30%;">Date:</td> <td>12/22/2018 @ 12:45:37 PM (Current)</td> <td style="width: 30%;">Value(s):</td> <td>Agriculture BS</td> </tr> <tr> <td></td> <td>12/21/2018 @ 01:18:58 PM</td> <td></td> <td></td> </tr> </table>	Date:	12/22/2018 @ 12:45:37 PM (Current)	Value(s):	Agriculture BS		12/21/2018 @ 01:18:58 PM		
Date:	12/22/2018 @ 12:45:37 PM (Current)	Value(s):	Agriculture BS						
	12/21/2018 @ 01:18:58 PM								

Application Materials (Outgoing)

Post-decision Materials:

Signature Documents

Title	Received	Notes
Host Institution Application Acknowledgement	Not Received	
International Insurance Requirement	Not Received	

Application Phases

- There are three main application phases in My Study Abroad
 1. Pre-decision (the application phase)
 2. Post-decision (the phase once students have been accepted)
- Various items are required for each phase.
- During the Pre-decision phase, students will only see application items.
- Once the student has been accepted Post-decision items will be visible and available for completion.

Using the Application Tabs

- You can also review a student's application by reviewing each tab on the application page.
- There are four tabs visible to Faculty Directors/Advisors:
 1. Profile
 2. Email
 3. Questionnaires
 4. Materials
 5. Recommendations

'Profile' Tab

- The profile page pulls student information and demographics directly from Campus Solutions- so you can rely on the accuracy of the information.

Some particularly important parameters you can find in the profile are:

- Major/Minor
- Class Standing
- Academic Level (Graduate/Undergraduate)
- College/School (e.g. College of Education)
- Current Credit Hours
- Cumulative GPA

'Email' Tab

- The email tab allows you to send an email via your local email client to the student. It will place the student's email in the 'To:' line

E-mail Options

- **Use local email client program** This will open a message window from your locally-installed e-mail software (e.g., Outlook, Eudora), with this applicant's email address in the To: line.
- **View email log for this applicant** You can view all email traffic an applicant has received using this option.

- You can also view the email log to see what emails the student has received through the system. This might be particularly useful if you are a co-director and are both sending out emails to students.

My Messages

Date/Time	From	Subject
01/15/2019 @ 10:59 AM CST	studyabroad@ilstu.edu	Application Activity: ISU Illinois State University Study Abroad Website
01/10/2019 @ 10:56 AM CST	studyabroad@ilstu.edu	CC: test 2
01/10/2019 @ 10:56 AM CST	studyabroad@ilstu.edu	test 2

'Questionnaires' Tab

The Questionnaires tab lists all the required questionnaire items the student must complete for the application (called pre-decision in application software) and enrollment form process (called post-decision in the application software).

Questionnaires

Pre-decision (Application)

Questionnaire Name

Academics Abroad - Direct Enroll Programs (submitted 12/21/2018)
(Version #3)

Exchange Tuition Waiver Application (submitted 12/21/2018)
(Version #13)

Study Abroad Application Certification (submitted 12/21/2018)
(Version #8)

Post-decision

Questionnaire Name

FERPA Waiver
(Version #15)

- When the Questionnaire title is a red hyperlink, it means the student has completed the form.
- You can click on the Questionnaire hyperlink to view the student’s submission.
- Within the Questionnaire, student responses are in black text and the questions are in gray text.

13. What is your T-shirt size?
 XXL ←

14. Do you have a current passport?
 In order to study abroad you must have a current passport. You do not have a current passport. However, you will be asked to provide proof of purchase of your passport.
 We recommend you begin applying for your passport now. Instructions are available here.
 YES ←

15. Non-refundable Study Abroad application fee
 I understand that my student account will be billed a nonrefundable application fee. Once the Study Abroad Application is reviewed and I have officially notified of their decision, a REFUNDABLE Study Abroad application fee will be billed through the Student Account. For more information, please refer to the [Study Abroad Withdrawal and Refund Policy](#).
 Yes, I understand. ←

‘Materials’ Tab

The materials tab displays all the signature and material submission items students must complete for the application (pre-decision) and post-acceptance process (post-decision).

Materials		
Pre-decision (Application)		
Material Submissions		
Title	Received	Notes
European Union Data Consent Form (Version #1)	<input checked="" type="checkbox"/>	Material received on 01/15/2019 @ 10:59 AM by Megan Hartley
Signature Documents		
Title	Received	Notes
Oral Interview Requirement - Granada (Version #2)	<input checked="" type="checkbox"/>	Material signed on 01/15/2019 @ 11:00 AM by Megan Hartley (138.87.163.19)

- Signature items are marked as “received” when a student signs the document electronically.
- Material Submissions are marked as “received” when a student has turned in a hardcopy item or completed a task.
- Only the Study Abroad Office will mark Materials as “received.”
- The title of the document or material is hyperlinked, so you can view the item.

'Recommendations' Tab

The recommendations tab displays the Academic Recommendations the student has requested and/or received for their application.

- If your program does not require recommendations, nothing will show up when you click on this tab.

Academic Recommendation Recommendations (2 required)				
Recommender	Phone	Read waiver	Received	Actions
Ratcliff, Alex (alratcl@ilstu.edu) Rec ID#: D7485FDEF9583118	3094385276	Yes	(Not Received)	
test, test (studyabroad@ilstu.edu) Rec ID#: D7F047D73F4DC368	3094385276	Yes	01/08/2019 marked received	

You can see the individual(s) that the student selected as a recommender (or if they have not selected anyone) and whether the recommendation has been received in the system (meaning the recommender has completed the recommendation).

- The "Read waiver" means the student waived their rights to read the recommendation
- Once a recommender completes the recommendation, you can view their responses by clicking on their name.

Application Statuses

There are two main statuses being utilized in the system: Pending & Approved.

- All student applications in the system will be listed as 'Pending' until the application deadline has passed.
- Students who complete all required application (pre-decision) items, will have a green "(complete)" tag next to their name.

Dennis, Patrick W (complete) (Edit Profile) Australia: Griffith University (Brisbane, Gold Coast) Fall, 2019 Status: Pending

- Once the deadline passes, students who are approved to participate will be accepted and the Study Abroad Office will change to the student's status to 'Approved.'
- Once they are approved, all forms that are classified as 'post-decision' will now become available and visible in their portal.
- We suggest using the 'Progress Audit' feature to see how many students have completed their applications.

Progress Audit – Seeing Who Has Completed What

- From the search results page, click on 'Progress Audit'

Options ▾ **Progress Audit ▾** Group by ▾

Search Results: Tab to open: Profile ▾

Name	Status	Program	Term
Dennis, Patrick W	Pending	Australia: Griffith University (- not ranked)	Fall, 2019
Dumas, Ashley L	Pending	Australia: Griffith University (- not ranked)	Fall, 2019

Found: 2 applicants / 2 applications

- You can then select which phase of the application process you would like to review.
- Only pre- and post-decision should be used for this purpose

On the next page you are asked to select which items you would like to audit (see what has been completed).


- For simplicity, we recommend using the 'Check Everything' link in the top right.



Check Everything | Uncheck Everything


Progress Audit Options:

Please check off which items you would like to appear in the progress audit.

Once you do so, you should see a page like this:

[Return to Audit Options](#) 

	Status	Questionnaires					
		Exchange Tuition Waiver Application	Academics Abroad - Direct Enroll Programs	Study Abroad Application Certification	Recommendations	Reviews	
Check All Check All  Check All  Uncheck All							
2019 - Fall - Australia: Griffith University							
<input type="checkbox"/>	Dennis, Patrick (complete)	Pending	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0/0	0
<input type="checkbox"/>	Dumas, Ashley	Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0/0	0

[Send Email to Marked](#) 
- Export Options - ▾
- Process Marked - ▾

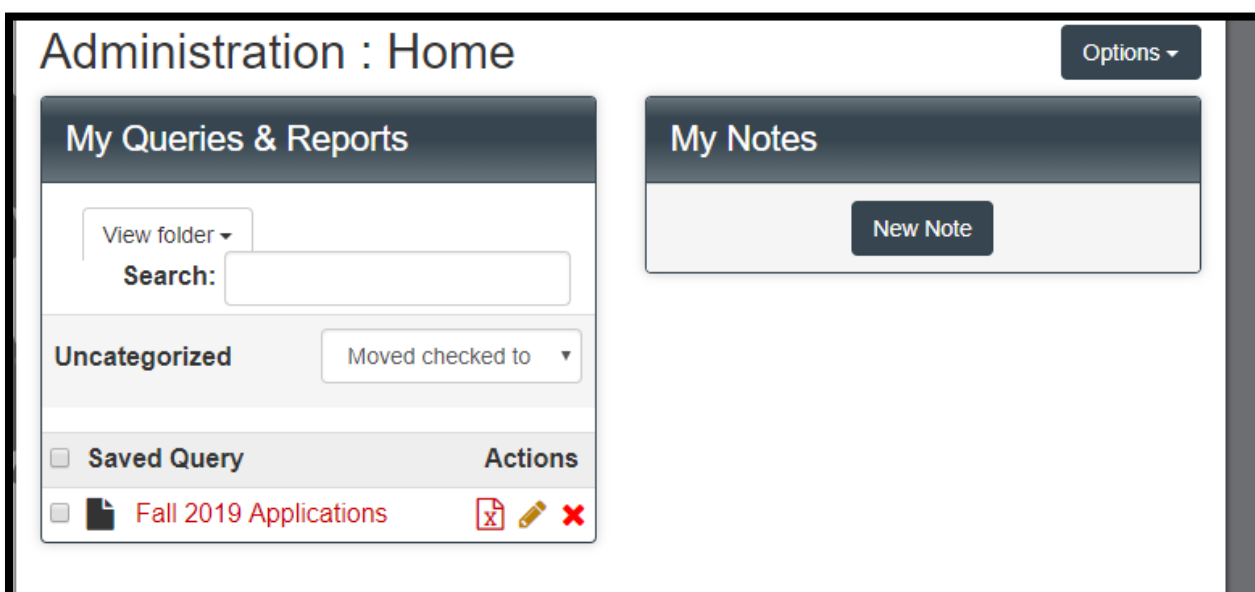
- Here, you can quickly see who has completed the application items, who is missing what items, and send emails to multiple applicants.

Queries (Saved Searches)

- To avoid going through the steps to search every time you log-in to the portal, we recommend you save a query.
- To make a query, simply use the search function, select the search criteria, give your search query a name at the bottom of the results page, and click 'Save Search.'



- Now, that query will appear on your home page, so you can easily view the results of that search again.
- The information will automatically update as students start and complete their applications, so this is an easy way to monitor applications.



- Simply click the Query name to re-execute your saved search.
- If you forget what your search criteria for a query was, you can see what the system searched for in a blue box at the top of the page after clicking on the query.

[Results for saved query "Fall 2019 Applications"](#)
 You searched for all applicants that have applied for the term **Fall 2019**.

Questions?

- If you and/or your students have any questions about using the My Study Abroad please do not hesitate to reach out to your Study Abroad Advisor contact or email us at studyabroad@IllinoisState.edu.