The Studio Abroad Application Cycle

Stages of an Application:

1) **Pending** (versus “complete”) – student has started an application. Students can start and save the applications and return to them later. Students will be listed as “pending” until their application is “complete.” An application is complete once all questionnaires and material submissions have been made and the student has paid the application deposit. The “pending” state is also referred to as the “pre-decision” phase because no decision has been made as to the student’s status as yet.

2) **Accepted** - the EAO office will officially accept students. This is a manual process that the advisors will do. Once a student has been accepted, he/she will receive an automatic email saying he/she has been accepted and prompting the student to log back into the system and fill out further documentation. Students will be asked to electronically sign the “student statement of responsibilities, emergency medical information, student code of conduct, FERPA waiver, and emergency contact” information at this time. The student now has the status of “accepted” in the “post-decision” phase.

* **Conditionally accepted**- The student was accepted pending further criteria.

3) **Committed** – Once the student has been “accepted,” the student will be asked to log in and “commit” to the program. This is simply an additional acknowledgment on the student’s behalf that he/she intends to go on the program.

4) **Waitlisted** – some programs may make use of “waitlisting” students. This mean the student has not been accepted yet because the maximum quota has already been reached.

5) **Rejected** – some students may be “rejected” due to insufficient GPA or other extenuating circumstances. This will occur on a case by case basis.

6) **Withdrawn** – some students may be “withdrawn” because they chose not to study abroad after beginning or even submitting an application. Students can withdraw themselves before a decision has been made. After a decision has been made, the EAO Office must withdraw the student. This will happen on a case by case basis.
Logging into StudioAbroad

First time users of StudioAbroad should have received an email with login instructions.

To access the login page, go to:

Enter the User ID (KSU email address) and password.

Once logged in, the Administration Home page will appear. One the left side are the Profile Admin, Applicant Admin, Program Admin and Process Admin tabs. Click on these for additional actions under each tabs.

Queries and Reports

Important vocabulary:

QUERY: A “query” refers to the criteria used to formulate a “report.” One can create a standing query for a particular set of information criteria (i.e. how many applicants for a program). Every time the link is clicked for a specific query, the system will search and gather all information pertaining to this query. A query will update with current information each time it is run.

REPORT: A “report” is like a snap shot in time of a query that has been run. A query searches and updates every time it is clicked, whereas a report is a static shot of that one moment in time.

What is a query?

A query is a search that is run in StudioAbroad. Queries can be very simple, or more advanced when narrowed by specific criteria. The complexity and detail of a query will determine how many results are returned.

For example, a simple search might look for all students going to Peru.

An example of an advanced search might include all students who have been accepted to the 2014 Peru Language program for the Maymester/early summer 2014 term.

Why are queries important?

Queries are a great time saver. Search parameters can be saved to run repeatedly. This is especially helpful to find out how many students have been accepted to a program. Check the query section for more search ideas.

What is a report?

A report selects specific information from within a user’s application based off the results of saved queries. Creating reports allows for easy access to information on students without having to check an individual application.
How can reports be used?

Reports can be set up to retrieve a student’s contact information, enabling you to create a list of phone numbers and email addresses that can then be exported to Excel.

Reports can be saved and run multiple times when new students join your program.

Some additional reports that can be run include student information such as KSU ID, passport information, course selections, and emergency contact information. Check the report section for more ideas.

Queries

Run, Save and Share Queries:

There are two types of searches that can be conducted. A simple search or an advanced search.

1) To start a new query, select Applicant Admin then > Search or Advanced Search.

If Search is selected, type the information to search in the text fields. This type of search is helpful for finding a particular student by last name, or for an unfiltered list of all students who have applied for a program.
2) In **Advanced Search**, there is a list of options that will help further define a search. Most **Advanced Searches** start with selecting **Application Parameters** only, as this will provide plenty of information on its own. Once finished, click next to proceed.

3) The next screen will allow for fine tuning an **Advanced Search** based on the parameters selected in the previous screen. Since the example selected **Application Parameters**, these are the only options currently displayed.
4) The second set of parameters concerns the application and includes when the program departs (i.e. Fall, Maymester, etc.), status of the applicants, and terms. Note: unless “withdrawn” is selected, withdrawn students will not show up in your search, even if “all” is selected.

5) The final set of parameters concern selecting the specific program and its location. Programs can be selected by name, college, city, country or region.
NOTE: A query can be very broad, for example, a search for students studying abroad for the year 2013-2014. It can also be very narrow, for example, female students, majoring in Nursing, with a GPA of 3.8 studying abroad for the year 2013-2014. Other examples of queries are:

- A search for pending students for a specific application cycle
- A search for all the accepted & committed students on a program
- Generating a list of all applicants who have ever gone on a program (useful for recurring programs)
- A search to determine which students have completed certain forms, or signed up for a particular class. Parameters can be added or subtracted to better define searches

6) Once search criteria have been established, click the Next button to start the search.

7) The search results will be displayed. The search can be saved by giving it a name in the text box, then clicking Save Search. The search will be saved to your Admin Home under My Queries and Reports so it can be run again in the future.
To access saved queries, go to **Admin Home** (top right of the taskbar) and the **My Queries and Reports** panel will appear. To rerun a saved query, click on the desired search under **My Queries & Reports**. StudioAbroad will re-run the search and show a current list of students that fit the criteria.

From the **My Queries & Reports** panel, queries can be edited, exported as a text file or into an Excel spreadsheet. Reports are also created under this panel.

**Exporting the Query as Text or Excel**

In **Admin Home** (top right of the taskbar)- click on the **Export as Text** or the **Export as Excel** icon. A window will open asking to open or save the file. Make a selection and click **OK**.

**Editing Queries** - By clicking on the **Edit** icon, changes can be made to a query without having to re-enter all the query specifications. Once changes have been made, click **Next**. If this search is saved with the same name as before, the new query will replace the old query. If the search is renamed, a new query will appear on the home page and the old query will still be there.

**Deleting Queries** - If there is a red ✗ next to the query, that can be clicked to delete the query. If there is a locked icon that means that the query is either shared or part of a query watch and therefore cannot be deleted.
**Sharing a Query** - Queries can be shared between participating faculty members or with an advisor. To share the query, go to **Admin Home > My Queries & Reports >** and click on **Share Queries**.

The query sharing screen will open. From here, select the queries to be shared, and which staff and/or faculty will have access. Click on the box next to their name, and then click **Share**.
Queries that have been shared with you can be accessed in **My Queries & Reports > Shared Queries**.

To delete a shared query, the share must first be removed by deleting it under **Share Queries**, then deleting the share under **Saved queries and reports**.
**Progress Audits**

A progress audit is a report that can be run on the results of an application search in which a list of elements and requirements can be selected and a report detailing whether or not the items are completed, not yet completed, or are not applicable to the application is output. This report can be exported to an Excel document.

The progress audit is run by the “phase” of the application (advising, pre-decision, post-decision, while abroad, returnee). It is most commonly used for the pre- and post-decision phase to check items such as if a deposit has been paid, and if forms and passport information have been completed.

After making all the required selections, the report will be generated. This will list whether or not the selected items are complete, incomplete, or not applicable.

There is an option to export this report into an Excel document. There is also an option to mark checkboxes for specific applications and send a batch email to the checked applicants.

**Running a Progress Audit**

Begin by doing an applicant search for the program. This can be a new search or an existing saved query can be used.

For a new search:
- **Click > Applicant Admin > Search**
- **Under Program Name enter the name of the program.**
- **Under Program Terms, scroll down for the applicable term and select. (If unsure, check with advisor)**
- **Click > Search**

From an existing applicant query:
- **Go to Admin Home > Saved Queries**
- **Click on the query you wish to run.**

A list of applicants will be generated from this search. In the top taskbar, in the dropdown next to **Progress Audit**, select either Pre-decision or Post-decision. Check the applicable boxes of items wished to be verified. A list will be generated of applicants showing their application status and a check mark will show in the box next to all items completed.
Pre-decision

Post-decision
# Results

<table>
<thead>
<tr>
<th>Education Abroad Sheet</th>
<th>Letter - Faculty - Core Program</th>
<th>Email Application Deposit</th>
<th>Transport Information Questionnaire</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Submitted</strong></td>
<td><strong>Committed</strong></td>
<td><strong>Committed</strong></td>
<td><strong>Committed</strong></td>
</tr>
</tbody>
</table>
Reports
Creating reports:

To start a report, find the saved query from which the report is to be generated in Admin Home, then click on the Create New Report icon on the right side of the query. A new page will open with several options for generating information from the query. Results can be based on the following choices and they will be displayed in alphabetical order according to primary and secondary selections. To run a simple report, leave the options the system has selected.
The following options relate to general information regarding a program and application terms. This information is basic and therefore not often used in reports.

The section shown below is the most useful when setting up reports to access basic student information. For example, to create a student contact list with email addresses and phone numbers, select that information here. Click to include information related to emergency contacts.
The parameters in the following section deal with student responses to questionnaires, such as course selection and passport information. These selections are helpful when creating a student roster or preparing passport information to submit to a travel agent.

The final parameter deals with additional information not included in the previous section. This is another list of parameters not commonly used when generating reports.

Once all the information for the desired report has been selected, name the report to save it for future use or leave it blank if it is not to be saved. To export results to a new window within the web browser or export to an Excel spreadsheet, click the appropriate box.

(Note: it is recommended to export to Excel, as the information is easier to read and alter, and can easily be shared with others)
Click the **Results** button to finish setting up the report. The report will be saved under **Admin Home > My Queries & Reports > Saved Reports**

The process for sharing, editing, deleting, and exporting Reports to Excel are the same as with Queries, which was covered earlier in this document.
Batch Emails

1) Begin by running a search. A new search can be started by going to Applicant Admin > Search > Enter the Program Name > click Search, or a preexisting query can be run. A list of all students will who have applied to a program will appear.

2) Next, click on the dropdown next to Options, and select Send Email.
3) The Email editor will appear that will allow for completion of the Subject and Body of the message. There is also an option to select individual students to email. Once the information is filled in, select **Send** and the message will be sent to the students who have been selected.

4) To send email through **Zimbra**, click “view copiable address list”, select the addresses with a mouse, then cut and paste the information into the To: address bar in **Zimbra**.