

Duke University Graduate School



Application Reviewing Guide September 2009

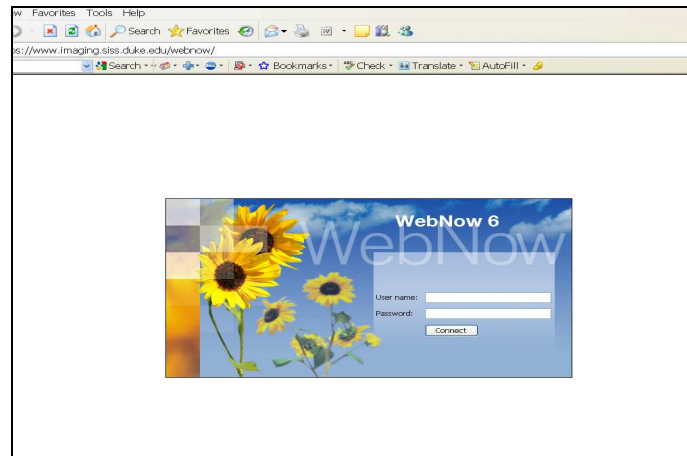
Graduate School Paperless Application Process

Starting with the Spring and Fall 2010 applications, you will receive all Graduate School applications for admission electronically. There will be no more paper files to review.

ImageNow is the document imaging system the Graduate School uses for the capturing, storing, and processing of documents and related data. The web-based version of ImageNow is WebNow and it will be used for reviewing the applications for admission to the Graduate School.

WebNow can be accessed at:

<https://www.imaging.siss.duke.edu/webnow/>

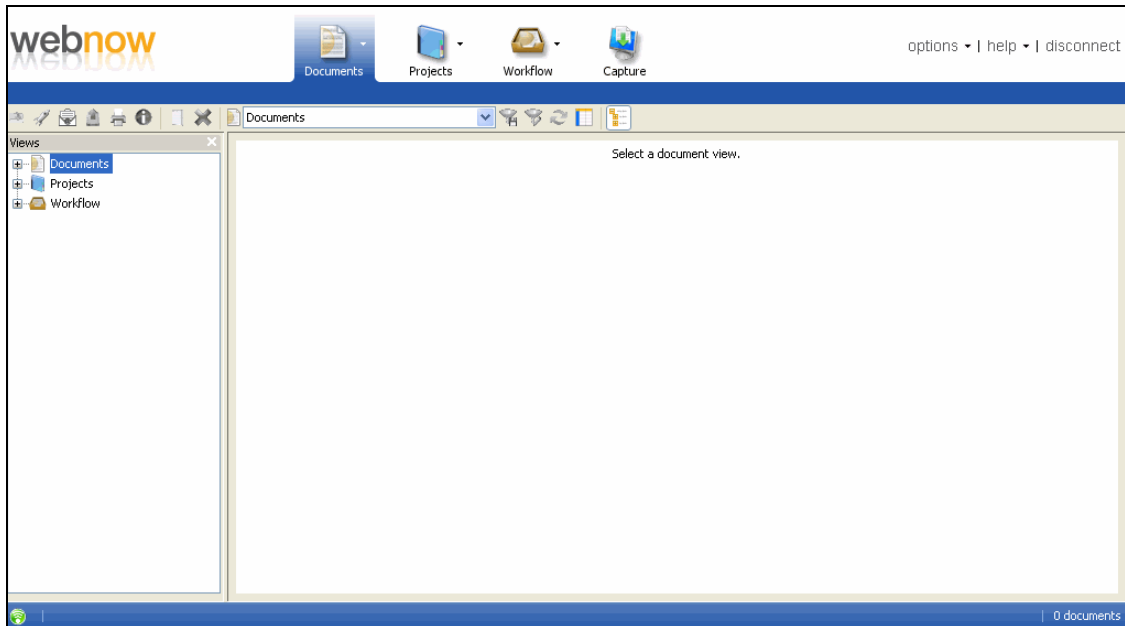


Access & Security

All users access WebNow using their NetID and NetID password. For access, contact the Director of Graduate Studies assistant (DGSA) and s/he will make the necessary request to the Graduate School

Log-In to WebNow

After Login you should see the following Screen:



The WebNow Toolbar

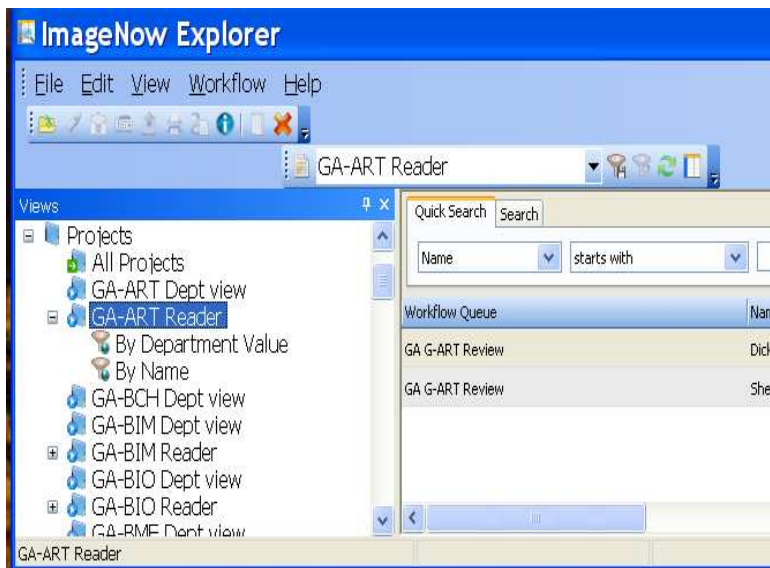
The WebNow toolbar provides a direct link to the functionalities for which a user has security. The items listed on your screen should include:

- **Projects:** A Project is a virtual folder that contains an application and all the supporting documents. Clicking on this icon will take you to the window where you can search for existing applications for your department.
- **Help:** Although this is not listed on the toolbar, it is listed on the screen. Clicking on 'Help' will provide documentation designed to help in the use of ImageNow and WebNow.
- **Disconnect:** Like the Help function, Disconnect is not listed on the toolbar. Clicking on Disconnect logs you out of WebNow. It is important to click this every time you finish with a WebNow session. Just closing the browser window does not end your session and there can be problems the next time you log in.

Find an application

To start, the first thing that has to be done is locate your department's applications. This method will show all of the applications that are ready to be reviewed.

- Click on the Projects icon located near the top of the screen. You should now see 'GA – xxx Reader' where xxx is the three letter code for your department (BUS for Business, BIO for Biology, etc.) on the left hand side of your screen.
- Clicking on 'GA-xxx Reader' results in 2 additional choices being displayed : 'By Department Value' and 'By Name'.



- 'By Department Value' allows you to view only those applications that match the value entered. After clicking on 'By Department Value', you will be prompted to enter a value for the 'Dept. Field'. Each program can tailor those values to best meet the needs of the reviewing committee (i.e. color coded, faculty names, numerical value, etc.). Contact the DGSA for information about those values.
- 'By Name' allows you to view individual applications by their name. A pop up window will prompt you to enter a name. Enter the last name or the beginning characters of the last name.
- Either search method will result in the applications meeting the criteria being displayed in the project viewer window.
- Not entering a value and clicking 'ok' will result in all of your department's applications that are ready for review being displayed.

Column Headings

WebNow provides a way to modify the order of column headings displayed. For instance, if you want to make the 'name' heading (which is the applicant's name) display as the first heading, click on that heading and drag it to the first position. The 'Name' column becomes the first column heading and the rest shift to the right. The order of column headings can also be changed at the document level. The settings will remain for future WebNow sessions.

Parts of an Application

Listed within the application can be any one of the following document types. Double clicking on any document will open up that document.

- **Application** – The application document contains all of the materials that are submitted as part of the online application.

- **Official Transcript** – This document will contain all of the applicant’s official transcripts received by the Graduate School. Where applicable, this document will contain more than one transcript.
- **Unofficial Transcript** – This document will contain all of the applicant’s transcripts received by the Graduate School that have been identified as not official. This will not contain the transcripts the applicant uploads with his/her application, and, like the official transcript document, it also may contain multiple transcripts.
- **Official Recommendation** - This document will contain all of the official recommendations submitted for the applicant.
- **Unofficial Recommendation** - This document will contain all of the recommendations submitted for the applicant that the Graduate School has identified as unofficial.
- **Test Scores** – This document will contain any paper copy of test scores that were mailed to the Graduate School. Official GRE/TOEFL scores will continue to be received from ETS and will not be in this document. Those scores can be viewed on the Worksheet.
- **Statement of Purpose** - The statement of purpose document will only be in the project if the applicant has sent in a copy to the Graduate School instead of uploading it into the online application. The original statement of purpose that in most cases is submitted with the online application will be contained in the application document and not in this document. In most cases this document will not be in the project.
- **Visa Document** - This document will be present if the applicant sent visa supporting documents with their application materials. Most of the time this document will be created after the applicant accepts an offer of admission and must provide financial material for visa purposes.
- **Writing Sample** – This document type contains any paper copy writing samples sent to the Graduate School. If a writing sample was submitted with the electronic application it will be contained in the Application document
- **Miscellaneous** -The miscellaneous document contains all documents that do not fall in the above categories.

Viewing Documents within the Application

Changing the view of a document

Double clicking on any one of the documents within the project will open up the document. Once inside the document, you may want to change the document’s appearance for readability. The following is a list of commonly used features to temporarily alter the documents appearance:

View the Thumbnails

- From the ‘View’ pull down, select **Thumbnails** to view both the document and the thumbnails.
- If the Thumbnails pane is minimized click on the Thumbnails tab to open the window.

Resize a Document

- From the ‘View’ pull down, select **Resize**.

- Choose the viewing option you prefer. (Fit Window, Fit Width, Fit Height).

Rotate a Document

- From the 'View' pull down, select Rotate.
- Select desired rotation.
- Click on View again – this next step will save the rotation of the document.
- Select Rotate.
- Save to Server.

Zoom in an out of a Document

- From the 'View' pull down Select Zoom in or Zoom out.
- Click on the Zoom in or Zoom out icons on the toolbar.

Annotations

WebNow provides the ability to make annotations on a document. The Annotations you have available are the Sticky Note, the text box, and a yellow highlighter. Annotations can be a very useful tool for communication between committee members.

Please Note: Careful consideration is needed when using this feature because annotations in documents for admitted students become a part of their permanent record. In the case of denied students who wish to reuse supporting documents for future applications, any annotation made will remain on the document.

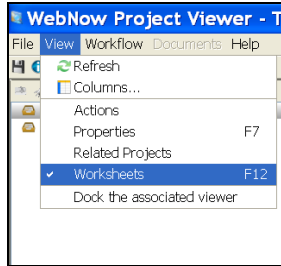
Annotate a File

- Using the Annotation tool bar, hover your cursor over an annotation to display what the annotation is. Right click to see the options available (color, style, type, etc.).
- To use an annotation, click on the desired annotation then move the cursor to the location you want annotated in the document. Release for basic annotation or drag for highlight.
- Text and Sticky Note annotations will open boxes in which text may be entered. . Once you have entered the data, select OK.

Examining the worksheet

The worksheet is a system generated summary of the application that is displayed upon opening the project to view. The only section of the worksheet needed to review the application is the 'Control Sheet' section.

If the Worksheet is not displayed upon entry into the project, from the 'View' pull down, select worksheets – this will result in an additional pane being displayed in the project viewer window



Note: The Worksheet is only viewable at the project level and will not be displayed when viewing individual document types.

- In the previously opened project, click on the worksheet tab to view the worksheet.
- Click on the words '**Control Sheet**' located in the midsection of the worksheet to bring up the Control Sheet.
- The summary of the application is displayed. The scroll bars can be used to navigate vertically and horizontally.
- For the GRE scores:
 - ETS or AGR listed indicates the scores are official.
 - SLF indicates the scores are self reported and, therefore, unofficial.

Helpful Hints

Smoothing the image To smooth out the appearance of transcript images make sure the 'smooth' option (from the View drop down menu) is checked.

Technical Specifications

The WebNow Client communicates with the WebNow Server through a browser.

WebNow supports web browsers Internet Explorer 6.x, 7.x, or 8.x (8.x requires JRE 1.6.13 or higher) for Windows; and Apple Safari web browser 3.x and Mozilla Firefox 2.x for Windows and Macintosh.

WebNow requires a high-speed Internet connection capable of 1.5 Mbps download and 384 Kbps upload.