



MyCampus Admissions

GTTR Selectors

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GTTR Admissions Selectors

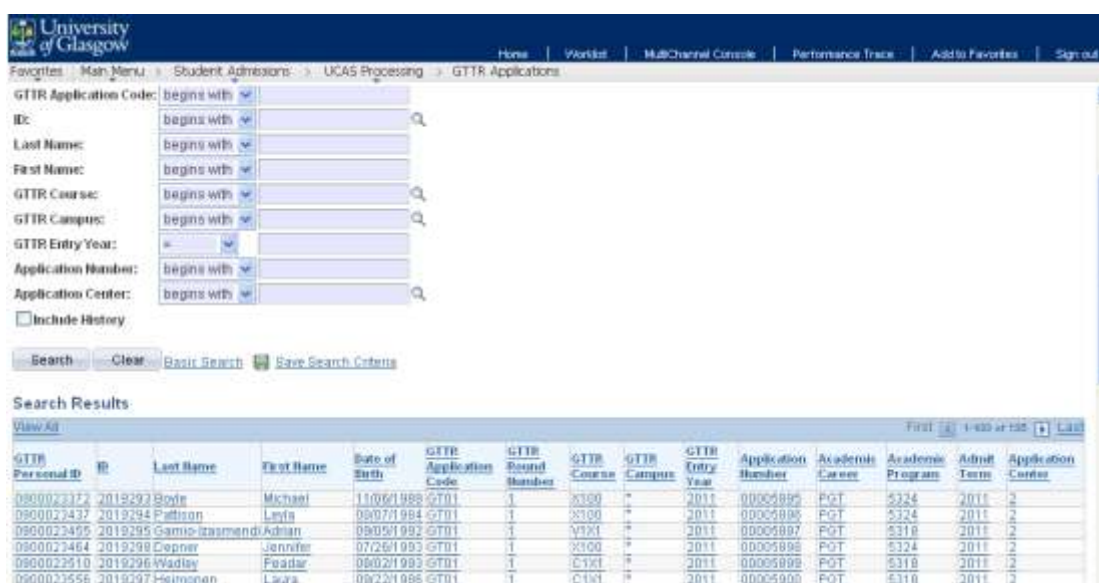
GTRR Review

Access List of Applicants

Procedure

Navigate to: **Main Menu>Student Admissions> UCAS Processing> GTRR Applications**

Step	Action
1.	Enter any information you wish to apply to specify your search. Or leave blank to return all applications



Step	Action
2.	End of Access List of Applicants.

Review Application Screens

The following images demonstrate where you will find the various sections of the Application Form. We will examine the content more closely later in the document.

Step	Action
1.	Having accessed the list of applicants as described above, click anywhere on the row showing the applicant you wish to review, e.g: Boyle




University of Glasgow
Home | World | MultiChannel Console | Performance Trace | Add to Favorites | Sign out
Favorites | Main Menu | Student Admissions | UCAS Processing | GTR Applications

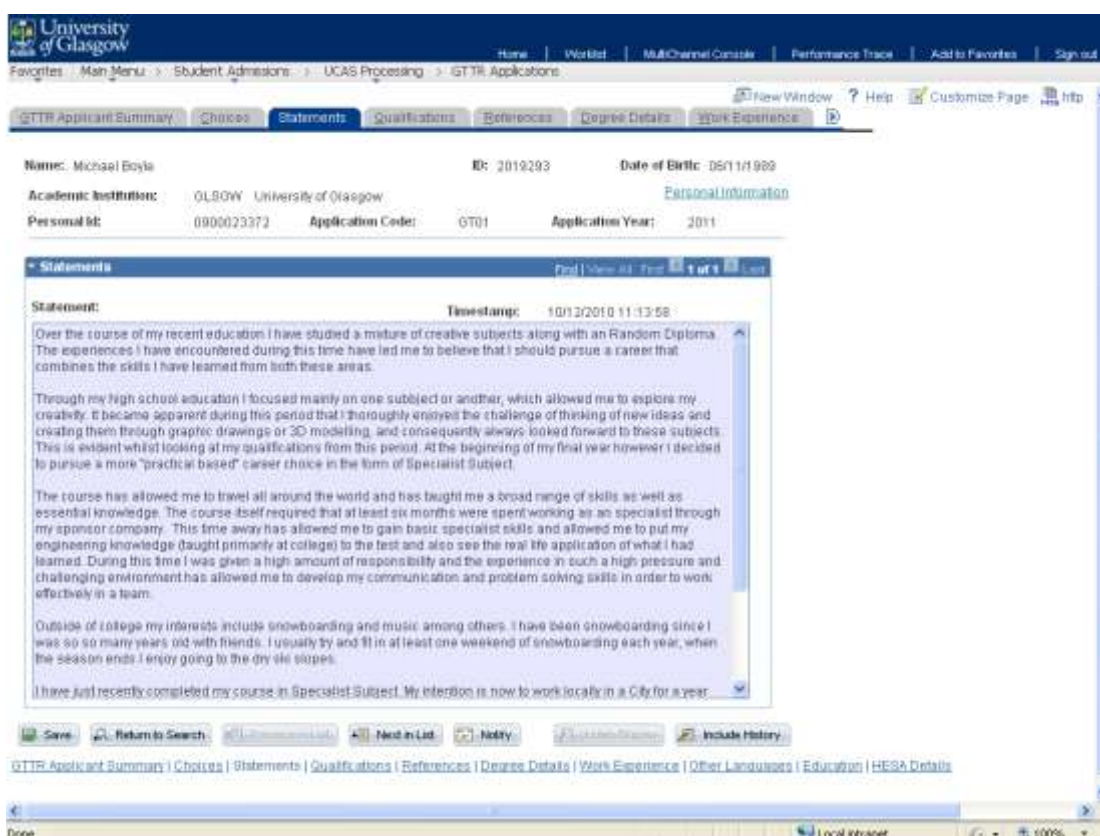
GTR Applicant Summary | **Choices** | **Statements** | Qualifications | References | Degree Details | Work Experience

Name: Michael Boyle ID: 2019293 Date of Birth: 05/11/1993
Academic Institution: OLBOW University of Glasgow Personal Information
Personal ID: 0900023372 Application Code: 0T01 Application Year: 2011

Application Status

Application Date: 13/10/2010 Earliest Start Date: 01/01/1910
Round Number: 1 Previous Round:
Withdrawn: Withdrawn Date:
Status: 20 Awaiting Reply Extra Status:

Step	Action
2.	Click the relevant tab to display that detail, e.g.  to display the full statement.



University of Glasgow
Home | World | MultiChannel Console | Performance Trace | Add to Favorites | Sign out
Favorites | Main Menu | Student Admissions | UCAS Processing | GTR Applications

GTR Applicant Summary | Choices | **Statements** | Qualifications | References | Degree Details | Work Experience

Name: Michael Boyle ID: 2019293 Date of Birth: 05/11/1993
Academic Institution: OLBOW University of Glasgow Personal Information
Personal ID: 0900023372 Application Code: 0T01 Application Year: 2011

Statements

Statement: Timestamp: 10/12/2010 11:13:58

Over the course of my recent education I have studied a mixture of creative subjects along with an Random Diploma. The experiences I have encountered during this time have led me to believe that I should pursue a career that combines the skills I have learned from both these areas.

Through my high school education I focused mainly on one subject or another, which allowed me to explore my creativity. It became apparent during this period that I thoroughly enjoyed the challenge of thinking of new ideas and creating them through graphic drawings or 3D modelling, and consequently always looked forward to these subjects. This is evident whilst looking at my qualifications from this period. At the beginning of my final year however I decided to pursue a more "practical based" career choice in the form of Specialist Subject.

The course has allowed me to travel all around the world and has taught me a broad range of skills as well as essential knowledge. The course itself required that at least six months were spent working as an specialist through my sponsor company. This time away has allowed me to gain basic specialist skills and allowed me to put my engineering knowledge (taught primarily at college) to the test and also see the real life application of what I had learned. During this time I was given a high amount of responsibility and the experience in such a high pressure and challenging environment has allowed me to develop my communication and problem solving skills in order to work effectively in a team.


Outside of college my interests include snowboarding and music among others. I have been snowboarding since I was so so many years old with friends. I usually try and fit in at least one weekend of snowboarding each year, when the season ends I enjoy going to the dry ski slopes.

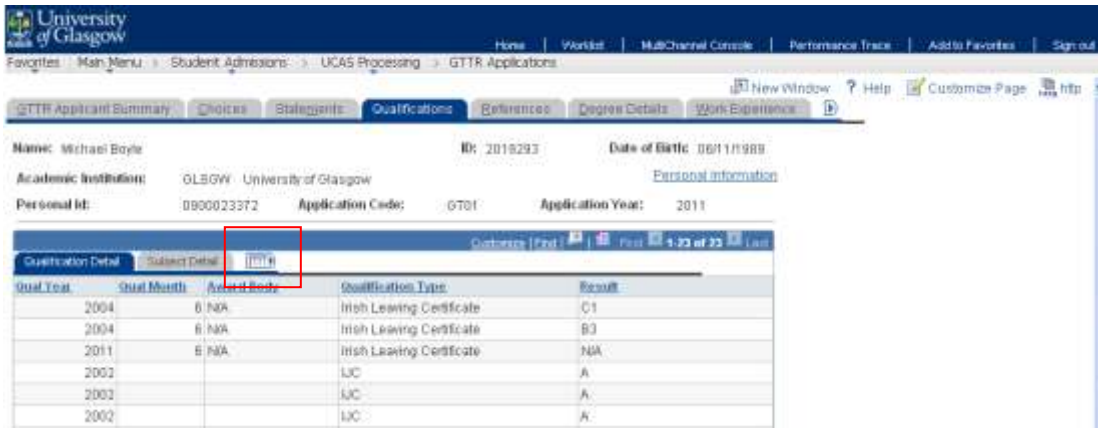
I have just recently completed my course in Specialist Subject. My intention is now to work locally in a City for a year.

Save | Return to Search | Add to My List | Add to My List | Notify | Add to My List | Include History

GTR Applicant Summary | Choices | Statements | Qualifications | References | Degree Details | Work Experience | Other Languages | Education | HESA Details

Done Local intranet 100%

Step	Action
3.	On the Qualifications tab, click the Show all columns button.  to reveal more detail



University of Glasgow
Home | Worklist | MultiChannel Console | Performance Trace | Add to Favorites | Sign out
Favorites | Main Menu | Student Admissions | UCAS Processing | GTR Applications

GTR Applicant Summary | Choices | Statements | **Qualifications** | References | Degree Details | Work Experience

Name: Michael Boyle ID: 2019293 Date of Birth: 06/11/1989
Academic Institution: GLBGW University of Glasgow Personal Information
Personal ID: 0900023372 Application Code: GT01 Application Year: 2011

Qualification Detail | Subject Detail | **Show**

Qual Year	Qual Month	Award Body	Qualification Type	Result
2004	6	N/A	Irish Leaving Certificate	C1
2004	6	N/A	Irish Leaving Certificate	B3
2011	6	N/A	Irish Leaving Certificate	N/A
2002		UC	UC	A
2002		UC	UC	A
2002		UC	UC	A




University of Glasgow
Home | Worklist | MultiChannel Console | Performance Trace | Add to Favorites | Sign out
Favorites | Main Menu | Student Admissions | UCAS Processing | GTR Applications

GTR Applicant Summary | Choices | Statements | **Qualifications** | References | Degree Details | Work Experience

Name: Michael Boyle ID: 2019293 Date of Birth: 06/11/1989
Academic Institution: GLBGW University of Glasgow Personal Information
Personal ID: 0900023372 Application Code: GT01 Application Year: 2011

Qualification Detail | Subject Detail | **Show**

Qual Year	Qual Month	Award Body	Qualification Type	Result	Subject Code	Subject Title	Timestamp	Further Information
2004	6	N/A	Irish Leaving Certificate	C1	*	English	10/12/10 11:13:58	Further Information
2004	6	N/A	Irish Leaving Certificate	B3	*	Maths	10/12/10 11:13:58	Further Information
2011	6	N/A	Irish Leaving Certificate	N/A	*	Science	10/12/10 11:13:58	Further Information
2002		UC	UC	A	*	Science	10/12/10 11:13:58	Further Information
2002		UC	UC	A	*	Business Studies	10/12/10 11:13:58	Further Information
2002		UC	UC	A	*	Art, Craft & Design	10/12/10 11:13:58	Further Information

Step	Action
4.	Click the Show following tabs button  to reveal more tabs



University of Glasgow
Home | Worklist | MultiChannel Console | Performance Trace | Add to Favorites | Sign out
Favorites | Main Menu | Student Admissions | UCAS Processing | GTR Applications

GTR Applicant Summary | Choices | Statements | Qualifications | References | Degree Details | **Work Experience** | **Show**

Name: Michael Boyle ID: 2019293 Date of Birth: 06/11/1989
Academic Institution: GLBGW University of Glasgow Personal Information
Personal ID: 0900023372 Application Code: GT01 Application Year: 2011

Description of Work Experience
Substitute Primary School Teacher, Jan 2010-Present, St Joseph's Primary School, New Ross, Co. Wexford, Ireland

Timestamp
08/07/11 11:05:28

Save | Return to Search | Add to Favorites | Add to List | Notify | Print Details | Include History

GTR Applicant Summary | Choices | Statements | Qualifications | References | Degree Details | Work Experience | Other Languages | Education | HESA Details



The screenshot shows the 'Work Experience' tab in the GTR Applications system. The user is Michael Boyle, ID: 2019293, born 06/11/1985. He is currently a Substitute Primary School Teacher at St. Joseph's Primary School, New Ross, Co. Wexford, Ireland. The application year is 2011. The system includes navigation links for various tabs and a breadcrumb trail at the bottom.

Step	Action
5.	End of Review Application Screens.

GTTR Special Selection

Send Application to a "Worklist" (Admissions Administrator task)

Procedure

Navigate to Main Menu>Student Admissions> UCAS Processing > GTTR Decision Processing > Decision Processing



GTTR Decision Processing

Name: Michael Boyle ID: 2019293 Date of Birth: 05/11/1989
 Academic Institution: GLSOW University of Glasgow
 GTTR Personal ID: 0500023372 [Personal Information](#)
 Application Code: 0701 Application Year: 2011 [Applicant Summary](#)

Choice Details

Round Number:	1	Application Number:	00005895	Maintain Applications
GTTR Course:	X100 Primary	Course:	*	Choice Details
Entry Year:	2011	Entry Month:	0	
GTTR Decision:	Cond. Offr	Reply:	0	
Module:		Part Time:		

Exam Results

Decision Details

Institution Decision: Conditional Offer Confirmation Decision
 Decision Date Time: 13/09/11 14:36:22 Decision Maker:
 Approval Status: N Not Required Approver:

Step	Action
6.	Click the Maintain Applications link. Maintain Applications
7.	Click the Add a new row button. <input data-bbox="847 1272 890 1317" type="button" value="+"/>

University of Glasgow
 Home | Worklist
 Favorites | Main Menu | Student Admissions | Application Maintenance | Maintain Applications

Biographical Details | Addresses | Regional | **Application Program Data** | Application Data | Application School/Recruiting

Michael Boyle 2019293
 Academic Institution: University of Glasgow Application Number: 00005895
 Academic Career: Postgraduate Taught Career Number:
 UCAS Personal ID: 0000023372

Program Data Find | View All | First | 1 of 1 | Last

Program Number: 0 *Effective Date: 07/08/2011
 *Admit Term: 2011 2011-12 Effective Sequence:
 *Academic Program: 5324 PGDE-Prim Expected Graduation Term:
 *Academic Load: Full-Time *Campus: MAN Man
 Joint Program CAS Details

Program Status

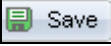
Status: Applicant Action Date: 07/08/2011
 *Program Action: APPL Application Action Reason: GTR AD GTR Application Evaluation

Plan Data Find | View All | First | 1 of 1 | Last

*Academic Plan: X100-5324 Primary Education PGDE PGT Dipl PGDE

Sub-Plan Data Find | View All | First | 1 of 1 | Last

*Sub-Plans:

Step	Action
8.	Type APPL in Program Action or click the Look up icon and choose it from the list.
9.	Type USEL in Action Reason or click the Look up icon and choose it from the list
Step	Action
10.	Click the Save button. 

University of Glasgow
 Favorites | Main Menu > Student Admissions > Application Maintenance > Maintain Applications

Biographical Details | Addresses | Regional | **Application Program Data** | Application Data | Application School/Recruiting

Michael Boyle 2019293
 Academic Institution: University of Glasgow Application Number: 00005895
 Academic Career: Postgraduate Taught Career Number:
 UCAS Personal ID: 0900033372

Program Data Find | View All | First | 1 of 2 | Last

*Program Number: 0 *Effective Date: 30/10/2011
 *Admit Term: 2011 2011-12 Effective Sequence: 1
 *Academic Program: 5324 PGDE-Prim Expected Graduation Term:
 *Academic Load: Full-Time *Campus: MAN Man
 Joint Program CAS Details

Program Status

Status: Applicant Action Date: 30/10/2011
 *Program Action: APPL Application Action Reason: USEL AD Under Selection
 Evaluation

Plan Data Find | View All | First | 1 of 1 | Last

*Academic Plan: X100-5324 Primary Education, PGDE PGT Dipl PGDE

Sub-Plan Data Find | View All | First | 1 of 1 | Last

*Sub Plan:

Transfer To: Education Go

Basis of Admission:

Save Return to Search Notify Refresh Update/Display Include History Consolidate History

Biographical Details | Addresses | Regional | Application Program Data | Application Data | Application School/Recruiting | Application Student Response

Done

- | | |
|-----|---|
| 11. | <p>This will send the application to a “Worklist” for the selector who is assigned to deal with the applicant’s program / plan.</p> <p>The selector will be able to view it by following the next process.</p> <p>End of Send Application to Worklist.</p> |
|-----|---|

Process applications on Worklist (Selector Task) - Overview

This task will be carried out by Academic staff who are required to review an application before allocating it to one of up to 10 pre-agreed groups. We will refer to this process as “Evaluation”. The system allows one person to be identified as the Selector for a given plan. If the school wishes to involve more reviewers on that process, they should agree a process of communication or group decision making prior to the final evaluation by the identified Selector.

The Send to Worklist process (see above) is carried out by an admissions administrator.

MyCampus offers two options for evaluation, which can be used either as alternatives or as separate steps in the process, allowing two stages of categorisation. The decision on how to use these features is to be agreed at school level.

The groups for categorising applications listed below have been agreed by the Education School (22/11/11).

Option A: Simple allocation of a group code to report decision (no option for comment). This option will be used for **Undergraduate Applications (BEd, MA RE, BTechEd, MA Primary(Dumfries))**.

Group Number	Undergraduate Applications (Use Evaluation link in Program Status section of Maintain Applications)
1	Unconditional Offer - ND
2	Unconditional Offer - RC
3	Conditional Offer - ND
4	Conditional Offer - RC
5	Invite to Interview – (MA RE / MA Primary only)
6	Reject - no Interview
7	Reject - after Interview - (MA RE / MA Primary only)
8	Deferral approved
9	Unconditional Offer
10	Conditional Offer

Option B: This is a different screen which allows for the optional addition of a comment as well as the group number, and also allows for multiple evaluations to be recorded.

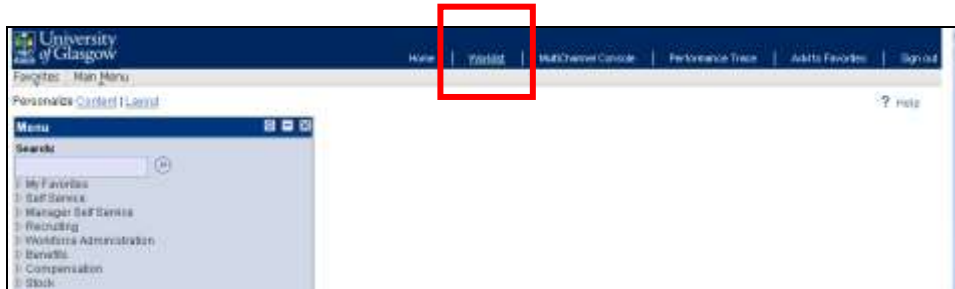
This will be used for **PGDE** applications

Group Number	PGDE (Primary and Secondary) (Use Application Evaluation , in “Transfer to” field of Maintain Applications)
1	Invite to interview
2	Reject – no interview
3	Further information required – Add comment (free text)
4	Conditional Offer RC
5	Conditional Offer ND
6	Unconditional Offer RC
7	Unconditional Offer ND
8	Reject after interview
9	Deferral Approved
10	

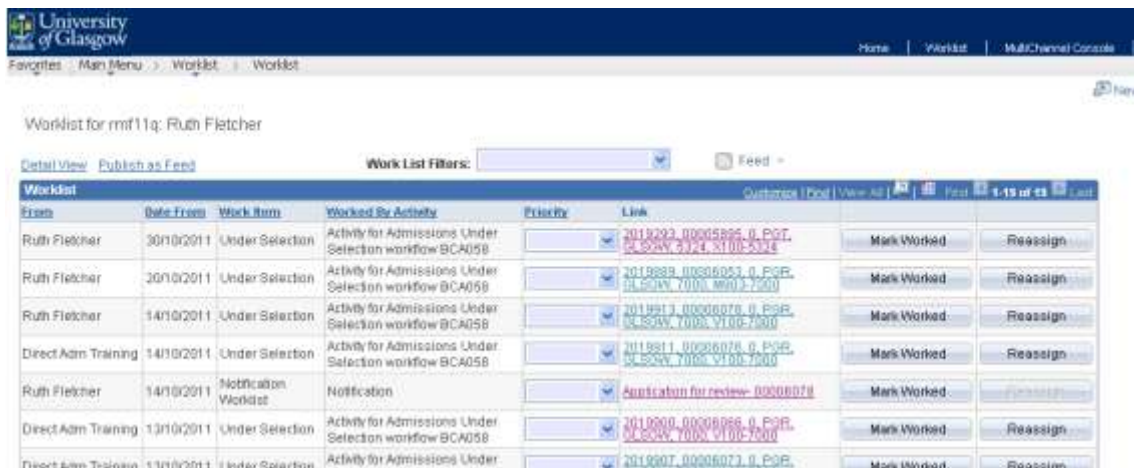
The final decision on what is meant by either list of group numbers rests with the school. These definitions are not stored in the system. Evaluations are simply recorded against the application as numbers 1 – 10.

(Option A) – Undergraduate Applications

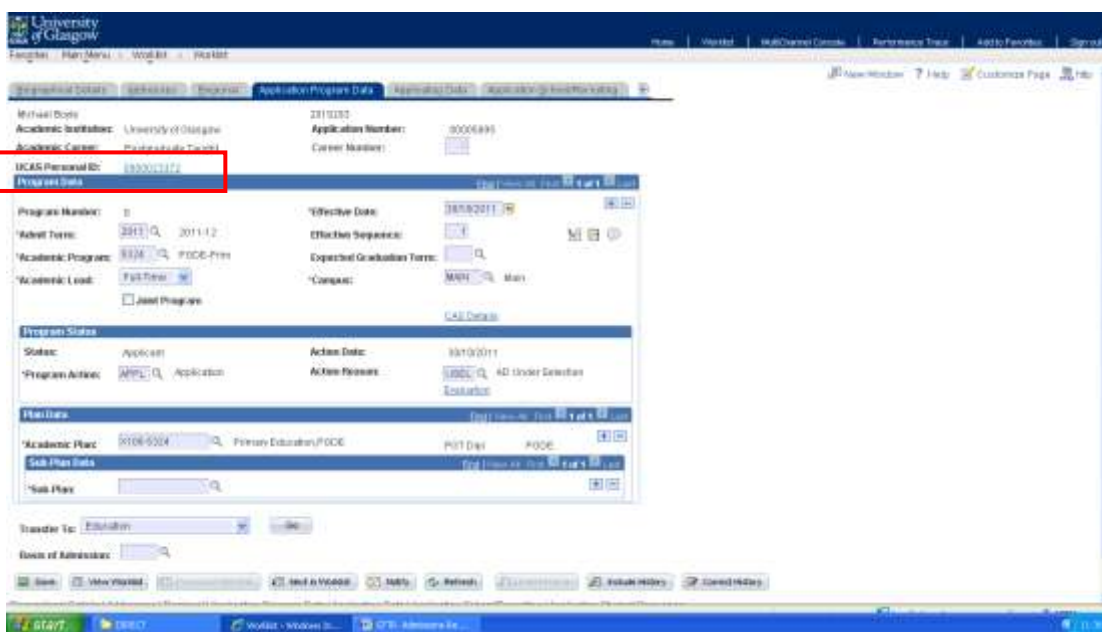
Procedure



Step	Action
1.	From any screen, click the Worklist link on the Navigation header Worklist



Step	Action
2.	Click the relevant link for the item to be reviewed.




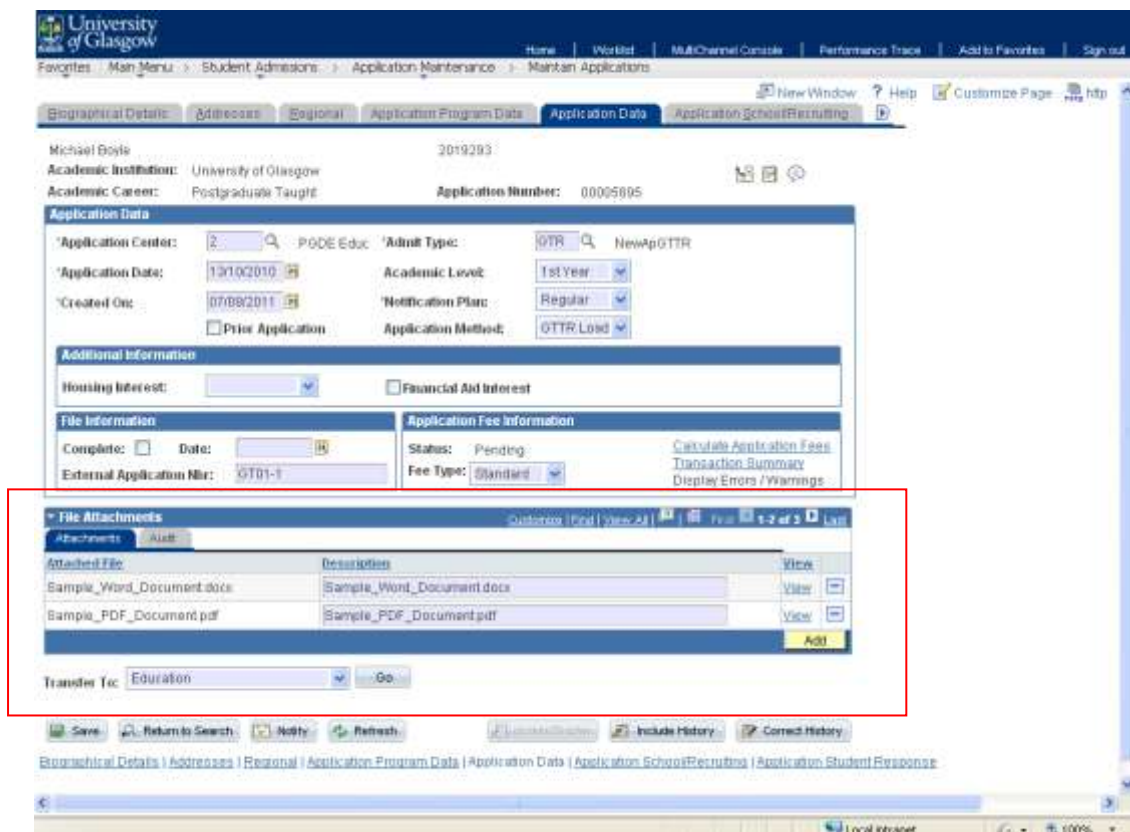
Step	Action
3.	To review the Application, click the UCAS Personal ID link. 0900003901 This will open the Application screens in a new window or on a new browser tab (depending on your browser settings)





Step	Action
4.	To view any uploaded supporting documents, click the application number 0005895 link under the "Maintain Applications" heading to view the Maintain Applications screen for this record.

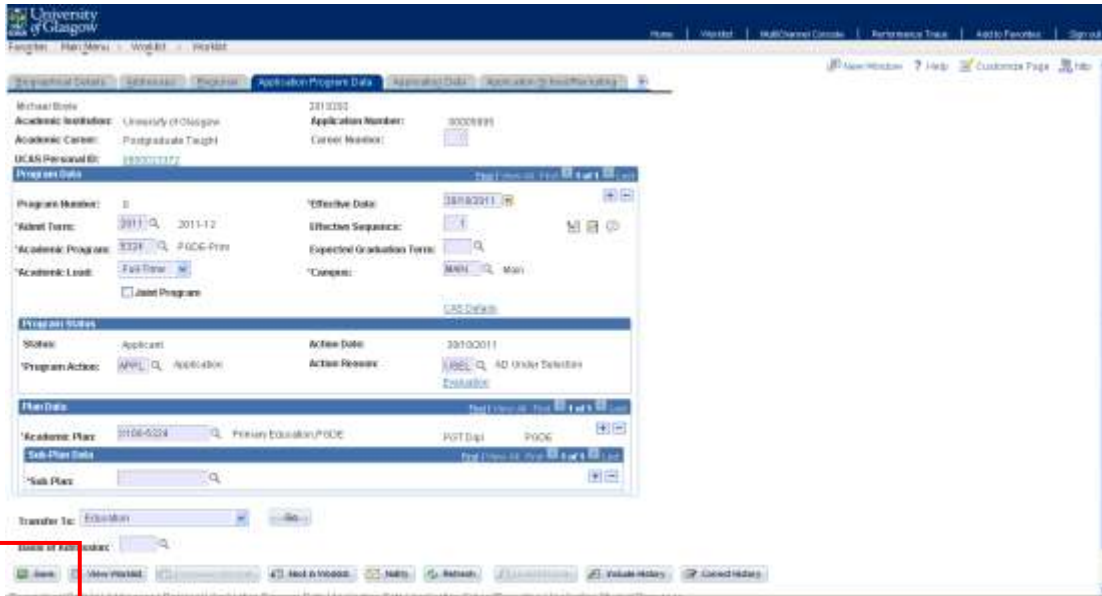


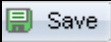
Step	Action
5.	Click the Application Data tab. 

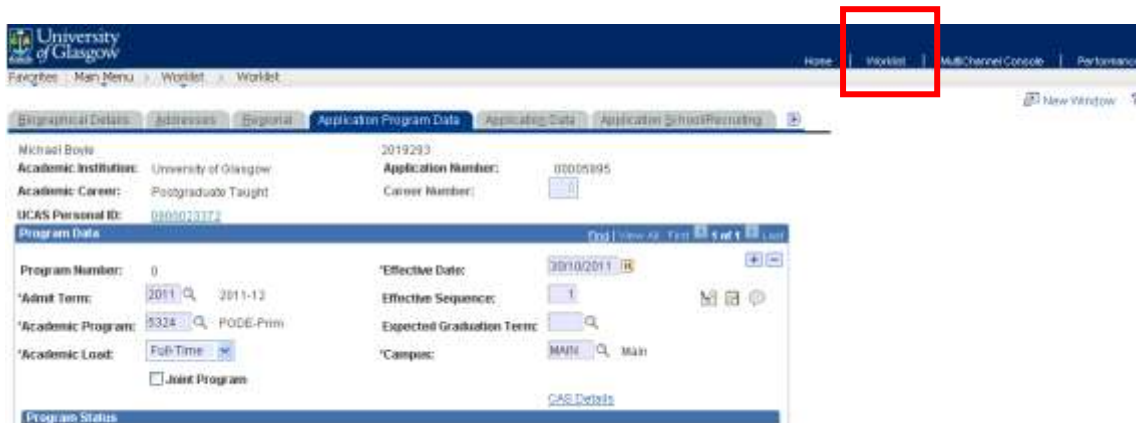



Step	Action
6.	In the “File Attachments” section, click the View All link, to ensure all attachments are displayed 

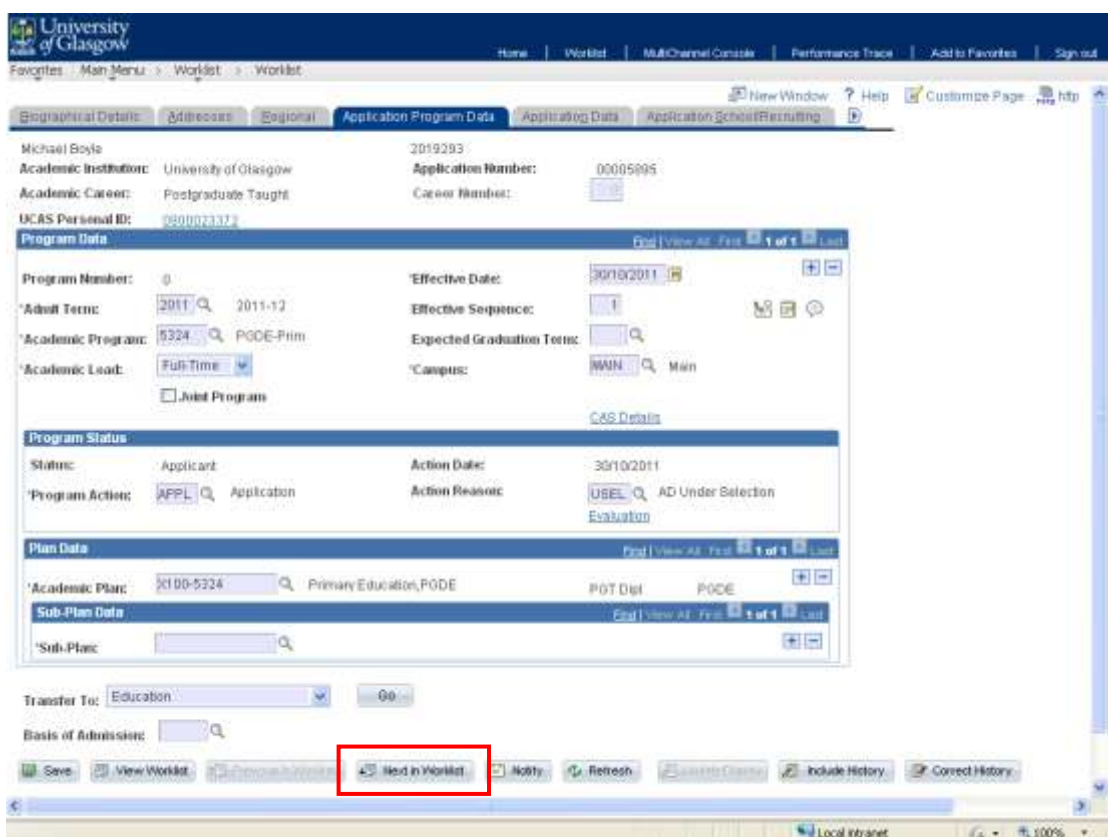
Step	Action
12.	Click the OK button.  You will now be returned to Application Program Data.



Step	Action
13.	Click the Save button. 



Step	Action
14.	<p>To return to the Worklist, click the Worklist link.</p>  <p>Note: the Worklist items can be sorted using the column headers in this list. In the example below, they are sorted in descending date order.</p> <p>Alternatively, to view the next item on your worklist, click the Next in Worklist button.</p>




Step	Action
15.	End of Process Applications on Worklist (Option A – Undergraduate).

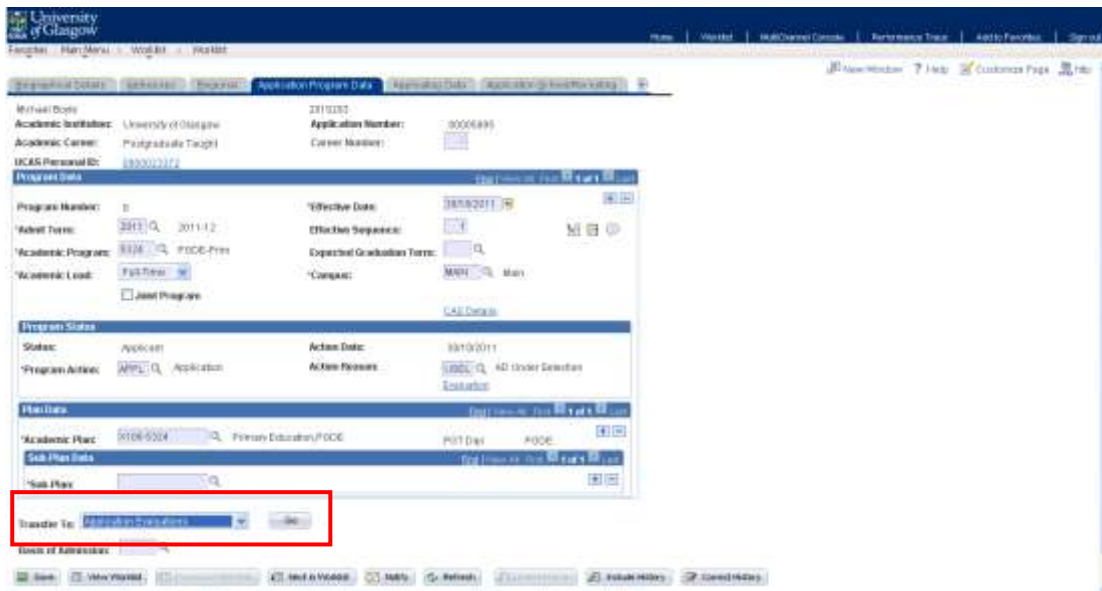
(Option B) – PGDE

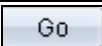


Procedure

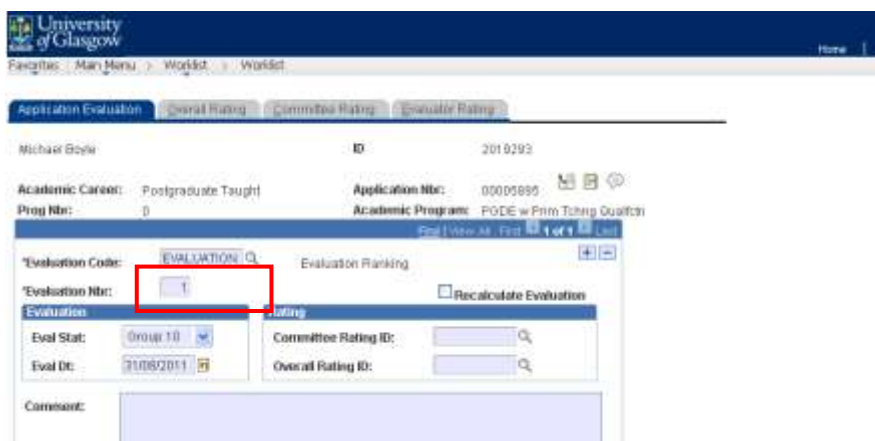
Follow steps 1-4 for Option A to review the application.

On returning to the Application Program Data screen there is a different navigation to allow the allocation of a different set of group numbers and, if required, add a comment.

Step	Action
1.	In Transfer to, click the Application Evaluations list item. 



Step	Action
2.	Click the Go button. 
3.	Click the Look up icon for Evaluation Code 
4.	Click the EVALUATION link. 



University of Glasgow
Favorites | Main Menu | Worklist | Worklist

Application Evaluation | Overall Rating | Committee Rating | Evaluator Rating

Michael Boyle ID: 2019293


Academic Career: Postgraduate Taught Application Nbr: 00005895
Prog Nbr: 0 Academic Program: PGDE w/Prim Tchng Qualifn

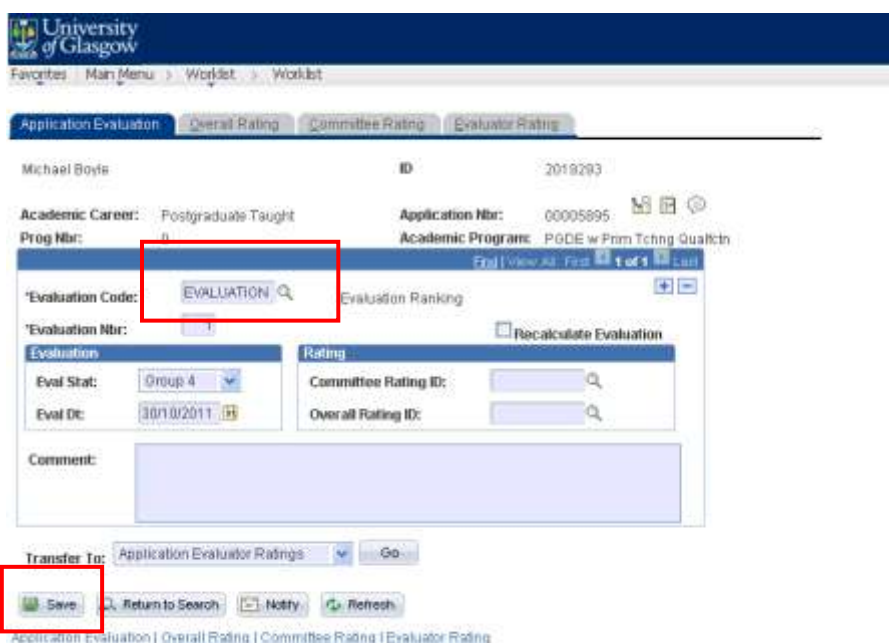
*Evaluation Code: EVALUATION Evaluation Ranking
*Evaluation Nbr: 1 Recalculate Evaluation

Evaluation Rating

Eval Stat: Group 10 Committee Rating ID:
Eval Dt: 31/08/2011 Overall Rating ID:

Comment:

Step	Action
5.	In Eval Stat: click the relevant group. See Above for suggested group definitions.
6.	Enter the current date (link to current date available via calendar icon)
7.	OPTIONAL: Enter any relevant comments in the Comment field.
8.	Click the Save button.  Save



University of Glasgow
Favorites | Main Menu | Worklist | Worklist

Application Evaluation | Overall Rating | Committee Rating | Evaluator Rating

Michael Boyle ID: 2019293

Academic Career: Postgraduate Taught Application Nbr: 00005895
Prog Nbr: 0 Academic Program: PGDE w/Prim Tchng Qualifn





*Evaluation Code: EVALUATION Evaluation Ranking
*Evaluation Nbr: 1 Recalculate Evaluation

Evaluation Rating

Eval Stat: Group 4 Committee Rating ID:
Eval Dt: 30/10/2011 Overall Rating ID:

Comment:

Transfer To: Application Evaluator Ratings Go

 Save  Return to Search  Notify  Refresh

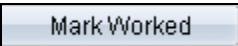
Application Evaluation | Overall Rating | Committee Rating | Evaluator Rating

To complete this process, selectors should mark the process as “Worked”



Step	Action
9.	Click the Worklist link. 




Step	Action
10.	Click the Mark Worked button.  This will remove this item from the worklist. If an Additional Evaluation is required by another reviewer, use the Reassign button (see next process)
11.	End of Process Applications – (Option B – PGDE).

Re-Assign Worklist (Selector Task)



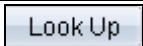
This may be used to request that another reviewer records an evaluation decision. An application can be assigned to anyone with Reviewer Role, even if they are not assigned to the specific plan in the system.

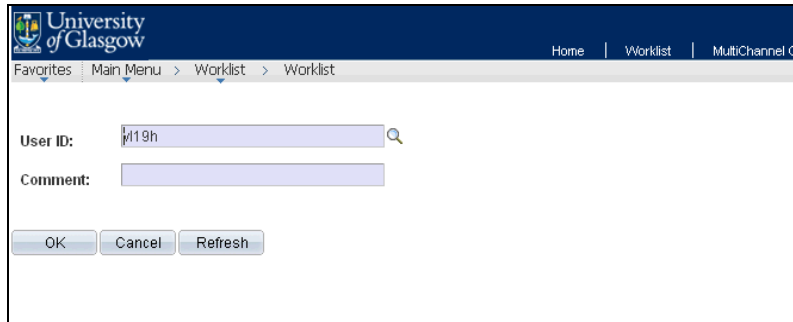
Procedure




Step	Action
1.	Click the Reassign button. 



Step	Action
2.	Click the Look up icon for User ID 
3.	Advanced Look Up will allow a search by user ID (equivalent to GUID) or by Description (the Person's Full Name) Click the Advanced Lookup link. 
4.	Enter the relevant search information e.g. vl .
5.	Click the Look Up button.  and click the relevant link e.g. Vanessa Loison .

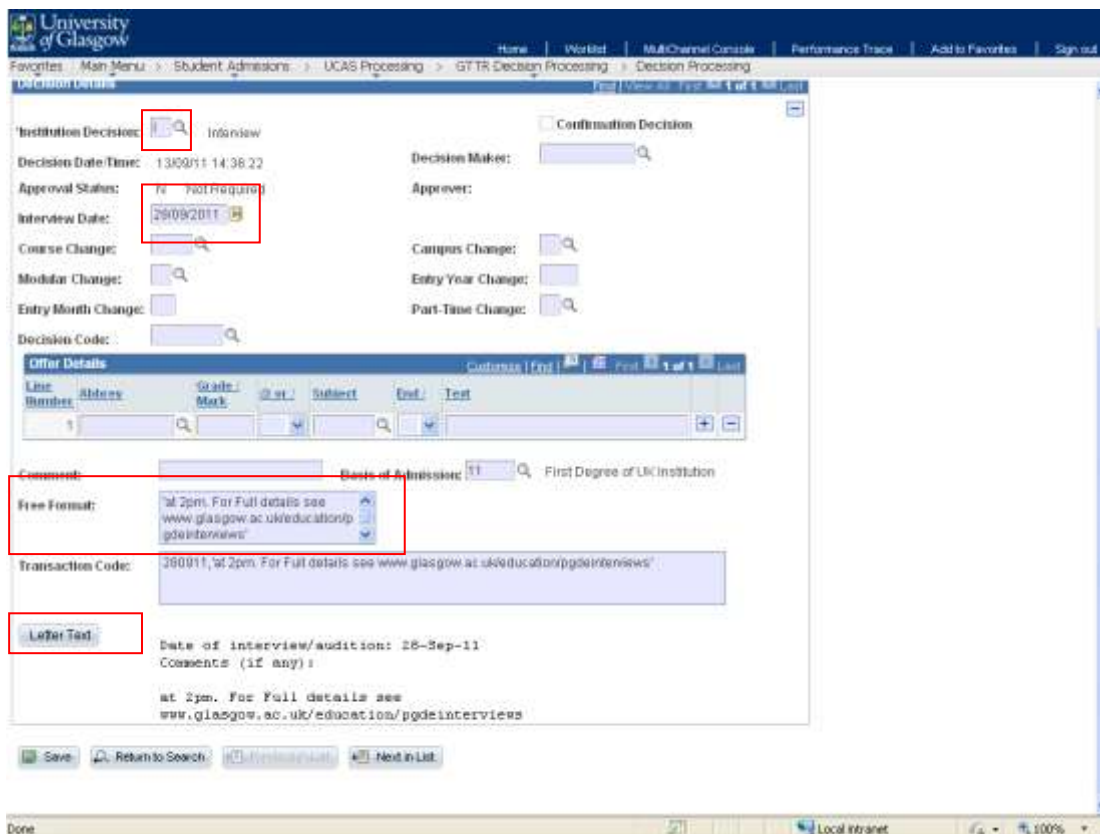


Step	Action
6.	Click the OK button.  This worklist item will no longer show in the original selector's worklist.
7.	End of Re-Assign Worklist item.

Invite to Interview (College Admissions Administrator Task)




Procedure

Navigate to : Main Menu> Student Admissions> UCAS Processing> GTR Decision Processing> Decision Processing




The screenshot shows the 'GTR Decision Processing' interface. Key elements include:

- Institution Decision:** A dropdown menu with 'I' selected.
- Interview Date:** A date picker showing '26/09/2011'.
- Free Format:** A text area containing 'at 2pm. For Full details see www.glasgow.ac.uk/education/pgdeinterviews'.
- Letter Text:** A button at the bottom left of the form.


Step	Action
1.	Use the Look up icon or Enter " I ".in the Institution Decision field.
2.	Enter the interview date or click the Choose a date button. 
3.	Note: The interview time must be typed in the Free Format box in order to appear on the invitation Email. Open and close quotation marks (‘ ’) must be used
4.	Scroll to view the Letter Text button and click to view the letter content 
5.	Enter the relevant Basis of Admission code into the Basis Admit field. e.g. " 3D ". Alternatively use the Look up icon
6.	Click the Save button. 
7.	End of Invite to Interview

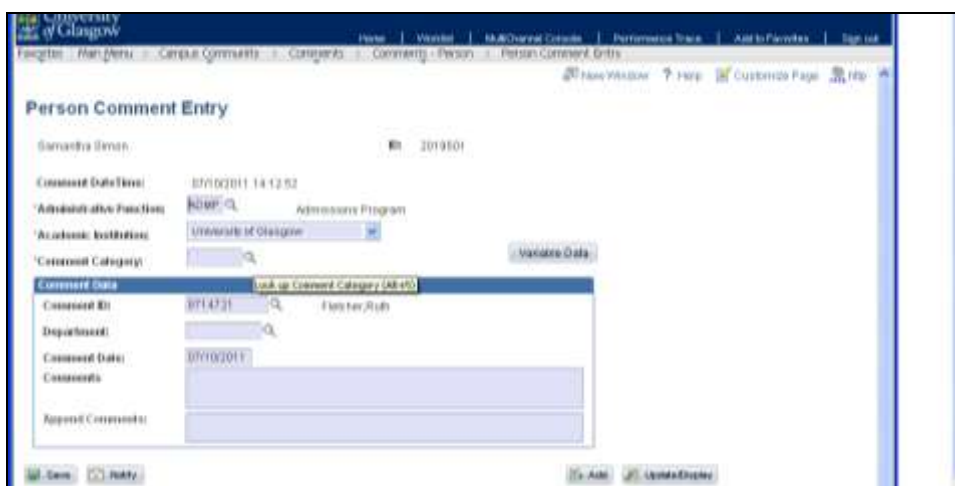
Working with Comments

Add a comment

Step	Action
8.	Having reviewed the Application, the selector may choose to leave a comment further to the allocated group.
9.	Click the Application Program Data tab. 



Step	Action
10.	Click the Add a New Comment button. 




Step	Action
11.	Click the Look up icon for Comment Category and choose ADSLCT (Admission Selector Comments)

Step	Action
12.	Enter the relevant information into the Comment field.



Step	Action
13.	Click the Save button.

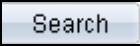


Step	Action
14.	Click the Close button to return to Maintain Applications. 

View an existing comment

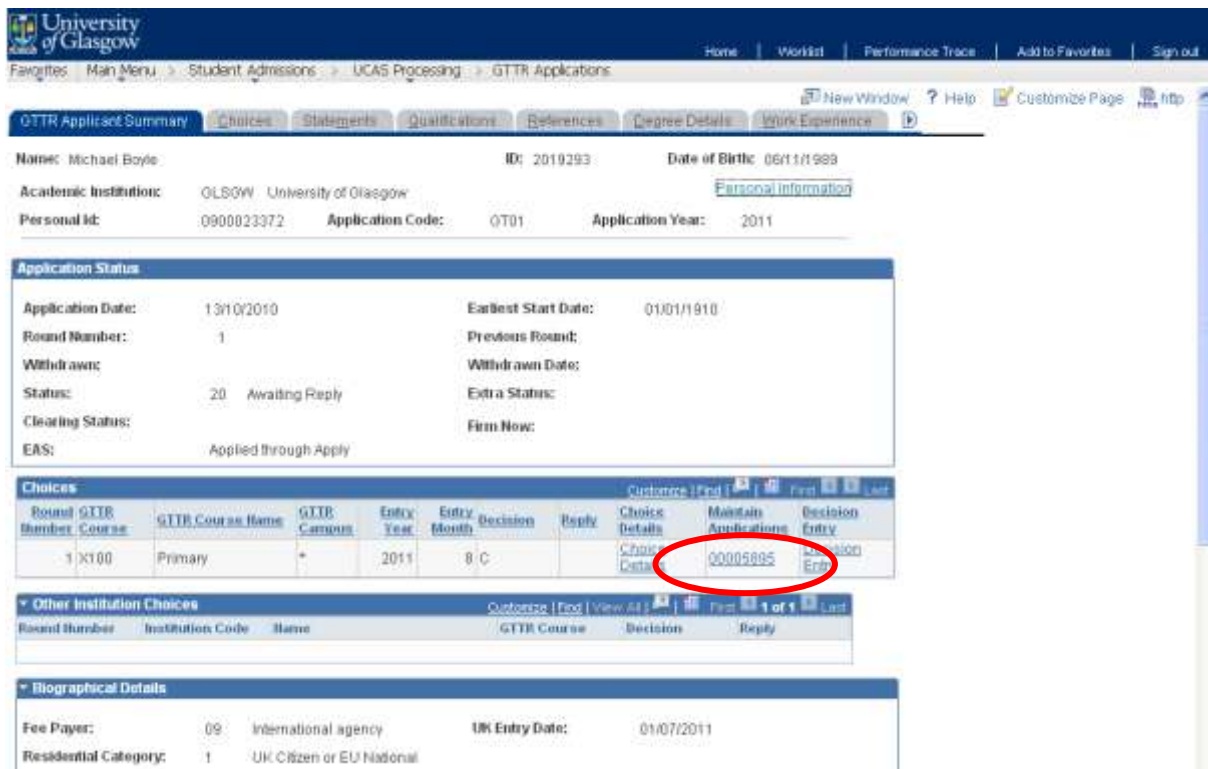
Procedure

Navigate to: Main Menu>Student Admissions > Application Maintenance > Maintain Applications

Step	Action
1.	Enter the relevant search information e.g. Last Name "Boyle". First Name "M" .
2.	Click the Search button.  If there are multiple records matching your search criteria, they will be displayed below the search fields. Click anywhere on a row to view the detail.

Alternative Navigation Method

From the GTTR Applications page, click the link to Maintain Applications identified by the Application number (see below)



The screenshot shows the 'GTTR Applicant Summary' page for Michael Boyle. The 'Choices' table contains the following data:

Round Number	GTTR Course	GTTR Campus	Entry Year	Entry Month	Decision	Reply	Choices Details	Maintain Applications	Decision Entry
1	X100	Primary	2011	8	C		00005895		

The 'Maintain Applications' link in the 'Choices Details' column is circled in red.



University of Glasgow
Home | World | Performance Trace | Add to Favorites | Sign out

Navigation: Home Menu > Student Admissions > Application Maintenance > Maintain Applications

Biographical Details | Addresses | Regional | **Application Program Data** | Applying Data

Michael Boyle 2019293 Names

Person Information

Date of Birth: 08/11/1988 Birth Information Campus ID:

Biographical History [Full View All First Last]

Effective Date: 07/09/2011
 Marital Status: Not Required As of: 07/09/2011
 Gender: Male

National ID [Full View All First Last]

Country	National ID Type	National ID	Status
GBR	OTTR Personal ID	0000023372	

Contact Information


Addresses [Full View All First Last]

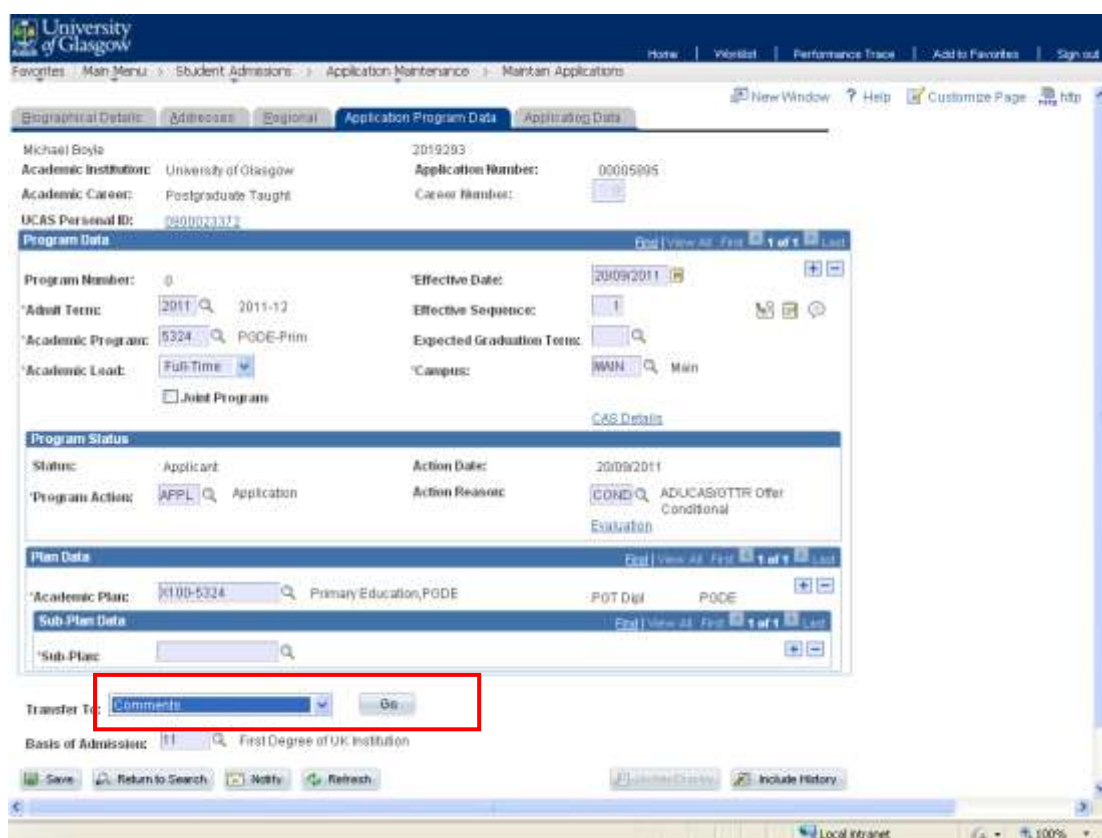
Address Type	Address	Phone	Ext.	Country	Preferred
Home					
		Mobile: 07930609023			

Effective Date: 07/09/2011
 Status: Active
 Country: IRL
 Address: 1 Longstone Drive Inishowen

Email

Date	Email Address	Preferred
	Personal: chris.dunbar@glasgow.ac.uk	

Step	Action
3.	Click the Application Program Data tab. 
4.	Click the Transfer To list and choose Comments



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Navigation: Home Menu > Student Admissions > Application Maintenance > Maintain Applications

Biographical Details | Addresses | Regional | **Application Program Data** | Applying Data

Michael Boyle 2019293
 Academic Institution: University of Glasgow Application Number: 00005995
 Academic Career: Postgraduate Taught Career Number:
 UCAS Personal ID: 0000023372

Program Data [Full View All First Last]

Program Number: 0 Effective Date: 20/09/2011
 *Adult Term: 2011 2015-12 Effective Sequence:
 *Academic Program: 5324 PGDE-Prim Expected Graduation Term:
 *Academic Lead: Full-Time Campus: WANN Main
 Joint Program

Program Status CAS Details

Status: Applicant Action Date: 20/09/2011
 *Program Action: APPL Application Action Reason: COND ADUCAS/OTTR Offer Conditional Evaluation

Plan Data [Full View All First Last]

*Academic Plan: 5100-5324 Primary Education, PGDE POT Dpt: PGDE
Sub-Plan Data [Full View All First Last]


*Sub-Plan:

Transfer To: **Comments** [Go]

Basis of Admission: First Degree of UK Institution

Save | Return to Search | Notify | Refresh | [Customize] | [Include History]

Local intranet 100%

Step	Action
5.	Click the Go button. 



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Person Comment Entry
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Maximum number of rows to return (up to 200) 200

ID: begins with 2019293
 Sequence Number: =
 Administrative Function: begins with
 Comment Category: begins with
 Academic Institution: begins with
 Comment Date: =
 Material ID: begins with
 Campus ID: begins with
 Last Name: begins with
 First Name: begins with

Case Sensitive

Search | Clear | Reset Search | Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
6.	Click the Search button..
7.	If there is just one comment you will be taken straight to the detail of that comment. If there is more than one, there will be a list of the comment records displayed below the search fields Click anywhere on the row for the comment to be viewed. The code ADSLCT indicates a Selector's comment



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Person Comment Entry

Michael Boyle ID: 2019293

Comment Date/Time: 29/10/2011 13:10:27

Administrative Function: Admission Program

Academic Institution: University of Glasgow

Comment Category: Admission Selector Comments Variable Data

Comment Data	
Comment ID:	2019293 Dunbar, Cheryl
Department:	
Comment Date:	20110214
Comments:	Excellent Application - relevant work experience, Unconditional Offer
Append Comments:	

Save | Return to Search | Notify | Add | Comments

Step	Action
8.	End of View Existing Comments.