

# Instructions for LaGrange College Faculty REVIEWERS

1. Go to <http://passport.lagrange.edu>
2. Select LOGIN at the top right hand corner
3. Enter your LC username and password
4. You will then be on your Reviewer Home page. Scroll down and see the section “My Reviews”. You can also click on “Reviewer Home” button listed across the top of the page, below the red bar.
5. Click on filter options IF you want to filter by term or program.
6. Look at the list of names. These are the students who should be reviewed. Under status you can see if their application is complete and ready for review. A list of all applicants will be sent to Student Engagement for comments prior to your review.
7. Click on the student’s name.
8. Read through all pieces of the application. Any blue writing is a hyperlink. Click on those to open.
9. After reviewing, use the “Reviewer Feedback” section to enter your comments, give your recommendation (accept/reject/waitlist) and mark your review as complete (ticking the box). Then you are ready to **Submit** it.
10. The Office of Global Engagement will then manually approve or not approve all applications and notify students by email.

The screenshot shows a web browser window displaying the 'My Reviews' page for a reviewer. The page header includes the LaGrange College logo and the text 'GLOBAL ENGAGEMENT LAGRANGE COLLEGE'. A navigation menu on the left lists various administrative roles. The main content area is titled 'My Reviews' and contains the following information:

You are currently filtering on applicants for Fall, 2017; Interim Jan Term, 2017, excluding withdrawn applications.

Filter Options: Progress Audit: Select Phase

AIFS in Accra: Academic Year and Semester Programs

Term	Name (ID)	Date Started	Status
Fall, 2017	Raphoon, Michele (ID: 96424) Non-LaGrange Applicant	01/26/2016	Current Status: <b>Pending (complete)</b> You recommend: <b>ACCEPT</b> Review submitted: 01/26/2016
	Service and Sustainability in the Philippines		
Interim Jan Term, 2017	Aurnhammer, Heinrich (ID: 97194; Yates)	02/01/2016	Current Status: <b>Pending</b> Not Ready for Review
	Dickson, Ryan (ID: 97305; Ahaarn)	02/02/2016	Current Status: <b>Pending</b> Not Ready for Review
	Morier, Amanda (ID: 97308; Ahaarn)	02/02/2016	Current Status: <b>Pending</b> Not Ready for Review
	Raphoon, Michele (ID: 97197; Pauley) Non-LaGrange Applicant	02/01/2016	Current Status: <b>Pending (complete)</b> Ready for Review
	Reyes Guzman, Enoc (ID: 97309; Pauley)	02/02/2016	Current Status: <b>Pending</b> Not Ready for Review
	Sizenando, Henrique (ID: 97307; Yates)	02/02/2016	Current Status: <b>Pending</b> Not Ready for Review

## FAQs

1. **What if the application is not marked as “ready for review”?** Let the Office of Global Engagement know. A staff member has to manually mark an application “ready to review”.
2. **Who will see the reviews?** Other faculty if there is more than one section and Global Engagement staff members have access to the review.
3. **I see the heading “Progress Audit”. What does it do?** You can see if students have completed pieces of the application all at once. Choose “Pre-decision”, since this is the phase you are reviewing, then choose the pieces of the application you want to investigate – or check all – and see who has done what.
4. **Who should I contact for questions on the system?** Please contact Michele Raphoon [mraphoon@lagrange.edu](mailto:mraphoon@lagrange.edu).
5. **Can I change/edit/delete a review after I submit it?** No. After you submit a review, it can’t be changed. You can e-mail the Office of Global Engagement and let us know a new piece of information, since this office can approve or not approve applications.