## Instructions for LaGrange College Faculty REVIEWERS

- 1. Go to <u>http://passport.lagrange.edu</u>
- 2. Select LOGIN at the top right hand corner
- 3. Enter your LC username and password
- 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.
- 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.
- 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.

	ige getenadota.com/indec.com/i			
View Favorites	s Tools Help			
le	✓ Search ▼ Search ▼ More ≫			🔔 🙎 Michele Ra
	GLOBAL ENGAGEMENT LAGRANGE COLLEGE		331	
			Logout   Applicant Home	HOME   PROGRAMS   STAFF   DE
	Administration > Reviewert > Home			
min	Aminimumou - Noriema - Hollie			
Admin	Hu Davisour			
Admin	My Keviews			
dmin				
dmin	You are currently filtering on applicants for Fall, 2017; Interim Jan Term, 2017, excluding withdrawn applications.			
iin	Filter Options			
nin ettings	Filter Options Progress Audit: - Select Phase -			
nin iettings nce	Filter Options Progress Audit: -Select Phase -      AtFS in Accra: Academic Year and Semester Programs			
nin iettings nce	Filter Options Progress Audit: _Select Phase -      ATFS in Accra: Academic Year and Semester Programs     Fall. 2017	Date Started		Status
nin iettings nce		Date Started	01/26/2016	Status Current Status: Pending (COM You recommed: ACCEPT Review submitted: 01/26/201
nin Nettings nce	<ul> <li>▶ Filter Options</li> <li>Progress Audit: -Select Phase - ▼</li> <li>ATF5 in Accra: Academic Year and Semester Programs</li> <li>Fall, 217</li> <li>Rapboon, Michele (10):9424)</li> <li>Non-LSrange Applicant</li> <li>Service and Sustainability in the Philippines</li> </ul>	Date Started	01/26/2016	Satus Current Status: Pending (COM You recommend: ACCEPT Review submitted: 01/26/201
nin Settings nce		Date Started Date Started	01/26/2016	Slatus Current Status: Pending (COM) You recommend: ACCEPT Review submitted: 01/26/201 Status
in lettings nce		Date Started Date Started	01/26/2016 02/01/2016	Status Current Status: Pending (COM You recommend: ACCEPT Review submitted: 01/26/201 Status Current Status: Pending Rot: Beady for Review
nin Acettings Ance	> Filter Options         Progress Audit:       - Select Phase - >         AtFs in Accra: Academic Year and Semester Programs         Fall.2017         Raphony, Michele         Non-LaGrange Applicant         Service and Sustainability in the Philippines         Interim Tan Farm, 2017         Aurshammer, Heinrich (D: 97294: Yates)         Didde Rapio         Didde Rapio         Didde Rapio         Didde Rapio         Statesting Applicant	Date Started Date Started	01/26/2016 02/01/2016 02/02/2016	Status Current Status: Pending (com You recommed: ACCEPT Review submitted: 01/36/201 Status Current Status: Pending Not Ready for Review Current Status: Pending Not Ready for Review
in ettings ice	> Filter Options         Progress Audit: [-Select Phase - ▼]         AIFS in Accre: Academic Year and Semester Programs         Fall, 2017         Raphony, Michele         [D: 95424]         Non-LaGrange Applicant         Service and Sustainability in the Philippines         Interim Jan Term, 2017         Aurhanmer, Heinch         [D: 97205: Abeam)         Didson, Ryan         [D: 97205: Abeam)	Date Started Date Started	01/26/2016 02/01/2016 02/02/2016 02/02/2016	Status Current Status: Pending (Com You recommend: ACCEPT Review submitted: 01/26/201 Status Status Current Status: Pending Not Ready for Review Current Status: Pending Not Ready for Review
in ettings acce	> Filter Options         Progress Audit: -Select Phase - ▼         ATFS in Accra: Academic Year and Semester Programs         Fall.201         Raphon, Michele         Roservice and Sustainability in the Philippines         Service and Sustainability in the Philippines         Interim In Term, 2017         Aurnhammer, Heinrich (Ub: 97306: Abeam)         Morie, Amanda (Ub: 97306: Abeam)         Raphon, Michele (Ub: 97306: Abeam)	Date Started Date Started	01/26/2016 02/01/2016 02/02/2016 02/02/2016 02/02/2016	Status Current Status: Pending (com You recommed: ACCEPT Review submitted: 01/26/201 Status Current Status: Pending Not Ready for Review Current Status: Pending Not Ready for Review Current Status: Pending Not Ready for Review Current Status: Pending Not Ready for Review
in ettings ince	> Filter Options         Progress Audit: [-Select Phase - ▼]         ATFS in Accar Academic Year and Semester Programs         Fall, 2017         Baphono, Michele         (D) 9442)         Non-LaGrange Applicant         Service and Sustainability in the Philippines         Interim Jan Term, 2017         Aurnhammer, Heinrich         (D) 972051 Assern)         Dickson, Ryan         (D) 972051 Assern)         Rephon, Michele         (D) 972051 Assern)         Reptoor, Dictored         (D) 972051 Assern)	Date Started Date Started	01/26/2016 02/01/2016 02/02/2016 02/02/2016 02/02/2016 02/02/2016	Status Current Status: Pending (Com Yoi recommed: ACCEPT Review submitted: 01/3/20 Status Current Status: Pending Rod: Ready for Review Current Status: Pending Hot: Ready for Review Current Status: Pending Hot: Ready for Review Current Status: Pending Current Status: Pe
inin liettings n.ce	> Filter Options         Progress Audit: [-Select Phase - ▼]         ATFS in Accrea: Academic Year and Semester Programs         File.2017         Raphon, Michele (D. 9 494.3) Non-LaGrange Applicant         Service and Sustainability in the Philippines         Interview and Sustainability in the Philippines         Interview and Sustainability in the Philippines         Dicken, Ryan (D. 97208: Abaen)         Dicken, Ryan (D. 97208: Abaen)         Raphon, Michele (D. 97298: Abaen)         Service Summe, Francia (D. 97298: Abaen)         Service Summe, Francia (D. 97298: Abaen)         Service Summe, Francia (D. 97298: Raken)         Service Summe, Francin (D. 97298: R	Date Started Date Started	01/26/2016 02/01/2016 02/02/2016 02/02/2016 02/01/2016 02/02/2016	Status Current Status: Pending (Com, You recommend: ACCEPT Review submitted: 01/26/201 Status Current Status: Pending Not Rendy for Review Current Status: Pending Not Rendy 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 <u>mraphoon@lagrange.edu</u>.
- 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.