

Program Director Guide

Promoting Faculty-Led Study Abroad Programs and Processing Applications and Student Data Through Terra Dotta

After your program abroad has been approved and as you begin to prepare your course, the Office of International Studies (OIS) will begin to work with you to develop online and print promotional materials, as well as an online application for your program abroad.

Developing Promotional Materials

OIS holds an Education Abroad Fair in early September and early February each year. We invite you to attend all or part of the Fair as your schedule allows. We also encourage you to invite students who previously participated in your program to attend the Fair to promote your program.

Print and online materials for your program abroad should be completed prior to the September Fair. In preparation for the Fair, please let OIS (intlstudies@moravian.edu) know if your program will run the following year. If it will run, please submit the following program information for the next year's program by the Monday before the first day of Fall classes. OIS will use this information to create initial promotional materials for your program and to answer questions about your program during the parts of the fair you are unable to attend.

Please submit the following:

- Program Name
- Program Location(s)
- Program Dates (including on-campus and travel dates)
- Program Cost (including tuition)
- Number of units
- Faculty Program Director(s) - if more than one, please indicate which program director will be the point person for program queries and communication from students and OIS
- Any prerequisites required and/or additional information students need to know before they apply (i.e. students will be sharing rooms, the course will involve significant amounts of walking, etc.)
- Photos for OIS to use to create promotional materials.

For those who are running programs again, please confirm all of the above details with OIS as you may change the name and OIS will need to update the locations, dates, costs, and photos for all promotional materials.

Once we have this information, OIS will create print flyers to put up around campus. OIS will also create a "shell" online brochure page for your program. Students will apply to your program through this page. It is ideal to have the online brochure completed and the application live by the first day of the Fall semester so that students can apply during the Education Abroad Fair.

If you would like additional promotional materials (pamphlets, handouts, etc.), please feel free to create and distribute these on your own. However, please ensure that all information is the same as that on the online brochure and the flyer printed and posted by OIS.

Creating the Online Brochure

The following information must be submitted by the end of September the year prior to your program. It is ideal if this can be submitted prior to the September Education Abroad Fair as this will help to better promote your program and get students excited to apply.

Please submit the following to OIS (intlstudies@moravian.edu):

- Program Itinerary (locations and dates)
- Housing Options (hotel, dormitory, hostel, tent, etc.)
- Language of Instruction
- Program Overview (i.e. why this country, why this topic - 5-6 sentences maximum)
- Course Content
- Program Outcomes
- Faculty Bios
- Any Additional Information
- Any updates to previously submitted information

Please also inform OIS at this time if you intend to use StudentUniverse to book flights. This offers discounts for groups of 10 or more.

Using this information, OIS will fill in the “shell” of your online brochure page. For examples of online brochure pages, see:

- [Colombia: Global Perspectives on Culture, Identity, and Inequality](#) (May Term)
- [Japan: Legacies of WWII](#) (May Term)
- [Stomping London: Music, Marketing Management, and Dr. Martens](#) (Spring Break)

Budget Sheets

As part of creating the online brochure, OIS will work with you to create a budget sheet (this is not your program budget). This budget sheet will be accessible online and is designed to help students understand the cost of going abroad on your program. Applications cannot be opened until your budget sheet and brochure page are complete. The budget sheet has two primary sections: billable and non-billable.

Standard billable items are program costs and fees that students must pay to the College and include the application fee, program cost, tuition, technology fee, and special fees adjustment for non-Moravian and LVAIC students.

Standard non-billable items are estimated additional costs and include meals, airfare, personal expenses, and books and supplies.

There may be additional non-billable items that you would like included, depending on what your program cost covers. We can add these items to your budget sheet.

For examples of online budget sheets, please see:

- Colombia: Global Perspectives on Culture, Identity, and Inequality (May Term)
- Spain: Philosophy and Economics & Business (May Term)
- Costa Rica as a Model of Sustainability (Spring Break)

Please contact Emily Graber with the information for your budget sheet.

The Application

While the application may change from year to year, the same basic elements will apply. The basic application includes:

- Essay Questions
 - What led you to select this particular study abroad program?
 - How will you prepare yourself for the differences in culture, academics, and so on? How do you think you will be challenged by these differences?
- Proof of deposit (\$500)
- Passport and citizenship information
- Policy Acknowledgement
- Statement of Responsibility Acknowledgement
- Photo Release
- Budget Sheet Confirmation
- Final Acknowledgement

After a student is accepted into your program, additional questionnaires will become available to the student. The student must complete these questionnaires prior to departing on your program. These questionnaires are:

- Health and Insurance
- Passport Data
- Payment Completion

If you need or would like additional specific information from students for the program (i.e. blood type), please contact Emily Graber. We prefer to keep applications as standardized as possible, however we are happy to make reasonable changes to the application for your program as needed.

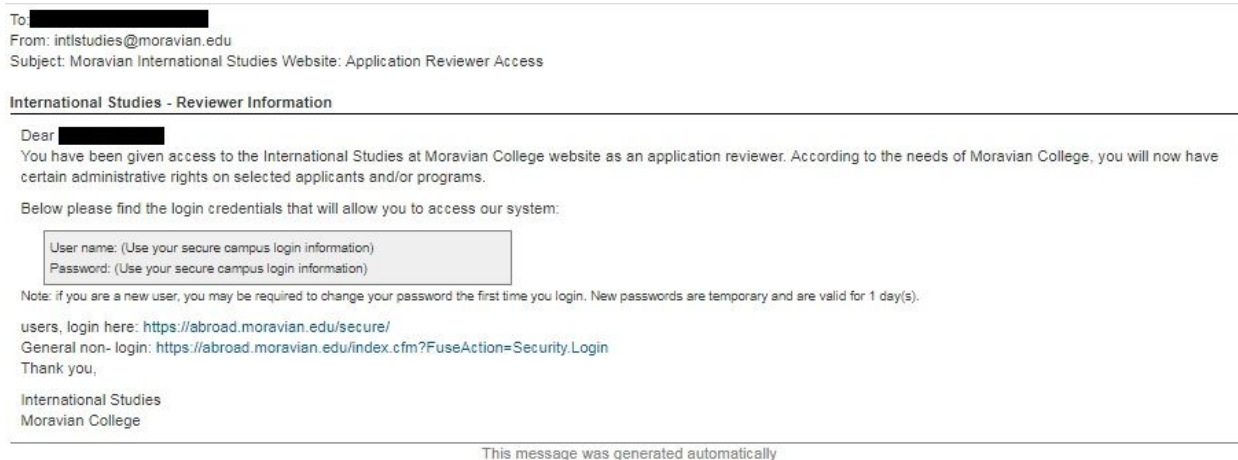
If you would like to see what the standard application includes more in depth, please set up a time to meet with Emily Graber (grabere@moravian.edu).

Accessing Applications for Your Program Abroad

When the online brochure page and application for your program go live, OIS will provide you with Reviewer Access to your program's applications through the Terra Dotta Software¹. This access allows you to view completed applications which are ready for review, and it is through this portal that you will be able to accept, reject, or waitlist applications for your program.

1. Gaining Reviewer Access

You will receive an email with a title similar to "Moravian International Studies Website: Application Reviewer Access". This email outlines that you have been given specific permissions within the software.



To login, click the “users, login here” link and sign in as instructed. Terra Dotta is connected to Okta, so you should be able to use your Moravian email address and network password to login. If you are already logged into Okta, you should not need to login again and will be directed right to the Terra Dotta Reviewer Home Page.

For future use, to access the Terra Dotta portal, go to abroad.moravian.edu and click LOGIN on the black bar at the top of the page. Use your Moravian email address and network password to login.



2. Viewing Applications

Any time you login, you will be taken to the Administration: Home page. To find your way back to this page, find the black bar that runs across the top of the screen (under the photo). Click the house icon on the left side of the black bar and choose Administrative. To view applications, scroll down. For a cleaner view of applications, click the house icon and choose Reviewer - this is the Reviewers: Home page.

¹ Terra Dotta is an online management system that helps us keep track of students abroad. The online brochure and application are created, updated, and monitored through the Terra Dotta software. Any webpage that has abroad.moravian.edu in the URL is part of Terra Dotta and is managed by Emily Graber. If you run into any problems or have any questions about the software or accessing applications, please contact Emily (grabere@moravian.edu or 610-625-7904).

Whether you choose to be in Administrative: Home or Reviewers: Home, you should see your program title with a list of students below that. These are the students who have started an application for your program abroad. From left to right, you should see the student name, the date they began their application, and their application status.

 Filter Options

May Term, 2017		
Colombia: Global Perspectives on Culture, Identity, and Inequality	Date Started	Status
 (ID: )	12/30/2016	Current Status: Committed (complete) Ready for Review

In the Status column, you will see the application status which will say "Pending" until students are accepted, rejected, or waitlisted. You will know that an application is completed if the word "complete" is written in brackets beside the current status. Underneath the current status, it will say "Not Ready for Review" or "Ready for Review".

Though you will be able to see the students with pending or complete applications prior to the application deadline, you will not be able to view the individual applications until they are marked as Ready for Review. This allows all applications to be considered together. Students are able to make changes to their application and complete all application elements up until the application deadline. At that point, a site administrator (Emily or Christian) will mark the completed applications as Ready for Review. Students will then no longer be able to make changes or complete incomplete applications, and you, the reviewer, can access the applications.

Although you will not be able to view individual applications until the application deadline, you will be able to track how many applications you have that are pending (incomplete) and complete prior to the application deadline. This way you can follow up with students who have not yet applied or who have not completed their applications.²

To view applications which are ready for review, click on the student's name. You will see the applicant's profile and other identifying information. The "Custom Parameters" include important information including the student's major, GPA, and emergency contact information. Scroll down to view the application.

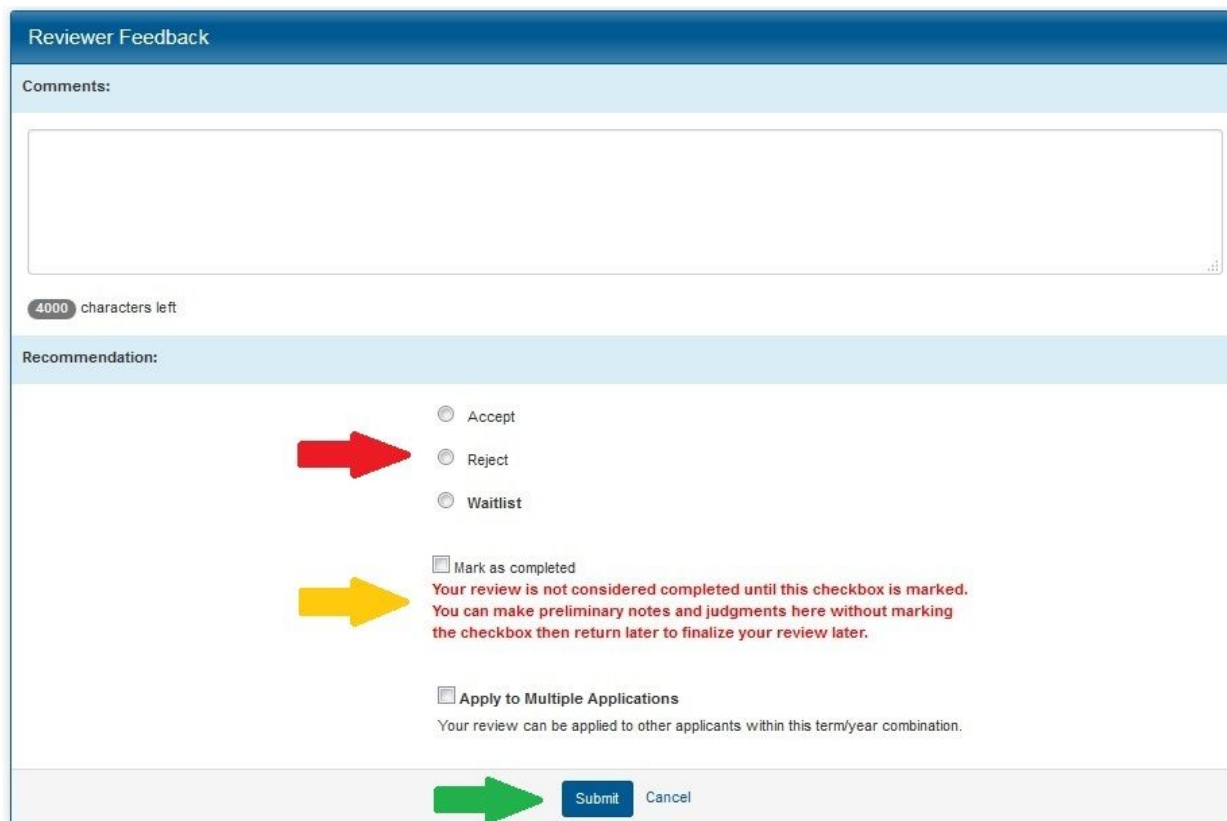
You can also use the "Filter Options" setting to sort students differently. This is most useful if you work with more than one program abroad, as you may want to sort students into different groups.

² Automated email reminders are sent to students with pending (incomplete) applications the week before their program's application deadline, however if you are hoping for higher enrollment numbers, you are welcome to follow up with students individually.

3. Reviewing Applications (Accepting, Rejecting, or Wait Listing Applications)

At the bottom of the student's application page, you can leave comments in the Reviewer Feedback section. Once you have decided whether to accept, reject, or waitlist an application, check the appropriate box AND check the "Mark as completed" box. Then click Submit.

You must check both boxes and click Submit to move the application forward.



The screenshot shows the 'Reviewer Feedback' form. At the top is a 'Comments:' section with a large text area and a '4000 characters left' indicator. Below this is the 'Recommendation:' section. It contains three radio buttons: 'Accept', 'Reject', and 'Waitlist'. A red arrow points to the 'Reject' radio button. Below the radio buttons are two checkboxes. The first is 'Mark as completed', with a yellow arrow pointing to it and a red text warning: 'Your review is not considered completed until this checkbox is marked. You can make preliminary notes and judgments here without marking the checkbox then return later to finalize your review later.' The second checkbox is 'Apply to Multiple Applications', with a green arrow pointing to it and the text: 'Your review can be applied to other applicants within this term/year combination.' At the bottom right are 'Submit' and 'Cancel' buttons, with a green arrow pointing to the 'Submit' button.

4. What Happens Next

Once those steps are completed, the site administrator will be notified of your recommendation and the site administrator will change the student's application status from Pending to Accepted, Rejected, or Waitlisted. After the decision date passes, the student will receive an automated email with additional information and, if accepted, will be required to complete additional forms through the site.

Continuing to Promote Your Program



OIS encourages you to promote your program through courses, conversations with students, and, if you are running a May Term or Summer program, by attending the Spring Education Abroad Fair. The application deadline for Spring Break programs should be early November at the latest. The application deadline for May Term and summer programs is usually a day or two after the Education Abroad Fair in early February.

Gathering Data Through Terra Dotta

Along with access to review applications, you have some administrative capabilities, including the ability to run reports to collect data from the applications. You may want to collect student's passport numbers, emergency contact information, or phone numbers, for example, and to do this in a minute or less, follow the instructions below.

1. Select "Applicants" next to the house icon on the left of the black bar that goes across the screen.
2. Click "Search".
3. Search for a student name, program name (if you want to get a list of passport numbers from all accepted applicants, type in your program name), or search for applicants for the selected term, or search by major.
4. Your search will provide results which you can sort by clicking on the "Group by" button and selecting how you would like the search results displayed. Options include program name, program location, application status, and term.

You searched for all applicants that have the word **japan** in the program name.

  [Back](#)

Options ▾ Group by ▾

Search results based on application itinerary:

Name	Status	Program	Term
	Committed	Japan: Legacies of WWII (ID █████ - not ranked)	May Term, 2017
	Committed	Japan: Legacies of WWII (ID █████ - not ranked)	May Term, 2017
	Committed	Japan: Legacies of WWII (ID █████ - not ranked)	May Term, 2017
	Committed	Japan: Legacies of WWII (ID █████ - not ranked)	May Term, 2017
	Committed	Japan: Legacies of WWII (ID █████ - ranked 1)	May Term, 2017
	Committed	Japan: Legacies of WWII (ID █████ - not ranked)	May Term, 2017
	Committed	Japan: Legacies of WWII (ID █████ - not ranked)	May Term, 2017
	Committed	Japan: Legacies of WWII (ID █████ - not ranked)	May Term, 2017
	Committed	Japan: Legacies of WWII (ID █████ - not ranked)	May Term, 2017
	Committed	Japan: Legacies of WWII (ID █████ - not ranked)	May Term, 2017
	Committed	Japan: Legacies of WWII (ID █████ - not ranked)	May Term, 2017

Found: 10 applicants / 10 applications

5. To create a report (to get a list of specific information), click the "Options" button and then "Create report"
6. You will be directed to the "Administration: Report Wizard" page. This is where you identify what information you would like the software to put together for you. Each check-box indicates a different item and if that box is checked, then you will have that information in the report. You likely do not want all of the information provided, so go through the Report Wizard page and select the information you do want.
 - a. Under "Step 2: Choose Output", the Program Parameters outline the program information - if you are looking for information on students, do not check any of these

boxes. To collect information on students, check boxes under Applicant Parameters and/or Questionnaires and Questions.

- b. Example: To collect student passport data, you should select “Passport Data” under Questionnaires & Questions.
7. When you have selected the information you want to collect, scroll to the bottom of the page. You have 3 options: New Window, Export as Excel, and Export Essay Content. Select which format you want to see with your results. If you need to check the information over but don’t need to save it, you may want to select New Window which will open a new tab with your results. If you want to download the data to your computer in an excel sheet, select Export as Excel.

Through the create report feature, you have easy access to student data which you may need for your program. Because this system is online, you can search for student information while you are abroad, if needed, and should not need to save data to your drive. Please note that this information is student data and may not be shared with anyone other than the faculty director and OIS without the student’s permission.

If you require information on your students going abroad that was part of the application, please first try to run a report to access that information before contacting OIS. If you run into any issues when running a report and would like additional assistance learning how to do this, please set up a time to meet with Emily Graber.