

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 Center for Global Education (CGE) will begin to work with you to develop online and print promotional materials, as well as an online application for your program abroad.

Your point person for questions about Terra Dotta as well as print and any promotional materials for your program is Emily Graber.

Developing Promotional Materials

CGE 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 help 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 CGE (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. CGE 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 - please outline what this includes (tuition, meals, in-country transportation, in-country accommodation, airfare, etc.)
- Budget sheet information (please see below)
- Number of units and any LinC designation
- 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 CGE
- 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 CGE to use to create promotional materials.

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

Once we have this information, CGE will create print flyers to put up around campus as well as ¼ page handouts with program information to distribute at the Fairs. CGE will also create an online brochure page for your program. Students must 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, 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 CGE.

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 CGE (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 CGE at this time if you intend to use StudentUniverse to book flights. This offers discounts for groups of 10 or more.

CGE will add this information to 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, CGE 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, 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 unless otherwise specified)
- Passport and citizenship information
- Scholarship Request ([see our scholarships page for more 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 Information
- Passport Data
- Payment Completion
- Health Insurance

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, CGE 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: [REDACTED]
 From: intlstudies@moravian.edu
 Subject: Moravian International Studies Website: Application Reviewer Access

International Studies - Reviewer Information

Dear [REDACTED]
 You have been given access to the International Studies at Moravian College website as an application reviewer. According to the needs of Moravian College, you will now have certain administrative rights on selected applicants and/or programs.

Below please find the login credentials that will allow you to access our system:

User name: (Use your secure campus login information)
 Password: (Use your secure campus login information)

Note: if you are a new user, you may be required to change your password the first time you login. New passwords are temporary and are valid for 1 day(s).

users, login here: <https://abroad.moravian.edu/secure/>

General non- login: <https://abroad.moravian.edu/index.cfm?FuseAction=Security.Login>

Thank you,

International Studies
 Moravian College

This message was generated automatically

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.

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).

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 directed to either the Reviewer: Home page or to the Administration: Home page, depending on your account access. To access the Reviewer or Administration Home 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 Reviewer or Administrative. Both pages will give you access to the same information, though you will be able to sort information more precisely through the Reviewer: Home page. It is up to you which you use to review applications.

a. Reviewer: Home page

On the Reviewer: Home page, you should see a screen similar to the picture below. This page will give you the ability to track applications, sort applications, and review applications. To sort applications:

- All: Click All to view applications pending review or those with reviews submitted. The default for this sort feature is to show all applications
- All app cycles: You likely will only want to view the current application cycle. To do so, select the term your program is next running (i.e. May Term 2019). This will limit the applications you see to only those that are for the term selected.
- All programs: If you work with more than one program, this is where you will click to sort which program's applications you would like to see.
- Show # entries: You can select how many applications you would like to see per page
- Search: You can search for a specific application

Reviewers : Home

The screenshot shows the 'My reviews' section of the Reviewers: Home page. It includes a 'Progress Audit' dropdown, filters for 'All' (application status), 'All app cycles' (application cycle), and 'All programs' (program). It displays 'Showing 1 to 10 of 202 entries' and a 'Show 10 entries' dropdown. A search bar is present. The table below shows the first three entries, with the first two names redacted (shown in black).

Name	Program	Application cycle	Application status	Review status	Recommendation
[Redacted]	Modern African Culture and Society: Case Study Tanzania	Spring, 2019	Withdrawn: by staff	Incomplete	No recommendation
[Redacted]	Modern African Culture and Society: Case Study Tanzania	Spring, 2019	Withdrawn: by staff	Not ready for review	No recommendation
[Redacted]	Modern African Culture and Society: Case Study Tanzania	Spring, 2019	Committed	Incomplete	No recommendation

Across the page you will see the following:

- Name: If in blue, you can click to open the application. If in black, the application is not yet ready for review and you cannot view it at this time.

- Program
- Application Cycle: Newest to oldest. You can change this by clicking the arrow next to “Application Cycle” to view oldest to newest.
- Application Status:
 - There are three active statuses: Pending (application is not yet accepted), Accepted, and Committed. Once applications are accepted, students must login, Commit to the program, and complete additional items through the online portal.
 - As in the example above, another application status is Withdrawn. Sometimes, students withdraw their application before they complete it (Withdrawn: by applicant). Sometimes, students ask our office to withdraw their application (Withdrawn: by staff). Also, there are regularly applications started but not completed. Once it becomes clear that students do not intend to complete the application - several weeks after the application deadline - our office will withdraw those incomplete applications. This allows our office and you, the faculty director, to run accurate reports for student data as only those students who commit to your program will be included.
- Review Status: This will tell you which applications you have reviewed.
- Recommendation: This will tell you whether you recommended that the application be accepted, rejected, or waitlisted. “No recommendation” means you have not yet completed a review for that application.

b. Administration: Home page

On the Administrative: Home page, 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.

Please note: The default setting for this page is to show the upcoming program only. To view any previous or other program, click the “Filter Options” link under “My Reviews” and select the term/year, or program. You can also decide to group the results by term and year or by program. You can also decide whether or not you would like to view withdrawn applications through this feature.

 [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. When filtering, please ensure that you select the correct year. You can also choose to add in withdrawn applications through the filter option:

▼ Filter Options

Display:

- Current Terms/Years -
- Spring, 2019
- Academic Year, 2018-2019
- Fall, 2018
- May Term, 2018

- All Programs -

Group By:

Term, Year

Include withdrawn applications

Clear All Filter

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' section of an application page. It includes a 'Comments:' text area with a '4000 characters left' indicator. Below this is the 'Recommendation:' section, which contains three radio button options: 'Accept', 'Reject', and 'Waitlist'. A red arrow points to the 'Accept' option. Below these are two checkboxes: 'Mark as completed' and 'Apply to Multiple Applications'. A yellow arrow points to the 'Mark as completed' checkbox, which is accompanied by a red warning message: '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 'Apply to Multiple Applications' checkbox is accompanied by the text: 'Your review can be applied to other applicants within this term/year combination.' At the bottom right, there is a 'Submit' button and a 'Cancel' link. A green arrow points to the 'Submit' button.

Please remember: **You must check both boxes AND click Submit to move the application forward.**

As shown in the picture above, you can also choose to apply the same review to multiple applications. To do so, select your recommendation (accept, reject, waitlist), click "Mark as completed" and then click "Apply to Multiple Applications" and select the other applications from the dropdown menu that will appear. To select multiple applications for the same review, hold down the ctrl/command key while selecting. Only those applications that you have permission to review that are in the same application cycle (May Term 2019, Spring Break 2019, etc.) should appear.

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

CGE 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.

Progress Audit

With the recent update, reviewers can now run a progress audit of applications that have been accepted. This will allow you to see what post-decision elements students on your program still need to complete at least 30 days prior to your program's departure.

Please note that you will not be able to complete a progress audit for applications that have not been accepted. If you would like to see a progress audit before the application deadline or at any stage before you are able to run the audit yourself (after applications have been accepted), please contact Emily Graber.

To run a progress audit, find the Progress Audit menu. On the Reviewers: Home page, this is right under the homepage notification and above the "My reviews" box. On the Administration: Home page, this is below the "Filter Options" button and above the list of students.



When you click the Progress Audit dropdown menu, you will see the following options: Advising, Pre Decision, Post Decision, While Abroad, and Returnee. These options map to different stages of the application process. **You should select Post Decision.**

Once you click Post Decision, the below page will load. This gives you the opportunity to select what you would like to view. You can select individual materials or questionnaires, or you can select the "Check Everything" option at the top of the page. Once you have selected the items you would like to run in the progress audit, scroll to the bottom of the page and click "Next". Do not click "Search" at the top of the page, as this will take you back to an applicant search page.

[Check Everything](#) | [Uncheck Everything](#)

Progress Audit Options:

Please check off which items you would like to appear in the progress audit.

Choose Materials to Show:

[Check All](#) | [Uncheck All](#)

Health Insurance

Choose Questionnaires to Show:

[Check All](#) | [Uncheck All](#)

Health Information

Passport Data

Payment Completion

Choose Assessments to Show:

No matching assessments found.

Choose Learning Content to Show:

No matching learning content found.

Other Options:

Recommendations

Reviews

Next
Cancel

A page similar to the one below will load. This is the progress audit. It will list the students you have included in the progress audit (only accepted applications are included). The progress audit also lists the application status (accepted or committed). The checked boxes indicate that the student has completed that form. Unchecked boxes indicate that the student has not yet completed the form.

You can choose to email students with outstanding elements through Terra Dotta, however we do recommend that you use your Moravian College email to contact the students instead, because sometimes messages from Terra Dotta are marked as spam.

	Status	Materials	Questionnaires	Passport Data
Check All Uncheck All		Health Insurance	Health Information Payment Completion	Passport Data
2019 - Spring - Modern African Culture and Society: Case Study Tanzania				
<input type="checkbox"/> ██████████ (complete)	Committed	☑	☑ ☑	☑
<input type="checkbox"/> ██████████ (complete)	Committed	☑	☑ ☑	☑
<input type="checkbox"/> ██████████	Committed	☐	☐ ☐	☐
<input type="checkbox"/> ██████████	Committed	☐	☐ ☐	☐
<input type="checkbox"/> ██████████	Committed	☑	☑ ☐	☑
<input type="checkbox"/> ██████████	Committed	☐	☑ ☐	☐

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. Locate the black bar across the top of the screen.
2. Select "Applicants" next to the house icon on the left of the black bar
3. Click "Search"
4. 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.
5. 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.

Options ▾ Group by ▾ Back

Search results based on application itinerary:

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

Found: 10 applicants / 10 applications

6. To create a report (to get a list of specific information), click the "Options" button and then "Create report"
7. 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.
8. 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 CGE 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 CGE. 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.