

**DIGITALLY
MANAGING**

Yowri!

Education Abroad

PROGRAM

**Missouri
State**

OFFICE OF
EDUCATION ABROAD



@Vadmin Putzu & @David Romano #Israel

Table of Contents

Login instructions.....	3
Application lifecycle	5
Review applications in <i>Reviewer Console</i>	9
View your roster	15
Track and manage applications <i>Optional</i>	21
Email your applicants <i>Optional</i>	24
Glossary of terms	26



LOGIN *Instructions*



≡ LOGIN *Instructions* ≡

STEP
1

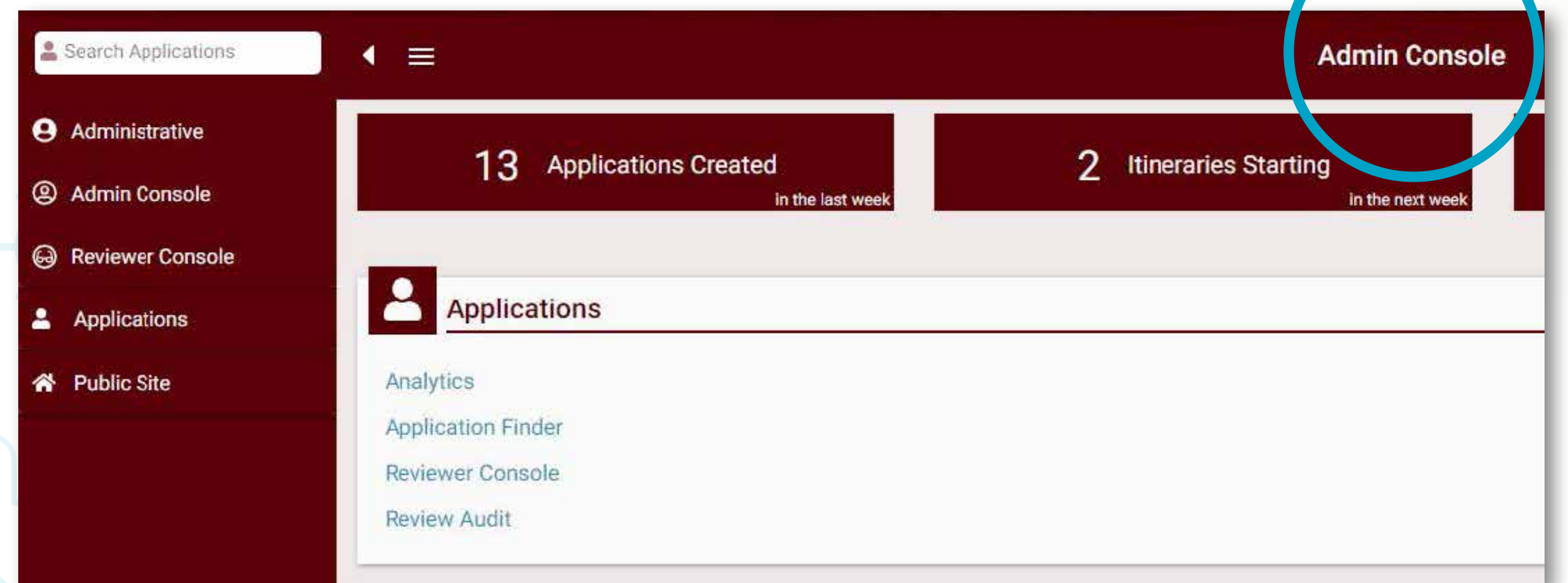
Open your browser and type
missouristate-sa.terradotta.com/

STEP
3

Login with you BearPass ID and
password. You will land in the
Admin Console

STEP
2

Select **MSU Login**



APPLICATION *Lifecycle*



STATUSES

All applications go through the following *Statuses*

PENDING

The application has been started, but not submitted

SUBMITTED

The application has been submitted and is pending review

ACCEPTED

The application has been approved by the Program Director and Education Abroad

PARTICIPATION CONFIRMED

The applicant has committed to participating and is financially liable past the application deadline date, including if they withdraw. They still have ***post-decision application*** items to complete

READY FOR DEPARTURE

The applicant has completed all necessary application items (***pre-decision*** and ***post-decision***)

STATUSES

Some applications go through *Alternative Statuses*

WAITLISTED

Usually due to program capacity — they may or not be accepted

NOT APPROVED

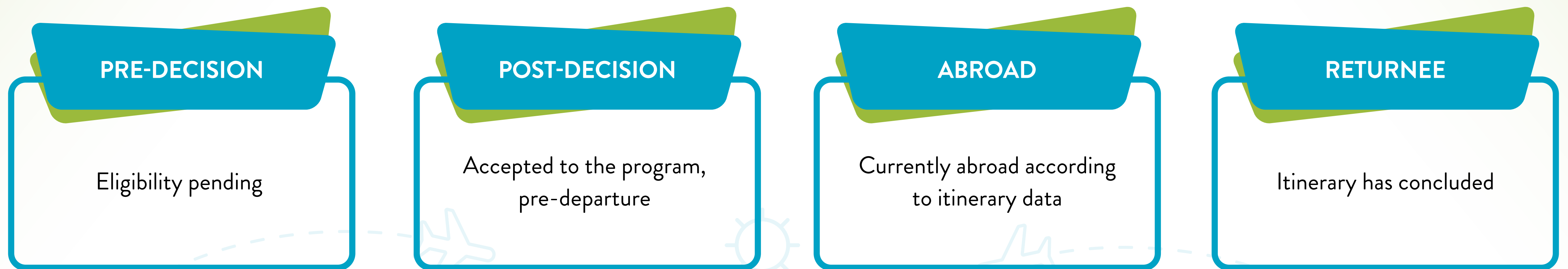
The application has been rejected

WITHDRAWN

The application has been withdrawn by student's choice, or by the student's failure to complete the application process

PHASES

All applications go through the following *Phases*



REVIEWING *Applications*



ACCESSING THE REVIEWER CONSOLE

Use the *Application Review Form* in *Reviewer Console* to review and approve applications for your program

1

You will receive an automatic email notification when an application is ready for you to review.

2

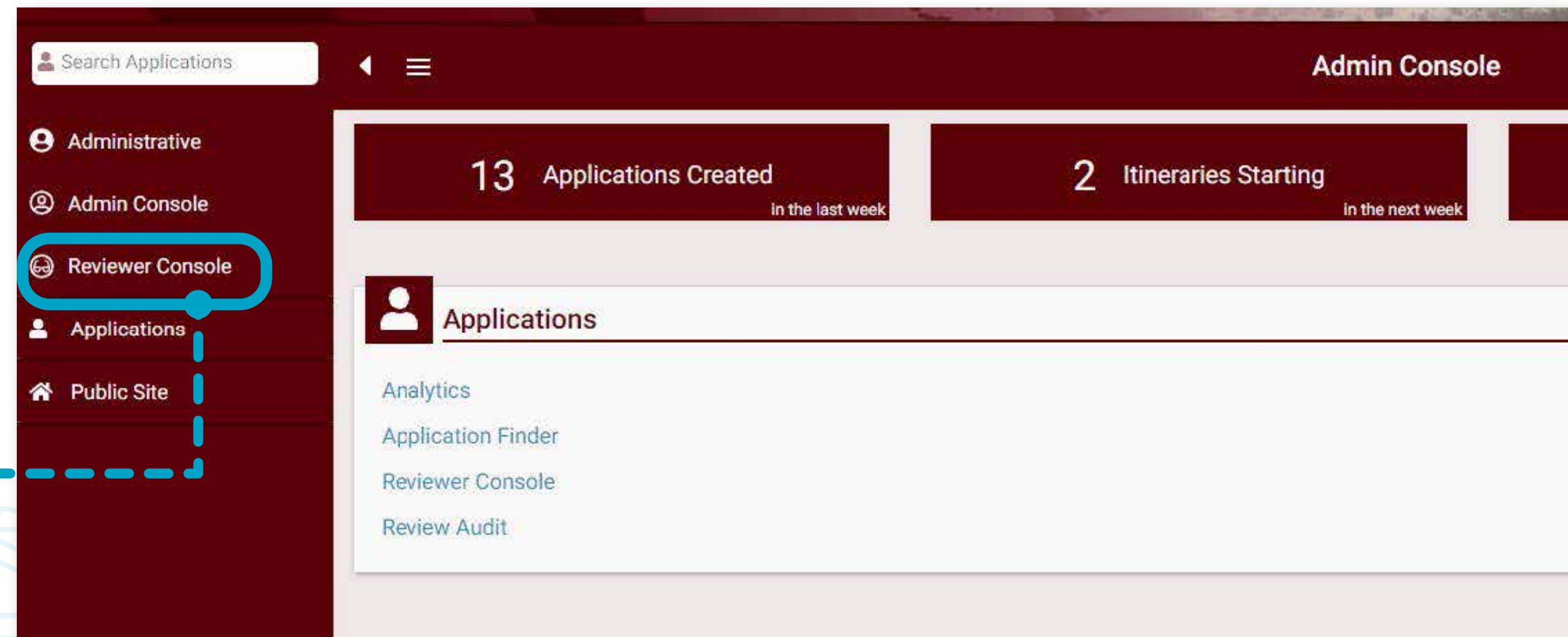
Click the green *Complete Review* button in that email.

3

Log in with your MSU Bearpass ID. Password may be saved.

Please note:

Clicking in from the email should take you directly to the application. If not, click *Reviewer Console* in the left-hand menu.



REVIEWER CONSOLE *continued*

4

The *Pending Reviews* tab lists submitted applications requiring your review.

5

Open the *Application Review Form* by clicking the arrow button on the right-hand side.

The screenshot shows the 'Reviewer Console' interface. At the top, there is a dark red header with a hamburger menu icon on the left, the text 'Reviewer Console' in the center, and the user name 'Oscar LeGrouch' with a gear icon on the right. Below the header is a navigation bar with two tabs: 'Pending Reviews' (which is highlighted with a blue circle and a dashed line from callout 4) and 'Submitted Reviews'. The main content area displays a table of applications. The table has four columns: 'Applicant Name', 'Program Name', 'App Cycle', and 'Decision Actions'. There are two rows of data. The first row shows 'Johnson, Natalie' for 'MSU Short Term: Amy's Test for Short Term Training' in 'Fall 2023'. The second row shows 'Lee, Yuri' for 'MSU Short Term: Amy's Test for Short Term Training' in 'Fall 2024'. In the 'Decision Actions' column, there are right-pointing arrow buttons. The top arrow button is circled in blue with a dashed line from callout 5.

Applicant Name	Program Name	App Cycle	Decision Actions
Johnson, Natalie	MSU Short Term: Amy's Test for Short Term Training	Fall 2023	▶
Lee, Yuri	MSU Short Term: Amy's Test for Short Term Training	Fall 2024	▶

A note about Reviewer Console:

The *Submitted Reviews* tab shows a comprehensive list of all reviews that a program director has submitted, across app cycles. We do not recommend using it to review your program's roster information.

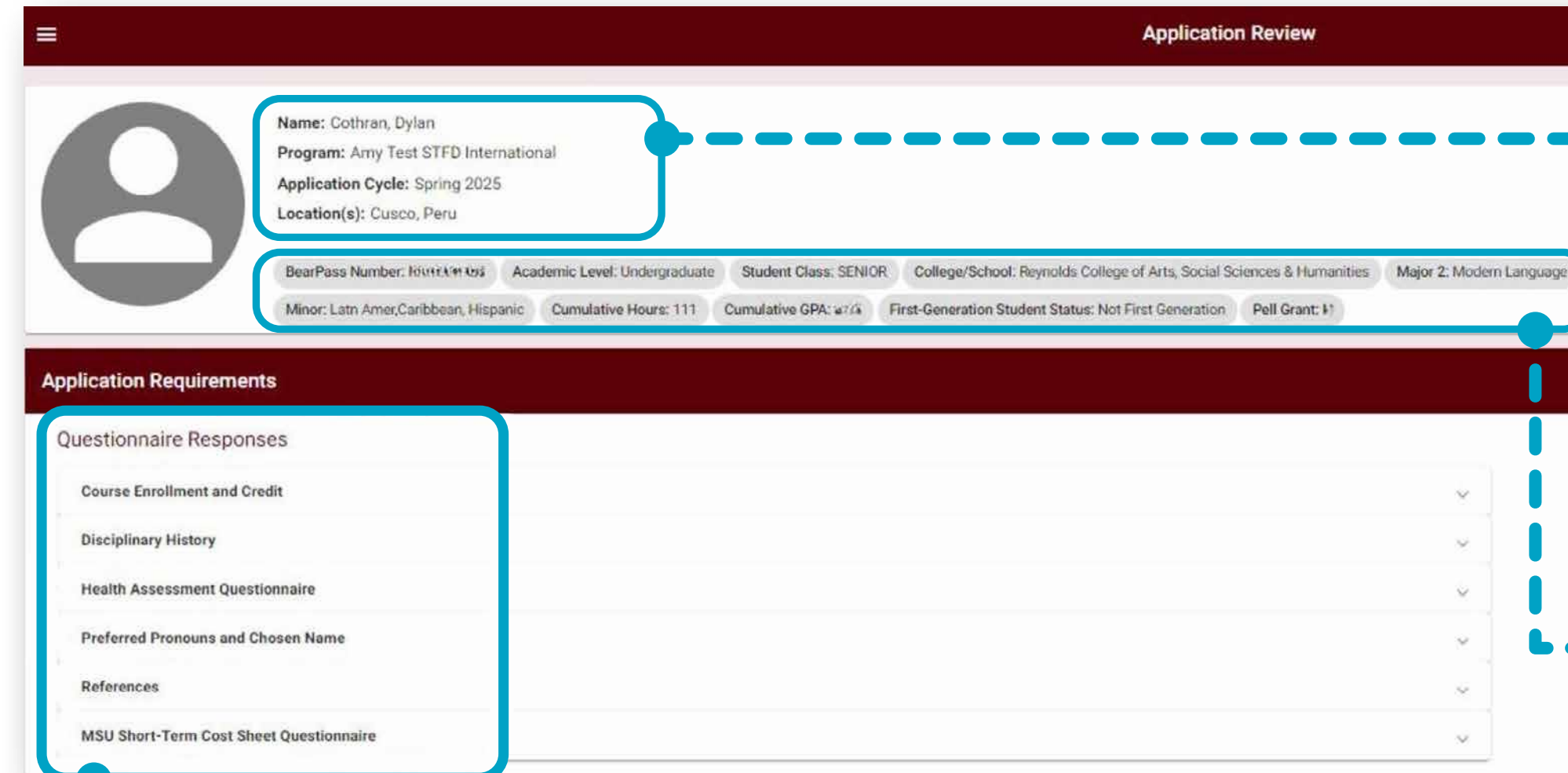
In the *View Your Roster* chapter of this guide, we provide guidance on application and roster management.

REVIEWER CONSOLE *continued*

Program Director is responsible for reviewing applications based on:

- **Course enrollment and credit**
(Questionnaire response)
- Do they meet the pre-requisite requirements for the courses you will offer on your program?
- Does it match your course offerings?
- **GPA**
(Student data imported from banner)
- Is it high enough for your program?
- **Major/minor**
(Student data imported from banner)
- Academic relevance
- **Disciplinary History**
(Questionnaire response)
- **References** (Questionnaire response)

The following information may be viewed within the *Application Review*



BASIC INFORMATION

- Applicant Name
- Program Name
- Application Cycle

STUDENT DATA IMPORTED FROM BANNER

- Bearpass Number
- Academic Year
- College
- Major
- Minor
- Cumulative Hours
- Cumulative GPA

QUESTIONNAIRE RESPONSES

- Course Enrollment & Credit
- Disciplinary History
- Health Assessment Questionnaire
- Cost Sheet
- Preferred Pronoun & Chosen Name
- Attached Documents
- Reviews
- References

REVIEWER CONSOLE *continued*

≡ SUBMITTING REVIEW FORM ≡

1

Submit the *Reviewer Form* by answering the questions and clicking *submit*.

2

When the review is submitted, Education Abroad is notified of the program director's decision and changes the application status to *accepted, waitlisted, or not approved*.

3

Upon acceptance into the program, *post-decision* application materials become available to the applicant.

4

The *Submitted Reviews* tab lists all applications that have already been reviewed.

The screenshot shows a web form titled "Review" with a dark red header. Below the header, there is a text prompt: "Please make a review decision, and then select **Submit**. Leave a comment if you have extra feedback to give." The form contains three main sections: 1) A question "1) Does this applicant meet the criteria for this program? (REQUIRED)" with radio buttons for "Yes" and "No". 2) A question "2) What is your review decision? (REQUIRED)" with a dropdown menu. 3) An optional comment field "3) Optional: Leave a comment about this applicant (the applicant will not have access to this comment)." At the bottom of the form is a "Submit" button. A dashed blue line connects the "Submit" button to the first step's text box.

REVIEWER CONSOLE *continued*

COST SHEET

Within the *Attached Documents* tab

- *Application Cost Sheet* is a budgeting tool for the student to calculate their total expenses.
- Education Abroad reviews and approves the cost sheets
- Financial Aid uses the approved cost sheet to administer the aid package for the student
- The program director can view the cost sheet to verify correctness and be aware of student expenses

Application Cost Sheet

Program Fee Includes round-trip airfare, housing, in-country group transportation, excursions, and some meals.	\$2,000.00
Tuition ⓘ Select your degree level.	\$771.00
Supplemental Course Fee ⓘ Select the degree level of your coursework.	\$120.00
Total: \$2,891.00	
Additional Meals ⓘ Meals not included in program fee	\$250.00
Passport	\$110.00
Personal Expenses ⓘ Pocket money for souvenirs, emergencies, etc.	\$150.00
Total: \$510.00	
TOTAL: \$3,401.00	

VIEW YOUR *Roster*



PROGRAM REPORTS

 SENT THROUGH EMAIL TO PROGRAM DIRECTORS 

The Office of Education Abroad creates spreadsheet reports for faculty program directors to provide regularly scheduled and updated application and roster information for their approved programs.

These reports do not displace program reviews, which still must be completed by the program director in *Reviewer Console* when prompted to do so or when they see applications pending review.

PRE-CLOSURE APPLICATION REPORT

- Sent out weekly, until program closure
- Email Subject Line: Report Ready: Application Report: Name, Country, Term
- Includes ALL applicants, including withdrawn and pending applications.
- Program directors can reach out to pending applicants and offer a one-on-one meeting to encourage the student to submit their application

POST-CLOSURE ROSTER REPORT

- Sent out monthly, after program closure
- Email Subject Line: Report Ready: Roster Report: Name, Country, Term
- Includes final details about your roster.
- Includes ONLY students who have been accepted and committed to your program

EMAILED PROGRAM REPORTS *continued*

≡ PRE-CLOSURE APPLICATION REPORT ≡

Here are the items you'll see in the *Pre-Closure Application Report*

- *User Last Name*
- *User First Name*
- *Application Status*
 - **PENDING** — not yet submitted
 - **SUBMITTED** — can be reviewed
 - **ACCEPTED** — accepted by program director, has not yet confirmed their participation
 - **PARTICIPATION CONFIRMED** — financially liable after the application deadline
 - **READY FOR DEPARTURE** — all application items complete
- *Last Activity*

You can use this to determine if they are serious. If months have passed since their most recent activity, they likely are no longer interested. However, you can write to them to inquire, and maybe include a selling point about your program. You can also invite them for an info-session or a one-on-one meeting.
- *BearPass Number*
- *User Email*

Primary method of contact
- *Major 1 & Major 2*
- *Minor*
- *Academic Level*
- *Missouri State course(s) intending to receive credit for*

Are these courses offered on your program?
- *Number of credit hours to be earned*
- *Passport Expiration Date*

Please review. If a student's passport is set to expire within 6 months of dates of travel, the student should consider getting their passport renewed.
- *Disabilities requiring accommodations*

If so, they should register themselves with the DRC to ensure they can be accommodated.
- *Preferred Pronoun/Chosen Name*

Please make a note of this so we can work together to respect the choices of our students.
- *References Contact Information*

Can inform your decision on whether to accept them or not

EMAILED PROGRAM REPORTS *continued*

≡ POST-CLOSURE ROSTER REPORT ≡

Here are the items you'll see in the *Post-Closure Roster Report*

- *User Last Name*
- *User First Name*
- *Application Status Alias*
- *BearPass Number*
- *User Email*
- *Major 1*
- *Minor*
- *Missouri State course(s) intending to receive credit for*
- *Number of credit hours to be earned*
- *Phone Number*
- *Prescription medications while abroad*
- *Medically restricted diet*
Is this diet achievable on your program?
- *Disabilities that will need accommodations abroad*
Please ensure the applicant has already made contact with the DRC.
- *Passport expiration date*
- *Passport ID number*
- *T-shirt Size*
- *Emergency Contact Email*
- *Emergency Contact Phone Number*
- *Emergency Contact Name*
- *If parent(s) are not listed as emergency contact, may we contact them in an emergency?*
- *Does the student smoke?*
Helpful for room assignments
- *Preferred Pronoun/ Chosen Name*

EXPORT YOUR ROSTER

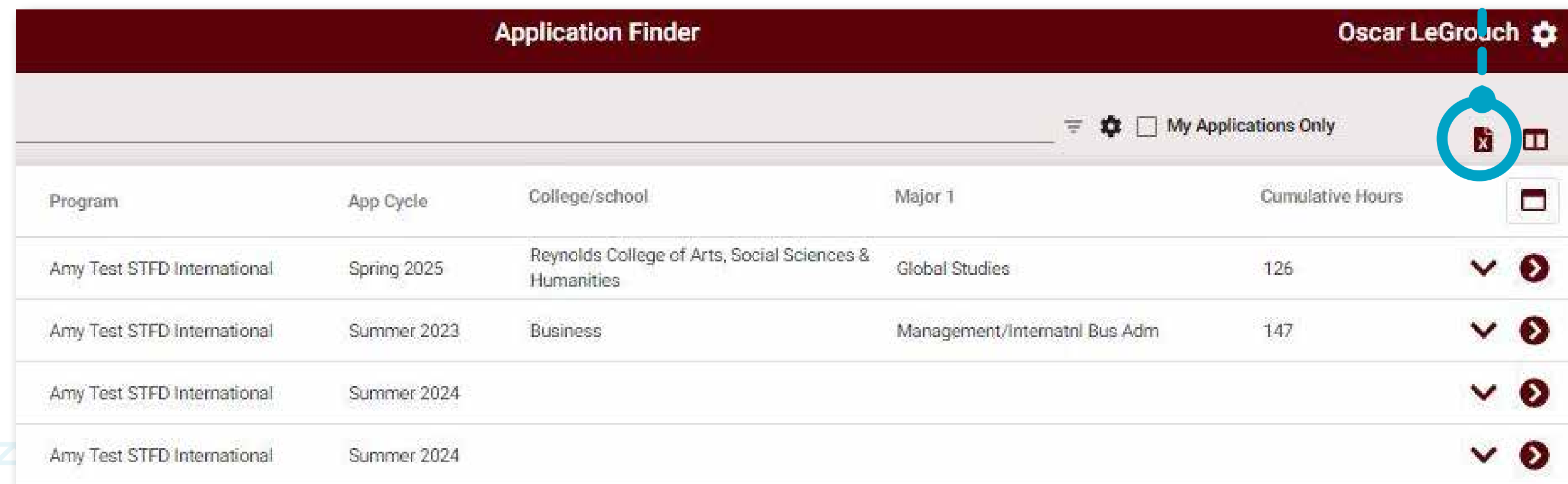
Export your roster to an *Excel spreadsheet* with customized basic information.

1

After choosing what information will be displayed in the columns, press the *export* icon (next to the column customizer button) to export the roster to an Excel spreadsheet.

*

If you are exporting a final class roster, make sure you filter by status and only choose: *Participation Confirmed* and *Ready for Departure*

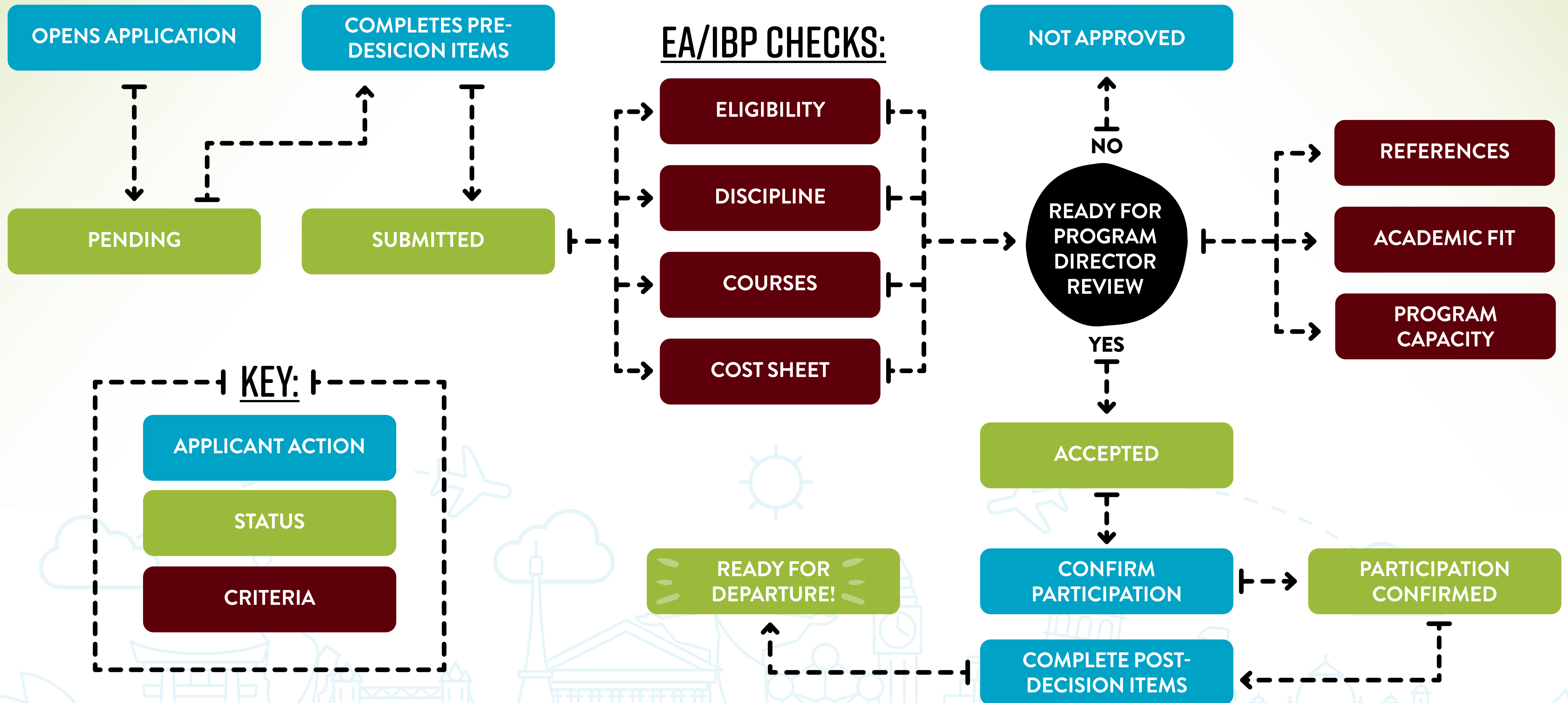


Application Finder Oscar LeGrouch

☰ ⚙️ My Applications Only

Program	App Cycle	College/school	Major 1	Cumulative Hours	
Amy Test STFD International	Spring 2025	Reynolds College of Arts, Social Sciences & Humanities	Global Studies	126	⌵ ⌵
Amy Test STFD International	Summer 2023	Business	Management/Internatnl Bus Adm	147	⌵ ⌵
Amy Test STFD International	Summer 2024				⌵ ⌵
Amy Test STFD International	Summer 2024				⌵ ⌵

STFD APPLICATION WORKFLOW



TRACKING *Applications*

optional



APPLICATION FINDER *optional*

Application Finder allows you to complete and submit application.

1

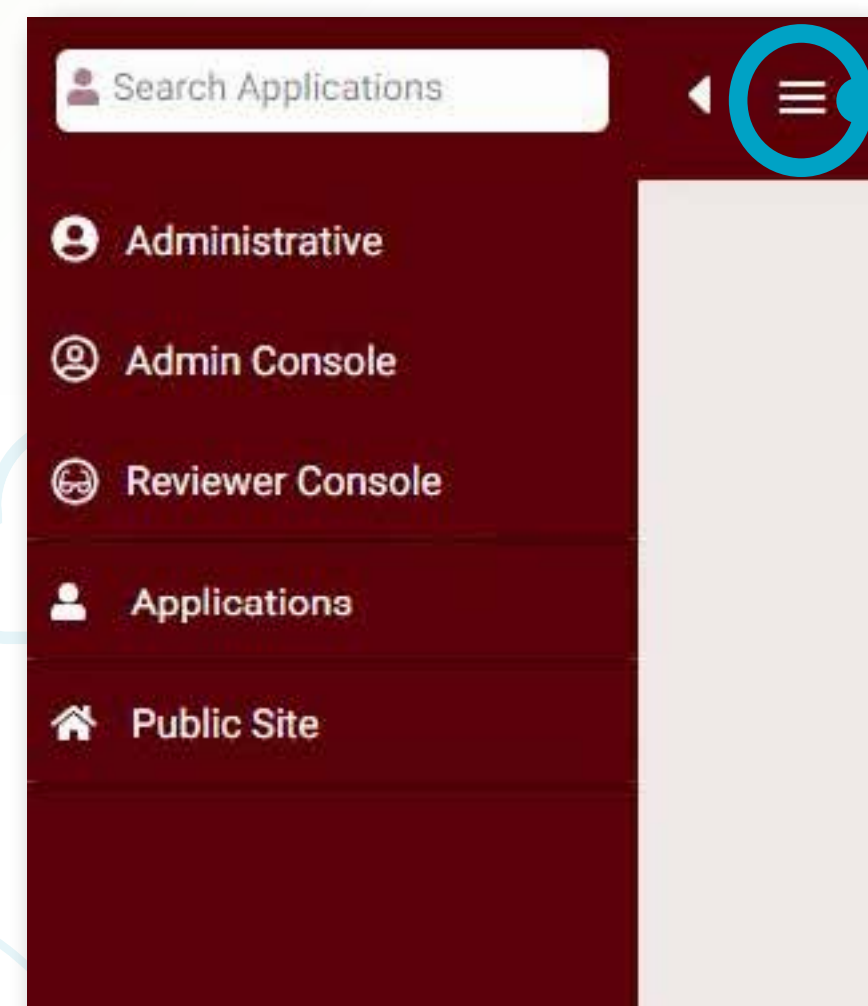
To see pending applications or manage applications after they've been approved, select the **hamburger menu** (three stacked horizontal lines) in the top-left corner.

2

Click **Applications** then, **Application Finder**

3

If you are a repeat program director, please use the **upside-down pyramid** (to the right of the search bar) and select the desired **app cycle**.



A screenshot of the "Application Finder" interface. At the top right, the user name "Oscar LeGrouch" and a settings gear icon are visible. Below the header is a search bar and a filter icon (upside-down pyramid) circled in blue. A checkbox labeled "My Applications Only" is also present. The main content is a table with the following columns: Applicant Name, Status, Program, App Cycle, College/school, Major 1, and Cumulative Hours. The table contains five rows of application data. At the bottom, there is a pagination control showing "Items per page: 25" and "1 - 4 of 4".

<input type="checkbox"/>	Applicant Name	Status	Program	App Cycle	College/school	Major 1	Cumulative Hours	<input type="checkbox"/>
<input type="checkbox"/>	Cothran, Dylan Seth	Submitted	Amy Test STFD International	Spring 2025	Reynolds College of Arts, Social Sciences & Humanities	Global Studies	126	⌵ ⌵
<input type="checkbox"/>	Johnson, Natalie Lynn	Submitted	Amy Test STFD International	Summer 2023	Business	Management/Internatnl Bus Adm	147	⌵ ⌵
<input type="checkbox"/>	Sarmiento, Andres	Submitted	Amy Test STFD International	Summer 2024				⌵ ⌵
<input type="checkbox"/>	University, Terradotta	Pending	Amy Test STFD International	Summer 2024				⌵ ⌵

APPLICATION FINDER *optional*

4

To change what information is displayed in the columns, click the *column customizer* icon.



About Column Customizer:

- The changes made will be saved for future searches.
- If **Status** is one of the columns selected, the Program Director can track applicants' progress (*Pending, Submitted, Accepted to Program, etc.*)

App Cycle	College/school	Major 1	Cumulative Hours	
Spring 2025	Reynolds College of Arts, Social Sciences & Humanities	Global Studies	126	▼ ▶
Summer 2023	Business	Management/Internatnl Bus Adm	147	▼ ▶
Summer 2024				▼ ▶
Summer 2024				▼ ▶

It is important to note that the *Reviewer Console* is not meant to provide a roster. It is only intended to complete and submit application reviews. If you would like a more straightforward view of your applicants, Education Abroad recommends that you use the *Application Finder*. This allows a more streamlined view of the current *app cycle's* applications for your program through the use of search filters.

EMAILING YOUR *Applicants*



EMAIL YOUR APPLICANTS

Send *batch emails* to applicants as needed throughout the process.

1

Be sure to have filtered for the correct *app cycle* and *status*. More than one can be selected at a time.

2

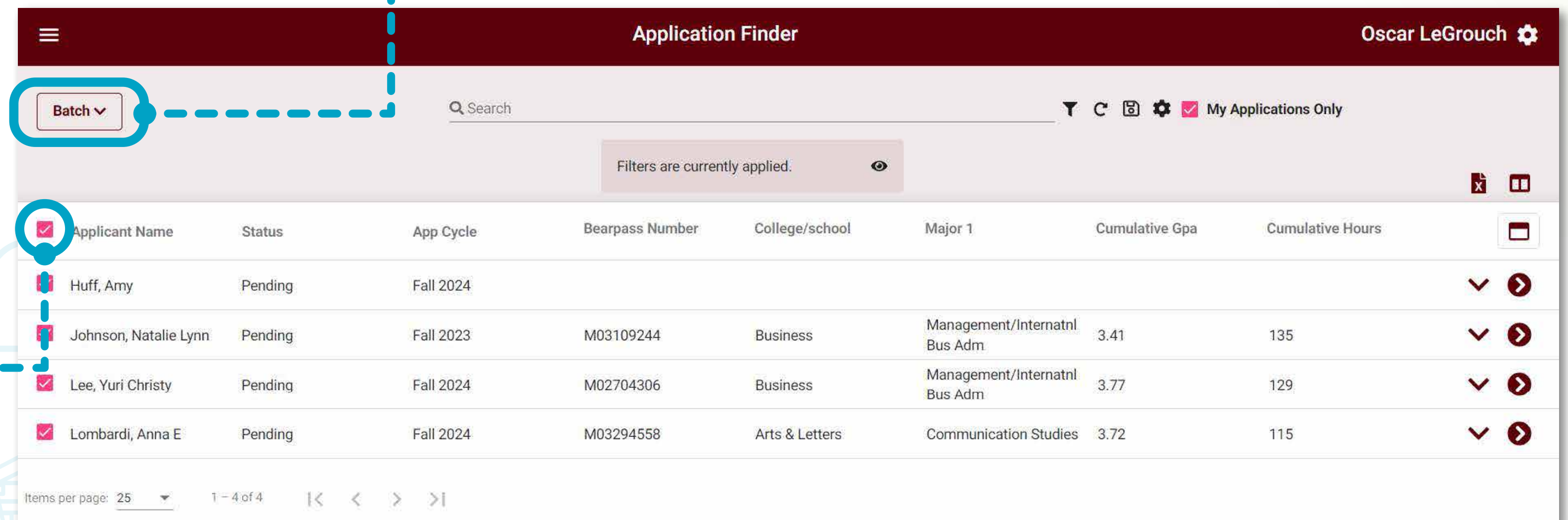
To select all applications, click the box next to *Applicant Name* on the left.

3

When the desired applications are selected, click *Batch*. Then select, *Send Email*.

**Please note:*

The email will be sent from your email address and all recipients will be blind copied. You will receive a copy of the email with a list of recipients.



The screenshot shows the 'Application Finder' interface. At the top, there is a search bar and a 'Batch' button with a dropdown arrow. Below the search bar, there is a table of applicants. The table has columns for Applicant Name, Status, App Cycle, Bearpass Number, College/school, Major 1, Cumulative Gpa, and Cumulative Hours. The first row is highlighted, and the 'Batch' button is circled in red. A dashed red line connects the 'Batch' button to the 'Send Email' option in the instructions.

Applicant Name	Status	App Cycle	Bearpass Number	College/school	Major 1	Cumulative Gpa	Cumulative Hours
Huff, Amy	Pending	Fall 2024					
Johnson, Natalie Lynn	Pending	Fall 2023	M03109244	Business	Management/Internatnl Bus Adm	3.41	135
Lee, Yuri Christy	Pending	Fall 2024	M02704306	Business	Management/Internatnl Bus Adm	3.77	129
Lombardi, Anna E	Pending	Fall 2024	M03294558	Arts & Letters	Communication Studies	3.72	115

GLOSSARY OF *Terms*

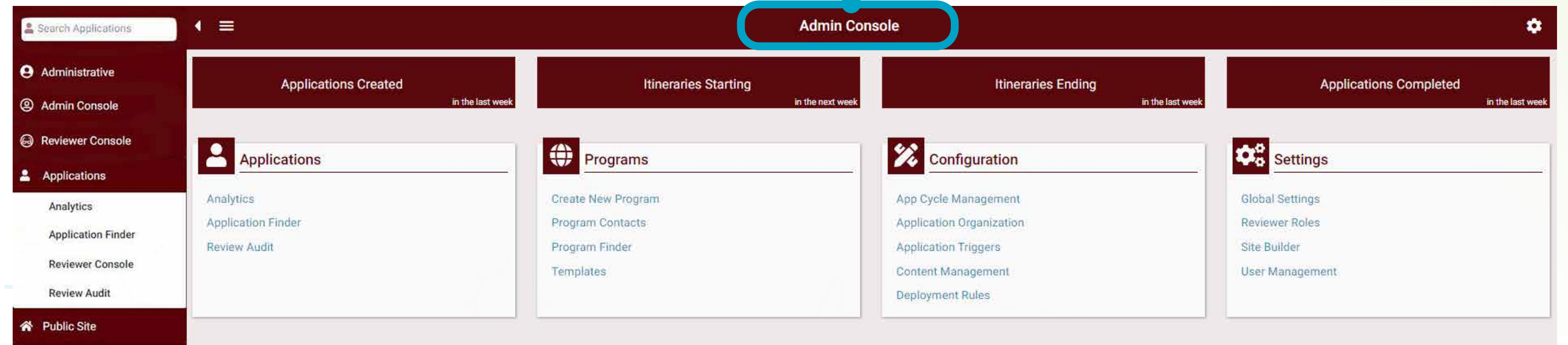


GLOSSARY OF TERMS

ADMIN CONSOLE

This administrative *landing page* includes:

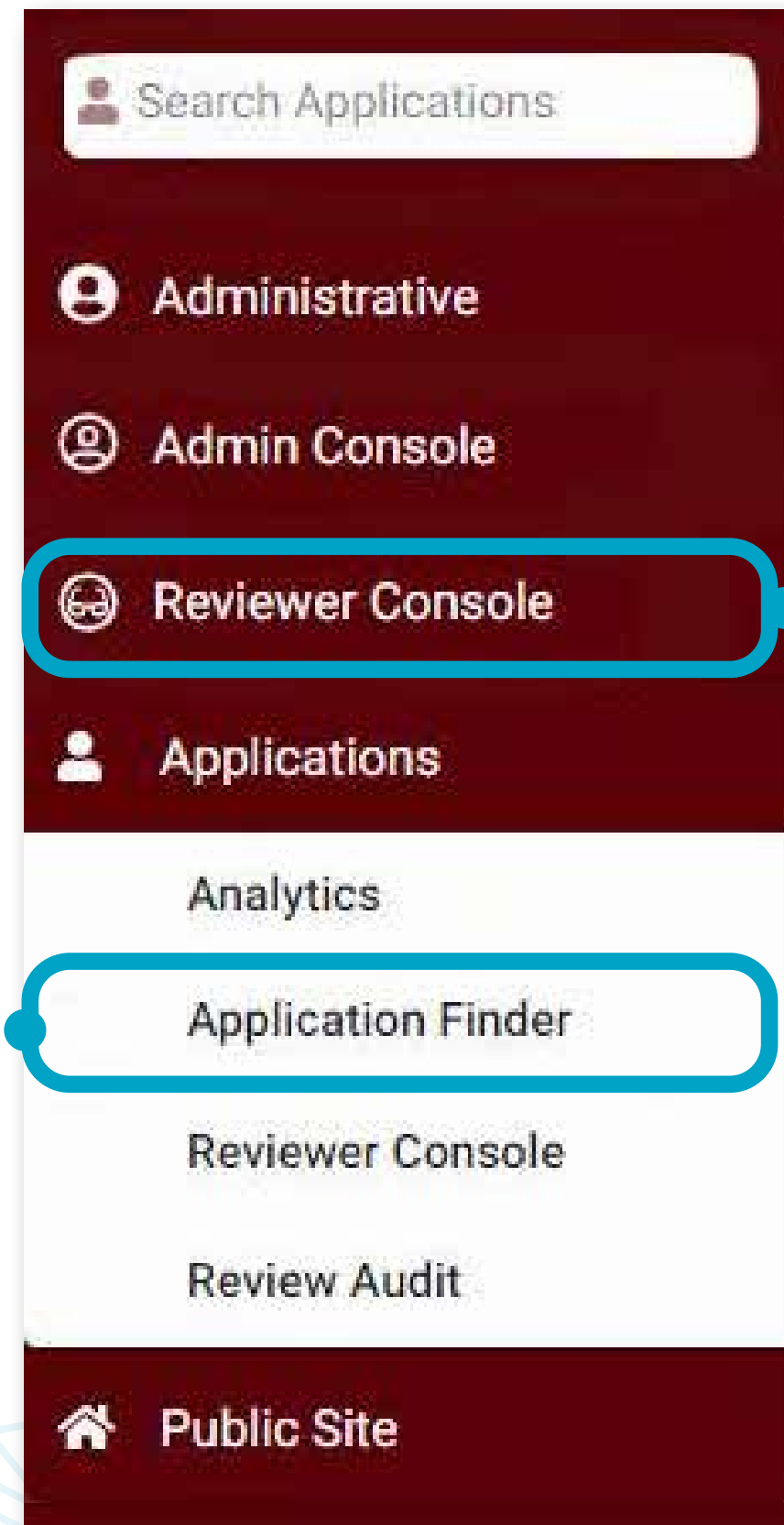
- **Search bar** in the top left corner for searching by applicant name. (If not visible, click the arrow next to the hamburger menu in the top-left corner)
- **Reviewer Console** button
- **Application Finder** button



GLOSSARY OF TERMS

APPLICATION FINDER

Allows the user to quickly locate applications to assess progress and status



REVIEWER CONSOLE

Where Program Directors see **pending and submitted reviews** for their program applicants. From this page, Program Directors may open individual applications and submit their decision via the **Review Form**

GLOSSARY OF TERMS

APPLICATION CYCLE

The term of study for which your applicants/users may apply.

APPLICATION PHASE

Used to manage when and how information appears on applications: *Pre-decision*, *Post-decision*, *While Abroad*, and *Returnee*. See definitions of distinct phases in the Application Lifecycle section above.

APPLICATION STATUS

Used to determine an applicant's progress through the application (*Pending*, *Application Complete*, *Pending STFD Approval*, *Application Complete*, *Pending STFD Approval & Marked Ready for Review*, *Accepted to Program*, *Participation Confirmed*, *Ready for Departure*).

GLOSSARY OF TERMS

PROGRAM DIRECTOR

The faculty member's role as it pertains to ownership of an Education Abroad program

COST SHEET

Designed to support applicants with one of the most important aspects of studying abroad: ***understanding and managing program costs.*** Each cost sheet is program-specific and includes real-time calculations for students to see the costs associated with their education abroad program.

TERRA DOTTA

Our program and application software