

# Study Abroad | Center for International Education

## TDS Training Document

### Terra Dotta Systems (TDS)

Terra Dotta Systems is program and enrollment management software specifically designed for study abroad. TDS enables us to coordinate application materials and the information gathering process necessary for a successful study abroad experience.

You can access TDS at [snc.studioabroad.com](http://snc.studioabroad.com).

This training will allow you to become familiar with some of the administrative functions of the software, so that you can review applicant details, approve or deny applications, and edit your program page.

### Creating an Account

1. Study Abroad will grant you permissions to access TDS.
2. You will receive an email containing instructions for you to set up your account and access your assigned applications and program page.
3. The email instructions will lead you to the following page:

The screenshot shows the user interface of the Terra Dotta Systems application. At the top, there is a navigation bar with the text "CENTER FOR INTERNATIONAL EDUCATION" and links for "HOME", "PROGRAMS", and "LOGIN". Below this, a sidebar on the left contains links for "Dynamic Adventures" and "Expert Support", followed by an "ANNOUNCEMENTS" section with a "Prezi: Applying" announcement. The main content area is titled "Security > User Identification Wizard: Step 1". A dark banner at the top of this section reads "Security : User Identification Wizard: Step 1" with a "Hide Tips" button. Below the banner, a red question mark icon is followed by the text: "In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication." Underneath, a section titled "Please indicate how you will be logging in:" contains two radio button options: "I have login credentials to this site that I received by email." (which is selected) and "I do not have login credentials to this site." A "Submit" button is located at the bottom right of the form.

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- Your username is your SNC email address. You will use the TDS temporary password to initially log in.

The screenshot shows the 'Security > Login (existing user)' page. On the left, there is a navigation menu with 'Dynamic Adventures', 'Expert Support', and an 'ANNOUNCEMENTS' section titled 'Prezi: Applying' with a 'View All' link. The main content area has a header 'Security : Login (existing user)' with a 'Hide Tips' checkbox. Below the header is a message: 'To login, please enter your username and password in the form provided below.' The 'Please log in:' section contains two input fields for 'Username:' and 'Password:', a 'Login' button, and a 'Forgot your password?' link. To the right, under 'First Time Users:', there is a list of user roles: 'Applicant', 'Recommender', 'Reviewer', and 'Staff'. At the bottom, a note states: 'SNC Applicants, use Secure Login. New non-SNC Applicants, click on Programs, find a program and click on "Apply Now" before requesting a login.'

- Follow the wizard instructions to set up security questions and create a new password.
- You will be directed to the home screen (Admin Home).
- From the Admin Home, you can access the drop-down navigation, which will direct you to either applicant information (Applicants) or your program brochure page (Programs).

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The screenshot shows the 'Administration : Home' page. At the top, there is a navigation bar with 'Applicants - Programs -' and 'Test Admin' with a settings icon. Below the navigation bar are several buttons: 'Admin Settings', 'Share Queries', 'Share Reports', 'Query Watches', and 'Manage Folders'. A message box states: 'Below are several administrative areas that allow you to manage your programs, applications, applicants, as well as site and system settings.' The main content area is divided into three sections: 'My Queries & Reports' with a 'View folder -' dropdown and a table listing 'Saved Query' and 'Applicants\_SU17' with various action icons; 'My Notes' with a 'New Note' button; and 'Terra Dotta Support' with 'Browse Knowledgebase' and 'Browse Support Alerts' buttons.

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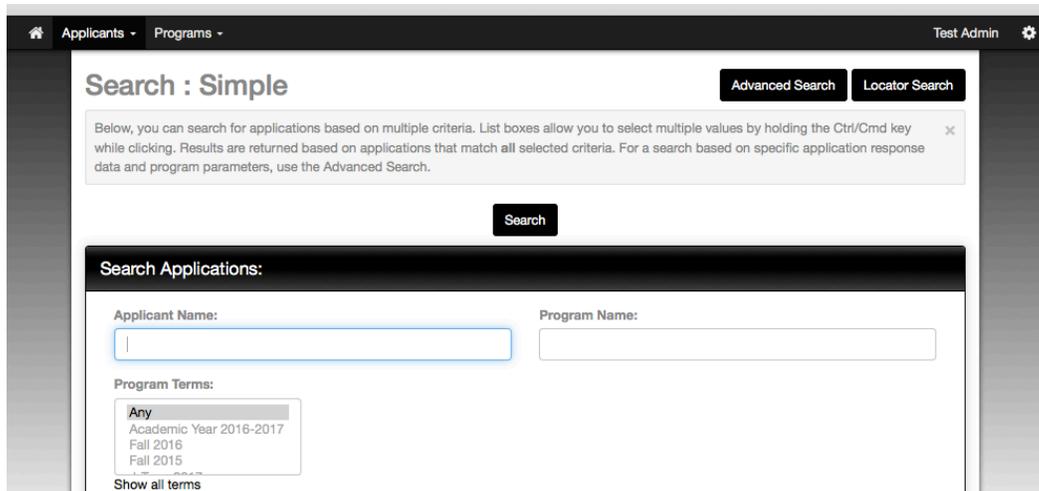
### Applicants

The majority of your tasks will be related to the applicant admin functionality.

Applicants allows you to:

- Search for applicants
- View applicant details
- Print and save applications
- Approve or deny applicants
- Email applicants

### Applicant Search



The screenshot displays the 'Search : Simple' interface. At the top, there are navigation links for 'Applicants' and 'Programs', and a 'Test Admin' link with a settings icon. Below the title, there are two buttons: 'Advanced Search' and 'Locator Search'. A text box explains that users can search for applications based on multiple criteria using list boxes, and that results are returned based on applications matching all selected criteria. A 'Search' button is located below the text box. The 'Search Applications:' section contains three input fields: 'Applicant Name', 'Program Name', and 'Program Terms'. The 'Program Terms' dropdown menu is open, showing options: 'Any', 'Academic Year 2016-2017', 'Fall 2016', and 'Fall 2015'. A 'Show all terms' link is at the bottom of the dropdown.

In the Applicant Search screen, you can search for a specific applicant by name, by the Global Seminar to which they are applying, or by program term.

You only have access to applicants of your Global Seminar, so leaving the fields blank and selecting **“Search”** for **“Any”** program term will return a full listing of those who have applied to your program(s).

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### View Applicants

Following is a listing of applications that meet your search criteria. x

You searched for all applicants that have the word **test** in the applicant's name.

Back

Options - Progress Audit - Group by -

**Search results based on application itinerary:**

Name	Status	Program	Term
User, Test	Pending	Global Seminar: ECON in The EU (ID 108545 - not ranked)	Summer, 2017

Found: 1 applicant / 1 application

**Save Search Query**

Untitled\_\_08\_08\_2016\_\_11\_00\_46\_AM Save Search

Back

The applicant search results screen will show the students who have applied to your program, their current application status (pending, accepted, or committed), the program to which they have applied, and study abroad term.

To access a student's application, click on the program name in the search results.

If your results show multiple terms or programs, you can sort your results with the **"Group by"** drop-down menu just above the results listing.

From the applicant search results screen, you can email all applicants using the **"Options"** drop-down menu on this screen. Simply select "Send email" to navigate to the system email form.

### Save Search

You can also save any search query in TDS by selecting **"Save Search"** at the bottom of the results screen. This will save you time if you are consistently accessing the same results (e.g. applicants to your program). Enter a name for the query and select save. The query will show in your Admin home page under **"Saved Query."**

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### Application Overview

Click on the student's program name to access their application profile. From the Application Overview screen, you can view students' progress as they complete their application. Utilize the navigation tabs to access specific items of a student's application.

The screenshot displays the 'Application : Overview' interface. At the top right, there are 'Search' and 'Search Results' buttons. Below them is a search bar with the text 'Use the tabs below to view and change information for this application.' and a close button 'x'. The main content area is divided into two columns. The left column contains: 'User, Test (complete)', 'Global Seminar: ECON in The EU (Amsterdam / Brussels / Frankfurt / London)', 'Summer, 2017', 'Status: Pending', and 'Outgoing Applicant'. The right column contains: 'Created: 06/09/2016 (by Applicant)', 'Last Updated: 07/12/2016 @ 02:16:18 PM', 'Last Viewed by Applicant: 07/12/2016', 'ID# 108545:no label', 'Start Date: 05/18/2017', 'End Date: 06/02/2017', and '(add principal application)'. Below this information is a row of navigation tabs: 'Overview', 'Comments', 'Status', 'Reviews', 'Profile', 'History Log', 'Email', 'Itinerary', 'Questionnaires', 'Materials', 'Learning Content', 'Assessments', 'Documents', 'Recommendations', 'Journal', and 'Credit Transfer'. Underneath the tabs is a 'Print Application' button. At the bottom, there is a dark grey bar with the text 'Application Summary:'.

The primary tabs of a student's application are Questionnaires, Materials, and Recommendations. **Questionnaires** and **Materials** house the majority of the application requirements. The **Recommendations** tab is where you will find the students' recommendation forms.

To save time and review a student's application as one concise document, click the **"Print Application"** link below the tabs. This will allow you to print or save the student's entire application as a PDF document.

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### Questionnaires Tab

Overview Comments Status Reviews Profile History Log Email Itinerary Questionnaires Materials Learning Content

Assessments Documents Recommendations Journal Credit Transfer

**Questionnaires**

**Pre-decision (Application)**

Questionnaire Name	Actions
Applicant Information (submitted 04/17/2016) <small>(Version #13)</small>	
Essay (submitted 04/18/2016) <small>(Version #11)</small>	
Passport Documentation (submitted 04/21/2016) <small>(Version #7)</small>	

**Post-decision**

Questionnaire Name	Actions
Medical Information Form (submitted 08/02/2016) <small>(Version #7)</small>	
Travel Itinerary <small>(Version #1)</small>	

When a student finishes a questionnaire item, the title will bold and link to the completed submission. TDS will also show the submission date. Click on the title of the item you want to review (e.g., “Essay”) to access the student’s submission. Click the printer icon to print or save the specific item as a PDF document.

### Materials Tab

The Materials tab shows items received by Study Abroad. It also shows if a student has completed a task. To change the status of a material submission, mark as received, and then click **“Save All >”**.

*Note: Most of these items will be completed by the student or Study Abroad staff.*

Overview Comments Status Reviews Profile History Log Email Itinerary Questionnaires Materials Learning Content

Assessments Documents Recommendations Journal Credit Transfer

**Materials**

**Pre-decision (Application)**

**Material Submissions**

Title	Received	Notes
SNC Transcript <small>(Version #11)</small>	<input type="checkbox"/>	Add Notes

**Signature Documents**

Title	Received	Notes
Behavioral Contract <small>(Version #5)</small>	<input type="checkbox"/>	Add Notes

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### Recommendations Tab

Students are required to request two recommendations through TDS. At least one must come from an SNC faculty member. TDS will generate an email request to the student’s references.

The recommendation will show as received once a student’s reference has completed the online form. To view it, click on the reference’s name. To print or save the recommendation as a PDF document, click the printer icon.

*Note: The “Print Application” option includes the completed recommendations in the generated PDF document.*

Assessments
Documents
Recommendations
Journal
Credit Transfer

**SNC Study Abroad Recommendations (2 required)**

Recommender	Phone	Read waiver	Received	Actions
Morales, Alaina (alaina.morales@snc.edu) Rec ID#: 718DB6D68438DDB0		Yes	07/12/2016	
<i>Not yet requested.</i>				

[Record New Recommendation](#)  
[Copy Recommendation From Another Application](#)  
[Generate Recommendation Request for this Application](#)

### Status Tab

Under Status, you can update a student’s application status from “Pending” to “Accepted”; “Rejected”; or “Waitlist”. These options are available from the “Status” drop-down menu. Click “Update >” to save the status change. A student’s application deadline can be extended in the Status section. Choose a new date under “Waive until” to change the student’s deadline.

*Note: Any changes should be first discussed with Study Abroad to ensure that program and logistical deadlines are not compromised.*

**Application Status**

**Status:** Pending

**Status History:**

- 07/08/2016 (Friday) @ 04:08 PM CDT
  - Status changed to pending
  - Applicant has re-instated this application.
- 06/10/2016 (Friday) @ 09:53 AM CDT
  - Status changed to withdrawn : pre-decision
  - Applicant has withdrawn from this application with a reason of, "n/a"
- 06/09/2016 (Thursday) @ 09:24 AM CDT
  - Status changed to pending
  - Applicant has re-instated this application.

→ All Status History

**Deadline:** 12/01/2016

Waive until: mm/dd/yyyy

**Decision Date:** 12/08/2016 (This date is specific to this program.)

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### Additional Components

#### Comments Tab

The comments tab allows you to make notes regarding a student's application. For example, this may be useful if you have a large number of applicants and need to rank applications accordingly. Students cannot view comments that are entered.



No comments have been entered for this application.

**New Comment:**

4000 characters left

**Update**

#### Email Tab

The email tab allows you to email a student directly from the site. This is helpful if you need to send them any reminders regarding their application.



**E-mail Options**

**Users E-mail Address:** studyabroad@snc.edu

- **Use system e-mail form** This allows you to send messages through the server instead of an external e-mail client.
- **Use local email client program** This will open a message window from your locally-installed e-mail software (e.g., Outlook, Eudora), with this applicant's email address in the To: line.
- **View email log for this applicant** You can view all email traffic an applicant has received using this option.

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### Documents Tab

Use the documents tab to view any items which have been uploaded to the student's account (e.g., transcript, passport). You can attach any necessary documents by clicking "**Attach New Document To Application.**"

*Note: Most documents will be uploaded by Study Abroad staff.*

Overview | Comments | Status | Reviews | Profile | History Log | Email | Itinerary | Questionnaires | Materials | Learning Content | Assessments | Documents | Recommendations | Journal | Credit Transfer

#### Attached Documents

Document Name	Posted By	Posted On	Internal-Use	Actions
No documents exist for this applicant.				

Attach New Document To Application

### Programs

The program admin functionality will allow you to locate and make minor edits to your program brochure page. Use the **Programs drop-down tab > List All** to access the search screen. You can locate your program by searching for any part of the program name.

Applicants - Programs -

### Search : Advanced

List All | Simple Search

Use the form below to search for programs based on one or more criteria. The list boxes allow you to select multiple values within them by holding the Ctrl/Cmd key while clicking. When values are selected from more than one list box, programs are returned that match the criteria from all the list boxes selected. However, multiple selections from within a list box will return results that fit any of the selections within that list box. If searches are not yielding enough results, try reducing the number of list boxes you select from.

**Program Search:**

Program Name:

Show:

Active and Inactive  Only Active  Only Inactive

Search Cancel

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To access your program admin, click on the title of your program.

The screenshot shows a web interface with a navigation bar at the top containing 'Applicants' and 'Programs'. The main content area is titled 'Search : Results' and includes a 'Search Again' button. A message states: 'Following is the list of programs based on the search criteria. Click any program name to view details, or click on the magnifying glass icon to view the program brochure.' Below this, it says: 'You searched for active and inactive Outgoing programs within any term, that have the word(s) econ in the program name, sorted by Program Name in ascending order.'

**Outgoing Programs**

Program Name	City	Country	Region	Brochure	Active
★ Global Seminar: ECON in The EU	Amsterdam Brussels Frankfurt London	Netherlands Belgium Germany United Kingdom	Europe Europe Europe Europe		Yes

Similar to applicant admin view, the program admin view is also organized with navigation tabs.

The screenshot shows the 'Edit Program : General' page. At the top right are buttons for 'Program Listing', 'Search', and 'Search Results'. A message reads: 'Use the Program Builder navigation bar provided below to build each area of your program. If you make changes be sure to save each area's settings before navigating to another tab.'

**Global Seminar: ECON in The EU**  
Outgoing Program  
Amsterdam, Netherlands  
Brussels, Belgium  
Frankfurt, Germany  
London, United Kingdom

Navigation tabs: General, Settings, Dates, Brochure, Locations, Terms, Parameters, Requirements, Alumni, Feedback, History, Budget Sheets, Announcements, Exchange Balances, Foreign Courses, Directory, Contacts, Itinerary.

**General Description:**

Program Name: Global Seminar: ECON in The EU

Program Homepage: [Empty text box]

Program Notes: [Empty text box]

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### Brochure Tab

The majority of your tasks will live under the Brochure tab. The program brochure is the detailed description and itinerary of your Global Seminar. This serves as the primary marketing tool to inform and inspire students.

General Settings Dates **Brochure** Locations Terms Parameters Requirements Alumni Feedback History Budget Sheets Announcements

Exchange Balances Foreign Courses Directory Contacts Itinerary

**Program Brochure:**

Friendly URL Label:

Brochure Content:

You can construct your program brochure with rich text formatting and uploaded images using the editor provided below.

Font Size Format Source

**PROGRAM OVERVIEW**

**Highlights**

- Sophomores-seniors are eligible to apply
- Explore the evolution of The EU economy
- Complete your Advanced Beyond Borders (C-AD, C-BB) requirement during **Maymester**
- Visit international hubs such as London, Frankfurt, Brussels and Amsterdam

Use the WYSIWYG editor (What You See Is What You Get) to make any minor edits. Click **“Update >”** to save any changes.

*Note: Please discuss any major edits to your itinerary or program description with Study Abroad.*

### Additional Components

Study Abroad will manage all information shared via the remaining tabs.