

CSUF Department/Faculty Led Programs

Application Monitoring

Instructions for how to monitor student applications in Terra Dotta

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Why should you monitor program applications?

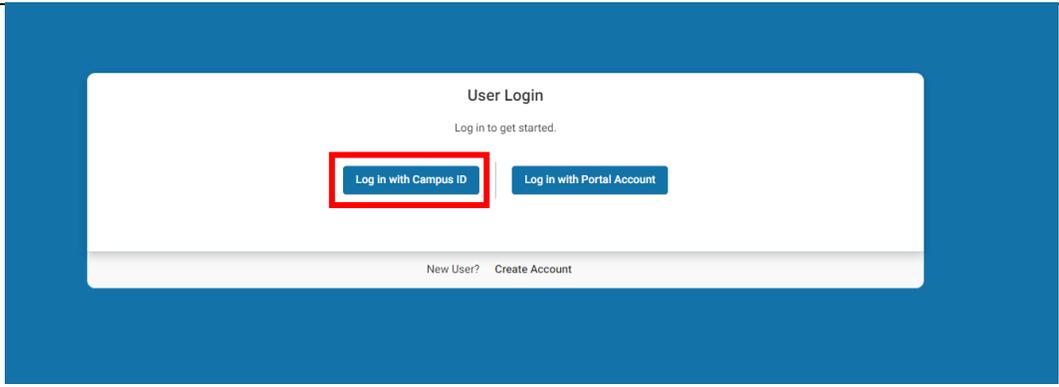
During the recruitment phase, Program Faculty Leads are strongly encouraged to monitor program applications.

- This will inform if additional recruitment efforts are needed.
- Faculty Leads will have access to student contact information, a useful tool to follow-up with students
 - For Example: One recruitment tip is to email students that open an application to provide a short introduction to the faculty and program and offer the student any assistance they may need.
- Note, it is common for students to open an application and not follow through with completion

In the following pages are step-by-step guides on how to monitor student applications in Terra Dotta.

- If you need additional assistance after reviewing the instructions below, the Study Abroad & Global Engagement Team is happy to setup a training session with you to go over the process. If you would like to setup a Terra Dotta training email, sabroad@fullerton.edu
- Note: The configuration of the screenshots below may differ from your screen based on the size of your browser window.

How to login to Terra Dotta:

<p>Step 1 Go to the Study Abroad Website</p>	<p>https://extension.fullerton.edu/studyabroad/</p>
<p>Step 2 Click on the “Log-in” button</p>	 <p>The screenshot shows the CSUF Extension and International Programs website. The header includes the CSUF logo and navigation links for Programs, Considerations, Resources, Testimonials, About, Advising, and Faculty & Staff. A search bar is also present. The main content area features the heading "Expand Your World" and a "Login" button highlighted with a red box.</p>
<p>Step 3 Click on “Log-in” with Campus ID</p>	 <p>The screenshot shows the "User Login" page. It includes the text "Log in to get started." and two buttons: "Log In with Campus ID" (highlighted with a red box) and "Log In with Portal Account". There are also links for "New User?" and "Create Account" at the bottom.</p>
<p>Step 4 Log-in with CSUF Username & Password</p> <p>You will then be taken to the Admin Home Page for your Terra Dotta Account.</p> <p>The SAGE Team will grant you access to your specific program.</p>	 <p>The screenshot shows the Terra Dotta login form. The "Username" and "Password" fields are highlighted with a red box. The form includes a "Login" button and links for "Need help logging in?", "First time students and applicants", and "Alumni".</p>

How to view student applications in your program (Program Query):

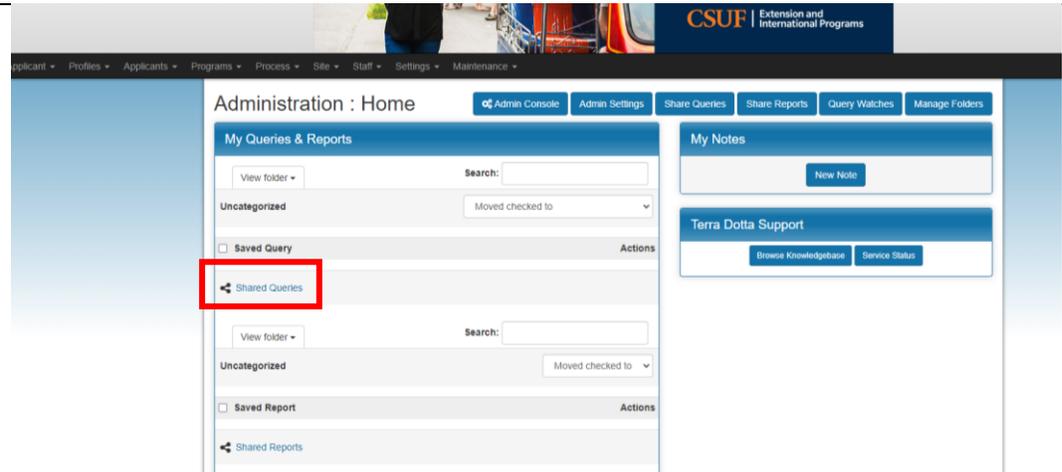
Step 1

[Log-in to Terra Dotta](#)

See Instructions on Page #4

Step 2

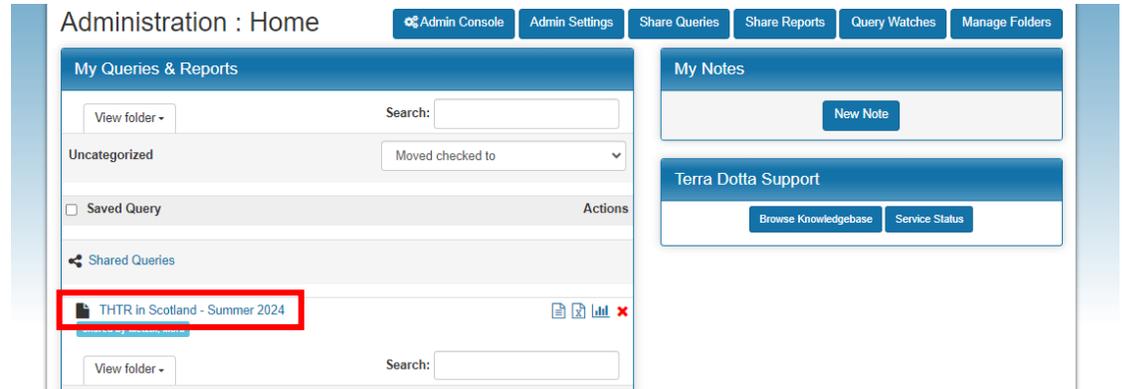
Scroll down to the section titled “Shared Queries”



Step 3

Click on the query with your program name.

For Example: “THTR in Scotland – Summer 2024”



Step 4

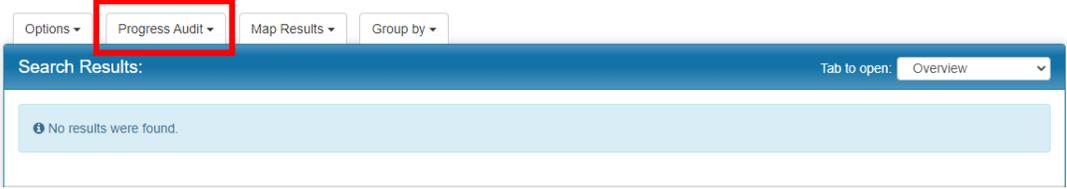
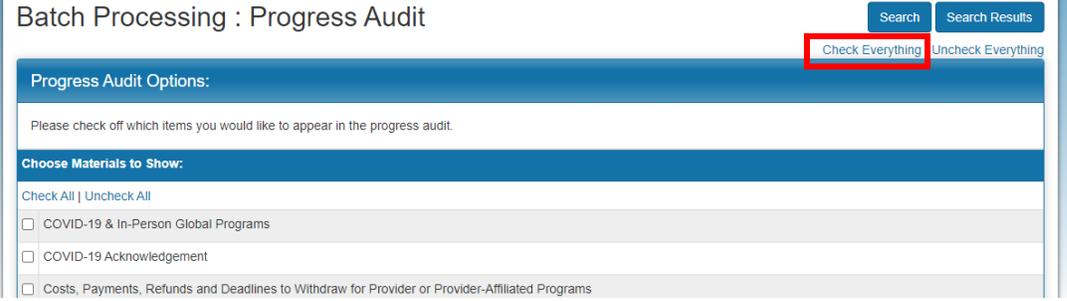
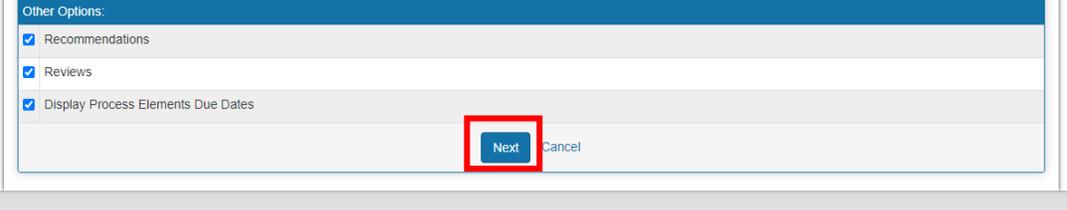
You will be taken to the current application name list.

This is a live list that shows all students that have opened an application. The list is not a summary of complete applications. It is very common for students to open an application and not complete.

Options ▾ Progress Audit ▾ Map Results ▾ Group by ▾

Search Results:				Tab to open: Overview ▾
Name	Status	Program	Term	
Accepted				
Little, Drea Genevieve	Accepted	CSUF: THTR 442A & 442B in Scotland (Summer 2024) (ID 30614 - not ranked)	Summer Session, 2024	
Found (Accepted): 1 applicant / 1 application				
Committed				
Abdelrhman, Samera Lizette	Committed	CSUF: THTR 442A & 442B in Scotland (Summer 2024) (ID 30606 - not ranked)	Summer Session, 2024	
Briggs, Priscilla	Committed	CSUF: THTR 442A & 442B in Scotland (Summer 2024) (ID 30688 - not ranked)	Summer Session, 2024	
Buckler, Heather	Committed	CSUF: THTR 442A & 442B in Scotland (Summer 2024) (ID 30605 - not ranked)	Summer Session, 2024	
De La Torre, Christian Joseph	Committed	CSUF: THTR 442A & 442B in Scotland (Summer 2024) (ID 30620 - not ranked)	Summer Session, 2024	
DiSciullo, Owen William Blake	Committed	CSUF: THTR 442A & 442B in Scotland (Summer 2024) (ID 30729 - not ranked)	Summer Session, 2024	
Fuller, Keasha	Committed	CSUF: THTR 442A & 442B in Scotland (Summer 2024) (ID 30619 - not ranked)	Summer Session, 2024	
Hart, Hannah Elizabeth	Committed	CSUF: THTR 442A & 442B in Scotland (Summer 2024) (ID 30761 - not ranked)	Summer Session, 2024	
Huch, William Connor	Committed	CSUF: THTR 442A & 442B in Scotland (Summer 2024) (ID 30596 - not ranked)	Summer Session, 2024	
Izeta, Diego Sebastian	Committed	CSUF: THTR 442A & 442B in Scotland (Summer 2024) (ID 30801 - not ranked)	Summer Session, 2024	
Lister, Aaron Jamal	Committed	CSUF: THTR 442A & 442B in Scotland (Summer 2024) (ID 30698 - not ranked)	Summer Session, 2024	
Loera, Yanira	Committed	CSUF: THTR 442A & 442B in Scotland (Summer 2024) (ID 30630 - not ranked)	Summer Session, 2024	
Padilla, Madison Lee	Committed	CSUF: THTR 442A & 442B in Scotland (Summer 2024) (ID 30604 - not ranked)	Summer Session, 2024	
Ragan, Paige Kennedy	Committed	CSUF: THTR 442A & 442B in Scotland (Summer 2024) (ID 30689 - not ranked)	Summer Session, 2024	
Reisman, Zoe	Committed	CSUF: THTR 442A & 442B in Scotland (Summer 2024) (ID 30595 - not ranked)	Summer Session, 2024	
Rubio, Alexandra Salene	Committed	CSUF: THTR 442A & 442B in Scotland (Summer 2024) (ID 30621 - not ranked)	Summer Session, 2024	
Shuck, Madison Grace	Committed	CSUF: THTR 442A & 442B in Scotland (Summer 2024) (ID 30739 - not ranked)	Summer Session, 2024	
Found (Committed): 16 applicants / 16 applications				

How to view student application completion progress (Progress Audit):

<p>Step 1 Log-in to Terra Dotta</p>	<p>See Instructions on Page #4</p>
<p>Step 2 Open Program Query</p>	<p>See Instructions on Page #5</p>
<p>Step 3 Click on top left tab, "Progress Audit"</p>	 <p>The screenshot shows the top navigation bar with 'Options', 'Progress Audit', 'Map Results', and 'Group by' dropdown menus. The 'Progress Audit' menu is highlighted with a red box. Below it is a 'Search Results' section with a 'Tab to open: Overview' dropdown and a message: 'No results were found.'</p>
<p>Step 4 Click on the dropdown menu, "Pre Decision"</p>	 <p>The screenshot shows the 'Progress Audit' dropdown menu open, with 'Pre Decision' highlighted by a red box. Below the menu is a table header with columns: 'Name', 'Status', 'Program', and 'Term'. At the bottom right, it says 'Found: 0 applicants / 0 applications'.</p>
<p>Step 5 At the top right, click on "Check Everything"</p>	 <p>The screenshot shows the 'Batch Processing : Progress Audit' page. At the top right, there are 'Search' and 'Search Results' buttons, and a 'Check Everything' button highlighted with a red box. Below is the 'Progress Audit Options' section with a message: 'Please check off which items you would like to appear in the progress audit.' Under 'Choose Materials to Show:', there are three unchecked checkboxes: 'COVID-19 & In-Person Global Programs', 'COVID-19 Acknowledgement', and 'Costs, Payments, Refunds and Deadlines to Withdraw for Provider or Provider-Affiliated Programs'.</p>
<p>Step 6 Scroll to the bottom of the web page, click on "Next"</p>	 <p>The screenshot shows the 'Other Options' section with three checked checkboxes: 'Recommendations', 'Reviews', and 'Display Process Elements Due Dates'. At the bottom, there is a 'Next' button highlighted with a red box and a 'Cancel' button.</p>

Step 7

You will then be taken to the application progress report. All complete applications have the word, "Complete" next to the student name.

Any items not checked-off are incomplete.

Return to Table Options

Status	Materials	Questionnaires	Learning Content
	Release of Liability (updated Apr2023)		
	Scholarship Information		
	Student Conduct Agreement		
	Costs, Payments, Refunds and Deadlines to Withdraw for Provider or Provider-Affiliated Programs		
	COVID-19 & In-Person Global Programs		
	Student Health Insurance Coverage Form		
	Student Conduct Check (internal-use)		
	Understanding of Passport & Travel Document Requirement		
	Frequently Asked Questions - Financial Aid & SAGE Programs		
	COVID-19 Acknowledgement		
	Global Titan Reflection		
	Student Conduct Form		
	Student Questionnaire		
	Permission for Emergency Treatment and Contact Information		
	Study Abroad & Global Engagement Online Application Process and Management Video		
	Making Study Abroad "Count": An Academics Workshop for Study Abroad & Global Engagement Programs		
	More Affordable Than You Think: A Finances and Costs Workshop for Study Abroad & Global Engagement		
	The SAGE Toolkit		
	Recommendations		
	Reviews		

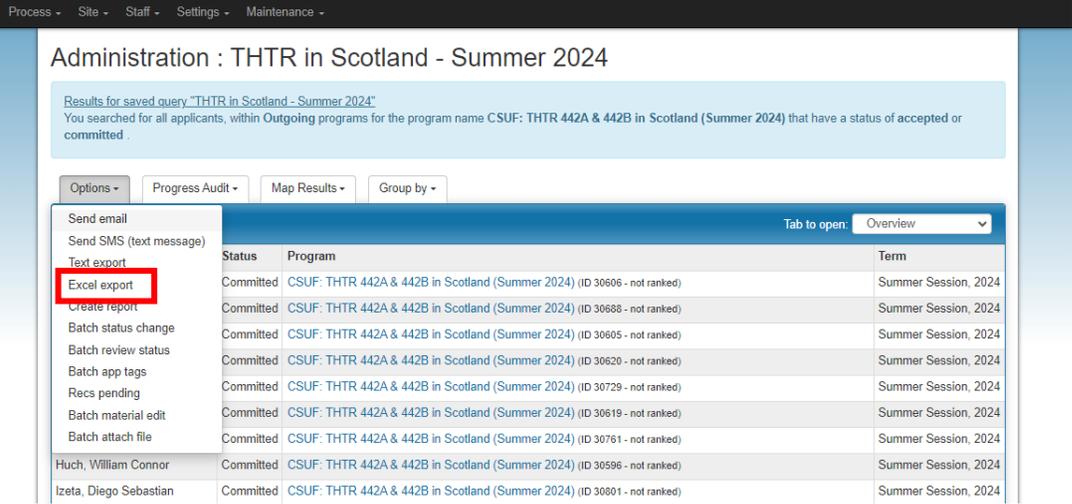
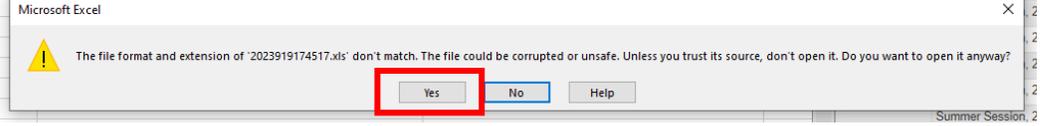
Check All | Check All ▲ | Check All ! | Uncheck All

2023 - Summer Session - CSUF: MKTG 445 in Florence, Italy (Summer 2023)

<input type="checkbox"/>	Aguilar-Perez, Melissa (complete)	Committed	<input checked="" type="checkbox"/>	0/0	0																
<input type="checkbox"/>	Avendano, Ashlei (complete)	Committed	<input checked="" type="checkbox"/>	0/0	0																

The "Student Conduct Check" questionnaire is an internal item, the SAGE team will check-off this item once they receive the student's conduct report. This will not impede a student from submitting their application.

How to download student contact information:

<p>Step 1 Log-in to Terra Dotta</p>	<p>See Instructions on Page #4</p>																														
<p>Step 2 Open Program Query</p>	<p>See Instructions on Page #5</p>																														
<p>Step 3 Click on tab, "Options"</p> <p>Click on drop-down menu option, "Excel Export", this will download an Excel Sheet to your desktop</p>	 <p>The screenshot shows the 'Administration : THTR in Scotland - Summer 2024' page. A dropdown menu is open under the 'Options' tab, with 'Excel export' highlighted in a red box. The main table below shows a list of applicants with columns for Status, Program, and Term.</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Program</th> <th>Term</th> </tr> </thead> <tbody> <tr> <td>Committed</td> <td>CSUF: THTR 442A & 442B in Scotland (Summer 2024) (ID 30606 - not ranked)</td> <td>Summer Session, 2024</td> </tr> <tr> <td>Committed</td> <td>CSUF: THTR 442A & 442B in Scotland (Summer 2024) (ID 30688 - not ranked)</td> <td>Summer Session, 2024</td> </tr> <tr> <td>Committed</td> <td>CSUF: THTR 442A & 442B in Scotland (Summer 2024) (ID 30605 - not ranked)</td> <td>Summer Session, 2024</td> </tr> <tr> <td>Committed</td> <td>CSUF: THTR 442A & 442B in Scotland (Summer 2024) (ID 30620 - not ranked)</td> <td>Summer Session, 2024</td> </tr> <tr> <td>Committed</td> <td>CSUF: THTR 442A & 442B in Scotland (Summer 2024) (ID 30729 - not ranked)</td> <td>Summer Session, 2024</td> </tr> <tr> <td>Committed</td> <td>CSUF: THTR 442A & 442B in Scotland (Summer 2024) (ID 30619 - not ranked)</td> <td>Summer Session, 2024</td> </tr> <tr> <td>Committed</td> <td>CSUF: THTR 442A & 442B in Scotland (Summer 2024) (ID 30761 - not ranked)</td> <td>Summer Session, 2024</td> </tr> <tr> <td>Committed</td> <td>CSUF: THTR 442A & 442B in Scotland (Summer 2024) (ID 30596 - not ranked)</td> <td>Summer Session, 2024</td> </tr> <tr> <td>Committed</td> <td>CSUF: THTR 442A & 442B in Scotland (Summer 2024) (ID 30801 - not ranked)</td> <td>Summer Session, 2024</td> </tr> </tbody> </table>	Status	Program	Term	Committed	CSUF: THTR 442A & 442B in Scotland (Summer 2024) (ID 30606 - not ranked)	Summer Session, 2024	Committed	CSUF: THTR 442A & 442B in Scotland (Summer 2024) (ID 30688 - not ranked)	Summer Session, 2024	Committed	CSUF: THTR 442A & 442B in Scotland (Summer 2024) (ID 30605 - not ranked)	Summer Session, 2024	Committed	CSUF: THTR 442A & 442B in Scotland (Summer 2024) (ID 30620 - not ranked)	Summer Session, 2024	Committed	CSUF: THTR 442A & 442B in Scotland (Summer 2024) (ID 30729 - not ranked)	Summer Session, 2024	Committed	CSUF: THTR 442A & 442B in Scotland (Summer 2024) (ID 30619 - not ranked)	Summer Session, 2024	Committed	CSUF: THTR 442A & 442B in Scotland (Summer 2024) (ID 30761 - not ranked)	Summer Session, 2024	Committed	CSUF: THTR 442A & 442B in Scotland (Summer 2024) (ID 30596 - not ranked)	Summer Session, 2024	Committed	CSUF: THTR 442A & 442B in Scotland (Summer 2024) (ID 30801 - not ranked)	Summer Session, 2024
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<p>Step 4 Open the Excel Sheet that was downloaded</p> <p>You will always get this message, click "Yes"</p>	 <p>The screenshot shows a Microsoft Excel warning dialog box with the text: "The file format and extension of '2023919174517.xls' don't match. The file could be corrupted or unsafe. Unless you trust its source, don't open it. Do you want to open it anyway?". The 'Yes' button is highlighted in a red box.</p>																														
<p>Step 5 Organize data as needed</p>	<p>Key data to keep on your spreadsheet</p> <ul style="list-style-type: none"> • First & Last Name • CWID • GPA • Mobile Phone Number • CSUF Email • Personal Email 																														

Application Status Terms

Pending	Means a student opened an application. The application may be complete or not, in order verify you will need to run a "Progress Audit" (See Page #7).
Submitted	The SAGE team will routinely manually change student applications status' to "Submitted" for all complete applications.
Accepted	After you select students, the SAGE Team will change the students' application status to "Accepted" and send a customized email with next steps.
Committed	After a student is selected and their application status changed to "Accepted", they will have access to either commit or decline their acceptance. If they select the "Commit" option, their official application status will automatically change to "Committed".
Waitlisted	Means the student has been waitlisted.

Updated 10/23/2023