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?

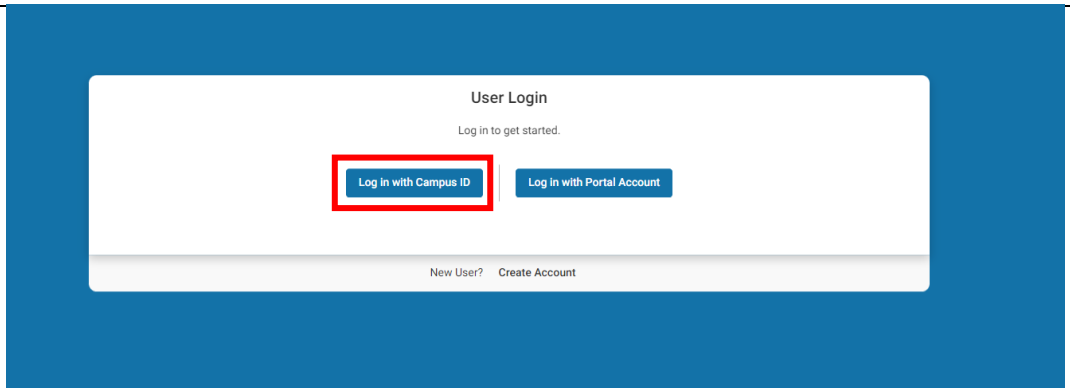
During the recruitment phase, Program Faculty Leads are strongly encouraged to monitor program applications.

- 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

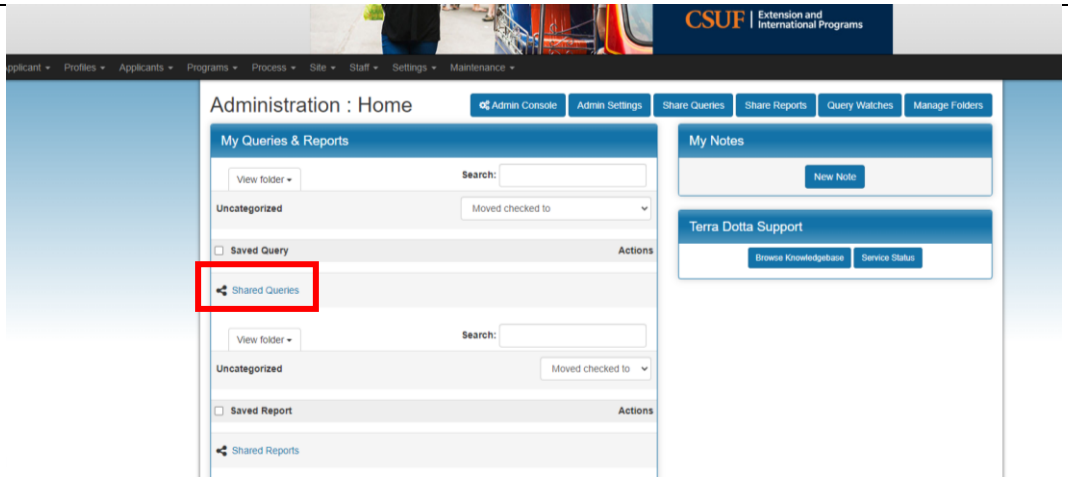
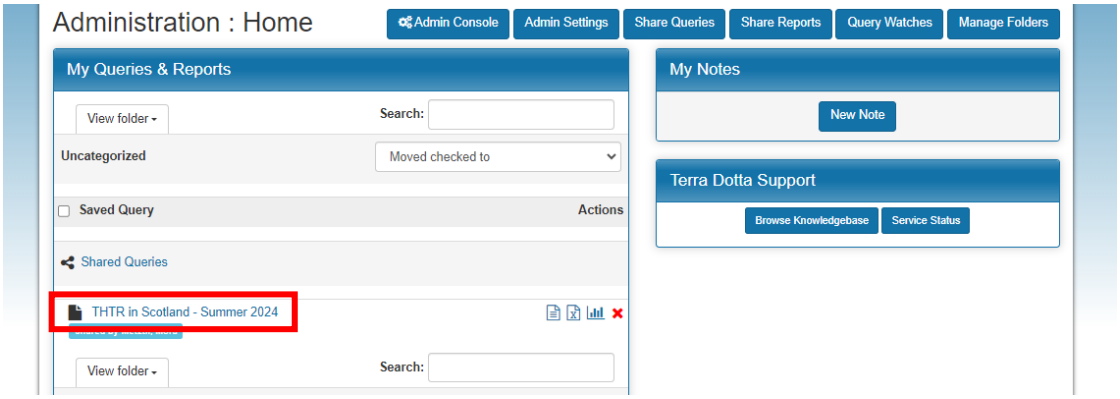
In the following pages are step-by-step guides on how to monitor student applications in Terra Dotta.

- 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:

Step 1 Go to the Study Abroad Website	https://extension.fullerton.edu/studyabroad/
Step 2 Click on the "Log-in" button	
Step 3 Click on "Log-in" with Campus ID	
Step 4 Log-in with CSUF Username & Password You will then be taken to the Admin Home Page for your Terra Dotta Account. The SAGE Team will grant you access to your specific program.	

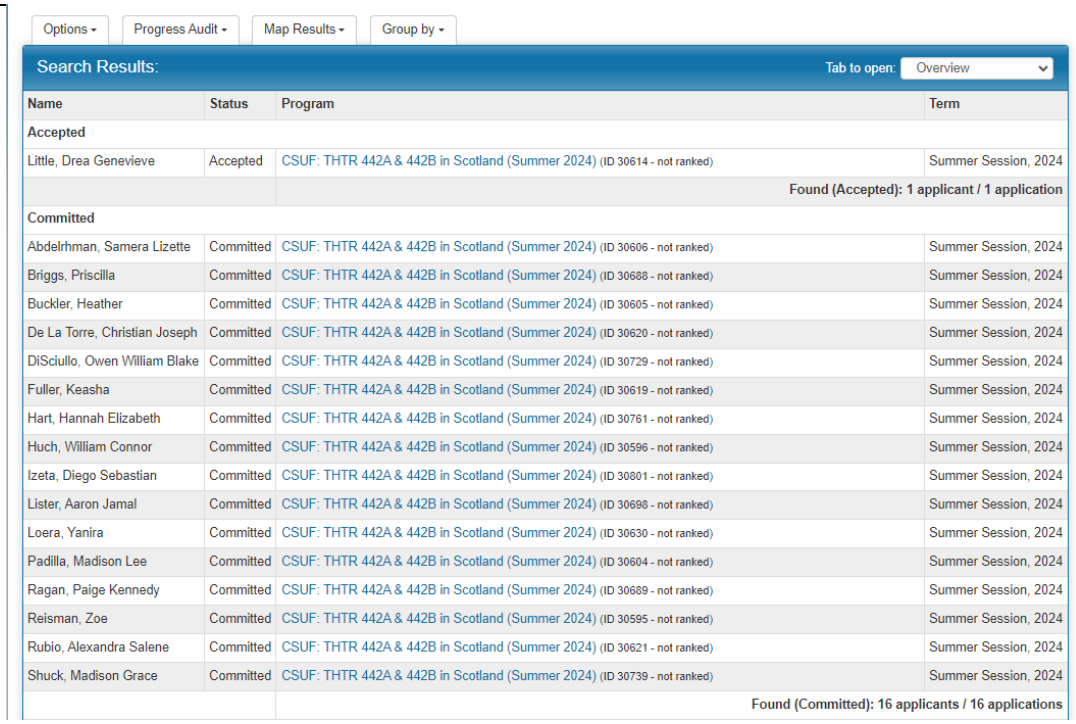
How to view student applications in your program (Program Query):

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.

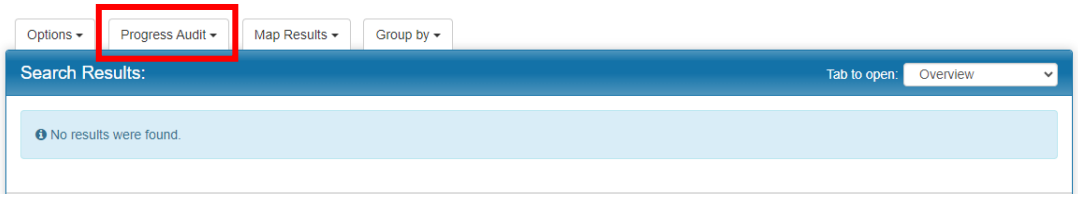
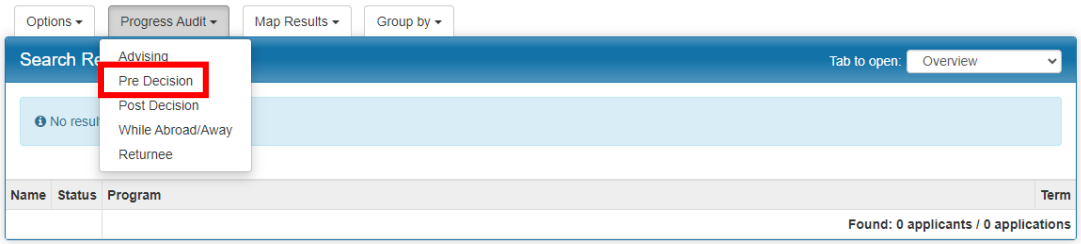
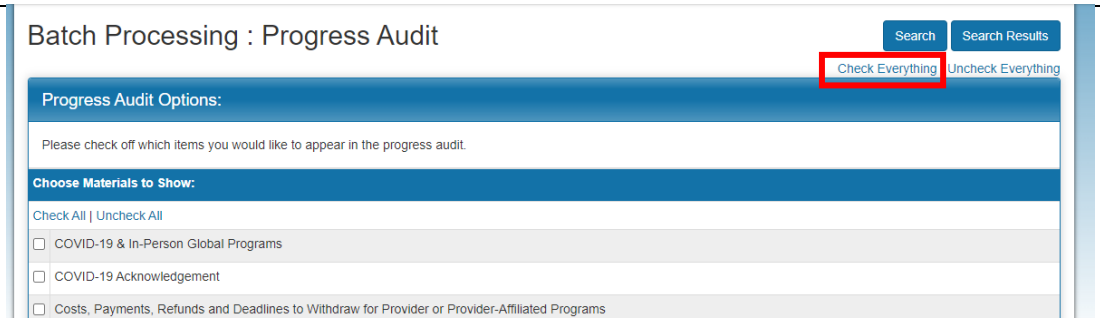
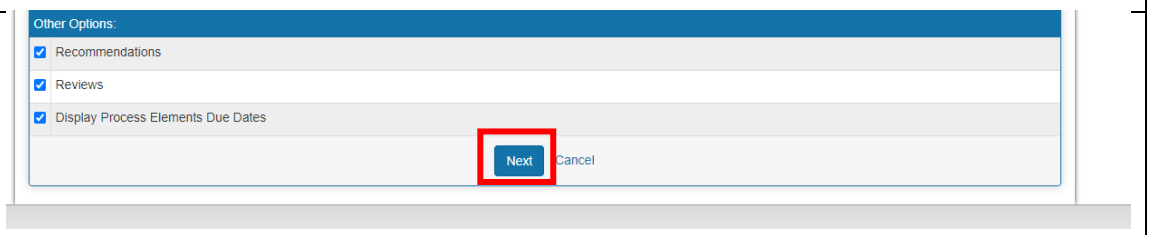


Options | Progress Audit | Map Results | Group by

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	

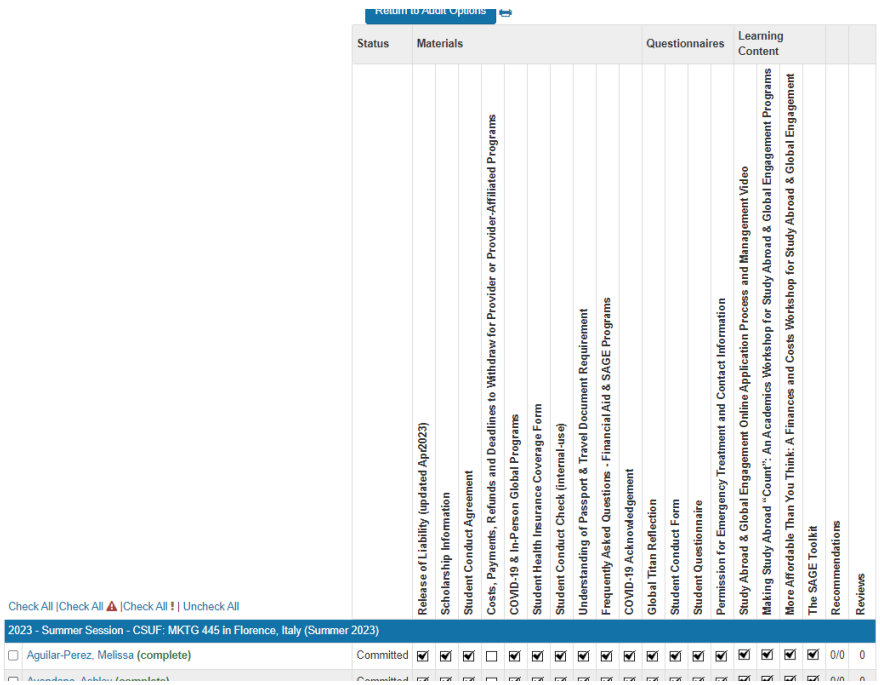
How to view student application completion progress (Progress Audit):

Step 1 Log-in to Terra Dotta	See Instructions on Page #4
Step 2 Open Program Query	See Instructions on Page #5
Step 3 Click on top left tab, "Progress Audit"	
Step 4 Click on the dropdown menu, "Pre Decision"	
Step 5 At the top right, click on "Check Everything"	
Step 6 Scroll to the bottom of the web page, click on "Next"	

Step 7

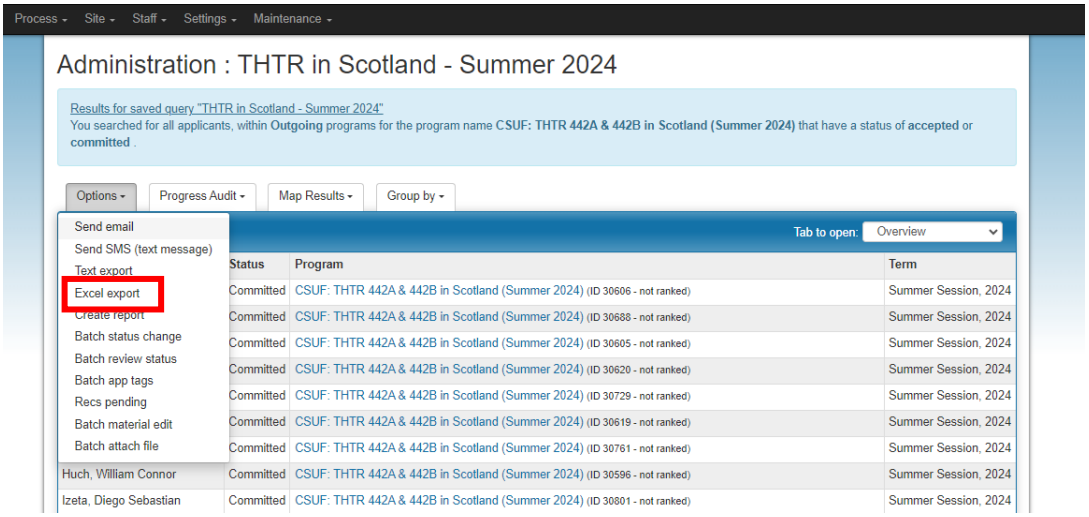
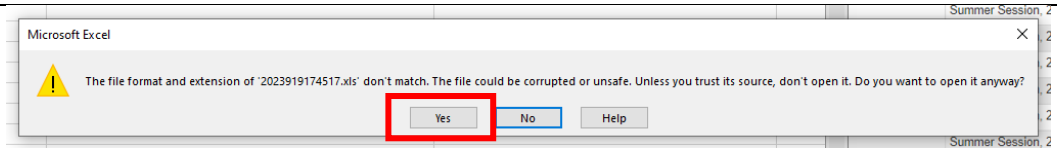
You will then be taken to the application progress report. All complete applications have the word, "Complete" next to the student name.

Any items not checked-off are incomplete.



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:

Step 1 Log-in to Terra Dotta	See Instructions on Page #4
Step 2 Open Program Query	See Instructions on Page #5
Step 3 Click on tab, "Options" Click on drop-down menu option, "Excel Export", this will download an Excel Sheet to your desktop	
Step 4 Open the Excel Sheet that was downloaded You will always get this message, click "Yes"	
Step 5 Organize data as needed	Key data to keep on your spreadsheet • 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.