

Graduate Field of Communication CollegeNet Admissions Application System Instructions - LEGACY

Website

The CollegeNet URL is: <https://admit.applyweb.com/admit/shibboleth/cornell>

Log in with Cornell netID and Kerberos password

Because of security on the site, you cannot create a bookmark through the usual means. In order to create a bookmark that will work consistently:

- Go to your favorites and right-click your bookmark in that list
- Go to “Properties”
- Replace the URL that appears there with the one above

This should allow you to access the web site through that bookmark. Another option is to create a shortcut to the link on your desktop.

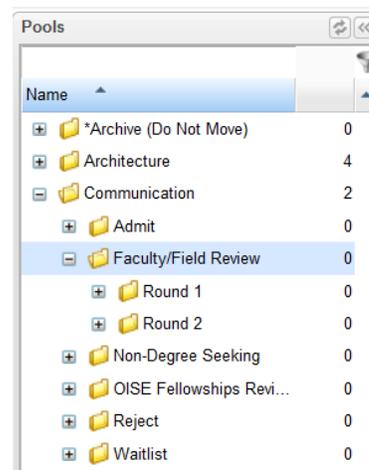
View Applications

To begin reviewing applicants, select the Faculty/Field Review folder, or “pool” as they are called in CollegeNET, from the left pane, to open the pool in the right pane. All the applications in that pool are on the Applications tab at the top of the page.

POOL (FOLDER) LAYOUTS AND ACCESS

The field has six folders with two subfolders.

- Communication
 - Admit
 - Faculty/Field Review
 - Round 1
 - Round 2
 - Non-Degree Seeking
 - OISE Fellowship Recipients
 - Reject
 - Waitlist



The GFA has access to all folders within the field. All incoming applications will be located in the Communication pool.

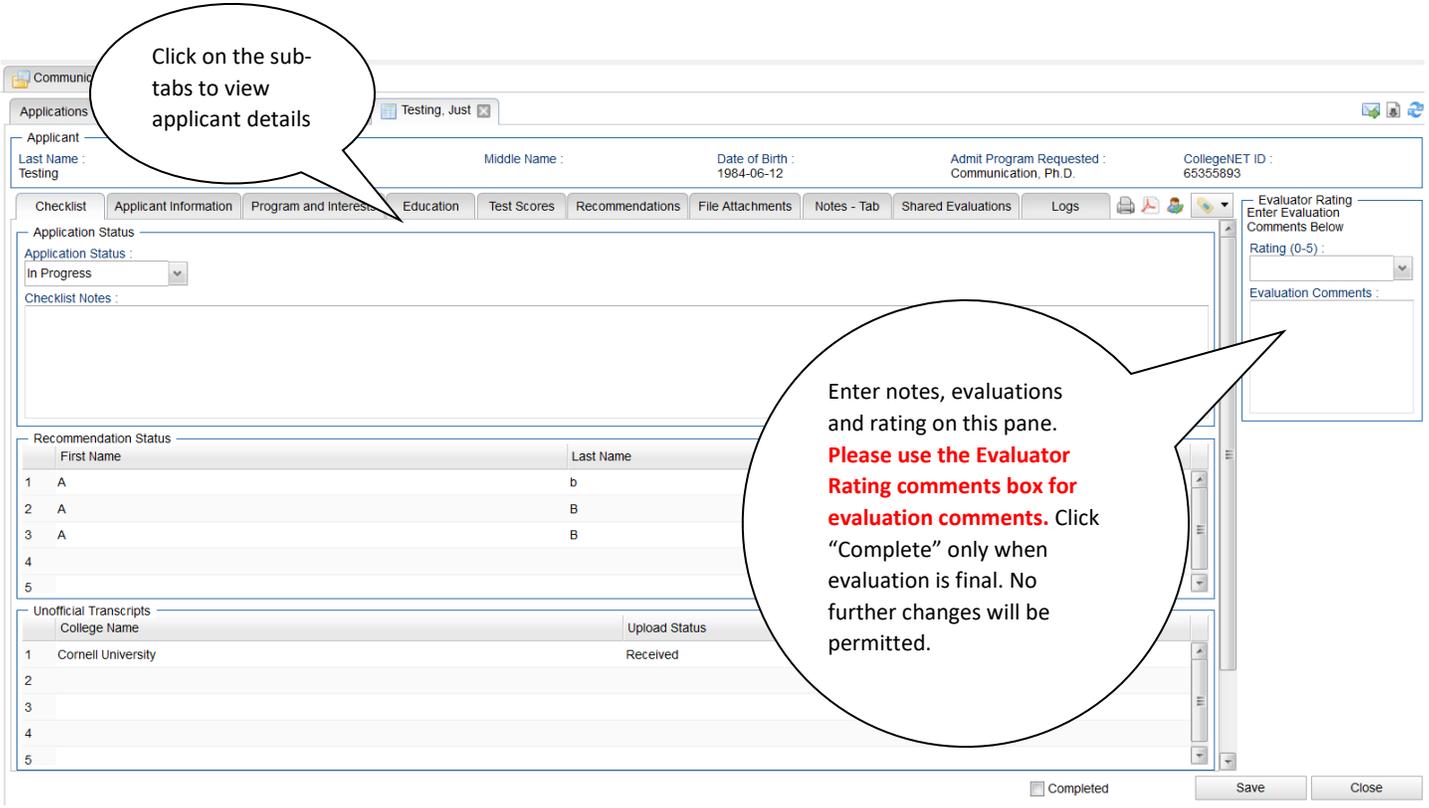
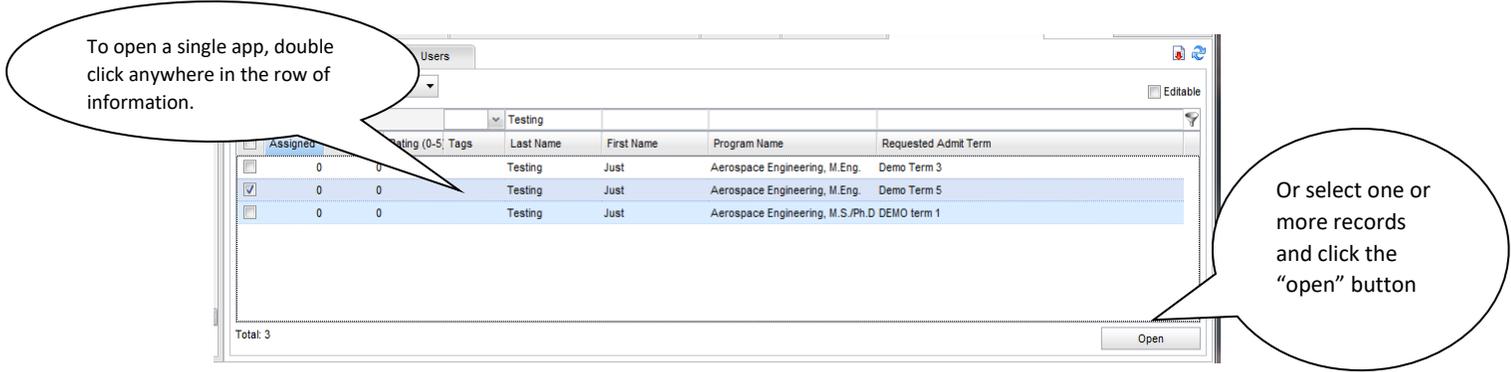
Faculty/Field Members have access to Faculty/Field Review pool only. When applications are complete, they will be moved into the Faculty/Field Review pool by the GFA.

Navigation Steps

To open a single application, double-click anywhere in the applicant’s row.

All open applications open in new tabs, with the applicant’s name on the tab. Click any tab to view the associated application. Each application has several subtabs (for example, Applicant Information, Program and Interests, Test Scores, Education, and so on).

To open multiple applications at once, select the checkboxes next to the applications you want to open, and click the (Open) button in the bottom right.



Once you have reviewed an application (either online or via a PDF). You may enter your comments in the Evaluation Pane (window below "Evaluator Rating").

Please be sure to save the information by clicking the "completed" text box in the bottom right and save. *Other readers cannot see your evaluation remarks unless you mark it as complete.*

If entering notes and you mark private, only you will be able to see the notes. Please do not mark them private if you want other faculty to see the notes. Applicants cannot see the notes you put down in their application in the Notes or Evaluation sections.

Mac Users

Please note you will need to turn off the pop-up blocker in your web browser or you will receive an error message on the lower right corner of the CollegeNet system when you are trying to download a PDF.

Viewing Your Assigned Applications and Evaluating Applicants

Select any application pool in the left pane to open that pool, or type in “Round 1” or “Round 2” to search for the review pools. The numbers to the right of a pool show how many applications are in it. To view your assigned applications, click the Evaluations tab. The total number of your assigned applications is at the bottom of the pane.

The list of applications is color-coded in the left column: green are those you have completed, yellow are those you have started but not yet marked as completed, and red are those that are assigned to you but you’ve not yet started.

Open one or more applications:

- To open a single application, double-click anywhere in the row of information about it (for example, over the Last Name of the applicant)
- To open multiple applications at once, select the checkboxes next to the applications you want to open, and click the (Open) button in the bottom right.

All open applications open in new tabs, with the applicant’s name on the tab. Click any tab to view the associated application. Each application has several subtabs (for example, Biographical data, Education, Test Scores, Recommendations, and so on). Clicking a subtab lets you view the application data associated with that tab.

To create or print a PDF of one or more applications (optional), you can either:

- On the Applications tab, select one or more applications using the checkboxes. To print them all, click the Actions button and select PDF. That will produce multiple PDFs of all your selected applications for download.
- Note: If you don’t see an Applications tab that means you don’t have permission to view all applications in that pool.

When viewing an individual application, click the PDF icon to the right of the subtabs. That will create a PDF version of that application for download.

Once you have reviewed an application, enter your comments in the Evaluation box. You are able to go back to the application and change your evaluation score until you have marked the evaluation as complete. Your score and comments are not viewable by others until you mark the evaluation as complete.

On the right side of the screen on the Evaluation tab. Please mark accordingly and click on evaluate.

See separate document for admissions rubric for use starting in January 2020.

Once you are satisfied with your evaluation score and comments for the applicant, mark it as complete and click the save button at the bottom right.

Assigning Evaluators to Applications

If you want to refer an application to another faculty member for review, you may “assign” it to them directly.

After assigning or unassigning, remember to save your changes. To refresh, click  in the upper right of the screen, or close and reopen the pool.

To assign a single application to another faculty member for review:

- Open the application you want to assign
- Click the Assign icon  in the upper right corner of the application
- Select one or more evaluators
- Click Assign

To unassign a single application:

- In the Applications tab, select the box of the application you wish to unassign
- Click the Actions dropdown menu
- Click the Unassign action 
- Select the evaluator you wish to unassign
- Click Unassign

To assign one or more applications:

- Using the left pane list of pools, navigate to any pool and select the Applications tab
- Check the boxes next to one or more applications
- Click the Actions button and select assign (a list appears all evaluators who have permissions in that pool)
- Select one or more evaluators
- Click Assign

To open multiple applications for viewing:

- Using the left pane list of pools, navigate to any pool and select the Applications tab
- Check the boxes next to one or more applications
- Click the Open button in the bottom right

Printing

To print or save as PDF file of one or more applications (optional), you can either:

- When viewing an individual application, click the PDF icon to the right of the subtabs, which will open the PDF in a new subtab entitled “Full Application”
- Under the new subtab, there is a drop menu called Actions where you can save the PDF to your computer or you can click the Printer icon  in the upper right hand corner to print the PDF
- To create multiple PDFs, select one or more applications using the checkboxes on the Applications tab
- Click the Actions button and select PDF and selected applications will download as individual PDFs in a zip file (be sure to check your pop-up blocker settings on your browser)

Please keep in mind that creating a PDF of an application generates a document that will have social security numbers and other sensitive personal information. Be mindful of only using this feature in situations where you know you will not have internet access. Please also remember to delete files after you have finished your evaluations and shred any printed applications.

Tips for Users

CollegeNet's help screen can be accessed by clicking on your name in the upper right corner of the screen and selecting "Help."

CollegeNet recommends you use Chrome or Firefox as its functionality is sometimes compromised in other browsers.

If you enter information, such as notes, evaluations, etc., that you want seen in real time, you must click on your refresh button  on the top right side of the screen under your name. You can either choose to do it after each entry or wait until the end of your session.

Your comments in the Notes section are NOT seen by the applicants. They only can see notes listed in the Checklist tab, which is maintained by the GFA only. Please do not put your comments in that area; only leave comments in the Notes or Evaluation sections.

TOEFL, IELTS, and GRE Scores Information

For TOEFL scores, our field has an informal lower bound of 105. Lower scores may be considered on a case by case basis, but no individual section score can be below the following Graduate School minimums:

- Writing: 20
- Listening: 15
- Reading: 20
- Speaking: 22

Applicants whose TOEFL does not meet the Graduate School's minimum scores will not be moved to the review pools.

For IELTS, the Graduate School's minimum is an overall score of 7.0.

For GRE scores, the scoring system changed in 2011. GRE scores are only valid for five years, so we have aged out of the old scores, however, a conversion chart is available for any lingering GRE memories.

Our admitted applicants have an average combined GRE score above 300 and written score above 4.0.

Table 1C: Verbal Reasoning Concordance Table

Scores on the Prior Scale	Estimated Scores on the Current Scale	% Rank*
800	170	99
790	170	99
780	170	99
770	170	99
760	170	99
750	169	99
740	169	99
730	168	98
720	168	98
710	167	98
700	166	97
690	165	96
680	165	96
670	164	94
660	164	94
650	163	93
640	162	90
630	162	90
620	161	89
610	160	86
600	160	86
590	159	84
580	158	79
570	158	79
560	157	77
550	156	72
540	156	72
530	155	69
520	154	64
510	154	64
500	153	62

Verbal Reasoning Concordance Table (continued)

Scores on the Prior Scale	Estimated Scores on the Current Scale	% Rank*
490	152	56
480	152	56
470	151	51
460	151	51
450	150	48
440	149	42
430	149	42
420	148	40
410	147	36
400	146	31
390	146	31
380	145	28
370	144	26
360	143	21
350	143	21
340	142	18
330	141	16
320	140	13
310	139	10
300	138	8
290	137	6
280	135	4
270	134	3
260	133	2
250	132	1
240	131	1
230	130	1
220	130	1
210	130	1
200	130	1

*Based on the performance of all examinees who tested between July 1, 2007, and June 30, 2010. Percentile ranks will be updated in July 2012.

**Table 1D: Quantitative Reasoning
Concordance Table**

Scores on the Prior Scale	Estimated Scores on the Current Scale	% Rank*
800	166	94
790	164	91
780	163	88
770	161	86
760	160	84
750	159	82
740	158	79
730	157	77
720	156	74
710	155	69
700	155	69
690	154	67
680	153	65
670	152	61
660	152	61
650	151	56
640	151	56
630	150	53
620	149	49
610	149	49
600	148	44
590	148	44
580	147	40
570	147	40
560	146	36
550	146	36
540	145	32
530	145	32
520	144	26
510	144	26
500	144	26

Quantitative Reasoning Concordance Table (continued)

Scores on the Prior Scale	Estimated Scores on the Current Scale	% Rank*
490	143	22
480	143	22
470	142	19
460	142	19
450	141	16
440	141	16
430	141	16
420	140	12
410	140	12
400	140	12
390	139	10
380	139	10
370	138	7
360	138	7
350	138	7
340	137	6
330	137	6
320	136	4
310	136	4
300	136	4
290	135	3
280	135	3
270	134	2
260	134	2
250	133	1
240	133	1
230	132	1
220	132	1
210	131	1
200	131	1

Note: Score users should use special care in evaluating test takers who received a Quantitative Reasoning score at the top end of the prior 200–800 score scale. Now, with the new 130–170 score scale, we can provide more differentiation for higher ability test takers. However, test takers who took the prior test and received an 800 on the Quantitative Reasoning measure, received the highest score possible that they were able to earn on the measure. Therefore, this information should be considered when making admissions decisions.

*Based on the performance of all examinees who tested between July 1, 2007, and June 30, 2010. Percentile ranks will be updated in July 2012.