



Online Reference

Training Guide

For Graduate Program Administrators

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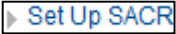




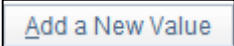
Online Reference Form Process

This document describes the overall process for the Online Reference Form. This includes:

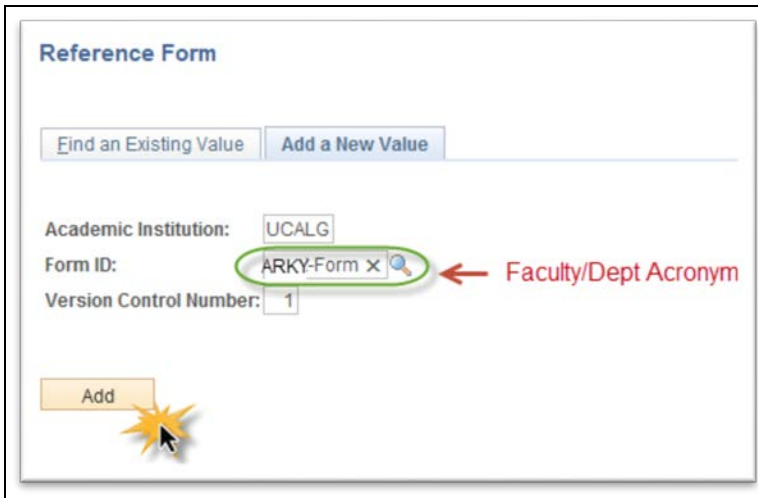
- Copy Template and Modify the Reference Form
- Definitions
- Publish Created Form
- Updating Program Contact Information
- View the Email
- Linking the Published Reference Form and Updating Program Details
- Graduate Program Administrator - Update or Edit Online Referee Information
- Upload Reference Form on Behalf of Referee
- View Submitted Online Reference Form for Evaluators and Graduate Program Administrators

Step 1. Copy Template and Modify the Reference Form

This will explain how a graduate department can use the reference form template (FGS-TEMP) for their online reference settings. .

1. Click the **Set Up SACR** link.

2. Click the **Product Related** link.

3. Click the **Recruiting and Admissions** link.

4. Click the **U of C Web Application Set Up** link.

5. Click the **Reference Form** link.

6. To create the graduate program form, click the **Add a New Value** tab.

7. **Form ID field** – This field is the program or department name (e.g. ARKY-FORM). This field can be up to ten characters.
Version control number – Defaults to 1. It can be changed (e.g. 2) if creating another reference form; then the previous version (e.g. 1) can be copied into version 2.


Note: If you need to update your form, you can keep the same name (ARKY-Form) and just change the version number (e.g. if the current is version 1, you'll create version 2).




Reference Form

Find an Existing Value Add a New Value

Academic Institution: UCALG

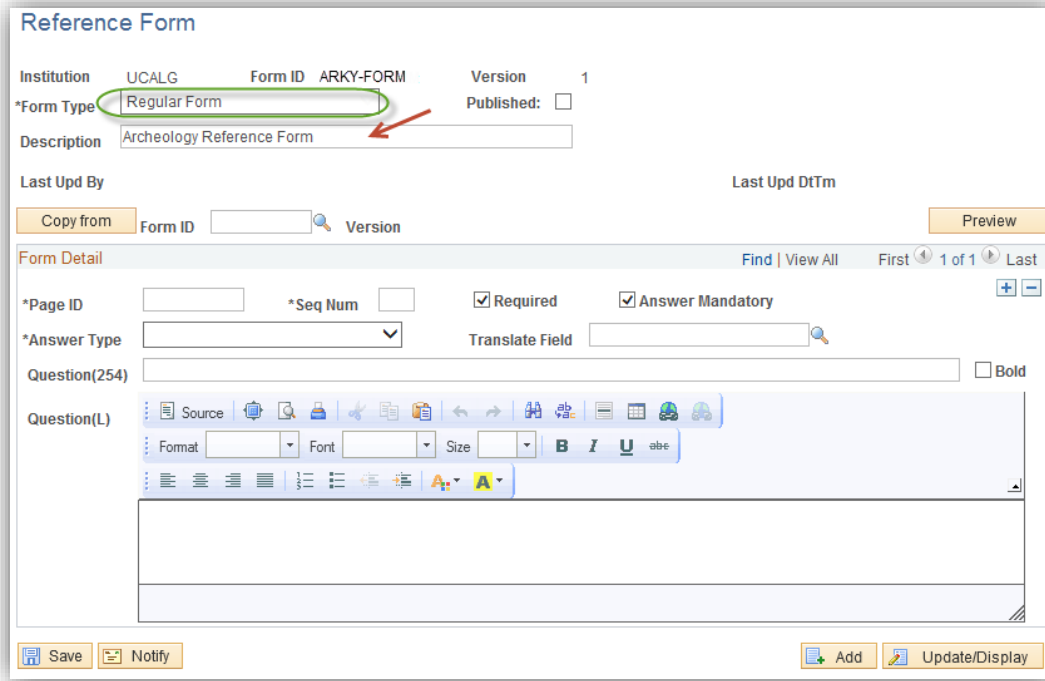
Form ID: ARKY-Form x  ← Faculty/Dept Acronym

Version Control Number: 1

Add 

8. **Form Type** - This is where the form detail can be entered. The Form Type will be defaulted to Regular Form.

Please enter a description of the reference (e.g. Archeology Reference Form). This description will not display on the online reference form, it is for internal viewing purposes only.



Reference Form

Institution UCALG Form ID ARKY-FORM Version 1

*Form Type Regular Form Published: ☐

Description Archeology Reference Form

Last Upd By Last Upd DtMn


Copy from Form ID Version Preview

Form Detail Find | View All First 1 of 1 Last

*Page ID *Seq Num ☒ Required ☒ Answer Mandatory

*Answer Type Translate Field

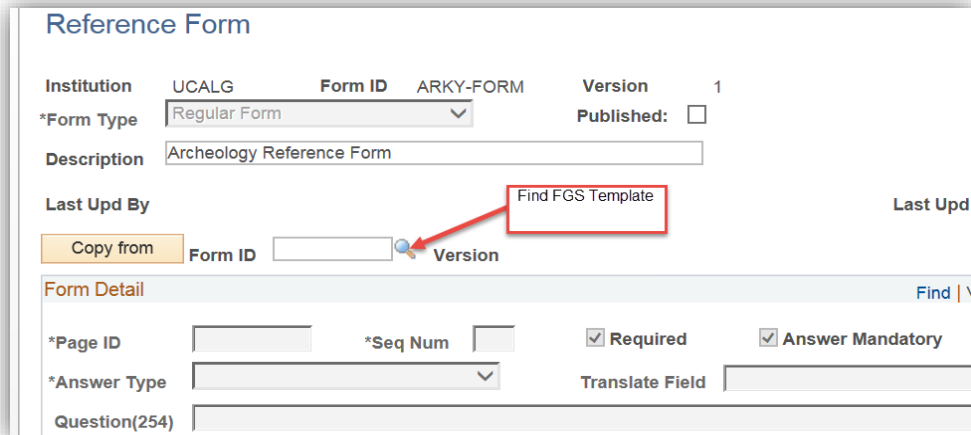
Question(254) ☐ Bold

Question(L) 

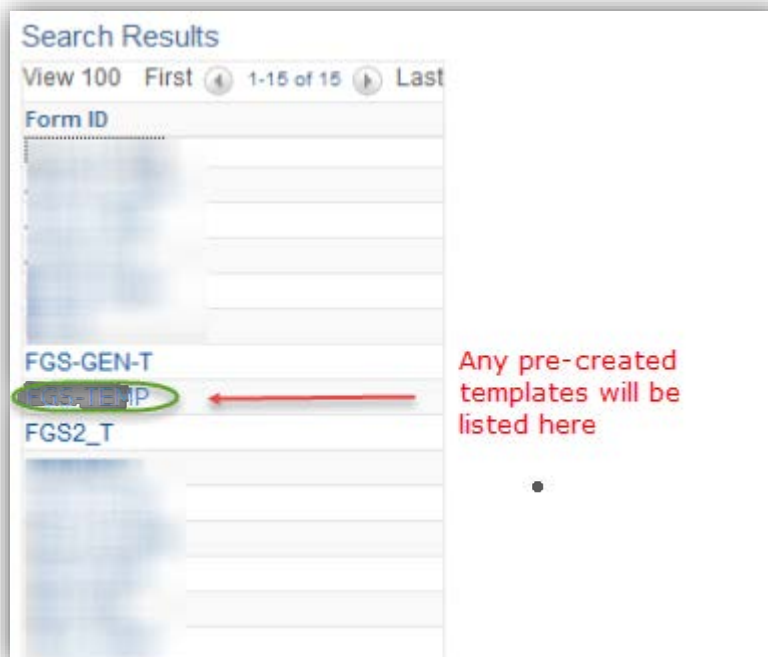
Save Notify Add Update/Display

9. The next step will be to copy the Faculty of Graduate Studies template (e.g. FGS-TEMP) to this reference form area. Select the applicable FGS template from the Form ID field.

Click the **Look up Form ID** button and find the FGS template.

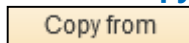
10. Any pre-created FGS templates will display. **FGS-TEMP** is the current on-line reference FGS reference form template. ***The text of these questions cannot be edited.***



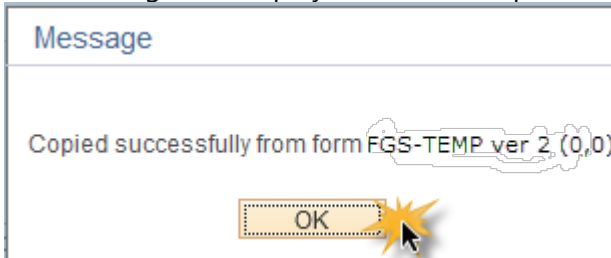
Click the **FGS-TEMP** link.
FGS-TEMP

- The form fields from the **FGS-TEMP** template must be copied to this reference form.

Click the **Copy from** button.



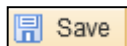
- This message will display when the template has been copied.



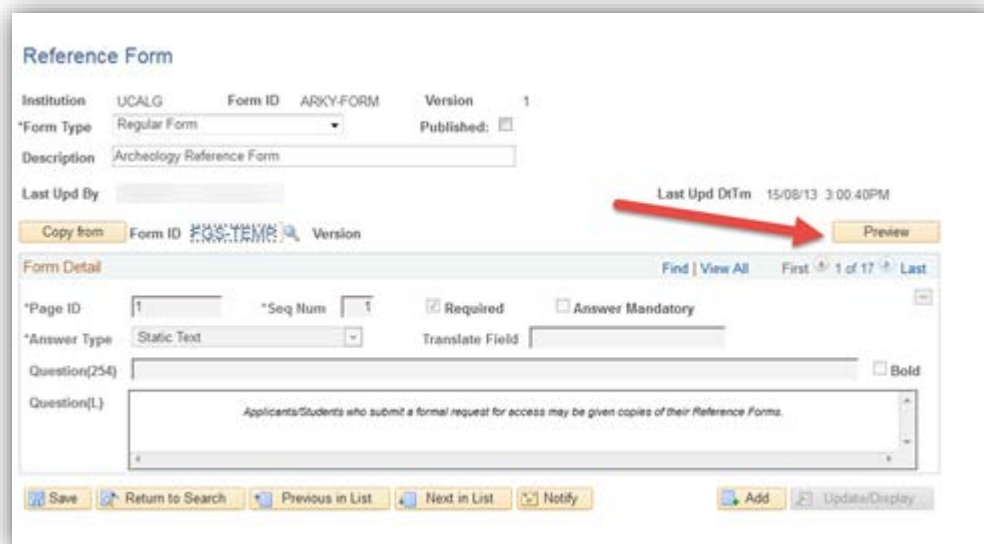
Click the **OK** button.



- Click the **Save** button.



- Tip:** After saving, click on **Preview** to see how the referee will see these questions. The preview is for viewing only allowing you to see the options on the drop down fields.



Reference Form

Institution: UCALG Form ID: ARKY-FORM Version: 1

*Form Type: Regular Form Published: ☐

Description: Archeology Reference Form

Last Upd By:

Last Upd DtTm: 15/08/13 3:00:40PM

Copy from Form ID: FGS-TEMP Version:

Form Detail Find | View All First 1 of 17 Last

*Page ID: 1 *Seq Num: 1 ☒ Required ☐ Answer Mandatory

*Answer Type: Static Text Translate Fields:

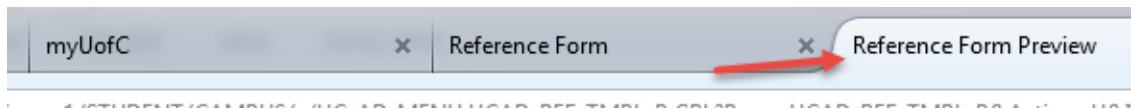
Question(254):

Question(L):

Applicants/Students who submit a formal request for access may be given copies of their Reference Forms.

Save Return to Search Previous in List Next in List Notify Add Update/Display

15. The system will automatically open a new tab for preview, remember to come back to the first tab (Reference Form) to keep working on your form.



16. This is an example of the Reference Form Preview:

Reference Form Preview

Institution: UCALG Form ID: ARKK-FORU Version: 1 Archeology Reference Form

Applicants/Students who submit a formal request for access may be given copies of their Reference Forms.

NOTE: Please save often to remain active and to ensure data entered is not lost.

Question 1 Sequence 1

I have known the applicant in my capacity as:

If Other, please explain:
Sample short text answer

I have known the applicant for:

Please evaluate the applicant in the following areas:

Background preparation

Potential research ability

Intellectual ability

Capacity to work well with others

Work ethic

How would this applicant rank for admission at your institution?

Is the degree comparable at your institution? ☒ Yes ☐ No

I have read the applicant's research proposal: ☒ Yes ☐ No

I understand that this reference may be used for scholarship purposes ☒ Yes ☐ No

Since the above ratings do not provide a complete description of an applicant's potential, please expand on your assessment by describing the applicant's merits and shortcomings in these general areas together with an overall recommendation.

1. Academic background and training – applicant's general knowledge of the field, preparation in the field and additional skills or experience that might help them complete their degree.

2. Research ability and record – originality and ability to synthesize ideas, analytical thinking, skill at research design, quality of any research, familiarity with techniques or methodologies of the field, ability to discuss critically, ability to express ideas clearly.

3. Communication and language ability – applicant's communication ability as revealed in any role such as the presentation of reports or seminars, and speaking ability. If English is not the applicant's first language, some comment on his/her proficiency in English would be appreciated.

4. Reliability and Personal Aptitude – applicant's interpersonal skills and temperament for graduate work.

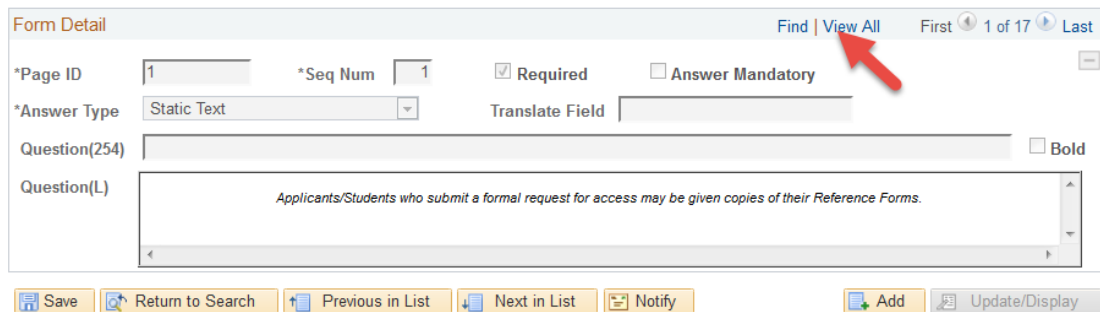
Please enter your comments here:
Sample long text answer

17. On the Reference Form window, the copied template (FGS-TEMP) contains 17 lines of information already setup. To view all 17 lines, click the View All link to display them at once. After reviewing the questions, it will be important to indicate “Published” when the department is satisfied with the questions.

Note: Departments will only be able to delete rows if not marked as required. ***The text of these questions cannot be edited.***

Click the **View All** link.

[View All](#)



The screenshot shows the 'Form Detail' window. At the top right, there are links for 'Find', 'View All', 'First', '1 of 17', and 'Last'. A red arrow points to the 'View All' link. Below the links, there are input fields for '*Page ID' (set to 1) and '*Seq Num' (set to 1). There are checkboxes for 'Required' (checked) and 'Answer Mandatory' (unchecked). Below these are dropdown menus for '*Answer Type' (set to 'Static Text') and a 'Translate Field' dropdown. A text area for 'Question(254)' is visible, containing the text 'Applicants/Students who submit a formal request for access may be given copies of their Reference Forms.' There is also a 'Bold' checkbox. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

Congratulations! You have created your form. A few more steps and you'll be done.

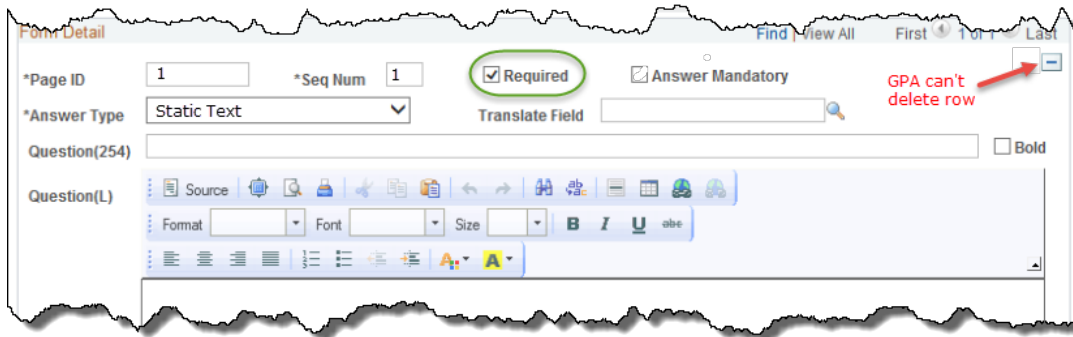
INFORMATION: The Following steps are merely informative to show you how the questions added behave (e.g. drop down menu, radio buttons, and long text). You may skip them to continue on to Publish and save the form.

Definitions:

18. **Page ID and Seq Num (sequence number)** refer to where this will appear on the form e.g. page 1 question 1. This is visible in Preview after saving.
Required Field: If the Required box is checked this question cannot be deleted by the graduate program.
Answer Mandatory indicates the **referee must answer** this question otherwise they will not be able to submit the form. Departments have the option to make the question mandatory or not.

Examples Using Required and Mandatory:

1. If the question is marked as **Required** in the template the row cannot be removed by the graduate program when creating their form. Each question marked as required will be present.



Form Detail

*Page ID: 1 *Seq Num: 1 ☒ Required ☐ Answer Mandatory

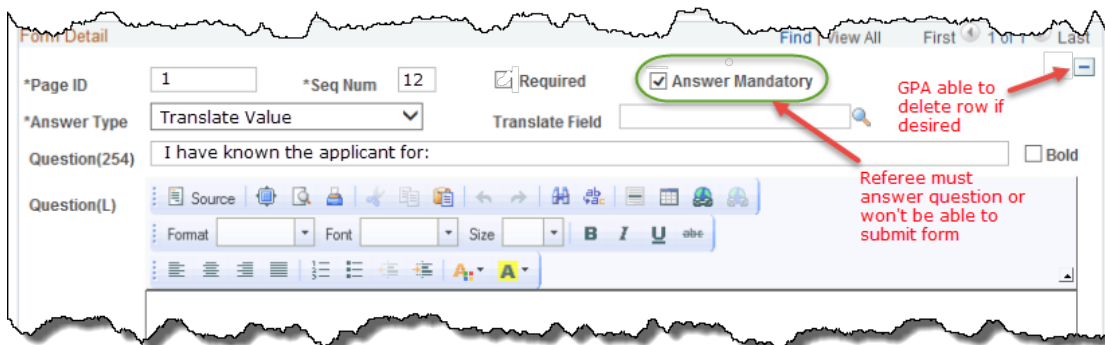
*Answer Type: Static Text Translate Field: [Search]

Question(254): [Text Box] ☐ Bold

Question(L): [Rich Text Editor]

GPA can't delete row

- If answer is **Not Required**, but **Answer Mandatory** then the graduate program can delete this question but if the graduate program chooses to use it, the referee must provide an answer.



Form Detail

*Page ID: 1 *Seq Num: 12 ☒ Required ☒ Answer Mandatory

*Answer Type: Translate Value Translate Field: [Search]

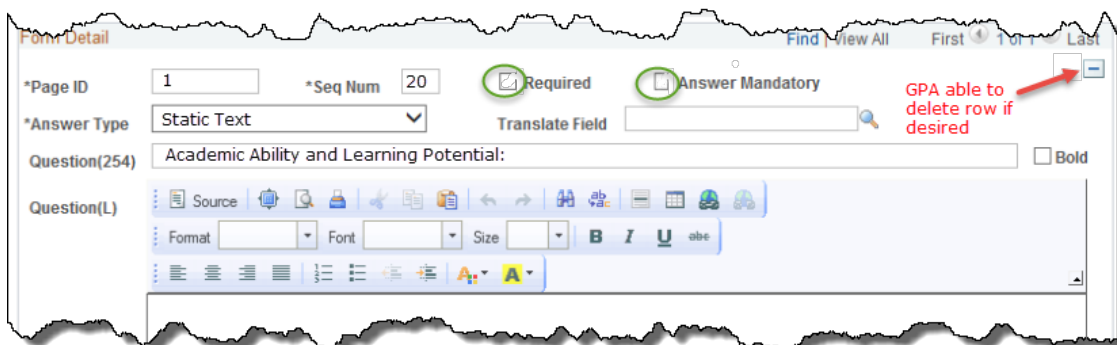
Question(254): I have known the applicant for: [Text Box] ☐ Bold

Question(L): [Rich Text Editor]

GPA able to delete row if desired

Referee must answer question or won't be able to submit form

- If question is not **Answer Mandatory** the referee will be able to submit the form without needing to answer the question



Form Detail

*Page ID: 1 *Seq Num: 20 ☒ Required ☒ Answer Mandatory

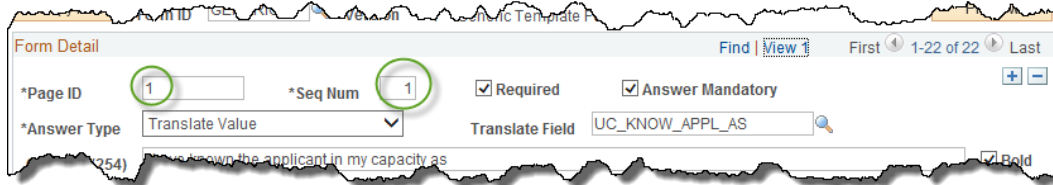
*Answer Type: Static Text Translate Field: [Search]

Question(254): Academic Ability and Learning Potential: [Text Box] ☐ Bold

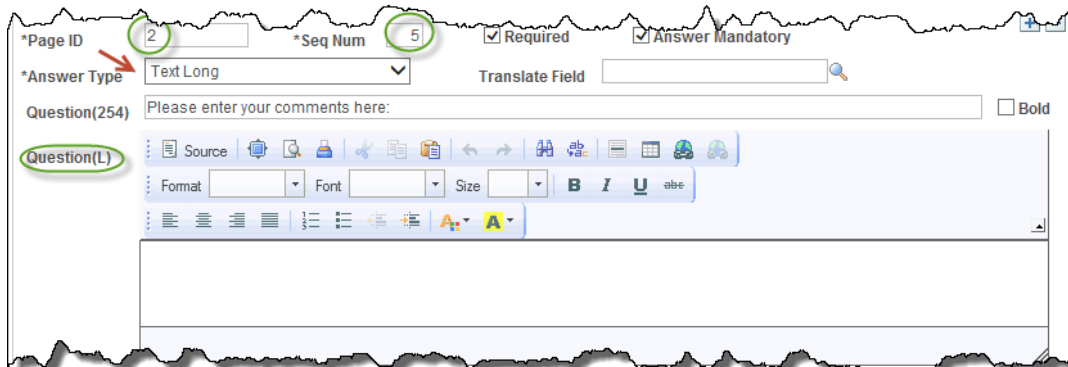
Question(L): [Rich Text Editor]

GPA able to delete row if desired

Answer type refers to a specific value (please refer to the job aid *Translate Table Definitions for Online Reference Form* to understand the translate table definitions).



19. When you scroll further down the page you will see Page ID = 2 (this question will be on page 2 of the reference form) and Seq Num = 5 indicating a new answer format from the previous sequence. Note that **Question (L)** indicates the Answer Type (Text Long) can be very long (> 2 pages).



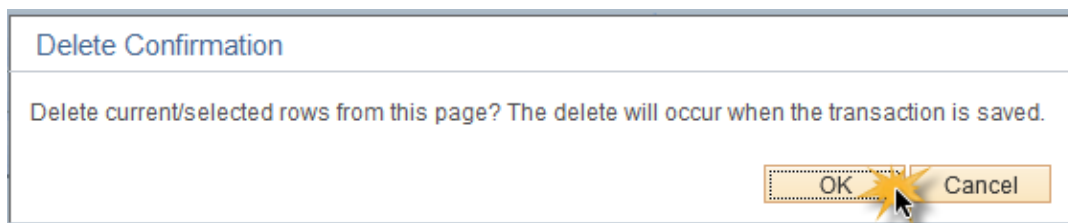
20. If a department has determined a question is not necessary for their referees to answer it can be deleted from the reference form provided it is not marked **Required**.

Click the **Delete row** button.

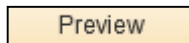


Note: Make sure you have saved first to be able to preview the latest update completed on the form.

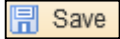
21. The Delete Confirmation displays. Click the **OK** button.

22. Preview the reference form to view what the referee will see on the reference form. Click the **Preview** button. **Tip:** Press **Save** first to view the recent changes on the form.



23. Click the **Save** button.



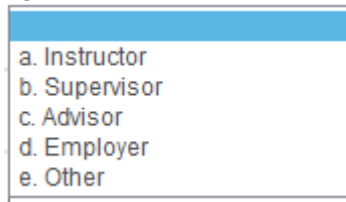
24. **Examples Using Drop Down Menu:**

In Reference Form Preview, there is a prompt for the referee to save the reference form often so data is not lost. The first question refers to the first sequence item listed in the form detail (page 1 question 1). To view the information on the drop down menus click on the drop down arrow.

Click the **Drop Down** list.



25. The first question listed; "I have known the applicant in my capacity as" requires the specific responses linked to the fieldnames from the translation table (please refer to the job aid "Translate Table for Online Reference Form" to understand the definition). Eg: UC_KNOWN_APPL_AS has these corresponding options setup.



26. Additionally, for the second question; "I have known the applicant for" options displayed are also setup in the Translation Table (e.g. UC_HOW_LNG_KNW APPL)



27. The options for "Please evaluate the applicant....peer group" refer to translate table code UC_GRD_SCALE_4_2. This relates to Background preparation.

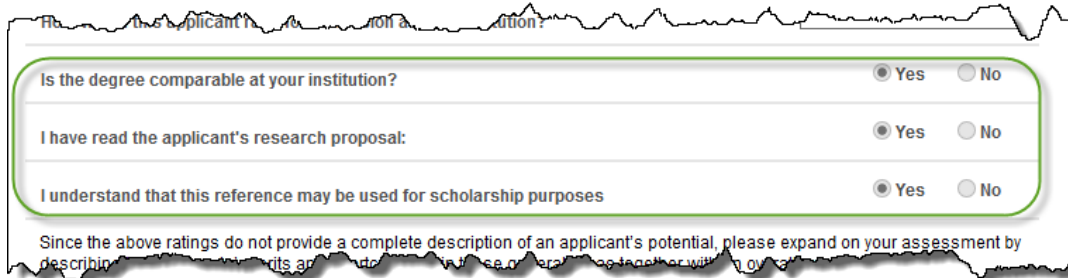


Please evaluate the applicant in the following areas:

Background preparation	<input type="text" value="a. Outstanding"/>
Potential research ability	<input type="text" value="b. Excellent"/>
Intellectual ability	<input type="text" value="c. Good"/>
Capacity to work well with others	<input type="text" value="d. Average"/>
Work ethic	<input type="text" value=""/>

28. **Examples Using Radio Buttons:**

Some of the template information may contain radio button answers (Yes/No).



Is the degree comparable at your institution? ☒ Yes ☐ No

I have read the applicant's research proposal: ☒ Yes ☐ No

I understand that this reference may be used for scholarship purposes ☒ Yes ☐ No

Since the above ratings do not provide a complete description of an applicant's potential, please expand on your assessment by describing the applicant's strengths and weaknesses, and how these ratings relate to the overall assessment.

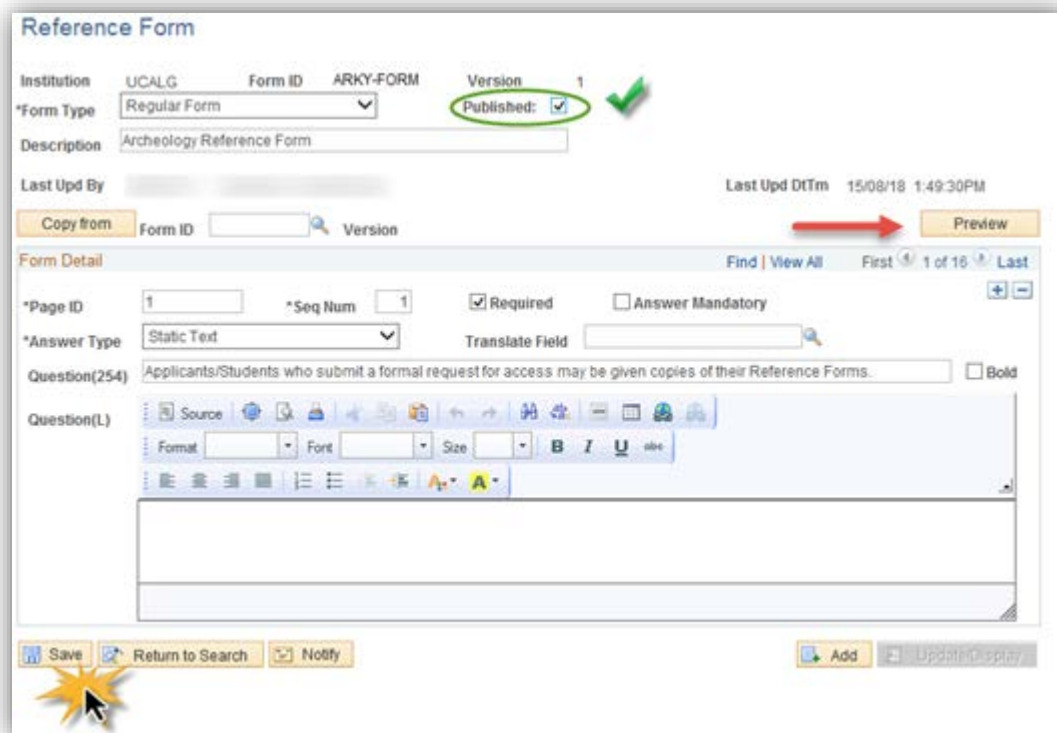
Publish Created Form:

When satisfied with the remaining form details (questions) click the **Published** checkbox, **Save** and **Preview** your final form.

Published enables the form to be visible when linking the form to the reference form ID in the next step.

Important: Once the form is Published and Saved, no further customizations can be completed. A new version must be created from the beginning of this process.

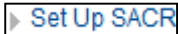
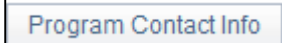



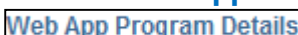
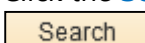
Click the **Published** option.

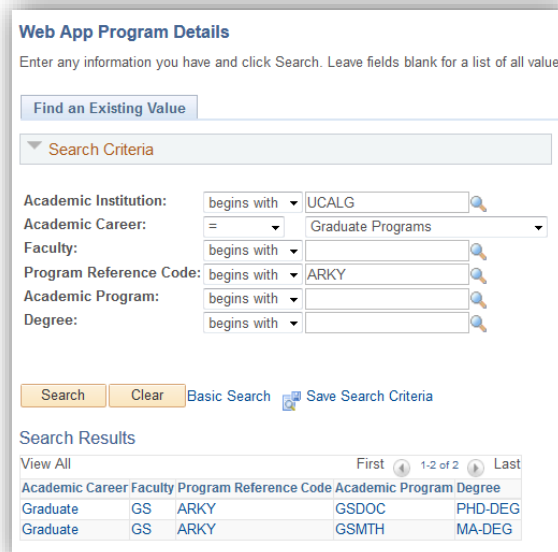


The form is now published and ready to be linked to your online settings. The next step will ensure your Program Contact information is current.

Updating Program Contact Information Tab:

All your contact information should be updated as the email the referees receive will contain the details from this page and it will be populated in the email signature they receive.

1. Click the **Set Up SACR** link.

2. Click the **Program Contact Info** tab.

3. Click the **Product Related** link.

4. Click the **Recruiting and Admissions** link.

5. Click the **U of C Web Application Set Up** link.

6. Click the **Web App Program Details** link.

7. Click the **Search** button.

8. A grid of Web App Programs display. Select the specific Faculty or Department. For this example select your program (e.g. ARKY). Click the **ARKY** link.



Web App Program Details

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Academic Institution: begins with

Academic Career: =

Faculty: begins with

Program Reference Code: begins with

Academic Program: begins with


Degree: begins with

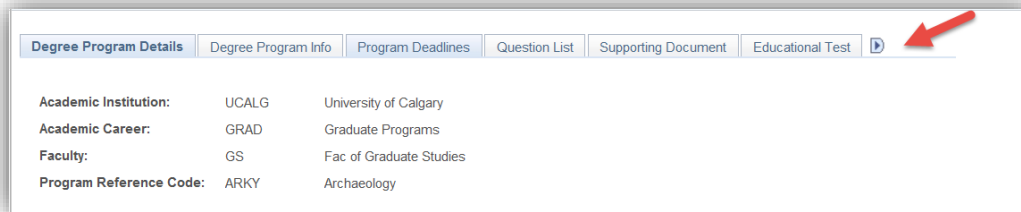
[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-2 of 2 Last

Academic Career	Faculty	Program Reference Code	Academic Program	Degree
Graduate	GS	ARKY	GSDOC	PHD-DEG
Graduate	GS	ARKY	GSMTH	MA-DEG

9. From the Degree Program Details page, click the **Show following tabs** button.


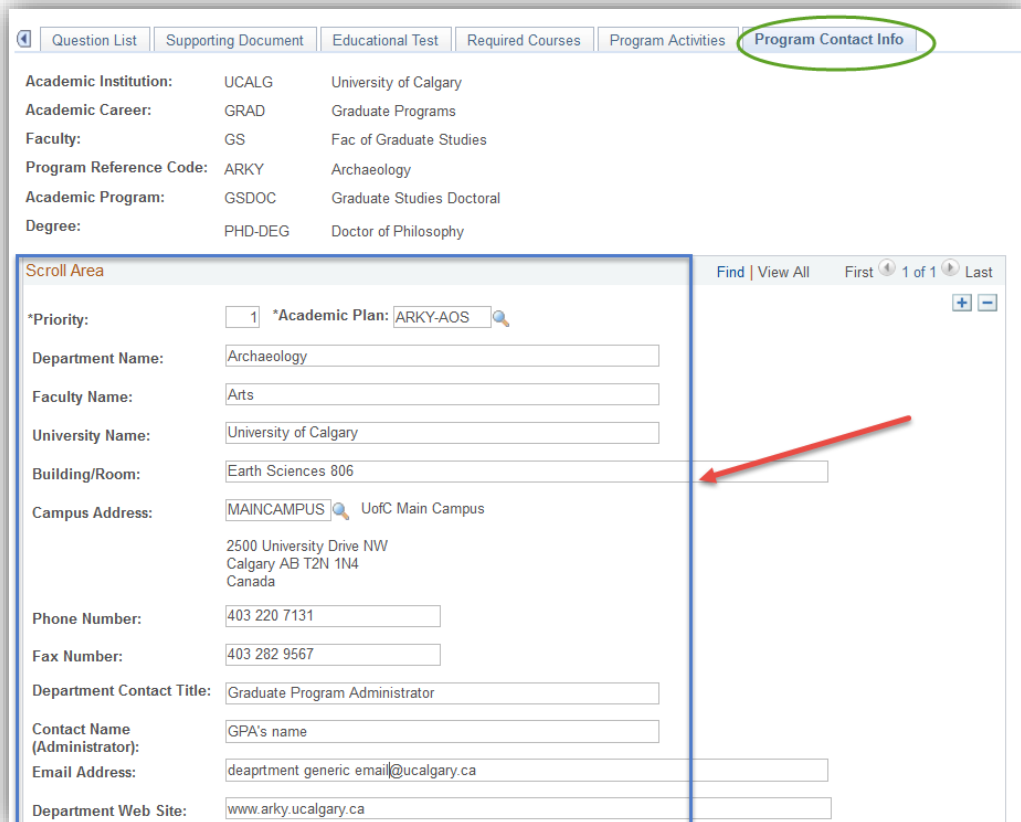


Degree Program Details | Degree Program Info | Program Deadlines | Question List | Supporting Document | Educational Test | **Save**

Academic Institution:	UCALG	University of Calgary
Academic Career:	GRAD	Graduate Programs
Faculty:	GS	Fac of Graduate Studies
Program Reference Code:	ARKY	Archaeology

10. Click on the **Program Contact Info** Tab. Update any necessary information and click **Save**.

Note: Remember to update each degree setting (e.g. PhD and MSc). The change will update overnight.



Question List | Supporting Document | Educational Test | Required Courses | Program Activities | **Program Contact Info**

Academic Institution:	UCALG	University of Calgary
Academic Career:	GRAD	Graduate Programs
Faculty:	GS	Fac of Graduate Studies
Program Reference Code:	ARKY	Archaeology
Academic Program:	GSDOC	Graduate Studies Doctoral
Degree:	PHD-DEG	Doctor of Philosophy

Scroll Area

*Priority: *Academic Plan:

Department Name:

Faculty Name:

University Name:

Building/Room:

Campus Address: UofC Main Campus
 2500 University Drive NW
 Calgary AB T2N 1N4
 Canada

Phone Number:

Fax Number:

Department Contact Title:

Contact Name (Administrator):

Email Address:

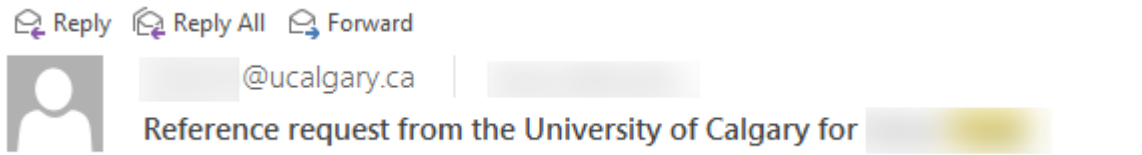
Department Web Site:

Find | View All | First 1 of 1 Last

Email Notification using the online reference form

The following is an example of an email the referee will receive. The referee's email contains:

- ONE link to go online and complete “online reference form”
- Instructions for referees
- Department's contact information on the signature.



The above student is applying to the ***name of degree and program displays*** and has chosen you to provide a reference. We appreciate you taking the time to comment on this applicant's ability and potential and place high value on your assessment.

All information provided is confidential.

The deadline date for the uploading documents: ***(date may display) (optional)***

In accordance with the Freedom of Information and Protection of Privacy act (FOIP), the student gives you, the referee, and consent to disclose personal information, such as attendance or performance to the University of Calgary. This information is required to evaluate the application for admission and for scholarship purposes. Please keep a copy of this e-mail as proof of consent in compliance with FOIP.

To access the on-line reference system, please use the following link (disable your pop-up blocker and close all internet browsers before clicking the link): <https://suaa.ucalgary.ca/psauthent/upload-reference/public> ***(long url will display) include student's last name.***

Tips for filling out this form are available at: http://kb.ucalgary.ca/files/itkb/pdf-attachments/pa_referee_instructions_using_online_reference_form_jun15j.pdf.

Thank you in advance for assisting us in the evaluation process.

Sincerely,

Department Name

Earth Sciences 806, 2500 University Drive NW

Phone: 403 220 7131






Fax: 403 282 9567

Email: department email displays@ucalgary.ca

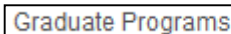
Linking the Published Reference Form to Online Settings

The final step of the process is to add the Online Reference Form in each degree setting in the Web Applications > Program Details page.

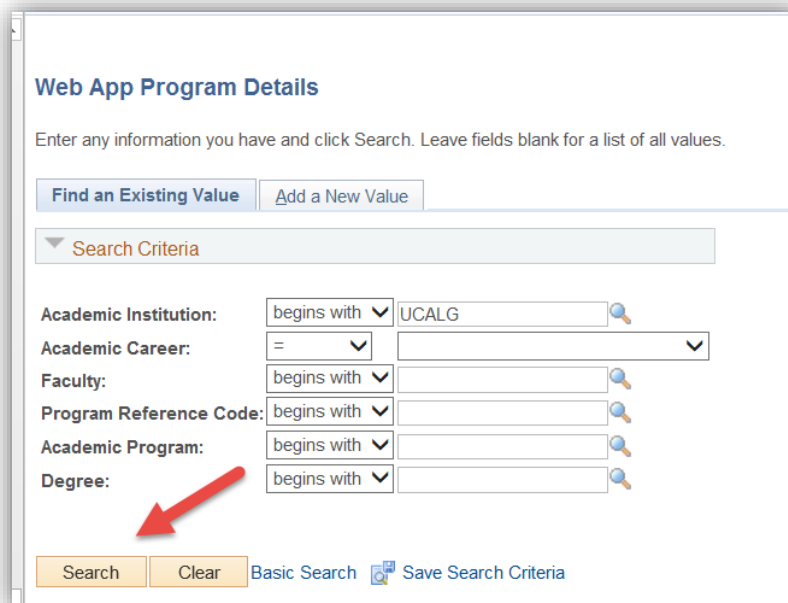
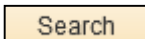
Linking the Published Reference Form:

1. Click the **Set Up SACR** link.

2. Click the **Product Related** link.

3. Click the **Recruiting and Admissions** link.

4. Click the **U of C Web Application Set Up** link.

5. Click the **Web App Program Details** link.

6. Click the **Academic Career** list. Complete the Web App Program Details search criteria by selecting Academic Career (e.g. Graduate Programs).

Click the **Graduate Programs** list item.



7. Click the **Search** button.




8. A grid of Web App Programs display. Select the specific Faculty or Department. For this example we have selected the program (e.g. ARKY). Click the **ARKY** link.

Web App Program Details


Enter any information you have and click Search. Leave fields blank for a list of all values


[Find an Existing Value](#)


Search Criteria


Academic Institution: begins with 

Academic Career: =

Faculty: begins with 

Program Reference Code: begins with 

Academic Program: begins with 

Degree: begins with 

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-2 of 2 Last

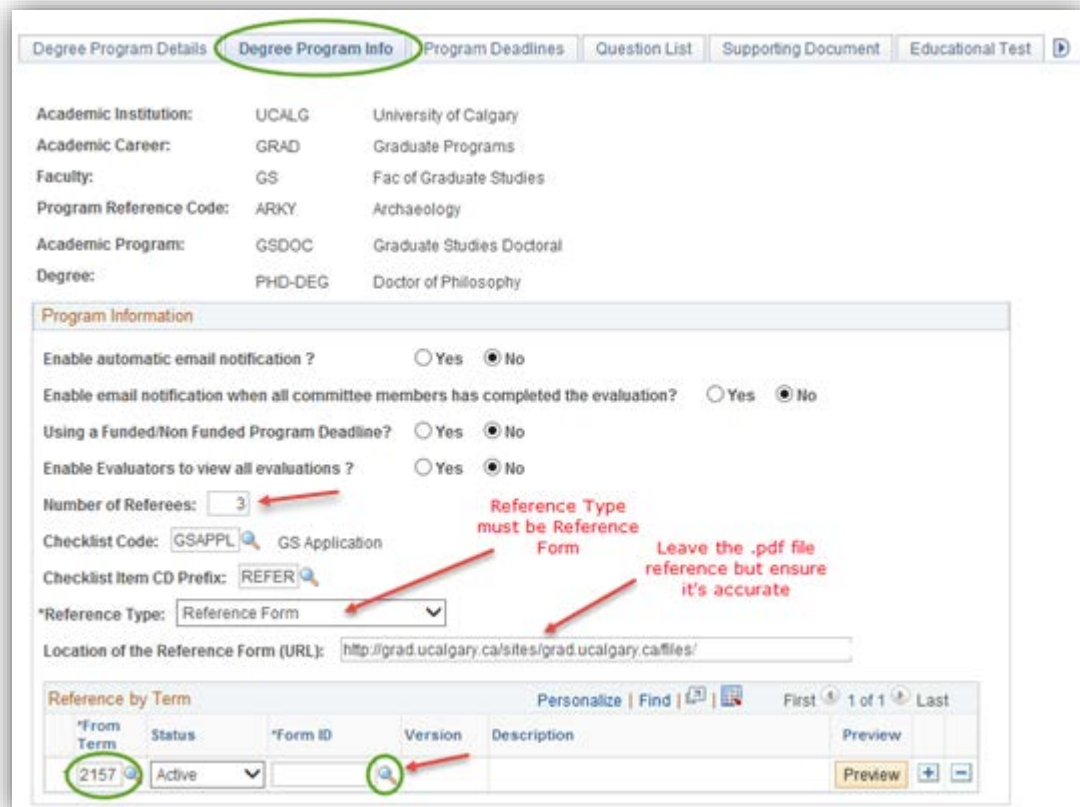
Academic Career	Faculty	Program Reference Code	Academic Program	Degree
Graduate	GS	ARKY	GSDOC	PHD-DEG
Graduate	GS	ARKY	GSMTH	MA-DEG

9. Click the **Degree Program Info** tab.

[Degree Program Info](#)

10. On the Degree Program Info tab you must indicate:

- **Number of Referees:** Graduate Programs can have up to 3 referees.
- **Reference Type- Using Online Reference template:** Must choose "Reference Form" The Reference Type must be changed to Reference Form and associated to the modified reference form. It is not necessary to remove the location of the Reference Form (URL) .PDF file as once the Reference form is linked this will be disabled.
- **Location of the reference form (URL)*** (applicable to .pdf template only).
*After saving the online reference form, this link will be disabled for future referees. **You can overwrite the current URL in your website by uploading the online reference template in word.**
- **NOTE:** Referees that received .pdf form prior to your program using the online reference form, will be still able to find the URL link and to upload the .pdf template as they normally would do.



Degree Program Details | **Degree Program Info** | Program Deadlines | Question List | Supporting Document | Educational Test

Academic Institution: UCALG University of Calgary
 Academic Career: GRAD Graduate Programs
 Faculty: GS Fac of Graduate Studies
 Program Reference Code: ARKY Archaeology
 Academic Program: GSDOC Graduate Studies Doctoral
 Degree: PHD-DEG Doctor of Philosophy

Program Information

Enable automatic email notification? ☐ Yes ☒ No
 Enable email notification when all committee members has completed the evaluation? ☐ Yes ☒ No
 Using a Funded/Non Funded Program Deadline? ☐ Yes ☒ No
 Enable Evaluators to view all evaluations? ☐ Yes ☒ No
 Number of References: 3
 Checklist Code: GSAPPL GS Application
 Checklist Item CD Prefix: REFER
 *Reference Type: Reference Form
 Location of the Reference Form (URL): http://grad.ucalgary.ca/sites/grad.ucalgary.ca/files/

Reference by Term

*From Term	Status	*Form ID	Version	Description	Preview
2157	Active				Preview

Online Reference Form:

- To Link the Reference form to the Degree Program Info choose the **From Term** when the online reference will start being used (e.g. 2157). Complete the following fields:

Status- Active status always. (NOTE: Only one row is allowed active).

Form ID- Search for your created form (e.g. ARKY-Form). If you cannot find the created form ensure you have published the form.

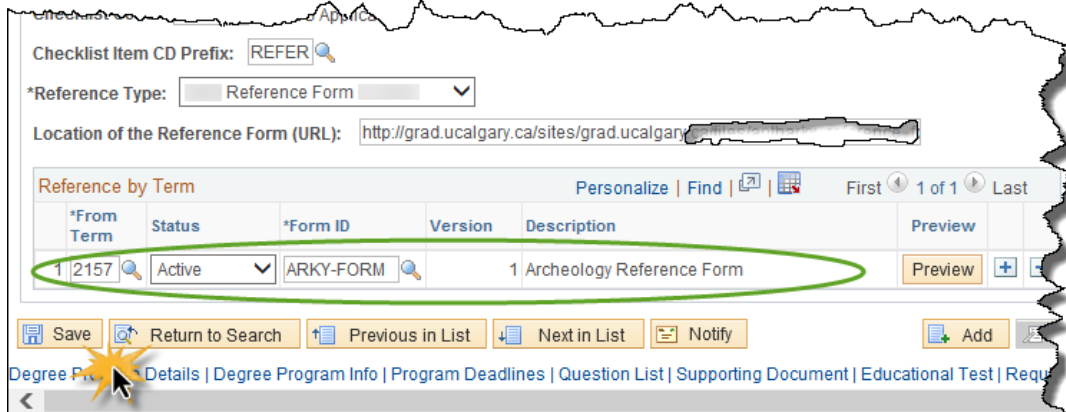
Version- It will automatically display

Description- It will automatically display

Preview- See once more how the final form will look like.

Save- *By saving it you are making the form live in production and at the same time the URL .pdf template gets disabled for future referees.*

12. **IMPORTANT:** Once you add the online reference form and save, the .pdf option will be automatically disabled and no longer available to referees; however, referees who have already received the .pdf form will have to email the form to the Faculty/department to manually upload.



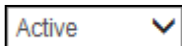
13. If, in future, changes are made to the reference form, it will be necessary to create and publish a new form (version 2) and publish a new form.

Repeat the first part of the process (modifying the FGS-TEMP reference template) then disabling the previous linked reference form and adding the updated/new reference form here with a new Term.

Click the **Add a new row** button.

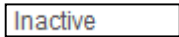


14. Click the **Status** list.



15. Inactivate the previous form (e.g. Archaeology Reference Form ARKY-FORM).

Click the **Inactive** list item.



16. Enter the applicable Term. **IMPORTANT:** The same term cannot be listed twice regardless if one is inactive and the other is active. You must use a different term. Additionally you cannot have 2 forms active.

Click the **Look up Form ID** button.

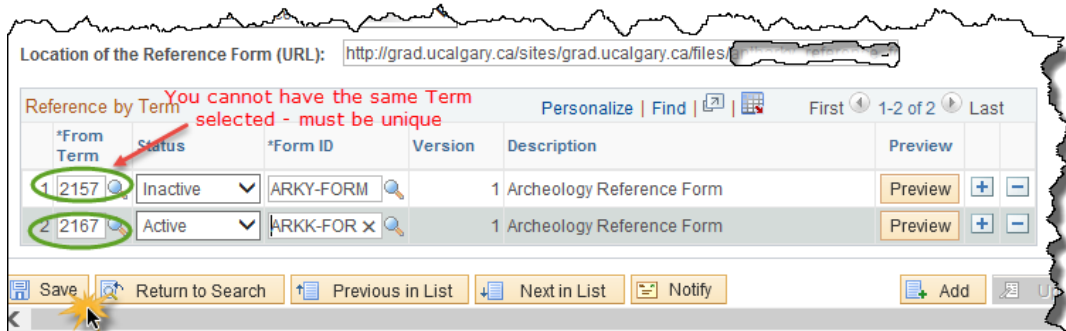


17. Select the new or updated reference form (e.g. ARKK-FORM).

Click the **ARKK-FORM** link.



18. Once you press save the change will occur overnight and the new form will be active and the previous form will be inactive. Referees that have received the form you are about to delete (version 1) will still be able to use the online reference system and to submit; and evaluators/GPAs to see as long as there is a form (version 1 or 2) linked/added in this section



Location of the Reference Form (URL): <http://grad.ucalgary.ca/sites/grad.ucalgary.ca/files/>

Reference by Term: You cannot have the same Term selected - must be unique

*From Term	Status	*Form ID	Version	Description	Preview
1 2157	Inactive	ARKY-FORM	1	Archeology Reference Form	Preview
2 2167	Active	ARKK-FOR	1	Archeology Reference Form	Preview

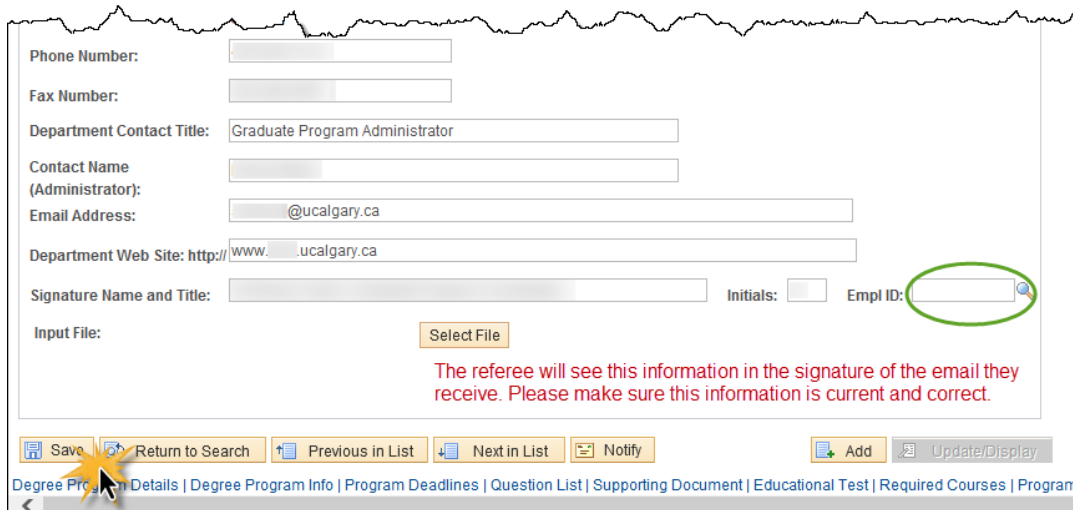
Save Return to Search Previous in List Next in List Notify Add

Click the **Save** button.



19. The Program Director will be indicated in the Signature Name and Title area; however it will not appear on the email to the referee. If desired, include the Empl ID for the Program Director and this will enable them to view the referee comments. If the Empl ID is included here, it is not necessary to add them to the Evaluation Committee.

Once the entire process is complete save the updates. The process will complete overnight.



Phone Number:

Fax Number:

Department Contact Title:

Contact Name (Administrator):

Email Address:

Department Web Site:

Signature Name and Title: Initials: Empl ID:

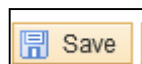
Input File:

The referee will see this information in the signature of the email they receive. Please make sure this information is current and correct.

Save Return to Search Previous in List Next in List Notify Add Update/Display

[Degree Program Details](#) | [Degree Program Info](#) | [Program Deadlines](#) | [Question List](#) | [Supporting Document](#) | [Educational Test](#) | [Required Courses](#) | [Program](#)

Click the **Save** button.



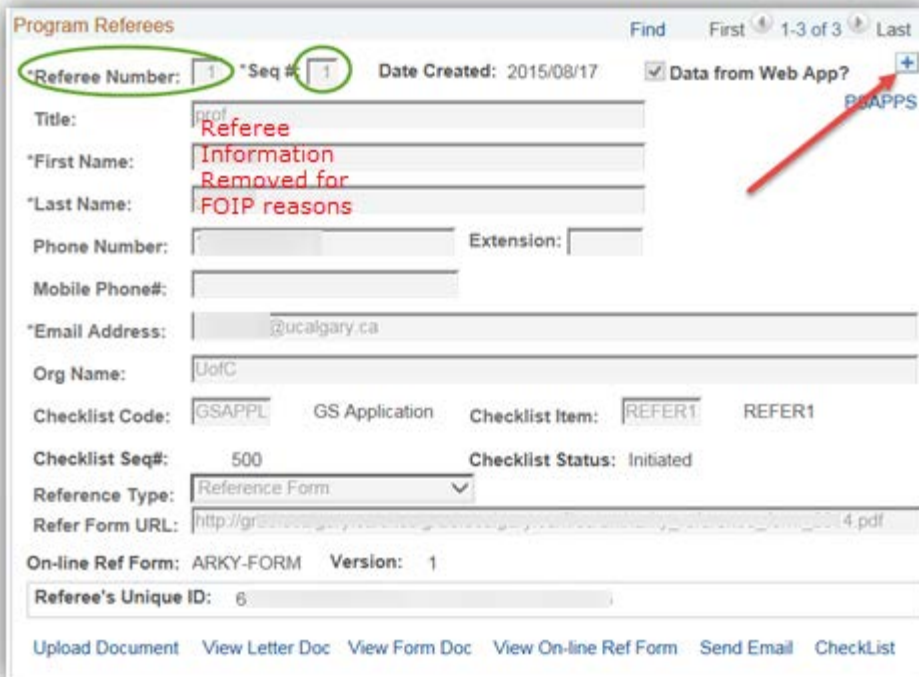
Update or Edit Online Referee

If there is a need to Update/Edit Current Online Referee Information follow these steps:

1. Click the **Student Admissions** link.
[▶ Student Admissions](#)
2. Click the **Application Evaluation** link.
[Application Evaluation](#)
3. Click the **UofC Web Electronic Documents** link.
[UofC Web Electronic Documents](#)
4. Click the **Web Electronic Documents** link.
[Web Electronic Documents](#)
5. In the event the incorrect referee email address for referee #1 or #2 has been entered, it is necessary to add (+) another line under the appropriate referee #1 or #2 to input the new referee's information and send the referee links when saved.

Example: Referee #1 had incorrect email address.

On the **Program Referee** tab, click the "plus" sign and include the updated email address.

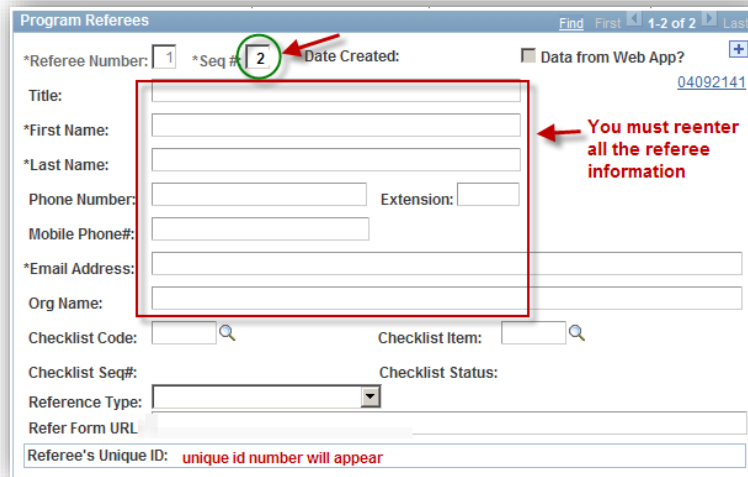


The screenshot shows the 'Program Referees' form. At the top right, there is a 'plus' button (+) next to the 'Data from Web App?' checkbox. A red arrow points to this button. The form contains the following fields:

- *Referee Number: 1
- *Seq #: 1
- Date Created: 2015/08/17
- ✓ Data from Web App?
- Title: Referee
- *First Name: Information
- *Last Name: Removed for FOIP reasons
- Phone Number:
- Extension:
- Mobile Phone#:
- *Email Address: @ucalgary.ca
- Org Name: UofC
- Checklist Code: GSAPPL
- GS Application:
- Checklist Item: REFER1
- REFER1
- Checklist Seq#: 500
- Checklist Status: Initiated
- Reference Type: Reference Form
- Refer Form URL: http://gr...4.pdf
- On-line Ref Form: ARKY-FORM
- Version: 1
- Referee's Unique ID: 6

At the bottom of the form, there are links: Upload Document, View Letter Doc, View Form Doc, View On-line Ref Form, Send Email, and CheckList.

When updating an email address you will have to re-enter all the referee information (Tip: use copy and paste). **Note:** *The Seq# will now be 2.*

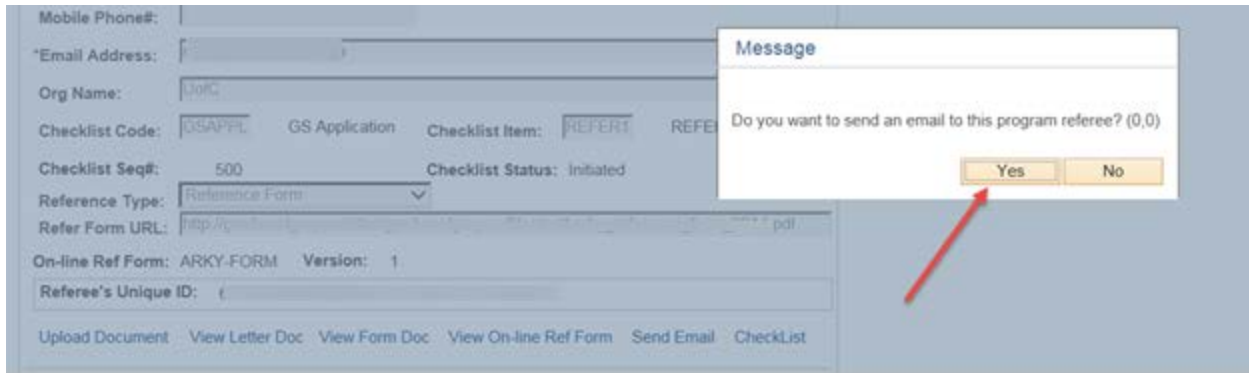


6. Click the Save button. Once save is pressed the email will be automatically sent. The original sequence entry (e.g. 1) will be waived automatically. **There is no need to update the checklist status.**
7. **Adding New Referee's Information:**
In the event new referee information for referee #1 or #2, it is necessary to add (+) another line under the appropriate referee #1 or #2 to input the new referee's information.

Resend Email Notification to Referees

The system will automatically send email notification to referees, but if referee needs the email to be resent again, locate the referee and click send email button.

IMPORTANT: If email has never been automatically sent by the system to referees the message will show as: *Do you want to send an email to this program referee?...* You can continue, but If you see this message, **please contact the FGS Administrator immediately to have the automatic system checked out with IT.**



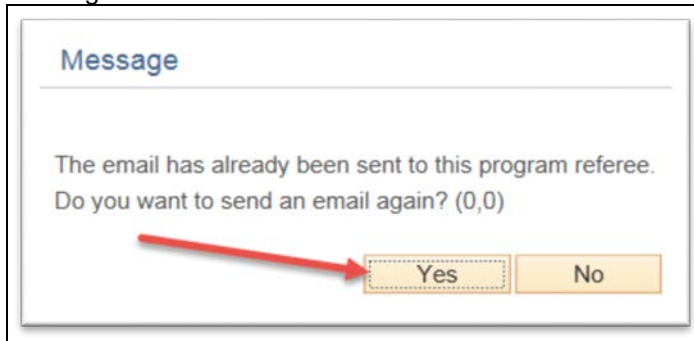
The screenshot shows a web application interface for processing applications. A 'Message' dialog box is open, asking: "Do you want to send an email to this program referee? (0,0)". The dialog has two buttons: "Yes" and "No". A red arrow points to the "Yes" button. In the background, the application form is visible with fields for Mobile Phone#, Email Address, Org Name, Checklist Code, GS Application, Checklist Item, Checklist Seq#, Checklist Status, Reference Type, Refer Form URL, On-line Ref Form, Version, and Referee's Unique ID. At the bottom of the form, there are links: Upload Document, View Letter Doc, View Form Doc, View On-line Ref Form, Send Email, and CheckList.

If the email is sent successfully the following message displays:



The screenshot shows a 'Message' dialog box with the text: "The email has been successfully sent to Referee's email (0,0)". A red arrow points to the "OK" button.

If the system has automatically sent the email and you are resending it, after you click send email, the message will show as:



The screenshot shows a 'Message' dialog box with the text: "The email has already been sent to this program referee. Do you want to send an email again? (0,0)". There are two buttons: "Yes" and "No". A red arrow points to the "Yes" button.

This means the referee has received the email when applicant submitted online application.



The screenshot shows a 'Message' dialog box with the text: "The email has been successfully sent to Referee's email (0,0)". A red arrow points to the "OK" button.

GPA Uploading Reference Form Manually

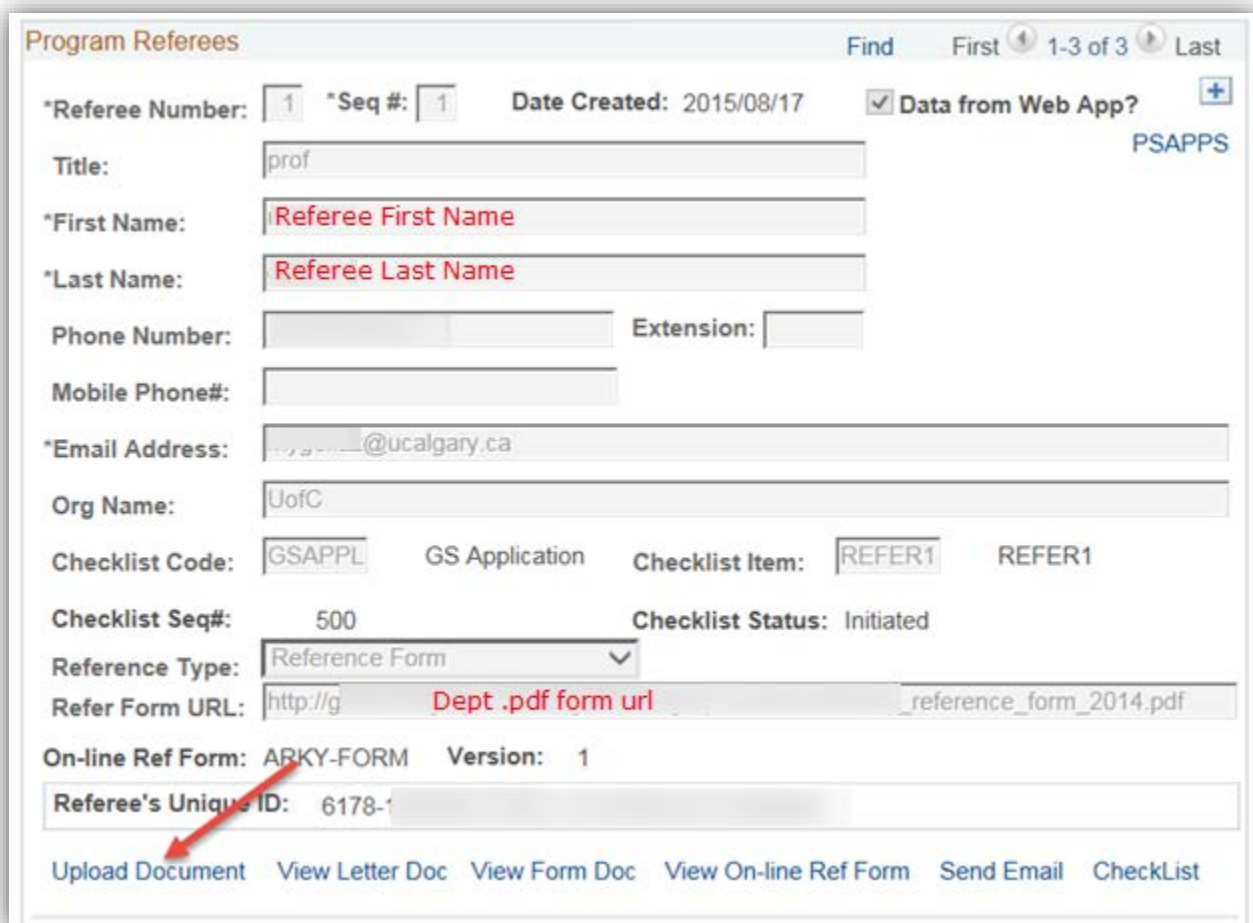
With the new online reference form, you'll still be able to upload form on behalf of the referee in case referee is having issues doing it online; or if they submitted the wrong file. GPA will need to send the reference form as an **attachment** by email to referee. The [reference template](#) is available in Sharepoint , *make sure you enter your faculty information on the header section of the template.*

Note: Uploading a document, when there is already a document uploaded, will cause the previous upload to be **overwritten**.


***IMPORTANT:** The name of the file(s) **CANNOT** be longer than 30 characters, including spaces or symbols.

From the Program Referees Tab: Student Admissions > Application Evaluation > UofC Web Electronic Documents > Web Electronic Documents

You can upload the document using Upload Document:



Program Referees Find First 1-3 of 3 Last

*Referee Number: 1 *Seq #: 1 Date Created: 2015/08/17 ☒ Data from Web App?  PSAPPS

Title: prof

*First Name: Referee First Name

*Last Name: Referee Last Name

Phone Number: Extension:

Mobile Phone#:

*Email Address: @ucalgary.ca

Org Name: UofC

Checklist Code: GSAPPL GS Application Checklist Item: REFER1 REFER1


Checklist Seq#: 500 Checklist Status: Initiated

Reference Type: Reference Form

Refer Form URL: http://g Dept .pdf form url _reference_form_2014.pdf

On-line Ref Form: ARKY-FORM Version: 1


Referee's Unique ID: 6178-1

 Upload Document View Letter Doc View Form Doc View On-line Ref Form Send Email CheckList

The following Referee Attachment page displays allowing you to upload the document:

Referee's Attachments




Welcome to the U of C Reference System

Student's Name ID# 

Academic Institution: UCALG	University of Calgary	Admit Term: 2157 Fall 2015
Academic Career: GRAD	Graduate Programs	Student Career Number: 0
Application Number: <input type="text"/>	Program Number: 0	
Checklist Code: GSAPPL	Checklist Item: REFER1	Checklist Sequence: 500
Referee's Number: 1 Seq#: 1	Referee's Name: Referees Name	

Documents **Audit**

Document Name	Document Type	Status	View	Upload
	Reference Form		View	Upload

 Save  Return to Search  Notify




Browse to the reference form file and upload and save the file.



File Attachment [Help](#)

 **Browse...**

 **Upload**  **Cancel**

Once the referee has completed the reference for the student they will receive an email confirmation and the student is also copied.

 Reply  Reply All  Forward

 @ucalgary.ca | 

Thank you - Acknowledgement of receipt of University of Calgary Reference

Student's Name

Thank you for completing a reference for **Student's Name** who is applying for admission to the Fall 2015 term at the University of Calgary.


If you did not submit an online reference for this applicant, or you have any questions or concerns, please contact us immediately.

Student's Name

The applicant, **Student's Name**, has been copied on this email. No action is required from the applicant.

Sincerely,

Department
Contact
Information

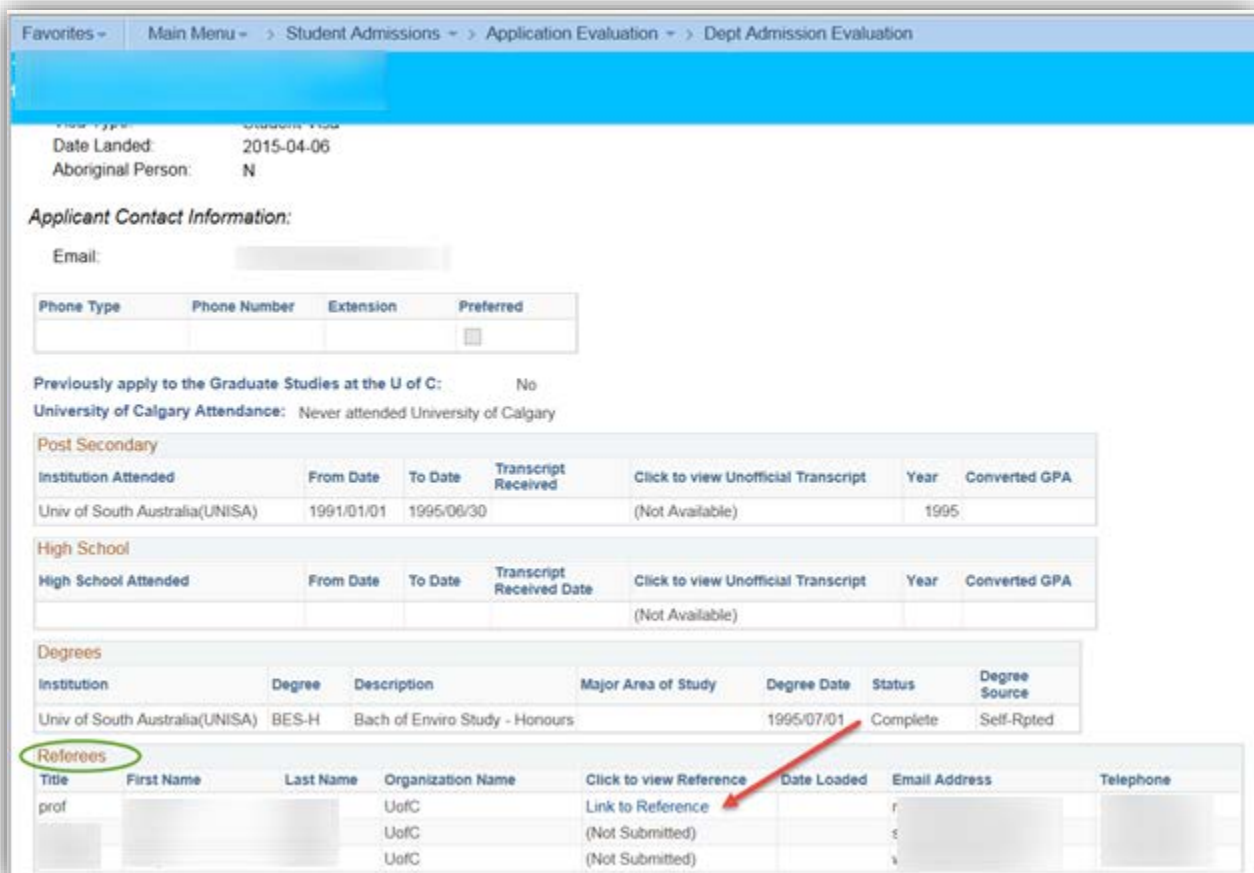
Email:  @ucalgary.ca

View Submitted Online Reference Form for Evaluators and GPA

All Evaluators and GPA's have the ability to view the online reference form once it has been uploaded.

Navigation: Student Administration > Application Evaluation > Dept Admission Evaluation

Once the evaluation has been uploaded, click the Link to View the Reference to display the evaluation:



Navigation: Favorites > Main Menu > Student Admissions > Application Evaluation > Dept Admission Evaluation

View type: Student Visa
Date Landed: 2015-04-06
Aboriginal Person: N

Applicant Contact Information:
Email: [Redacted]
Phone Type: [Redacted] Phone Number: [Redacted] Extension: [Redacted] Preferred: [Redacted]

Previously apply to the Graduate Studies at the U of C: No
University of Calgary Attendance: Never attended University of Calgary

Post Secondary

Institution Attended	From Date	To Date	Transcript Received	Click to view Unofficial Transcript	Year	Converted GPA
Univ of South Australia(UNISA)	1991/01/01	1995/06/30	(Not Available)		1995	

High School

High School Attended	From Date	To Date	Transcript Received Date	Click to view Unofficial Transcript	Year	Converted GPA
				(Not Available)		

Degrees


Institution	Degree	Description	Major Area of Study	Degree Date	Status	Degree Source
Univ of South Australia(UNISA)	BES-H	Bach of Enviro Study - Honours		1995/07/01	Complete	Self-Rptd

Referees

Title	First Name	Last Name	Organization Name	Click to view Reference	Date Loaded	Email Address	Telephone
prof	[Redacted]	[Redacted]	UofC	Link to Reference		r [Redacted]	[Redacted]
	[Redacted]	[Redacted]	UofC	(Not Submitted)		ε [Redacted]	[Redacted]
	[Redacted]	[Redacted]	UofC	(Not Submitted)		λ [Redacted]	[Redacted]

The Graduate Program administrator can view the submitted online reference form by navigating to: Student Admissions > Application Evaluation > UofC Web Electronic Documents > Web Electronic Documents on the Program Referees Tab:

Program Referees Find First 1-3 of 3 Last

*Referee Number: *Seq #: Date Created: 2015/08/17 ☒ Data from Web App? 

Title: PSAPPS

*First Name:

*Last Name:

Phone Number: Extension:


Mobile Phone#:

*Email Address:

Org Name:

Checklist Code: GS Application Checklist Item: REFER1

Checklist Seq#: **Checklist Status: Completed**

Reference Type: 

Refer Form URL:

On-line Ref Form: ARKY-FORM Version: 1

Referee's Unique ID:

[Upload Document](#) [View Letter Doc](#) [View Form Doc](#) [View On-line Ref Form](#) [Send Email](#) [CheckList](#)