

Drupal based TA Application system

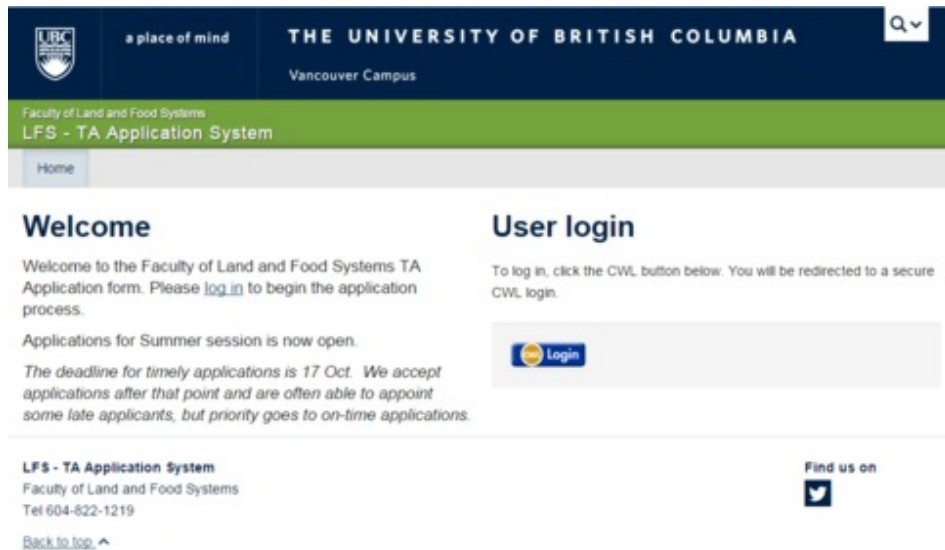
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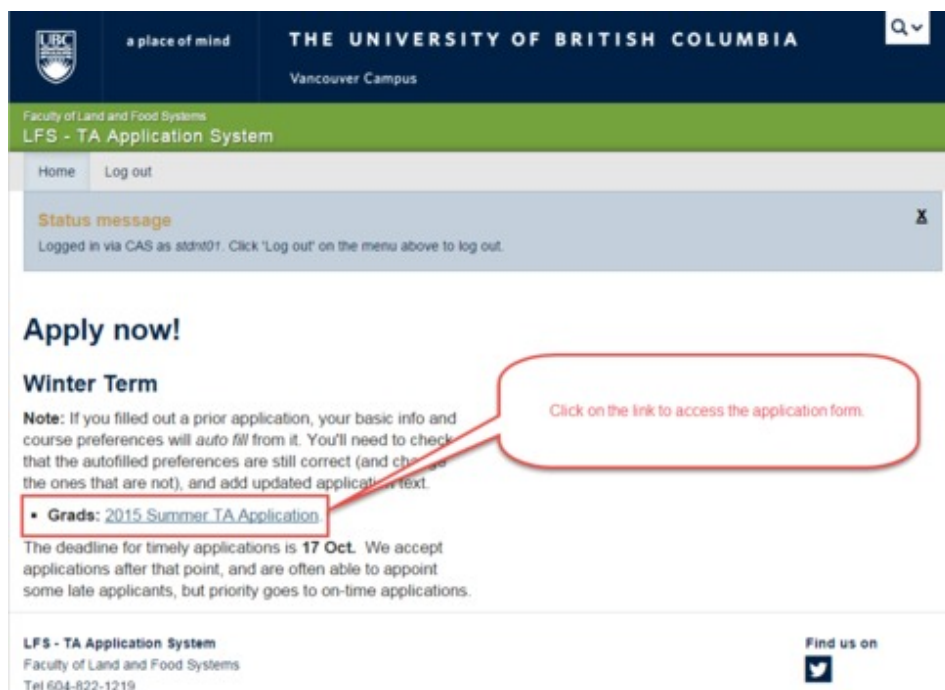
Date: 2015-02-18 rev: 00_01

Workflow

Student accesses the site and logs in using their CWL ID.



Click on the link to the form.



The form whether submitted or saved as draft will be available to the student as long as the form is still available. Changes can still be made.

After the application closes, the grad manager can view if there are any applications that are still in the draft state using a Report.

Instructor Phase

Instructor logs in with their CWL. There will be 2 sets of links on the right side of the screen. One for applicants to their courses (marked as num 1 in image below) and another for applicants that have been assigned to their courses (marked as num 2 in image below).

Apply now!

Winter Term

Note: If you filled out a prior application, your basic info and course preferences will *auto fill* from it. You'll need to check that the autofilled preferences are still correct (and change the ones that are not), and add updated application text.

- **Grads:** [2015 Summer TA Application](#)

The deadline for timely applications is **17 Oct**. We accept applications after that point, and are often able to appoint some late applicants, but priority goes to on-time applications.

1 TA applicants for my courses

- [Applicants for APBI 315 941 - 2015S](#)
- [Applicants for APBI 200 98A - 2015S](#)
- [Applicants for LFS 302B 921 - 2015S](#)

2 TAs assigned

- [TAs Assigned to APBI 315 941 - 2015S](#)
- [TAs Assigned to APBI 200 98A - 2015S](#)
- [TAs Assigned to LFS 302B 921 - 2015S](#)

Grads summary

[A list of grad student assignments, for supervisors.](#)

LFS - TA Application System
Faculty of Land and Food Systems
Tel 604-822-1219

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Providing Feedback on Applicants

Applications for APBI 315 941 2015S

Course notes:

Start 1 to 1 of 1 entries

Save

Name	Grade	Interest	Qualif. (self-assessed)	Qualif. (per TA Coord)	Hours Avail.	Instructor pref?	Assigned	Notes
Student_One	100	50	50	12	N/A	None		

Search

Link number 1 provides access to the student's application form.

Link number 2 is where the instructor will indicate their preference. No Pref will be construed as "I don't want this person". Possible choices are shown in the image below.

Link number 3 is for the instructor to leave any notes for the grad manager.

For both points 2 and 3, mouse over the box for the edit link to appear. Example highlighted in yellow above.

The screenshot shows the 'Applications for APBI 315 941 2015S' page. At the top, there's a header for 'THE UNIVERSITY OF BRITISH COLUMBIA' and 'Vancouver Campus'. Below that, a green bar says 'Faculty of Land and Food Systems' and 'LFS - TA Application System'. A navigation bar includes 'Home', 'Log out', and a dropdown for '2015S - GTA Application'. The main section has filters for 'Course notes:', '>= Qualif <= 0 100', '>= Interest <= 25 100', 'Assignment - Any -', 'Appt Typ - Any -', and 'Instructor pref - Any -'. An 'Apply' button is next to these filters. Below the filters is a table with columns: Name, Student Grade, Interest, Qualif. (self-assessed), Qualif. (per TA Coord), Hours Avail., Instructor pref?, Assigned, and Notes. The first row shows 'Student_One' with a grade of 100, interest of 50, and 12 hours available. The 'Instructor pref?' dropdown is open, showing options: None, No pref, Acceptable, Requested, and Critical Req'd. The 'None' option is highlighted. Below the table, there are buttons for 'Copy', 'CSV', 'Excel', 'PDF', and 'Print'. A 'Save' button is at the bottom left.

Viewing Appointed TAs

On the instructor's home page, clicking on any of the TA Assigned course links will show which student has been assigned to the course and at what stage the process is. Whether it is offered, accepted or declined.

The screenshot shows the 'TAs Assigned to APBI 200 98A 2015S' page. At the top, there's a header for 'THE UNIVERSITY OF BRITISH COLUMBIA' and 'Vancouver Campus'. Below that, a green bar says 'Faculty of Land and Food Systems' and 'LFS - TA Application System'. A navigation bar includes 'Home', 'Log out', and a dropdown for '2015S - GTA Application'. The main section has a table with columns: Application, Family Name, Given Name, Email, Phone, CS ID, and Assignment Status. The first row shows 'Student_One' with a grade of 100, interest of 50, and 12 hours available. The 'Assignment Status' column shows 'Offered'. Below the table, there are buttons for 'Copy', 'CSV', 'Excel', 'PDF', and 'Print'. A 'Save' button is at the bottom left.

Grad Manager

Apply now!

Winter Term

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- Grads: [2015 Summer TA Application](#).

The deadline for timely applications is **17 Oct**. We accept applications after that point, and are often able to appoint some late applicants, but priority goes to on-time applications.

Masquerade

Enter the username to masquerade as.

Grads summary

[A list of grad student assignments for supervisors.](#)

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Point 1, this is the summary screen for all applicants in all the courses offered in the application form.

Point 2, Masquerade. This allows the manager to "be" another user in the system without needing to know their login. Masquerade mode will show the manager what the user/instructor is seeing when they login and will assist in any troubleshooting.

Grad student status summary

for 2015S - GTA Application

Copy CSV Excel PDF Print

Name	Appointments	Submitted	Changed
Student_One	Offered - APBI 200 98A - 12 hours	02/13/2015 - 12:31	02/13/2015 - 12:31

Start 1 to 1 of 1 entries

Search

Masquerade

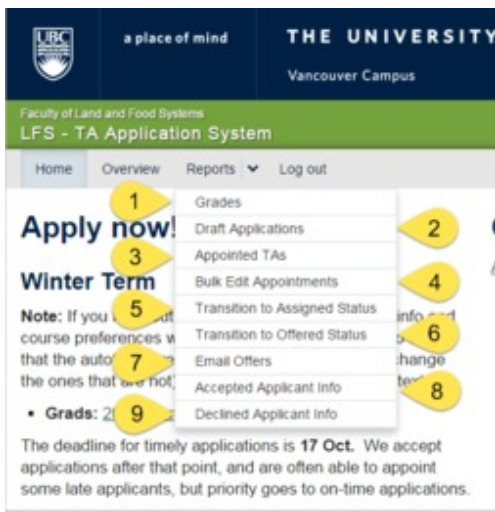
Enter the username to masquerade as.

Menus

Overview

This menu will display all the courses that are needing in TAs and show how many applicants have applied.

Reports



1. Grades

Not used in the LFS setup.

2. Draft Applications

View that shows applications that are still in the Draft state.

3. Appointed TAs

View that shows students appointed to courses. The students have not been offered a position yet.

4. Bulk Edit Appointments

View that will display multiple applicants and allows the manager to make bulk changes to the status at once.

6. Transition to Assigned Status

View that allows the manager to assign a student to a particular course and set the hours.

7. Transistion to Offered Status

View that allows the manager to offer the position to the assigned student. The student will receive an email at this point to either accept or decline the offer.

8. Accepted Applicant Info

View that shows all students who have accepted their offers within this system. The manager will be able to view all the uploaded docs in this screen.

9. Declined Applicant Info

View that lists all students who have declined their appointments. If they have left any notes in the declined form, it can be accessed from here.