



UNIVERSITY of MARYLAND
SCHOOL OF NURSING

WEBNOW/Perceptive Experience: **Admissions Holistic Review**

Faculty/ Staff Training

ACCESSING WEBNOW

- The **New Updated Link** has been added to the [Faculty and Staff Page](#) under Quick Links
 - If you do not have access, you will need to fill out a [WebNow Access form](#) that can be found under Other Forms
- For faster access you can create a shortcut or add as a favorite
- Please note this new updated version can be accessed via:
 - Internet Explorer
 - Microsoft Edge
 - Chrome
 - Firefox
 - Safari

Logging In

- Please note that Upon logging in, the system may populate your Webnow User ID, you will need to delete this information and sign in using your UMID

Identifying Application Views

- SON NURS_xxx Faculty View (Review Function – Assess Record)
Access: Committee Member & Specialty Director
- SON NURS_xxx_ Stud. Search (Search Function – Locate Record)
Access: Committee Member & Specialty Director
- SON NURS_xxx Spec Director View (Specialty Director Review Function – (Route Record) Access: Specialty Director

Access to specific application views is determined by the specialty director/designee and based on security settings.

Accessing Applicant Records

- Please click on the **Documents Icon**
- Your document views will appear on the left-hand side, as they did prior to the Upgrade
- Please double click on the specific file that you want to review

Updating Applicant Status: The Decision Sheet

- To view the decision sheet, you will need to click the Show or Hide Forms button located at the top right side of the screen

 > Documents



DOCUMENT PROPERTIES

NAME

The Decision Sheet

- Click Select form and select the “SON Adm Score Rubric” for your program

BSN App - Faculty View \ 321Z94G_04PYFHS5K000BNY

The screenshot shows the 'SON Adm BSN Score Rubric' form in the BSNA App Faculty View. The form is titled 'SON Adm BSN Score Rubric' and includes a dropdown menu for selecting the program. The form is divided into several sections, including 'Refer Section' and 'Refer to Academic Success'. The 'Refer Section' section has a green button labeled 'Refer to Academic Success'. The 'Refer to Academic Success' section has a green button labeled 'Submit'. The form also includes a sidebar with student information, including NAME, STUDENT ID, and DOB.

SON Adm BSN Score Rubric

UNIVERSITY of ILLINOIS
SCHOOL OF NURSING

Used for BSN/MSN Auto Admit Only

Submit

Refer Section

Refer to Academic Success

Referred by Referred On

NAME
321Z94G

DRAWER
SON A

STUDENT
@0036

STUDENT
Agbaje

DOB
7-SEP-

TERM
202509

PROGRA
NURS-

TYPE

Updating Application – Electronic Rubric & Decision Sheet

- Enter your score for each category in the rubric.
 - Please note that the totals will calculate automatically.
- Enter your decision and select the reviewer submit button.
 - Hit the save button at the top of the page.

The screenshot displays the 'SON Adm BSN Score Rubric' interface. On the left, there are three document thumbnails labeled '00000000.g42 G42'. The main area is divided into two columns. The left column contains a list of criteria for evaluation, such as 'Integration of Knowledge and Skills (KSA) (30.0%)', 'Critical Thinking (CT) (20.0%)', and 'Communication Skills (CS) (10.0%)'. The right column is a table for entering scores and decisions. It has columns for 'Reviewer A Score' and 'Reviewer B Score', each with a 'Decision' dropdown menu. Below the table, there are sections for 'Reviewer A Decision / Score' and 'Reviewer B Decision / Score', each with a 'Decision' dropdown and a 'Score' input field. At the bottom, there are 'Reviewer A Submit' and 'Reviewer B Submit' buttons. On the far right, there is a 'DOCUMENT' section with fields for 'NAME', 'DRAWER', 'STUDENT ID', 'STUDENT NAME', 'DOB', 'TERM', 'PROGRAM', 'TYPE', 'CUSTOM PR', and 'SON PRELIMINA'.

| Criteria | Reviewer A Score | Reviewer B Score |
|---|------------------|------------------|
| Integration of Knowledge and Skills (KSA) (30.0%) | Decision | Decision |
| Critical Thinking (CT) (20.0%) | Decision | Decision |
| Communication Skills (CS) (10.0%) | Decision | Decision |
| ... (other criteria) ... | Decision | Decision |

Reviewer A Decision / Score
A TOTAL SCORE: /29.2
Reviewer A Decision: Decision
Reviewer A Comments:
Reviewer A:
Decided on:
Reviewer A Submit

Reviewer B Decision / Score
B TOTAL SCORE:
Reviewer B Decision: Dec
Reviewer B Comments:
Reviewer B:
Decided on:
Reviewer B Submit

DOCUMENT
NAME: 321Z94G_04P
DRAWER: SON Admissic
STUDENT ID: @00362523
STUDENT NAME: Agbaje, Ojuol.
DOB: 7-SEP-2004
TERM: 202509
PROGRAM: NURS-BSN
TYPE: SON NURS_BS
CUSTOM PR:
SON PRELIMINA
SON PRELIMINA

Reminder: Specialty Director cannot route the record until two of the same decision codes have been entered and the record appears in the Spec Director View.

Decision Sheet: Things To Remember

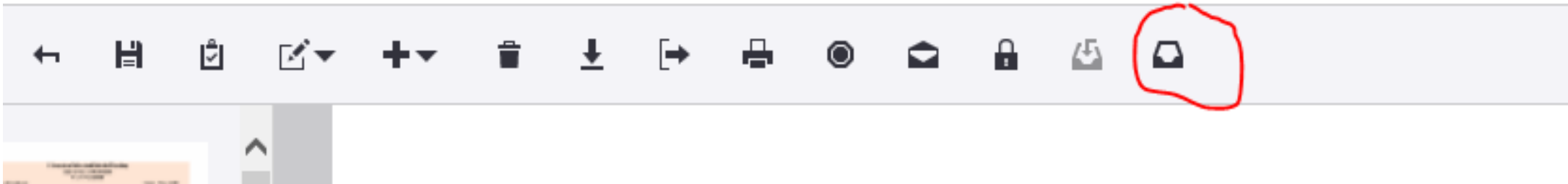
- Committee Member decisions are automatically updated and routed to the specialty director/designee for the specialty/option, based on the decision code.
- Must have a minimum of two admissions committee members submit the same decision code.
- Specialty Director/Designee must route decisions forward (after applicant record appears in Spec Director View).
- **Decision Codes:** Admit, Not Admit

FOR: Specialty Director and Designees

Routing the File to Admissions

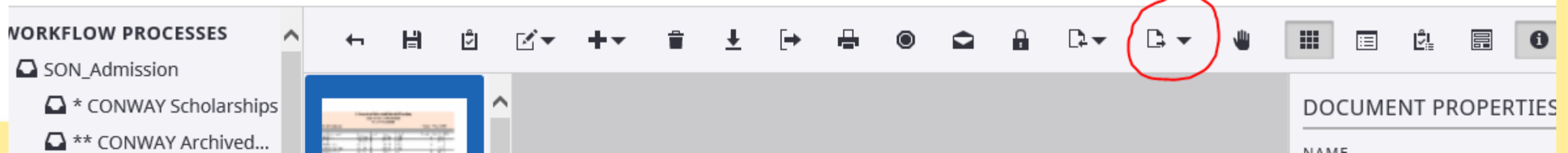
- To route the file forward, you will need to click the Open In Workflow icon

 > Documents



Once the file is Open in Workflow, you will need to click the Route Forward Button

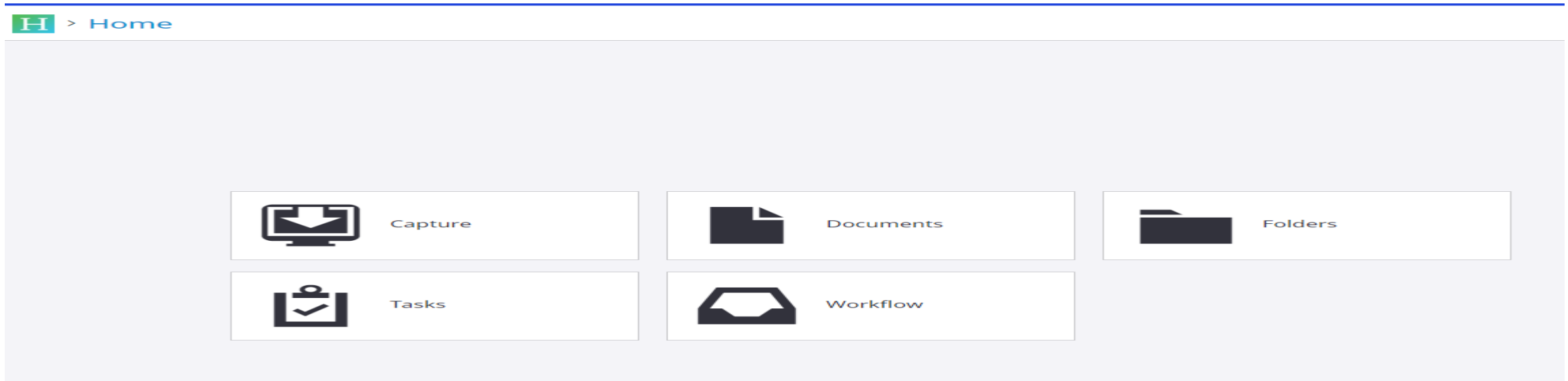
 > Workflow



FOR: Specialty Director and Designees

Routing the File to Admissions

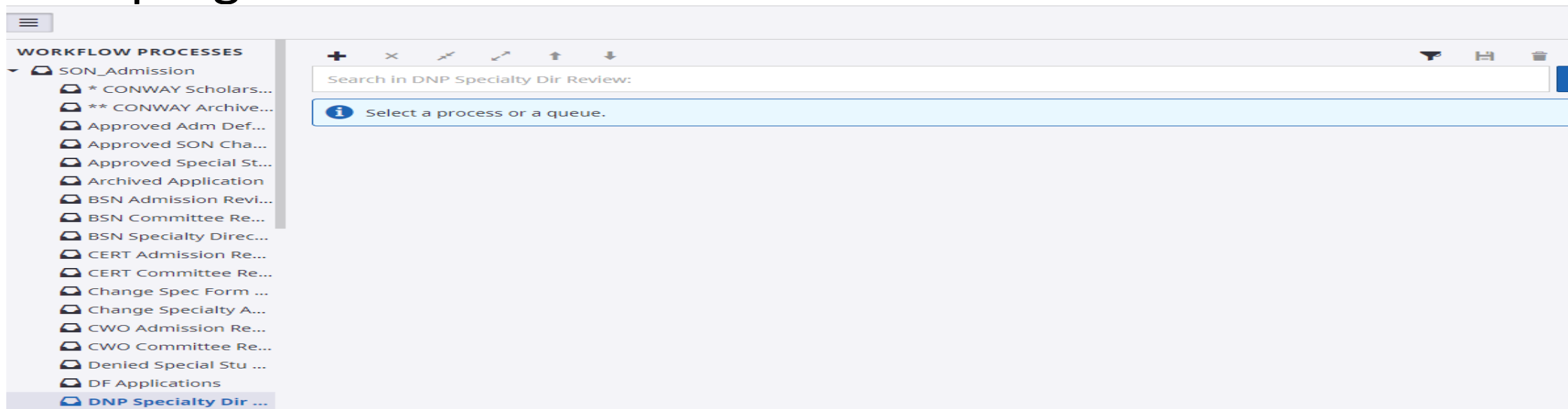
- If you do not have the Open in Workflow icon at the top, then you will need to choose the workflow icon on the home page.



FOR: Specialty Director and Designees

Routing the File to Admissions

- Once there, choose the Specialty Dir Review queue for your program to the left



FOR: Specialty Director and Designees

Routing the File to Admissions

- Once in the queue, locate your file and double-click to open it.
- At the top of the page, click on the route forward icon and select SON Admission Final Review

University of Maryland School of Nursing
Course Assessment Form
DNP Program

@00168587 Cipriano, Sarah Applied for: Fall 2023

| Requirement | Course | School | When | Gr | Cr | Pts |
|-------------------------|----------|---------------------|--------|----|------|-----------|
| General Chemistry | CHEM 105 | TOWSON UNIVERSITY | 200509 | A | 4.00 | 16.00 (S) |
| Anatomy & Physiology I | BIOL 203 | HOWARD COMM COLLEGE | 200606 | A | 4.00 | 16.00 (S) |
| Anatomy & Physiology II | BIOL 204 | HOWARD COMM COLLEGE | 200606 | A | 4.00 | 16.00 (S) |
| Microbiology | BIOL 315 | TOWSON UNIVERSITY | 200609 | A | 4.00 | 16.00 (S) |

| Science Core | | | |
|--------------|-------|-------|------|
| Category | Crses | Crdts | GPA |
| Standard | 4 | 16.00 | 4.00 |

| Science GPA Most Recent | | | |
|-------------------------|-------|-------|-----|
| Category | Crses | Crdts | GPA |
| | | | |

00000000.g42
G42

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DOB
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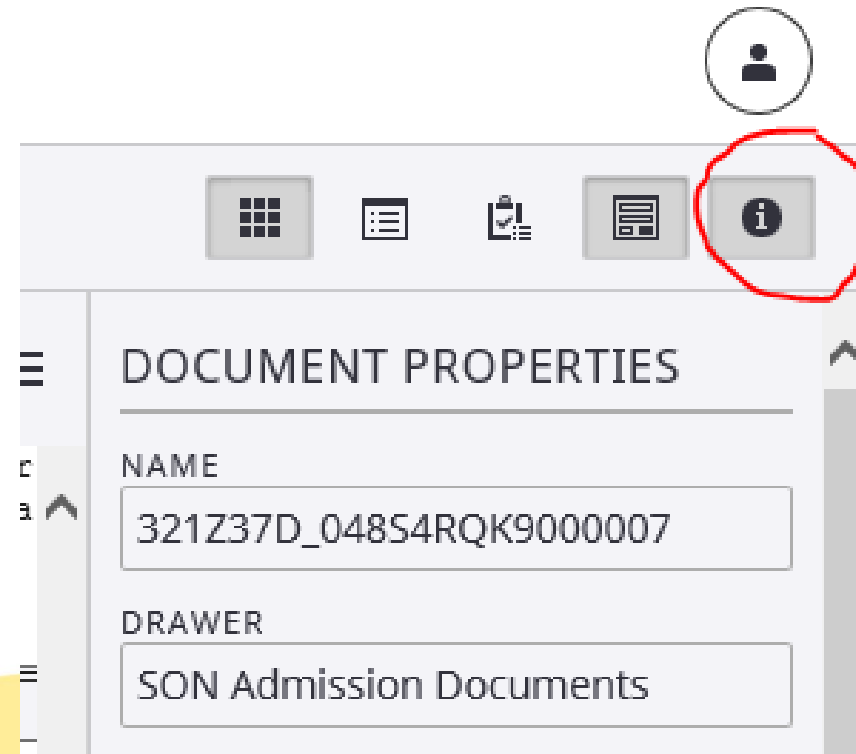
FOR: Specialty Director and Designees


Routing the File to Admissions






- The file will now be routed back to Admissions and should move from your queue.

Document Properties

- The Document Properties will also show when reviewing a file, but if you wish to close or accidentally close, please click the Show or Hide properties icon.







PRIOR COLLEGE

BOWIE STATE UNIVERSITY


PRIOR GPA

PRIOR DEGREE

MS

PRIOR ATTENDTO DATE

05/06/2013



PRIOR COLLEGE

WASHINGTON ADVENTIST UNIV


PRIOR GPA

PRIOR DEGREE

ND

PRIOR ATTENDTO DATE


05/10/2012



Add

Remove

NOTES



PAGE PROPERTIES

FILE NAME

00000000.g42

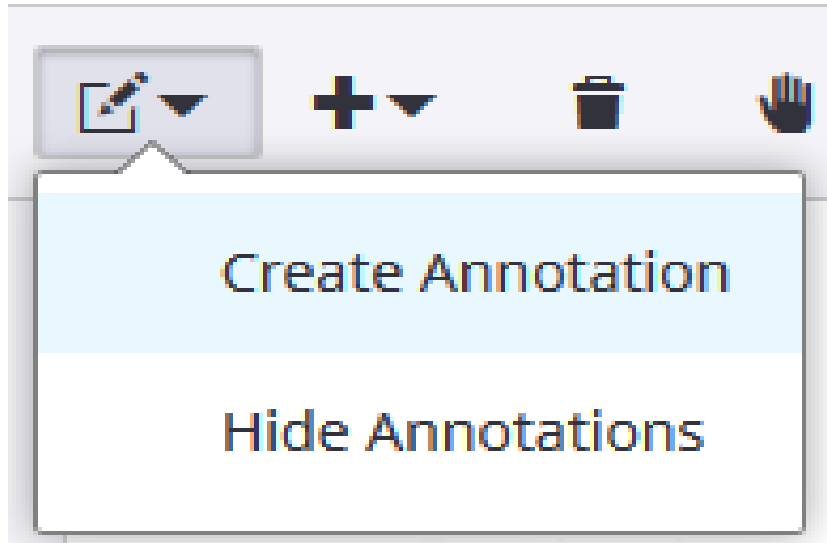
FILE TYPE

Adding Notes

You can continue to add any pertinent notes or assign files to faculty using this option


Annotate Documents

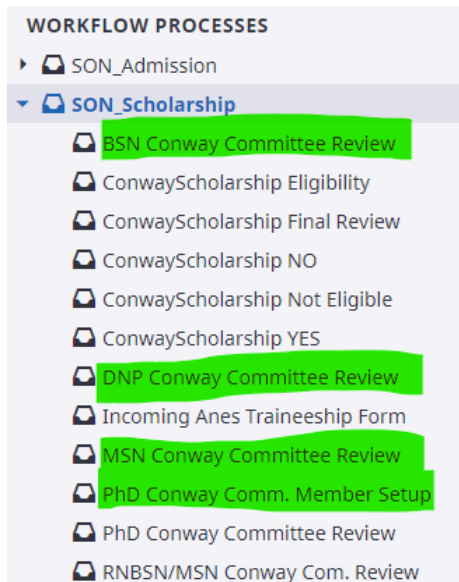
- Click on the annotate page button on the top left toolbar



- To remove an annotation, click on the annotation and select the Delete icon

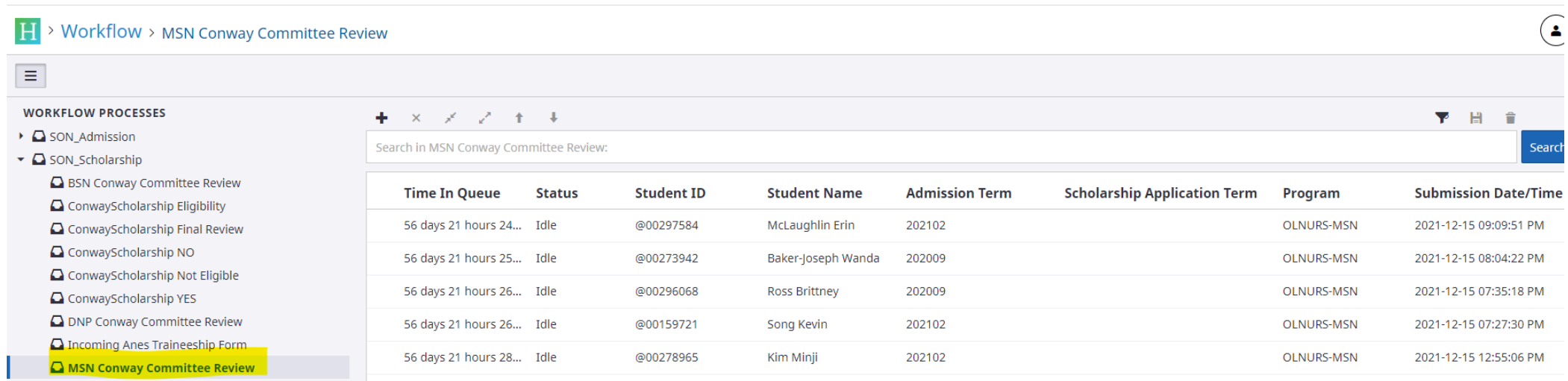
Accessing Scholarship Applications

- Please click on the [Workflow Icon](#)
- Click on  **SON_Scholarship** on the left-hand side under Workflow Processes
- Click on your designated committee review folder



Reviewing Applicants

- After selecting your designated committee folder you will see the applications populate

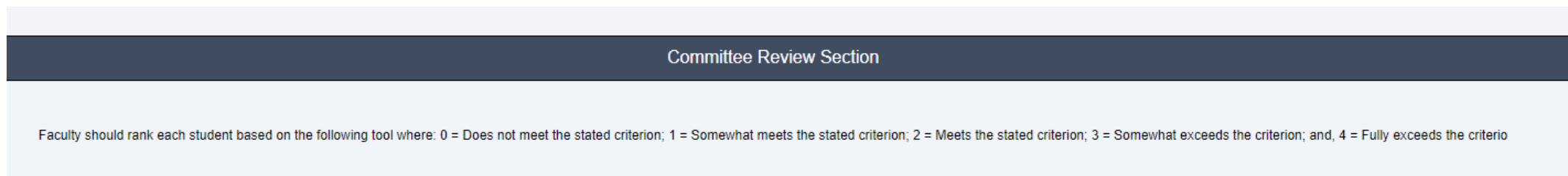


The screenshot shows a web application interface for reviewing applicants. The breadcrumb navigation at the top indicates the path: **H** > Workflow > MSN Conway Committee Review. On the left, a sidebar titled 'WORKFLOW PROCESSES' lists several steps, with 'MSN Conway Committee Review' selected and highlighted in yellow. The main content area features a search bar and a table of applications.

| Time In Queue | Status | Student ID | Student Name | Admission Term | Scholarship Application Term | Program | Submission Date/Time |
|------------------------|--------|------------|--------------------|----------------|------------------------------|------------|------------------------|
| 56 days 21 hours 24... | Idle | @00297584 | McLaughlin Erin | 202102 | | OLNURS-MSN | 2021-12-15 09:09:51 PM |
| 56 days 21 hours 25... | Idle | @00273942 | Baker-Joseph Wanda | 202009 | | OLNURS-MSN | 2021-12-15 08:04:22 PM |
| 56 days 21 hours 26... | Idle | @00296068 | Ross Brittney | 202009 | | OLNURS-MSN | 2021-12-15 07:35:18 PM |
| 56 days 21 hours 26... | Idle | @00159721 | Song Kevin | 202102 | | OLNURS-MSN | 2021-12-15 07:27:30 PM |
| 56 days 21 hours 28... | Idle | @00278965 | Kim Minji | 202102 | | OLNURS-MSN | 2021-12-15 12:55:06 PM |

Reviewing Applicants

- Click on the applicant that you wish to review
- Scroll to the bottom of the Scholarship Form to the Committee Review Section
- The rubric is listed at the top of the Committee Review Section

A screenshot of a web interface showing the 'Committee Review Section'. It features a dark blue header bar with the text 'Committee Review Section' in white. Below this is a light blue box containing a rubric instruction: 'Faculty should rank each student based on the following tool where: 0 = Does not meet the stated criterion; 1 = Somewhat meets the stated criterion; 2 = Meets the stated criterion; 3 = Somewhat exceeds the criterion; and, 4 = Fully exceeds the criterion'.

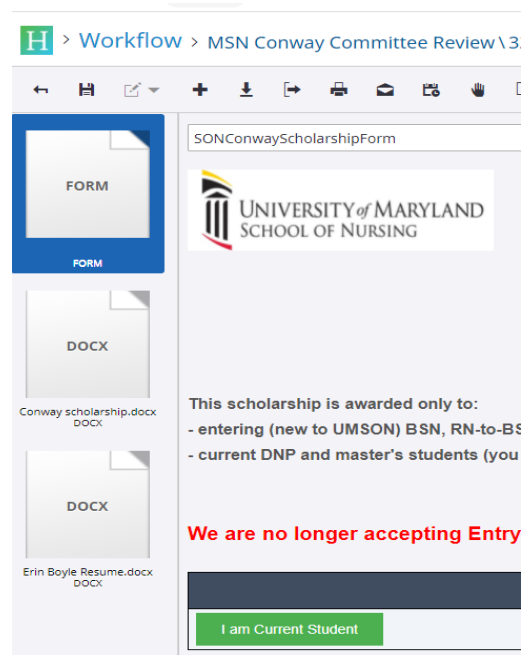
Committee Review Section

Faculty should rank each student based on the following tool where: 0 = Does not meet the stated criterion; 1 = Somewhat meets the stated criterion; 2 = Meets the stated criterion; 3 = Somewhat exceeds the criterion; and, 4 = Fully exceeds the criterion

- You will need two people to review and complete the Reviewer A and B section for the applicant to move to the next queue

Reviewing Applicants

- Applicants documents are listed on the left side for review
- Click on each document to review content



Saving Your Decision

- After completing the rubric with selected criterion
- Click on the green Confirm your decision tab
- You will receive a pop-up notification that your results have been submitted
- The committee Member and Decision Date/Time will automatically prefill with your information

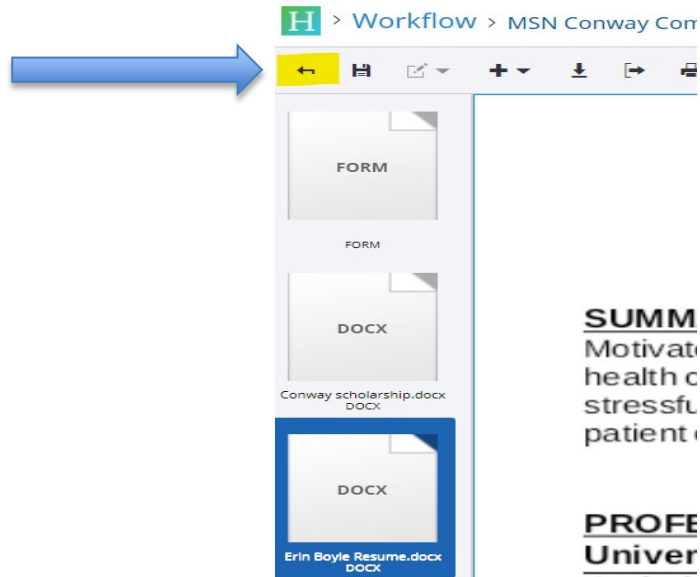
ach student based on the following tool where: 0 = Does not meet the stated criterion; 1 = Somewhat meets the stated criterion; 2 = Meets the stated criterion; 3 = Somewhat exceeds the c

| Reviewer A | |
|--|-------------------|
| Expresses how the scholarship will affect the applicant's life | 2 |
| Expresses how the scholarship will affect the applicant's career | 2 |
| Expresses how the scholarship will impact nursing science | 2 |
| Overall writing ability | 1 |
| Expression of goals | 2 |
| Total Score: | 9 |
| Decision | Maybe |
| Committee Member | 54090178pbrown |
| Decision Date/Time | 3/8/2022 17:50:13 |

Confirm your decision

Moving to the Next Applicant

- Click on the  in the upper left corner to exit the application



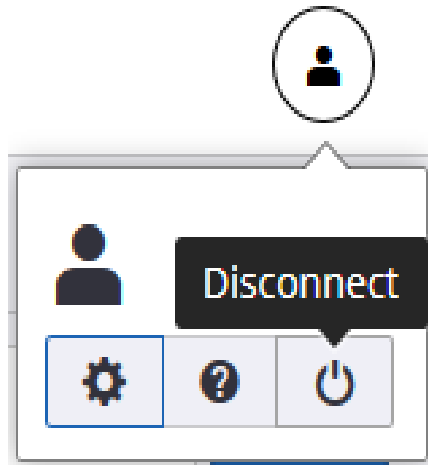
- Please save all changes made if asked when exiting
- Repeat previous steps for next applicant

Notes

- The applicant will only move to the next queue when both reviewers have scored the applicant
- The score will automatically populate with your information
- All entries should be saved
- You should only see the students within the program that you are reviewing
- Please contact us if you have any additional questions
 - nrsadmissions@umaryland.edu or 6-0501 for admissions
 - nrsscholarships@umaryland.edu or 6-5220 for scholarships

Log Out of Perceptive Experience

- Click on the user icon in the top right corner and click on the disconnect icon



- › *Note: **Do Not** close the last window or tab without without disconnecting. This may make documents inaccessible to others. If the window/tab should close accidentally, please log back in to and `disconnect`.*

Questions/Concerns?

