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 you 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

The Decision Sheet

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

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.

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.
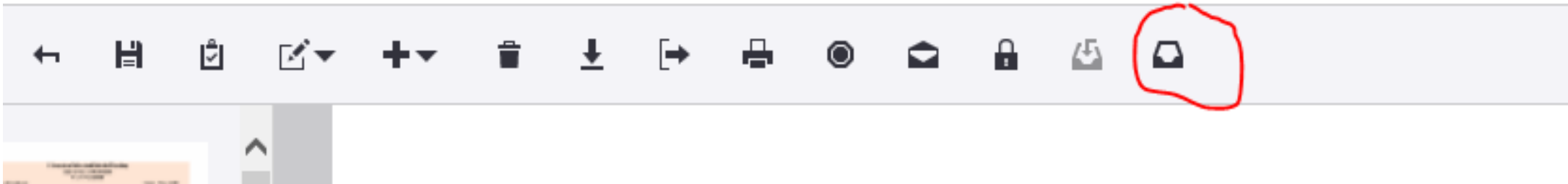
Decision Sheet: Things To Remember

- 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

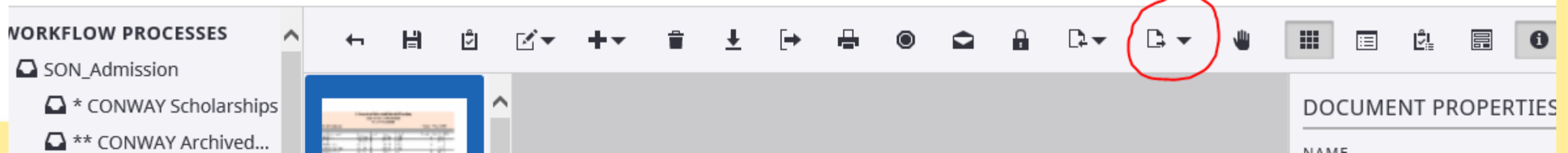# FOR: Specialty Director and Designees Routing the File to Admissions

- 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
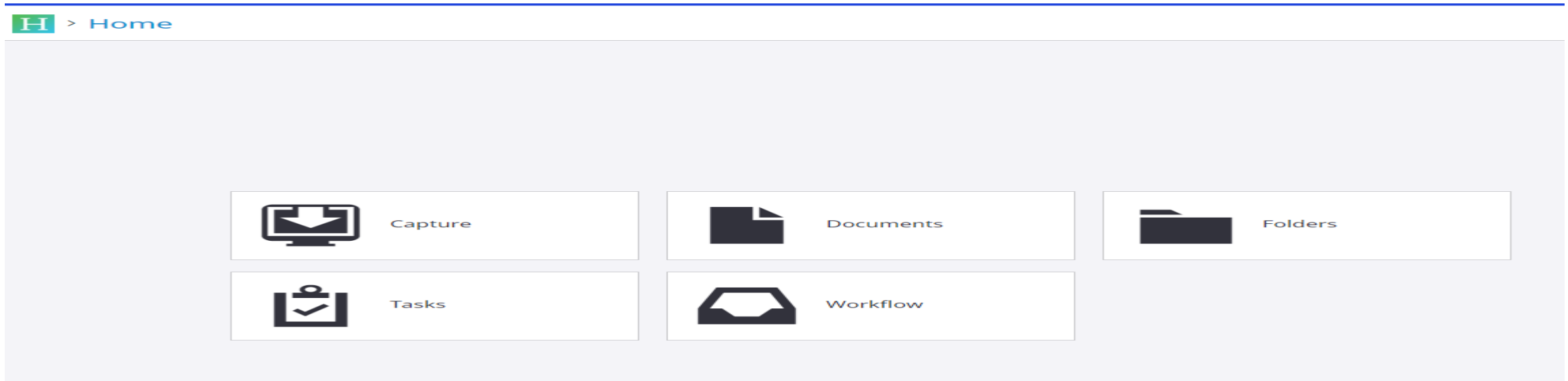
> Workflow

WORKFLOW PROCESSES

SON_Admission

* CONWAY Scholarships

** CONWAY Archived...

DOCUMENT PROPERTIES

NAME

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
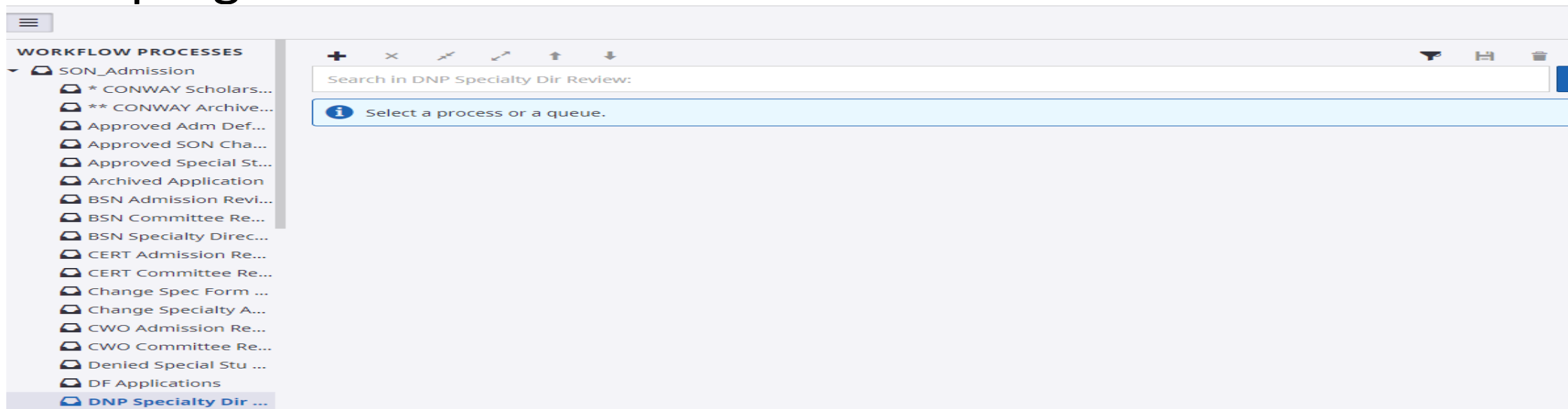
FOR: Specialty Director and Designees Routing the File to Admissions

- 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

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 accidently close, please click the Show or Hide properties icon.
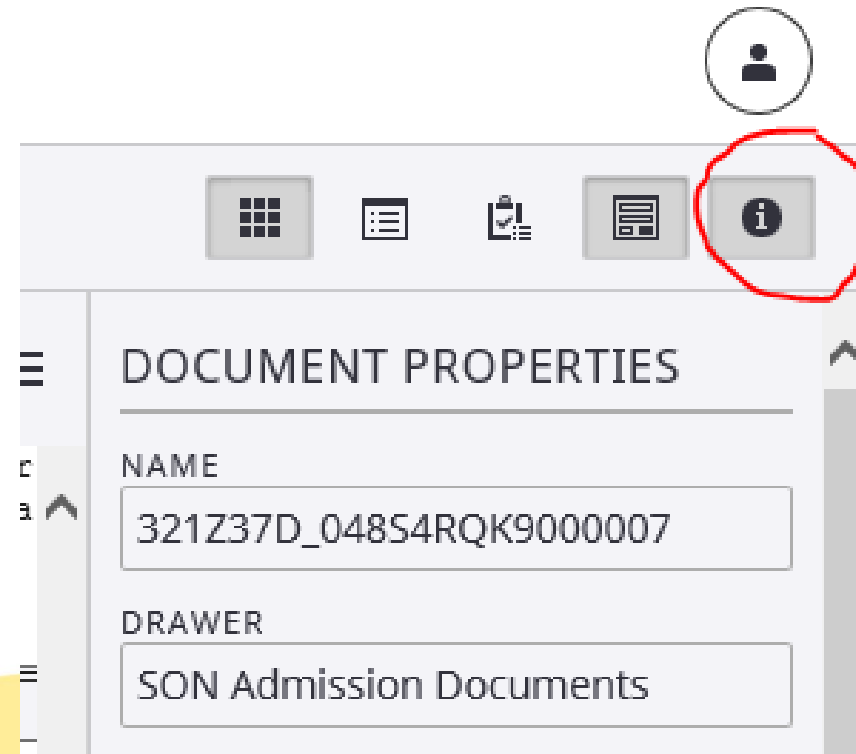
DOCUMENT PROPERTIES

NAME
321Z37D_048S4RQK9000007

DRAWER
SON Admission Documents

Adding Notes
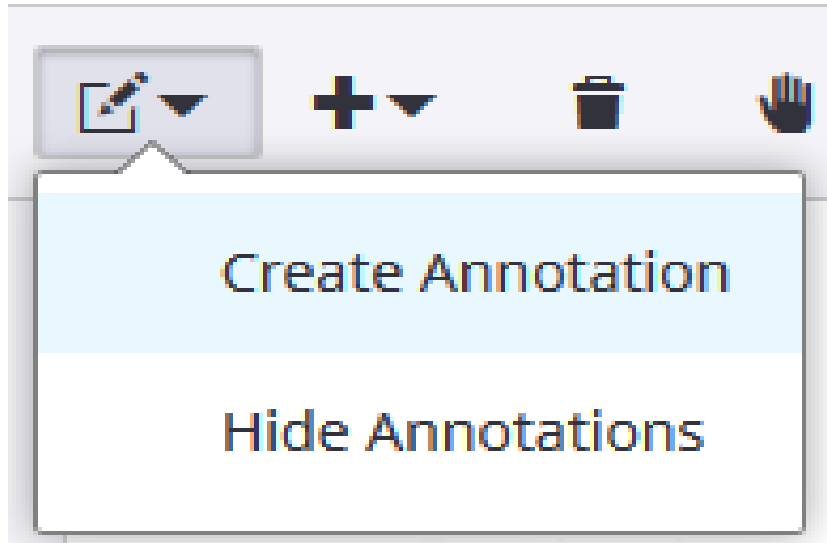
You can continue to add any pertinent notes or assign files to faculty using this option
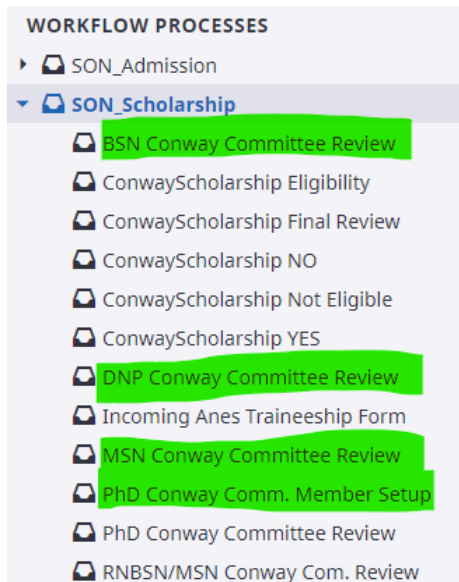
Annotate Documents

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

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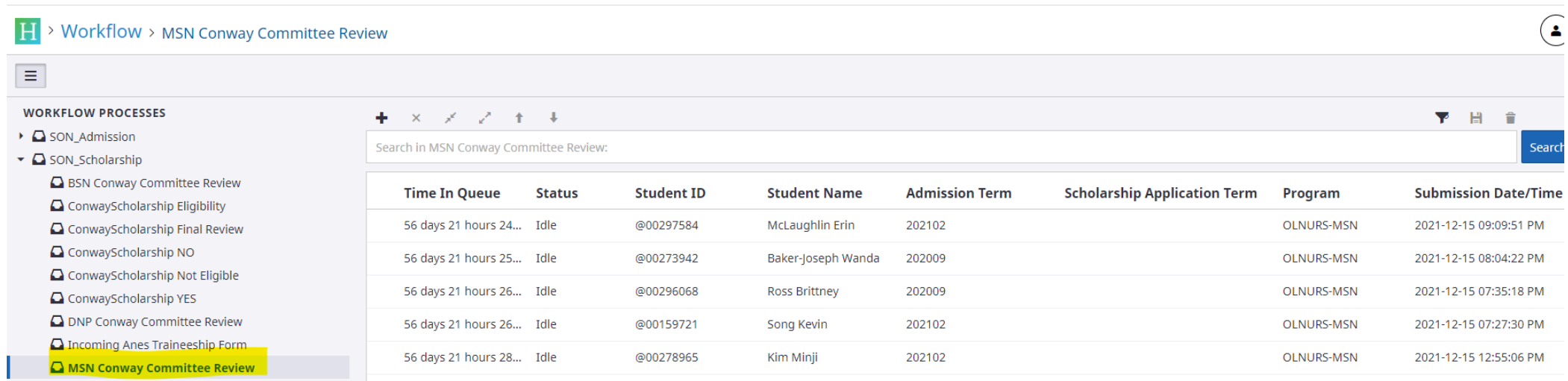
Accessing Scholarship Applications

- 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
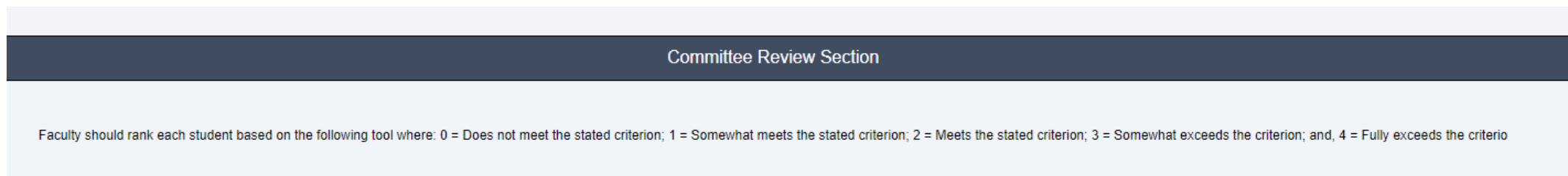
Reviewing Applicants

- 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

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 criterio

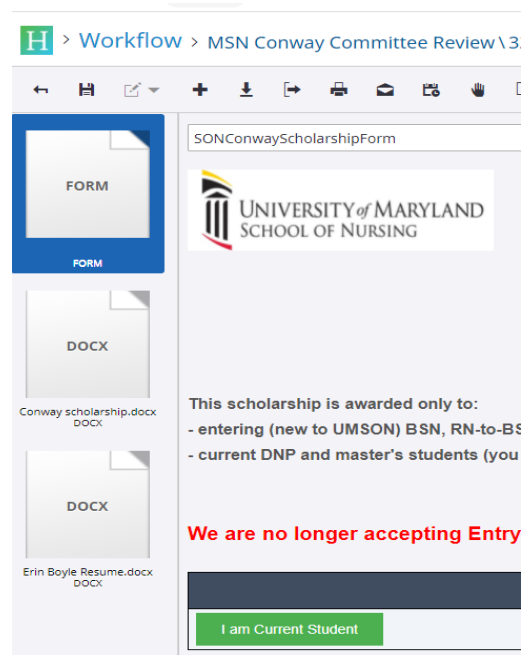- You will need two people to review and complete the Reviewer A and B section for the applicant to moved to the next que

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
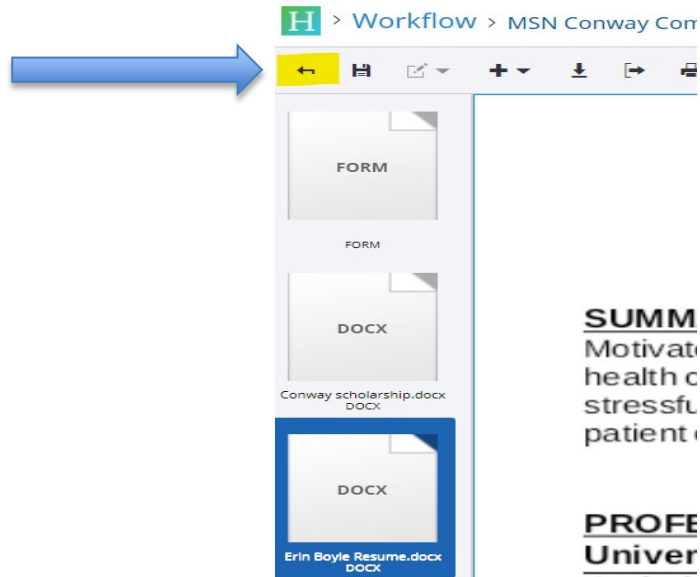- The committee Member and Decision Date/Time will automatically prefill with your information

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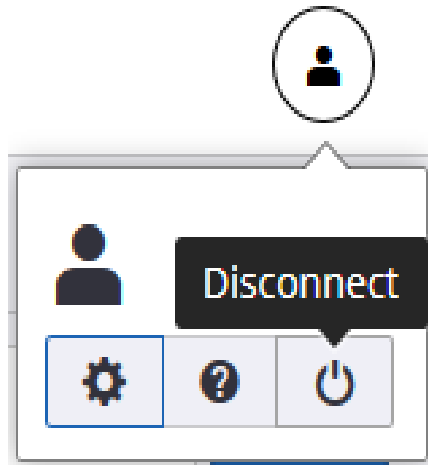
› *Note:* **Do Not** *close the last window or tab without without disconnecting. This may make documents inaccessible to others. If the window/tab should close accidentally, please log back in to and* `disconnect` .

Questions/Concerns?