



UNIVERSITY *of* MARYLAND
SCHOOL OF NURSING

WEB NOW UPDATES: **Perceptive Experience**

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

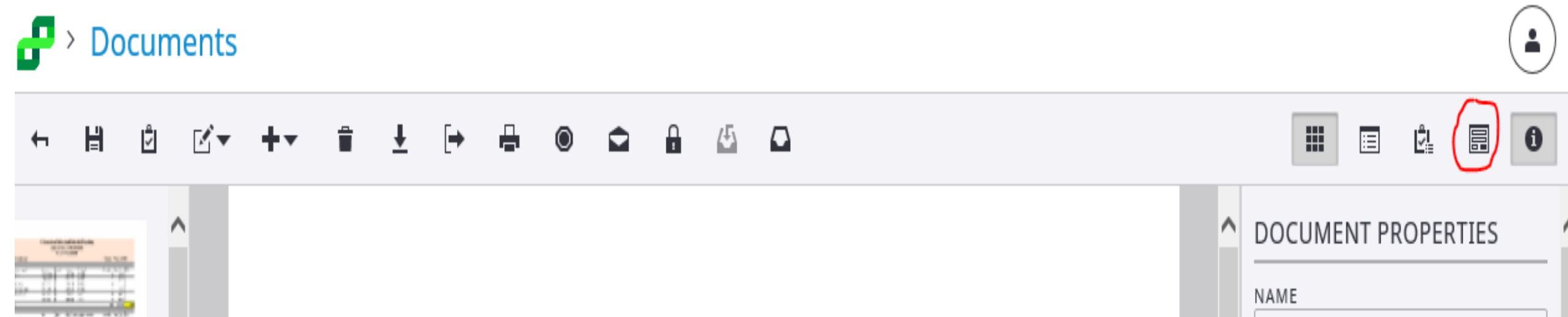
Access to specific application views is determined by the specialty director/designee and based on security settings.

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



The Decision Sheet

- Click Select form and select the “ Decision Sheet”

 > Documents









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SON Decision Sheet



UNIVERSITY of
NURSING

Essay. Please submit a concise essay that addresses your experience, as well as how you expect the BSN and the M professional career goals. A well-written essay will incorporate

- Your motivation and primary reasons for pursuing a
- Based on your professional experience, specify our

DOCUMENT PROPERTIES

NAME
321Z37D_04854RQK9000007

DRAWER
SON Admission Documents

STUDENT ID

Updating Application – Electronic Decision Sheet

ADMISSIONS COMMITTEE DECISION Area

Committee Member section – Committee Member area automatically routes (by default)

Specialty Director section– Specialty Director/Designee area must be manually routed (with routing function)

ADMISSIONS COMMITTEE DECISION		
ADVISOR		
Decision	Committee Member	Date / Time
Specialty Director/Designee	Date	Decision

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

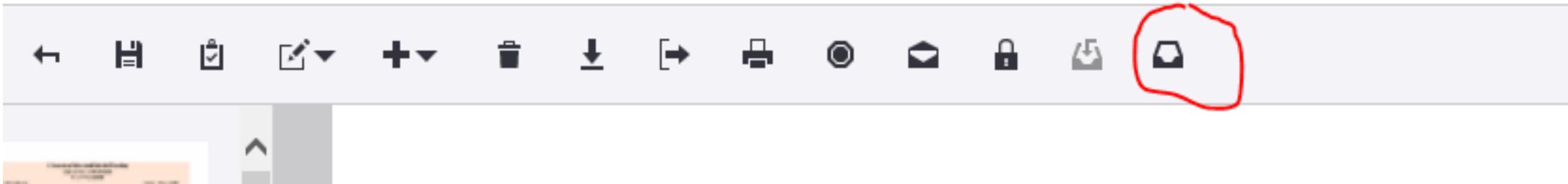
- Committee Member decisions are automatically updated and routed to the specialty director/designee for the specialty/option, based on the decision code.
- Must have a minimum of two admissions committee members submit the same decision code.
- Specialty Director/Designee must route decisions forward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

FOR: Specialty Director and Designees

Routing the File to Admissions

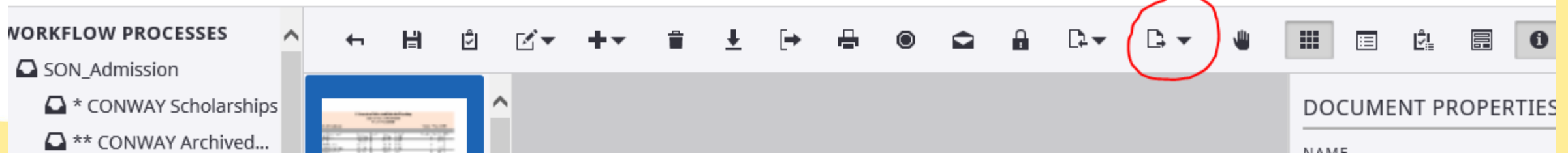
- To route the file forward, you will need to click the Open In Workflow icon

 > Documents



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

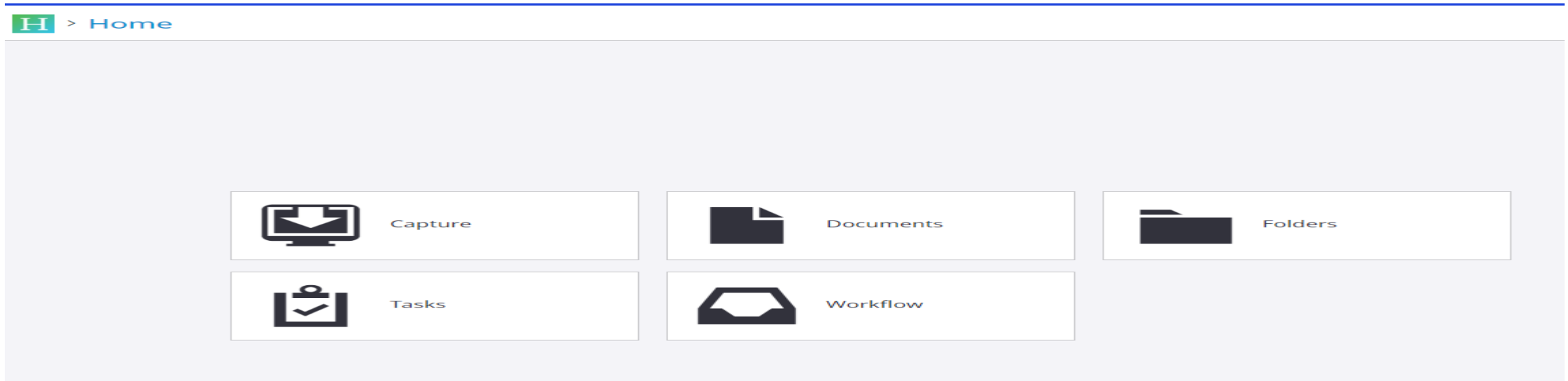
 > Workflow



FOR: Specialty Director and Designees

Routing the File to Admissions

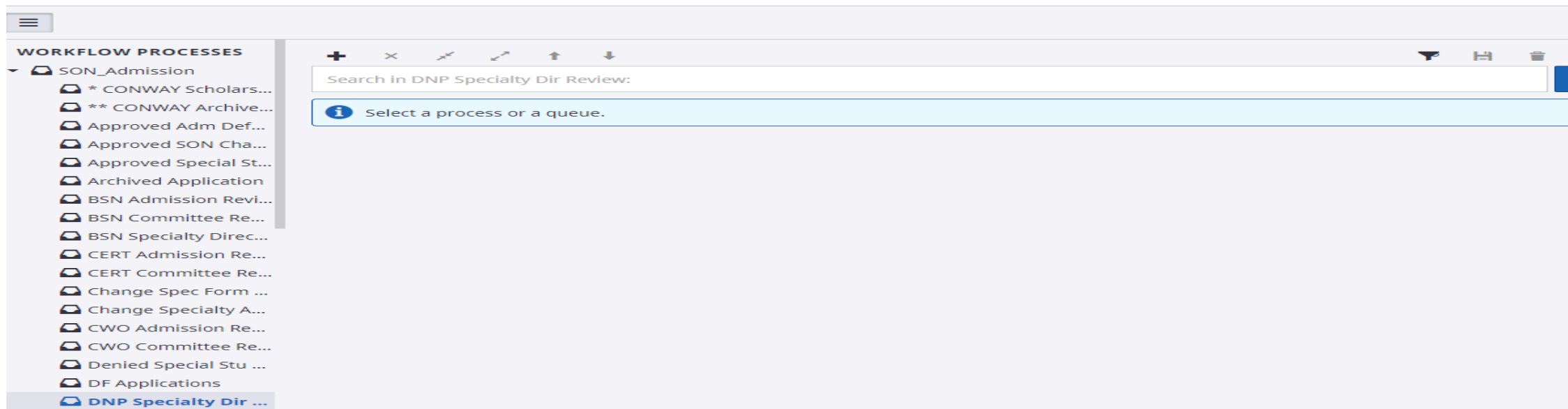
- If you do not have the Open in Workflow icon at the top, then you will need to choose the workflow icon on the home page.



FOR: Specialty Director and Designees

Routing the File to Admissions

- Once there, choose the DNP Specialty Dir Review queue 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

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SON

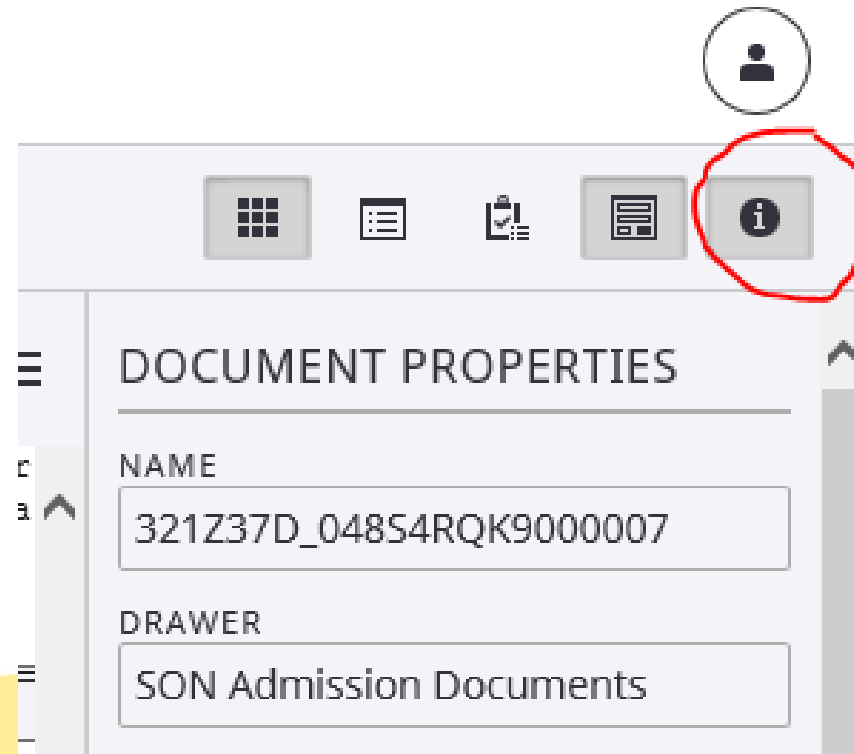
FOR: Specialty Director and Designees

Routing the File to Admissions

- The file will now be routed back to Admissions and should move from your queue.
- Please note that the DNP Specialty Dir Review queue does include all DNP specialties so you will see more than just your files.

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

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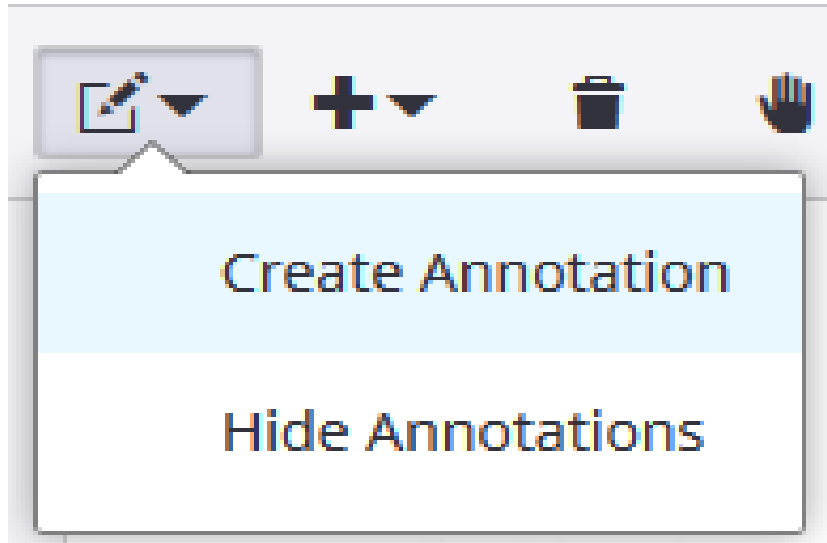
FILE TYPE

Adding Notes

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

Annotate Documents

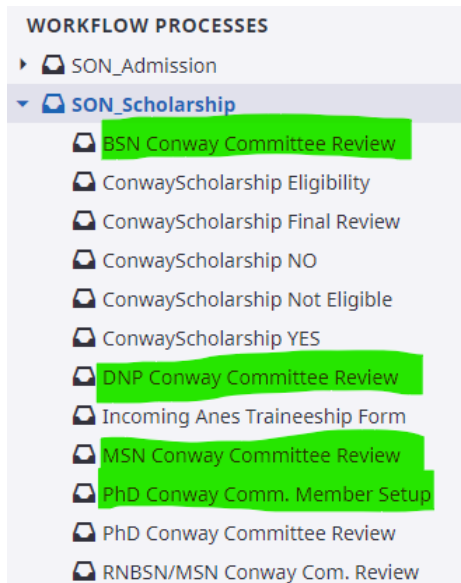
- Click on the annotate page button on the top left toolbar



- 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. A user profile icon is visible in the top right corner.

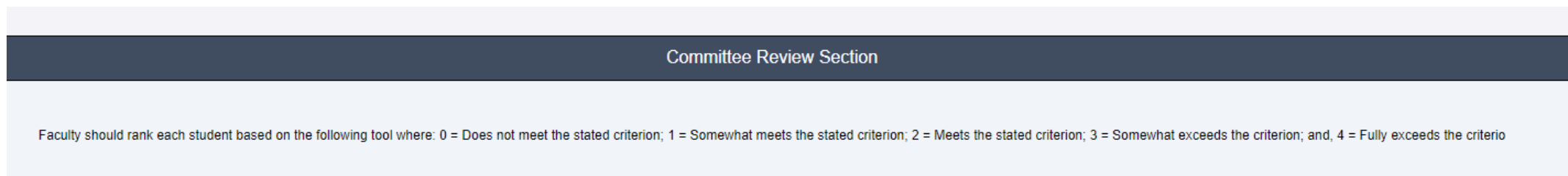
On the left, under the heading **WORKFLOW PROCESSES**, there is a tree view of folders. The 'SON_Scholarship' folder is expanded, and the 'MSN Conway Committee Review' folder is highlighted in yellow.

The main content area features a search bar with the placeholder text 'Search in MSN Conway Committee Review:' and a 'Search' button. Below the search bar is a table displaying a list 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: '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'.

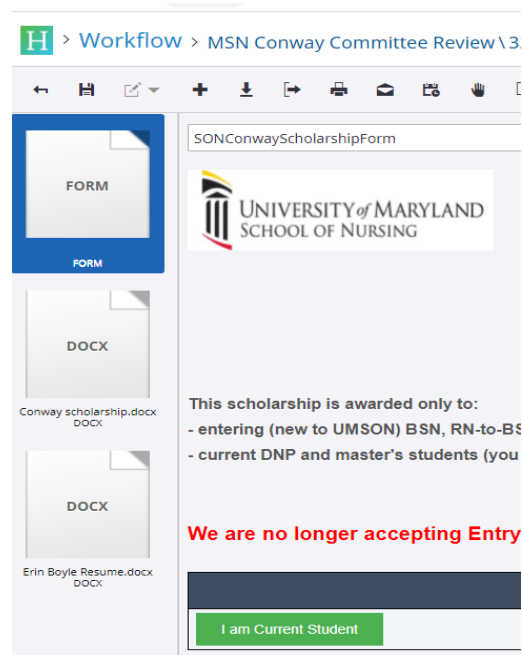
Committee Review Section

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

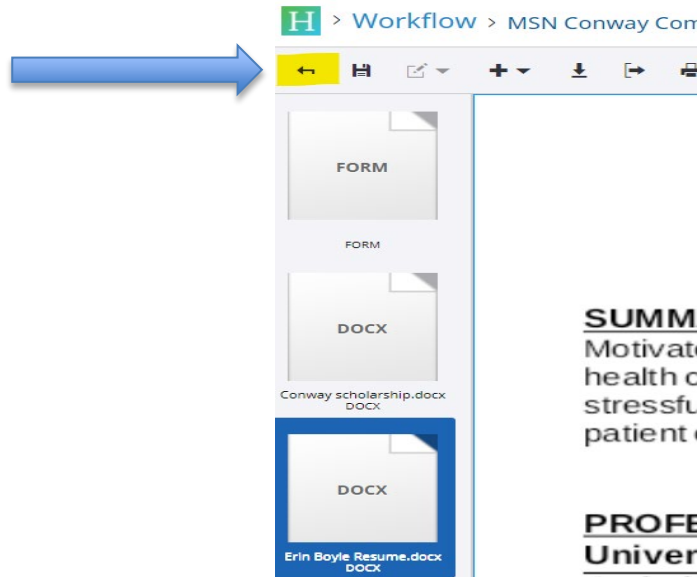
ach student based on the following tool where: 0 = Does not meet the stated criterion; 1 = Somewhat meets the stated criterion; 2 = Meets the stated criterion; 3 = Somewhat exceeds the c

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



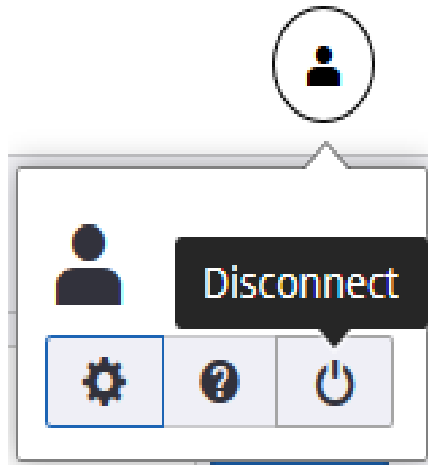
- Please save all changes made if asked when exiting
- Repeat previous steps for next applicant

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?

