

# GRADS | GRADUATE RECORDS AND DEGREE SYSTEM

## Information Sheet for User Group: Graduate Departments

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**ABOUT GRADS:**

GRADS is an online system being developed to manage various academic activities of graduate students, such as: Plan of Study, Thesis/ Dissertation Title & Committee, Degree Candidacy, Comprehensive Exams, Transfer of Credit hours, Application for Degree, etc. Currently these activities are manually processed based on the PDF forms at <http://graduate.ua.edu/academics/forms/>. Please, note that GRADS is still under construction; however the system is ready for testing the academic activity: “**Application for Degree**” only.

**INSTRUCTIONS:****(A) LOGIN:**

1. Login to the system at **4e.GRADS** from the graduate services webpage for department users at <http://graduate.ua.edu/gs.html>.
2. You must be assigned as the department chair or one of graduate program directors in **1a.ADMIN-ROLES** in your department to be able to login and use the GRADS system.

**(B) MAIN MENU:**

Upon successful login, you will come to the main page, where you will have the following options

1. View/followup academic progress of graduate students of the department
2. Send Group email notifications (this option is not yet available)
3. Download student data in basic Excel file
4. View various summary reports

**(C) TRACK ACADEMIC PROGRESSES:**

1. The first option on the main page (as mentioned B1 above) allows you to investigate various academic activities for each student in details. Here, you may select different parameters to extract a list of the graduate students in your department.
2. By clicking on a student name in the list, you will find the overall status of his/her academic activities. Each activity is titled with a name and by clicking on the activity name, you will be able to view detailed information, if already initiated by the student.
  - a. Plan of study
  - b. Thesis/Dissertation
  - c. Candidacy for Degree
  - d. Comprehensive Exam
  - e. Transfer of Credit
  - f. 400-level Course
  - g. Course-override
  - h. Apply for Degree

**(D) DEPARTMENT ACTIVITY:**

1. When a student submits a form department will get an email notification about the activity. The details of the submitted form can be viewed in GRADS.
2. By view/followup browsing option, you will be able to select the student’s profile and act upon it – such, approve/deny, and add notes, etc.
3. All these activities are recorded in “Work History” and therefore the system users will be able to view the progress or status of their related activities.
4. Upon submitting, the workflow will then shift state to the next user group (the Graduate School administrators). The system will send an email notification to appropriate person and will continue from that point.

**(E) DOWNLOAD DATA:**

Student data are also available for download in Excel file for any desired terms, majors and/or degree levels.

**(F) SUMMARY REPORTS:**

Department users are able view various analytical reports that will help view the overall picture of students’ progresses on various academic activities.