

Preview Day | Preview Day Data Management System

Instructions for Department Users

LOCATE THE PREVIEW DAY ONLINE SERVICE:

Grad School Website > Faculty/Staff Section > Click Login Icon (Upper right side) > Service 2: Preview Day Management
 Graduate Online Services Website URL: <http://graduate.ua.edu/gs.html>

Please note that invited prospective students will register from the page: <http://graduate.ua.edu/events/previewday.html> and Graduate School staff will manage the data by login to Preview Day system at <http://graduate.ua.edu/admin/gss.html>

LOGIN TO THE PREVIEW DAY DATA MANAGEMENT SYSTEM:

From the Preview Day login page: select your department and enter the department's generic password. Upon successful login, you will see the main Preview Day page for your department. This main menu displays the following options to work with:

1. Register New Prospective Student for Preview Day
2. View List of Prospective Students Registered for preview Day with intended major(s) in Your Department
3. View List of Preview Day Presenters in Your Information Session
4. Send Group Emails to Your Preview Day Students (N/A)
5. Download Preview Day Prospective Student Information (N/A)
6. Summary Reports

REGISTER NEW PROSPECTIVE STUDENTS:

Upon explicit invitations, interested prospective students will register online to attend the Preview Day programs. However, many prospects may also directly contact respective departments; and, in such cases, you may want to register your prospective students for the Preview Day program online. Or, you may redirect them to the program's web link mentioned in the first section of this guide above.

LIST OF PROSPECTIVE STUDENTS FROM THE PREVIEW DAY REGISTRATION:

If your department has any registered prospective students (who showed interests to attend your graduate programs), you will be able to view their information in a table online for a specific Preview Day year. You may view each of their information in detail by clicking on their names from the list. And based on their academic background and expected entry terms, you may want to take actions accordingly by contacting them or encouraging them to apply for graduate study at UA. *Notice that you will also be able to view all of your prospective students from different sources in our system by login to "Manage Graduate Prospective Students" under section 2 of the Graduate Online Services at <http://graduate.ua.edu/gs.html>*

PREVIEW DAY PRESENTER:

We maintain an updated list of Preview Day presenters from departments (as of last year) for various Information Sessions. However, many of the presenters may not be available this year; and therefore, departments need to update the information of their respective presenters or remove presenters from the system. In this section, you will be able to view list of presenters in your information session.

Decide whether a Presenter is needed in Your Information Session:

Based on the list of presenters in your session and based on the number of registered prospective students in your graduate programs, you may decide to add one or more presenters from your graduate department or consult with Dr. Carl Williams (carl.williams@ua.edu or 348-5922) and see if the session will need someone from your department to present in your information session.

Add a New Presenter in your Session:

If you want to add a presenter from your department, then login to the Graduate Administrative Roles at: <http://graduate.ua.edu/gs.html> (under Section 1); and then add new admin role: "Preview Day Presenter" (please contact graduate.school@ua.edu if you want us to add new presenters). Once the new presenter is added into the system, you will see the updated list of presenters under your information session upon login to the Preview Day system.

Remove a Presenter:

If you decide that you need to remove a presenter in your department from the information session, simply notify us by sending an email to graduate.school@ua.edu and we will remove the presenter from our system upon approval from Dr. Carl Williams (carl.williams@ua.edu or 348-5922).

SEND GROUP EMAILS TO YOUR PREVIEW DAY PROSPECTIVE STUDENTS: *Not yet available*

DOWNLOAD PREVIEW DAY STUDENT DATA: *Not yet available*

SUMMARY REPORTS:

A number of summary reports are now available for you to review and get the **overall picture** of the your prospective students at the Preview Day programs, their interests in majors or entry terms, and the involvements of your department to the annual Graduate School Preview Programs as a whole. Included in the reports are: number of prospects by attending Preview Day programs, intended majors, expected entry terms, prospect types, presenters in respective information session and cancelled registrations by students, if any.

QUESTIONS OR SUGGESTIONS:

This system is newly revised with improved services for graduate departments to manage and organize the Preview Day programs efficiently based on suggestions and feedbacks from different sources and usage experiences. Please feel free to contact us at: graduate.school@ua.edu if you have further suggestions, inquiries, feedbacks or any related technical problems.