

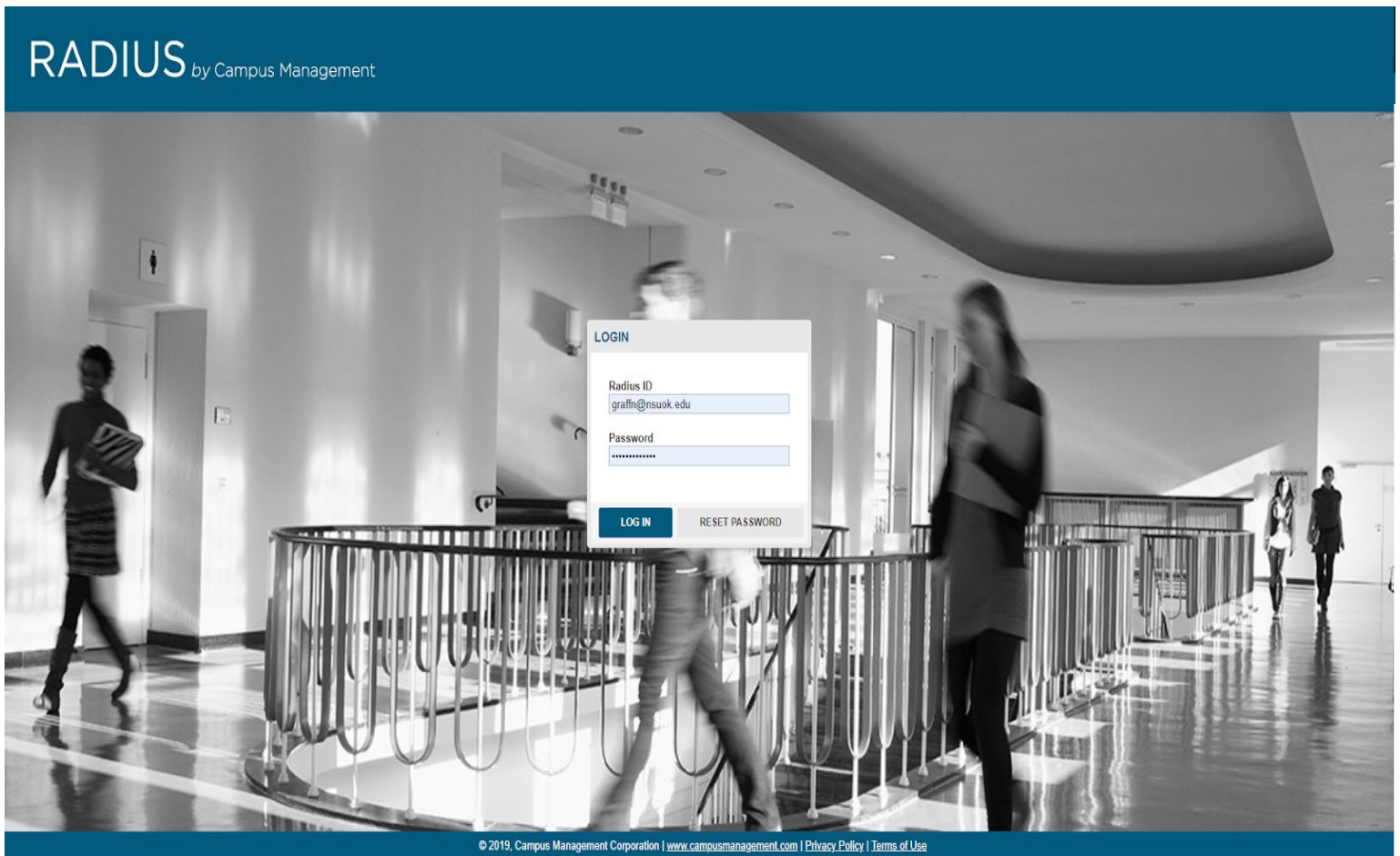
Introduction to Radius:

To begin, go to the following link to access Radius:

<https://nsuok.radiusbycampusmgmt.com/crm/login.sas>

- If you do not yet have a username or password, please contact Joshua McCollum (mccolluj@nsuok.edu or ext. 2093).
- *Please note, some information will be blacked out in order to protect student privacy.*
- *This instructional booklet is meant for basic radius training and will show how to access radius, add widgets, view lists, send emails, view student applications, and etc.*

The Radius homepage should look like the following. Here you will enter your Radius ID (*This will be your NSU email*) and password.




Radius Dashboard & Adding Widgets:

Once you have logged into Radius you will be taken to your Radius Dashboard. If this is your first time using Radius this dashboard will be blank.

The screenshot shows the Radius Dashboard interface for Northeastern State University. The top navigation bar contains icons for Home, Contacts, Applications, Inquiries, Events, Marketing, Cases, Analytics, and Quick Create. Below this is a 'NAVIGATION' section with a 'new' button and a list of recent items. A green 'Add Widget' button is visible near the top left of the main content area.

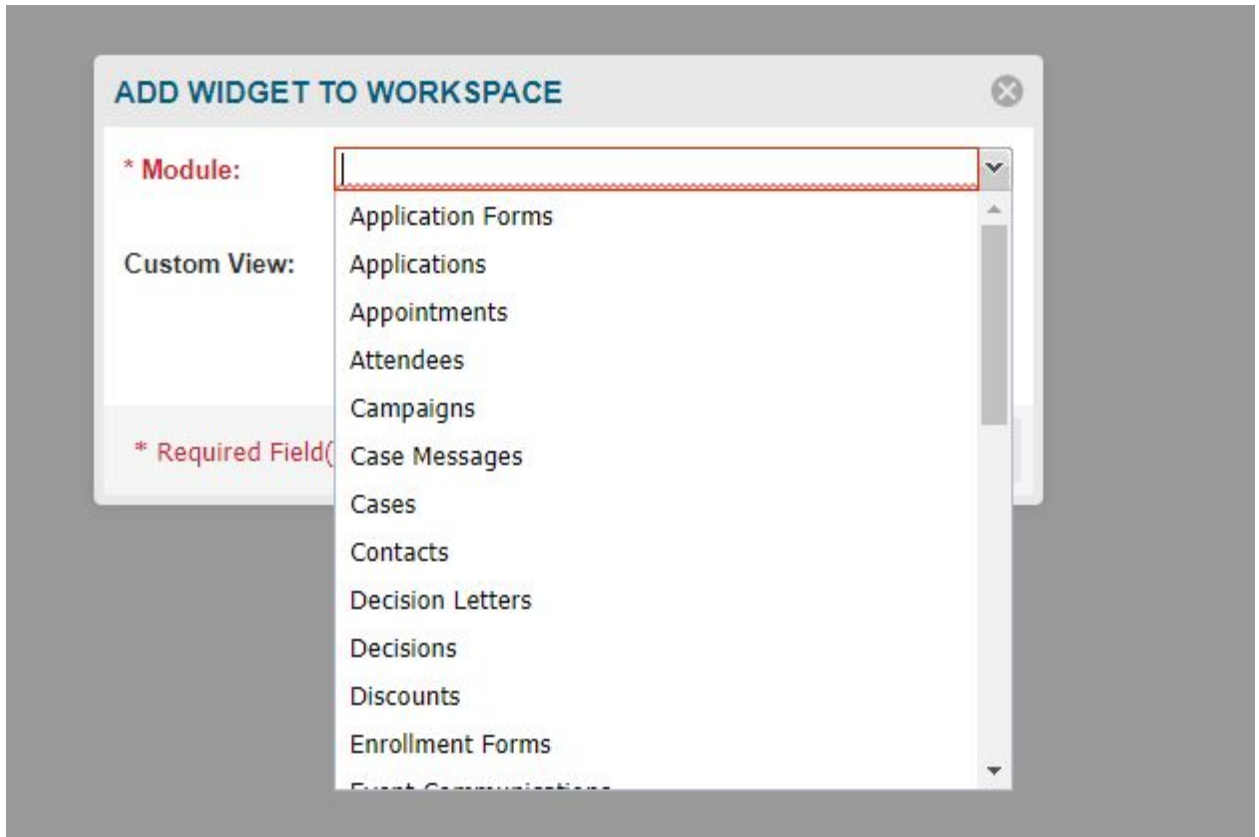
In order to start viewing students applications you will need to add a **widget**. To find the **Add Widget button**, please look near the left side of the page this button will be next to the Navigation section. Once you have found this, click on **Add Widget**. You will then get a pop-up screen asking for a



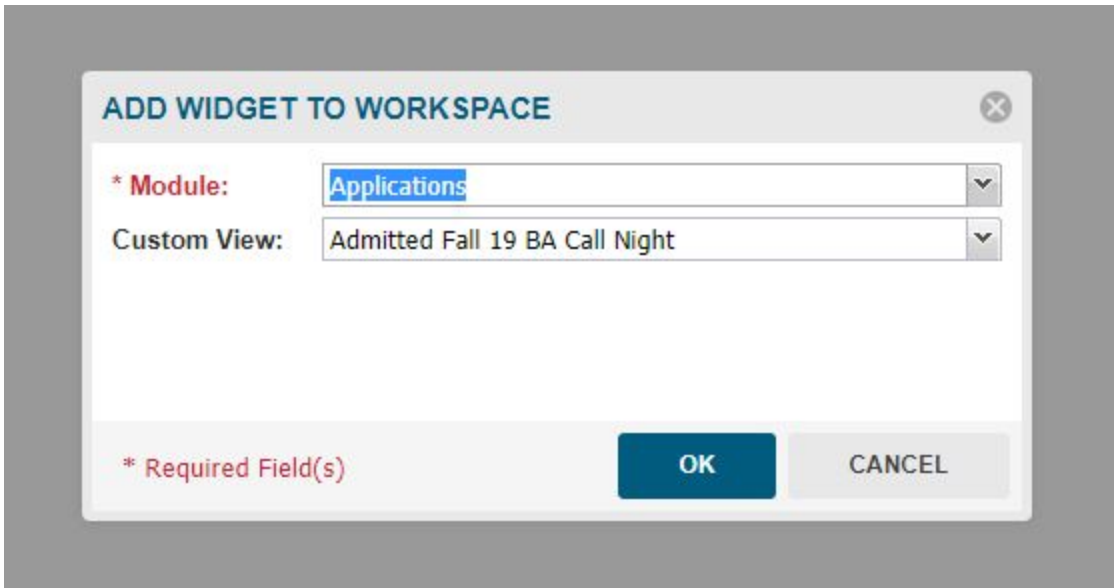
Module and **Custom View**. You will need to click on the  in order to see your options.


The screenshot shows the 'ADD WIDGET TO WORKSPACE' dialog box. It contains two dropdown menus: '* Module:' and 'Custom View:'. The '* Module:' dropdown is highlighted with a red border and has a red exclamation mark icon next to it with the text 'This field is required.' Below the dropdowns are 'OK' and 'CANCEL' buttons. A legend at the bottom left indicates '* Required Field(s)'.

For student applications, your module will always be **Applications**.




Once you have chosen the **Applications** module the custom view will automatically populate to **Admitted Fall 18 BA Call Night**.

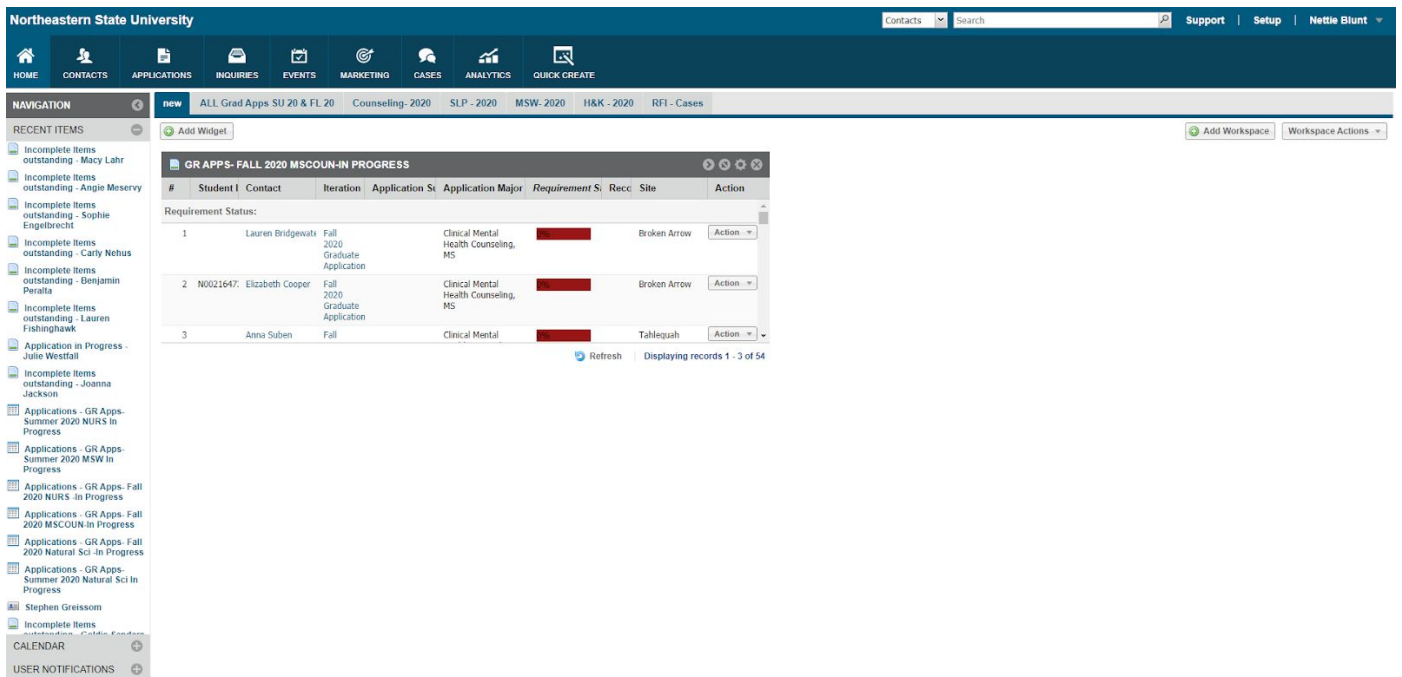
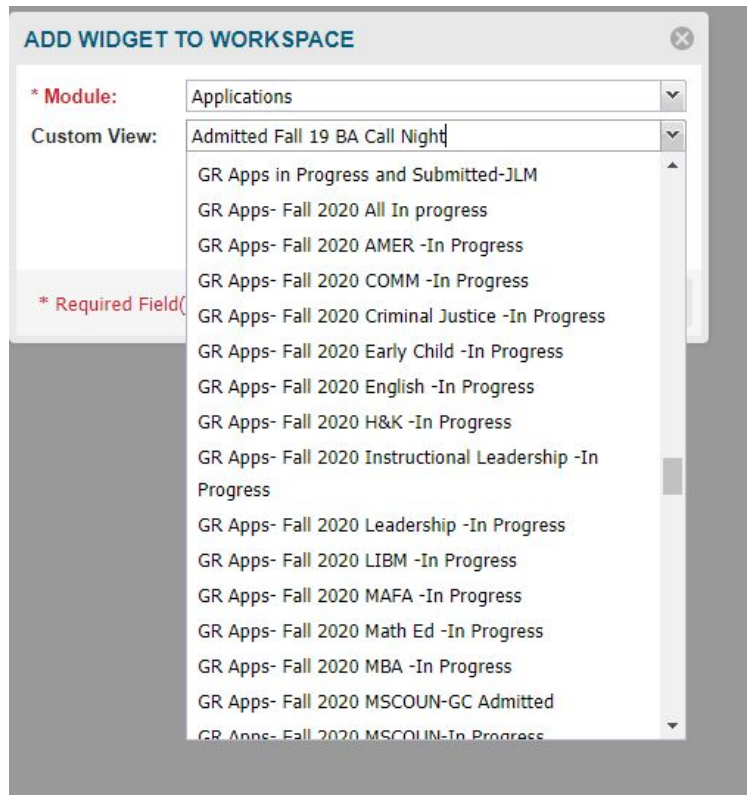


You will want to use the  once again in order to find the desired list view. **For all Graduate lists they will all be under GR APPS - (Term) (Year) (Program) - (In-Progress, GC Admitted, or JLM).** Choose the appropriate list view for your program.

Once you have chosen the appropriate list view, click the **OK** button to proceed.

You should now have a “**widget**” available on your home screen. *(please note, this may not have student names on it if students have not applied/been accepted/etc.)* In order to make your

widget bigger click the  (located on the top right corner of the widget). This will span the widget across the screen (see next page for example).



Northeastern State University

Navigation: HOME, CONTACTS, APPLICATIONS, INQUIRIES, EVENTS, MARKETING, CASES, ANALYTICS, QUICK CREATE


Navigation: ALL Grad Apps SU 20 & FL 20, Counseling - 2020, SLP - 2020, MSW - 2020, H&K - 2020, RFI - Cases

RECENT ITEMS: Add Widget, Add Workspace, Workspace Actions

GR APPS - FALL 2020 MSCOUN-IN PROGRESS

#	Student ID	Contact	Iteration Name	Application Submitted Date	Application Major Concentration	Requirement Status	Recommend	Site	Action
Requirement Status:									
1		Lauren Bridgewater	Fall 2020 Graduate Application		Clinical Mental Health Counseling, MS	[REDACTED]		Broken Arrow	Action
2	N00216473	Elizabeth Cooper	Fall 2020 Graduate Application		Clinical Mental Health Counseling, MS	[REDACTED]		Broken Arrow	Action
3		Anna Suben	Fall 2020 Graduate Application		Clinical Mental Health Counseling, MS	[REDACTED]		Tablequah	Action
4		Lexie Adams	Fall 2020 Graduate Application		Addiction Counseling, MS	[REDACTED]		Broken Arrow	Action

Refresh | Displaying records 1 - 3 of 54

If you would like the list to be expanded further, click the  you should now see a page like the following.

Northeastern State University

Navigation: HOME, CONTACTS, APPLICATIONS, INQUIRIES, EVENTS, MARKETING, CASES, ANALYTICS, QUICK CREATE

Navigation: ALL Grad Apps SU 20 & FL 20, Counseling - 2020, SLP - 2020, MSW - 2020, H&K - 2020, RFI - Cases

RECENT ITEMS: Add Widget, Add Workspace, Workspace Actions

GR APPS - FALL 2020 MSCOUN-IN PROGRESS

Tools: Add/Remove Columns, Sorting order, Drag your columns here to sort, View As: List, Export, Actions

#	Student ID	Contact	Iteration Name	Application Submitted Date	Application Major Concentration	Requirement Status	Recommen	Site	Action
Requirement Status:									
1		Lauren Bridgewater	Fall 2020 Graduate Application		Clinical Mental Health Counseling, MS	[REDACTED]		Broken Arrow	Action
2	N00216473	Elizabeth Cooper	Fall 2020 Graduate Application		Clinical Mental Health Counseling, MS	[REDACTED]		Broken Arrow	Action
3		Anna Suben	Fall 2020 Graduate Application		Clinical Mental Health Counseling, MS	[REDACTED]		Tablequah	Action
4		Lexie Adams	Fall 2020 Graduate Application		Addiction Counseling, MS	[REDACTED]		Broken Arrow	Action
5	N00186555	Chloe Price	Fall 2020 Graduate Application		School Counseling, MS	[REDACTED]		Tablequah	Action
6		Cathy Sexton	Fall 2020 Graduate Application		Clinical Mental Health Counseling, MS	[REDACTED]		Broken Arrow	Action
7		Joshua Slane	Fall 2020 Graduate Application		Clinical Mental Health Counseling, MS	[REDACTED]		Broken Arrow	Action
8		Esther Roberts	Fall 2020 Graduate Application		Clinical Mental Health Counseling, MS	[REDACTED]		Broken Arrow	Action
9	N00211718	Rafael Rivera Baez	Fall 2020 Graduate Application		Clinical Mental Health Counseling, MS	[REDACTED]		Tablequah	Action
10		Catherine Davis	Fall 2020 Graduate Application		Clinical Mental Health Counseling, MS	[REDACTED]		Tablequah	Action
11		Erica Argyropoulos	Fall 2020 Graduate Application		Clinical Mental Health Counseling, MS	[REDACTED]		Tablequah	Action
12		Patricia Clark	Fall 2020 Graduate Application		School Counseling, MS	[REDACTED]		Tablequah	Action
13		Giah Nicole	Fall 2020 Graduate Application		Clinical Mental Health Counseling, MS	[REDACTED]		Tablequah	Action
14		Caylee Winterberg	Fall 2020 Graduate Application		School Counseling, MS	[REDACTED] 1/1		Broken Arrow	Action

Refresh | Displaying records 1 - 14 of 54

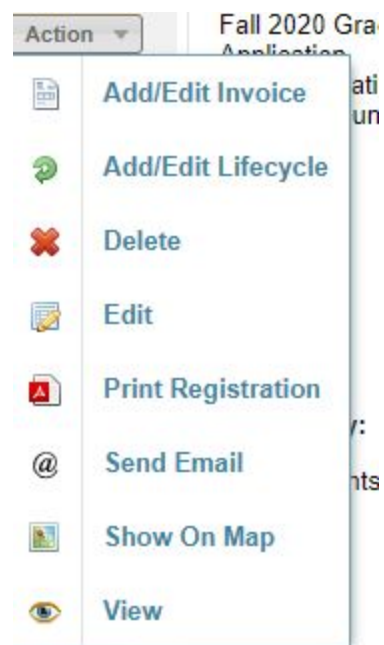
VIEW OPERATIONS: Save as a new view, Reload original view

VIEW CONFIGURATION: Criteria: Applications Iteration Name Is Fall 2020 Graduate Application AND Applications Application Major Is Counseling, MS; Filters: None; Sorted By: None; Grouped By: Requirements Status

If you scroll on this page, you should see the following columns **Student ID (N#), Contact Name, Iteration Name** (e.g. *Spring, Summer, Fall 2020*), **Application Submitted Date, Application Major Concentration, Decision Status, Requirement Status, Recommendations, Site, Application Status, and Action.**

Please note, by clicking on each of these “Columns” you will be given options such as “Group by this Field, Filters, and Wrap Cell Text” these options allow you to sort through the applications. However, if you choose the “Filter” option you will need to deselect this option after you have used it as this option will continue to stay selected. If you have questions on how to best filter to find what you’re looking for, please contact either Nettie or Josh in the Graduate College.

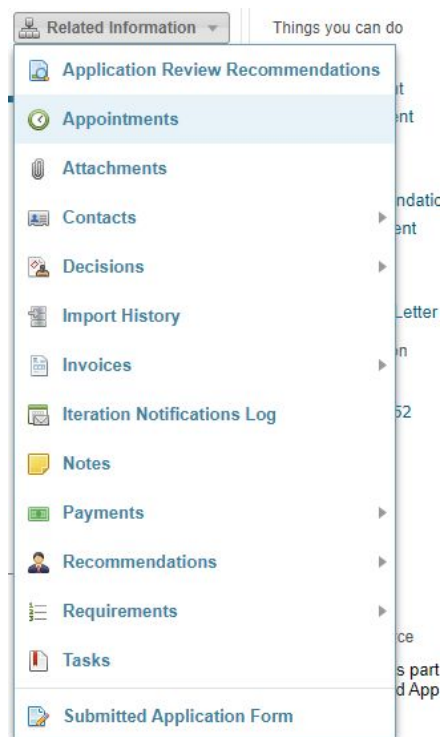
- For the **Student ID section**, if there is no N# supplied this usually happens whenever a student has not yet submitted and paid for their application. The Application Submitted Date will tell you if the student has submitted their Graduate College Application (*please be aware that some students who have submitted their applications may not have yet paid the \$25.00 fee or are waiting for an application fee waiver/code, students who have yet to pay this fee may have limited or no information available on their application*).
- The **Application Major Concentration column** will help you determine the student’s major and concentration.
- The **Requirement Status column** will begin at 0%, and once all application materials have been submitted or received by the Graduate Office this will show 100% and turn completely green.
- The **Decisions Status** column will show whether or not an admissions decision or program decision has been made on the student.
- The next column shows the **recommendations** (*this may not show up on every list view*), how many are needed, and how many have been completed.
- Next the **Site column** (*this may not show up on every list view*) shows whether the student indicated which campus they have chosen for their course of study.
- The **Application Status** column (*this may not show up on every list view*) show you whether or not the student has Moved their entry term, submitted their application, submitted/paid their application, completed all requirements and are now ready for an admissions decision, has incomplete items outstanding, has a decision status, and etc. If a student’s application status is “*Incomplete Items Outstanding, Submitted, Submitted/Paid, Application Started, or Application In Progress*” they are receiving an automated communication from the Graduate College concerning finishing their application. However, if a student’s application status is “*Complete Ready for Review*” this means we have received all their application materials and now the student is waiting for an admissions decision from the Graduate College. This column is mainly for



the purposes of the Graduate College, but may give you an insight into where the student is at in the application process.

- Finally the **action column**, here you will click on **Action**, this will cause different options to appear, click on **view**. This will take you to the student's application.
 - *Please note if this is your first time accessing a student's application, you will need to go through the following steps to be able to view the necessary screens.*

For first time users, click on **Related Information** (*Located on the right hand side of the screen near **Tools***). This will show a bunch of different options. You are going to need to click on **Recommendations, Notes, Decisions, Requirements, Submitted application Form & Invoices**. (*Please note, you will have to add each of these separately by continually using the related information button, once this has been done once it will be saved and you will not need to do this again.*).



You should now have several “tabs”, each one corresponds to a different portion of the student's application.

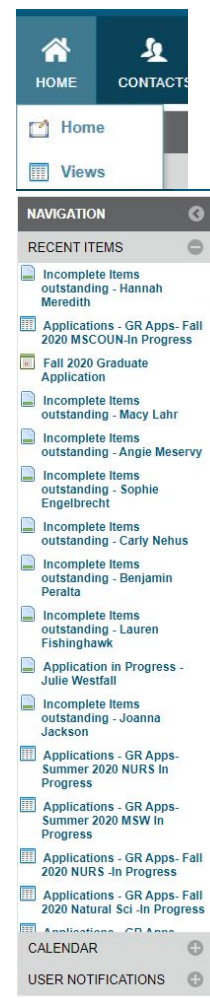


The **Submitted Application Form** shows the application the student filled out and their answers to each question, the **Recommendation tab** shows the student's recommendations and whether or not they are pending, received, cancelled, etc. The **Requirements tab** is important as this tab is all application materials that must be received before admission. As we receive these materials their status will change from **Not Received** to **Received**. All materials that are not received will affect the progress bar (*0% to 100%*) in the list view. If you notice a requirement on a student's list that you think should not be there, please call Nettie or Josh at the Graduate College and have them look at it. Students will receive reminder emails from Radius if they still have pending or not received application materials. The **Invoices Tab** will show whether or not the student has submitted/or paid for their application. The **Notes tab** will house any notes you or other departments may have made on the student. The **Decisions tab**

will show if a decision has been made on the student. *(Please view the Application Overview section on page 8 for further information)*

Once you have reviewed the students application and would like to go back to your list view, there are several different ways to accomplish this task

1. Click the Back button
2. Click on the **Home Icon** (*upper left corner*) and click **home** to go back to your radius dashboard.
3. Use the **Navigation tool** (*left hand side*) to view the previously opened files and click on the desired one. This will allow you to quickly go between different screens.

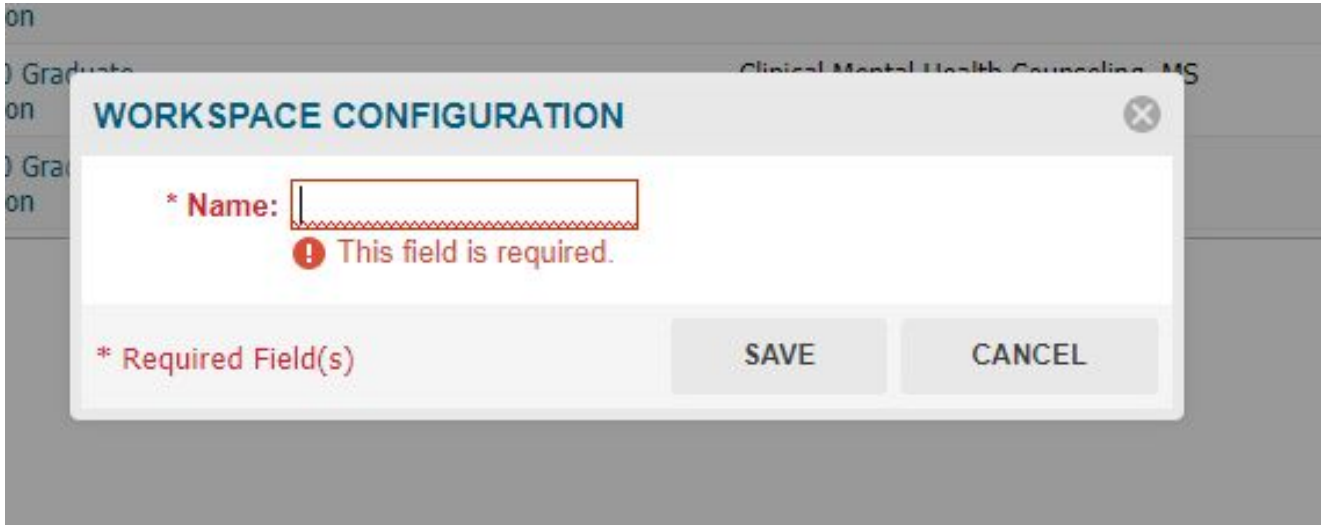


Adding a Workspace:

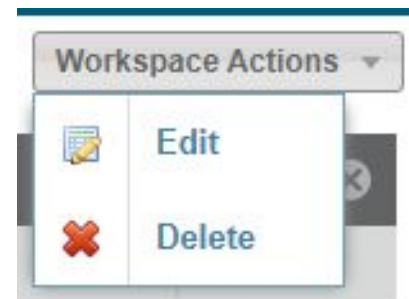
Workspaces can be created to section off the different list views you may have. By creating a workspace your normal Dashboard will have “Tabs”. In order to create a workspace click on the **Add Workspace** button (located on the right side of the page).


 A rectangular button with a green plus icon on the left and the text "Add Workspace" in a dark font.

Here you will be prompted to name the workspace, name this and click **Save**.


 A screenshot of a "WORKSPACE CONFIGURATION" dialog box. The title bar is light gray with a close button (X) on the right. The main area is white and contains a red asterisk followed by the text "* Name:" and an empty text input field. Below the input field is a red exclamation mark icon and the text "This field is required." At the bottom left, there is a red asterisk followed by the text "* Required Field(s)". At the bottom right, there are two buttons: "SAVE" and "CANCEL".

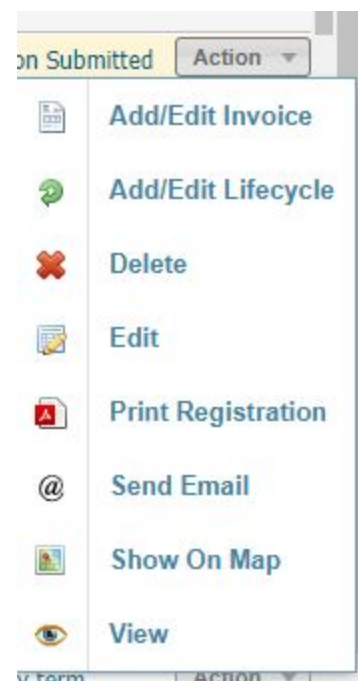
Once done, your new workspace has been created! Here you can add **Widgets** (please see page 1 on how to add widgets). If you have a workspace you no longer want or would like to rename, on the right side of the page there is a button called **Workspace Actions**. By clicking on this you will be able to rename (use the **Edit** option) or **Delete** the Workspace.



Viewing Student Files/Application Overview:

Once you have learned how to build a workspace, it is important to know the different ways to view a student's file to view their requirements, uploads, reference/recommendation letters, and status. *(Please note, if you notice anything odd concerning a student's requirements or think a student has a requirement that shouldn't be there contact the Graduate College 918-444-2093 or graduatecollege@nsuok.edu).*

When you want to begin viewing a student's application, you will want to click **Action** (located on the right side of the page). This will cause a drop down, showing several different options, in order to view the student's application you will need to click **View** (near the bottom of the list).



You will then be directed to the student's application, beginning with their **Registration Information** (e.g. Contact, Student ID, Program Name, Iteration Name, Application Status, Requirement Status, Application Submitted Date, etc.). If you scroll down the page using your mouse you will then begin to see the other "**Tabs**" we had previously added (see page 5). This should include a section for **Recommendations, Requirements, Invoices, Notes, Decisions, and Requirements**. *Please note, the Submitted Application Form Tab will not be viewable from this screen, rather you will need to click on the Tab to view the Student's application.*

You can either view the student's application all from this page, or you can click on each individual **Tab** to see if the student is missing any requirements. Please see the following for an in-depth overview of each tab, what it means, and etc. *Please note, your tabs can be dragged so they can be arranged however you may like or deleted by hitting the "X".*



If you would like to download the entire application as a PDF click the Print Registration button (located near the top of the screen, please note you will not have as many "buttons" as depicted in this picture).

The following pages will explain the different **Tabs**, their purpose, and how to access student records, send emails in Radius, and the importance of the notes section.

Submitted Application Form Tab-

This tab will show the actual application the student filled out, here you will be able to see their name, any previous last names, date of birth, phone number, email, previous college/universities attended, and other demographic information. This page cannot be changed/updated, rather it is simply for viewing purposes. *Please note, all this information will "Push" to banner as well, so it can also be found there.*



Application for Summer 2020 Graduate Application

* = Required Field

NOTICE TO ALL APPLICANTS

The following graduate degree and certificate programs are **cohort programs that begin in a specific semester**. If you are applying to one of the following programs, please ensure that you are completing the application for correct term and year that you will begin the program.

FALL APPLICATION - Complete the application for the **fall** semester for the year in which you intend to begin the program if you are applying to the following programs:

1. Counseling, MS
2. Social Work, MSW Traditional Pathway (**Students who are non-BSW, either conferred or in progress**)
3. Physician's Assistant Studies, MS
4. Principal/Superintendent Certificate

SPRING APPLICATION - Complete the application for the **spring** semester for the year in which you intend to begin the program if you are applying to the following programs:

1. Occupational Therapy, MS
2. Public Health, MS

SUMMER APPLICATION - Complete the application for the **summer** semester for the year in which you intend to begin the program if you are applying to the following programs:

1. Social Work, MSW Advanced Standing Pathway (**ONLY students who hold a conferred BSW or have a BSW in progress**)
2. Speech-Language Pathology, MS

Recommendations Tab-

If your program requires recommendation/reference letters they will be found underneath the **Recommendations Tab**. Here you will see who is recommending the student (**Recommended by**), the **Recommendation Type** (*General, Teacher, Co-Worker, Friend, a Guidance Counselor, Teacher, Site Observer, etc.*), the **Recommender Form** (*this tells Radius what form to send to the recommender*) the **Recommendation Status** (*received, pending, in-progress, etc.*), the **Contact** (*this will be the student*), the **Program Name** (*this will be Graduate*), and finally the **Iteration Name** (*this tells you whether a student is applying for the Spring, Summer, or Fall term*).

- Please note, the Recommender/Reference will receive an email with a link to the form/upload area. We encourage students to reach out to the recommender asking them to check their emails (and SPAM folders) for this communication from Radius. If the

Recommender/Referencer is having issues, they should reach out to the Graduate College or reply directly to the email for assistance.

The screenshot shows the 'RECOMMENDATIONS' application interface. At the top, there is a search bar and a 'New Recommendation' button. Below that, there are options for 'View As: List', 'Export', and 'Add/Remove Columns'. The main area is a table with the following columns: #, Recommended By, Recommendation Type, Recommender Form, Recommendation Status, Contact, Program Name, Iteration Name, and Action. The table contains three rows of data:

#	Recommended By	Recommendation Type	Recommender Form	Recommendation Status	Contact	Program Name	Iteration Name	Action
1	Linda Sealey	General	Speech-Language Pathology - Grad	Received	[Redacted]	Graduate	Summer 2020 Graduate Application	Action
2	Susan Benson	General	Speech-Language Pathology - Grad	Received	[Redacted]	Graduate	Summer 2020 Graduate Application	Action
3	Amy Thomas	General	Speech-Language Pathology - Grad	Received	[Redacted]	Graduate	Summer 2020 Graduate Application	Action

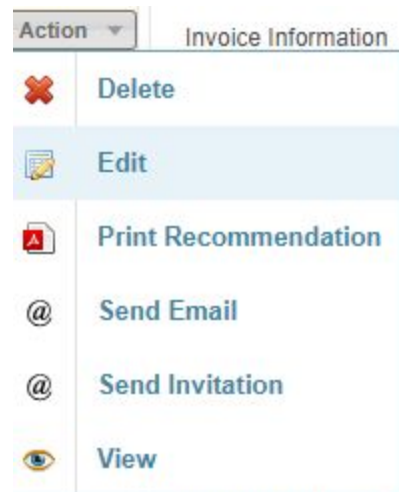
Because we are still working out the “bugs” in Radius, there are a few issues with the Recommendation Screen. Currently there are two separate ways for viewing Recommendation Forms and Attachments (*pdf, word documents, etc*) submitted by the recommender/reference.

- *We are working to get this fixed, for the time being please see below on how to view a Recommendation Form and an Attachment.*

In order to view the **Recommendation Form** (if applicable) do the following steps:

On the list view of the recommenders names, you will need to click on the **Action Button** (located near the right of the page), here you will then click on **View** (bottom of the dropdown list). This will then take you to the **Recommendation Information Page** (this is also known as the recommender’s contact page see picture below).

- If this is your first time viewing this page you will need to click on the **Related Information** button (upper right hand corner) and add in the **Submitted Recommender Form, Attachments, & Notes** tabs.



The Applications is na

JENNIFER BAGGETT

Edit Delete Clone Print Recommendation Print Related Information

Recommendation Submitted Recommender Form Attachments Notes

Recommendation Information

Recommendation Owner: Cari Keller
 Applications: Complete ready for review
 Contact Name: Sarah Bird
 Recommended By: Jennifer Baggett
 Program Name: Graduate
 Iteration Name: Summer 2020 Graduate Application
 Recommendation Type: General
 Recommender Form: Speech-Language Pathology - Graduate College
 Recommendation Status: Received
 Form URL: https://nsuok.radiusbycampusmgmt.com/ssc/rform/zzE8ck867020x670RA73.ssc
 Created By: Cari Keller
 Modified By: Cari Keller
 Recommendation Form Submitted:
 Received Date: 01/15/2020 02:04 PM
 Known Applicant/Years: 3
 Known Applicant/Depth: Fairly Well
 GR-Known Applicant/Relationship: As a student in my course(s)
 Specify Relationship:
 Intellectual Capacity:
 Industry and Application:
 Creativity and Originality:
 Oral Communication: Above Average - 4
 Written Communication: Above Average - 4

Once completed, you should have four (4) tabs: **Recommendation**, **Submitted Recommender Form**, **Attachments**, and **Notes**. Each tab has a different function.



- **Submitted Recommender Form Tab-**

This tab will show you the form the Recommender/Referencer filled out (see picture to the left for an example). Here you can see the recommender's information and their recommendation for the student. If you would like to print off this page or save it as a PDF, use the **Print Recommendation Button** (near the upper left corner).

Edit Delete Clone Print Recommendation Print Related Information

Recommendation Submitted Recommender Form Attachments Notes

NSU
NORTHEASTERN STATE
Graduate College
Your Success. Our Mission.

Sarah Bird has applied for admission to the graduate program in Speech-Language Pathology at Northeastern State University. We would appreciate your assistance in evaluating that student's abilities and potential for success in the program.

The reviewing committee appreciates your honest feedback. If you believe the student is not a good "fit" for this program, please still complete the recommendation form. Again, your opinion is important to the selection process.

Recommender Relationship * First Name * Last Name
 Jennifer Baggett

* I have known the applicant for approximately ____ years:
 0

* I have known the applicant (select all that apply):
 Fairly Well

* I have known the applicant:
 As a student in my course(s)
 As a teaching/research assistant
 As my advisee
 As my employee or supervisee
 Other (Please specify relationship):
 If Other, please specify the relationship:

- **Attachments Tab -**

On this screen, you won't really need to use the attachments tab & normally this will be blank. However, I would recommend viewing this tab just to "double check" no requirements are underneath this tab.

- **Notes Tab -**

Important to check this tab (*especially if there is no Recommendation Form available*) as we may make notes concerning if the reference letter was received via mail/email or moved from a previous application instead of being uploaded or reuploaded into Radius. These will be marked as completed & uploaded into **ApplicationXtender** (*aka BDM*).

In order to view and download the **Attachment** (if applicable) please do the following steps:

First, click directly on the recommender's name (e.g. Dr. Mary Waters-Bilbo)

#	Recommended By	Recommendation	Recommender For	Recommendation	Contact	Program Name	Iteration Name	Action
1	Stephanie Wickliffe	General	Counseling - Graduate	Canceled	Ja-Li-Si Pittman	Graduate	Fall 2020 Graduate Ap	Action
2	Mary Waters-Bilbo	General	Counseling - Gradu	Received	Ja-Li-Si Pittman	Graduate	Fall 2020 Graduate	Action
3	Kevin Stretch	General	Counseling - Gradu	Pending	Ja-Li-Si Pittman	Graduate	Fall 2020 Graduate	Action

You will then be directed to Dr. Water-Bilbo's Contact information. (*see picture below*). If this is your first time downloading a reference/recommender attachment you will need to click on the **Related Information** box (*right corner*) and add the following Tabs: **Attachments** and **Notes**. Once completed, you should now be able to click onto the Attachments tab, this is where the PDF or Word Document will be available. (*see below for further instructions on navigating through the different "tabs"*).

MARY WATERS-BILBO

Edit Delete Clone Find & Merge Duplicates Print Related Information

Contact Attachments x Notes x

Basic Information

Contact ID: 3025000005856063	Lifecycle Role/Stage:
Student ID:	Contact Owner: Lydia Winford
Salutation:	Created By: Cari Keller
First Name: Mary	Modified By: Cari Keller
Middle Name:	Radius Lead Source: Unknown
Last Name: Waters-Bilbo	Lead Source:
Suffix:	Source:
Previous Last Name:	Radius Contact Type:
Preferred Name:	Visa Type:
Date of Birth:	GR Student Enrollment Status:
Email: watersbi@nsuok.edu	Last Term Enrolled:
NSU Email:	Enrollment Indicator:
Phone:	Enrollment Appointment Indicator:
Mobile:	Intended Entry Term:
Text Opt-In:	High School Graduation Year:
Contact Preferences:	College Graduation Year:

- **Attachments Tab -**

You will need to click on the Attachments Tab in order to see if a file has been uploaded by the recommender/reference (*please note, if there is no attachment please check the **Notes** tab for further information as to where the file may be. If there is no note or attachment contact the Graduate College*). If there is an attachment, you will see something similar to the following. In order to view the attachment you will need to download it by clicking directly onto the **File Name**. This will cause a PDF, Word, etc. to be downloaded directly to your computer.

#	File Name	Attachment Name	Action
1	Letter for Goldie Sanders.docx	Letter for Goldie Sanders.docx	Action ▾

- **Notes Tab -**

Important to check this tab (*especially if there is no Recommendation Form available*) as we may make notes concerning if the reference letter was received via mail/email or moved from a previous application instead of being uploaded or reuploaded into Radius. These will be marked as completed & uploaded into **ApplicationXtender** (*aka BDM*).

Once you have downloaded the **Attachment** or reviewed the **Application Form**, use the back arrow or the **Navigation toolbar** (*left side of the page*) to navigate back to the Student's application.

Requirements Tab-

Once you are back inside the Student's application (*on the **Registration Information Screen***), you will want to Navigate to the **Requirements Tab**. If the student has submitted their application/paid for it this screen will look similar to the following. The requirements here directly correlate with the Checklist in Banner (**SAAADMS**) and the **Requirement Status percentage bar** (*located in both the list views and within the student's application*). As items are received by the Graduate College (*e.g. **Transcripts & Test scores***), these are manually entered by Nettie Blunt in the Graduate College. Students will receive a confirmation email from our office once these have been received & logged. (*Please note, it will take 1-2 days for this to "push" to Radius*). **Statements of Interest, Resume/Vitae, etc.** are uploaded by the student (*using the Student Self-Center Portal a.k.a the application itself*) can be downloaded by either clicking on the **Requirement Name** or clicking the **Action** button (*then clicking **View***). Make sure you click on the **Attachments Tab** and the **Notes tab**. To download an attachment, click directly on the **File Name**. This will then be downloaded directly to your computer as a **PDF**.

COMPLETE READY FOR REVIEW - SKYLAR JOHNSON View: GR Apps- Summer 2020 SLP-In Progress Record 1 of 53

Edit Delete Clone Print Application Form Print Registration Print

Applications Submitted Application Form Recommendations Requirements Invoices Notes Decisions

REQUIREMENTS New Requirement Search

View As: List Export

Add/Remove Columns Sorting order Drag your columns here to sort Actions

#	Type	Applications	Requirement Name	Program Name	Iteration Name	Status	Modified Time	Action
Status: Received								
1	Official Transcript	Complete ready for review	Univ of Oklahoma Norman	Graduate	Summer 2020 Graduate A	Received	01/29/2020 08:30 PM	Action
2	Official Transcript	Complete ready for review	Tulsa Community Colle	Graduate	Summer 2020 Graduat	Received	01/29/2020 08:30 PM	Action
3	Upload	Complete ready for review	Speech-Language Path	Graduate	Summer 2020 Graduat	Received	01/11/2020 12:10 PM	Action
4	Official Transcript	Complete ready for review	Oklahoma Baptist Univ	Graduate	Summer 2020 Graduat	Received	01/29/2020 08:30 PM	Action
5	Official Transcript	Complete ready for review	Univ of Oklahoma Hlth	Graduate	Summer 2020 Graduat	Received	01/29/2020 08:30 PM	Action
6	General	Complete ready for review	GRE	Graduate	Summer 2020 Graduat	Received	01/29/2020 08:42 PM	Action

Once you have downloaded the **Requirements** or reviewed the **Requirements** section, use the back arrow or the **Navigation toolbar** (*left side of the page*) to navigate back to the Student's application.

Invoices Tab-

The next tab you will want to navigate to is the **Invoices Tab**, here you will see whether or not a student has paid for their application. Applications can be submitted before paying the \$25.00 application fee, however, these will not push to Banner and the **Requirements Tab** will not be updated until the \$25.00 application fee has been submitted. If a student has not yet submitted their fee, the status will be **Open**, however, if the student has paid for their application or been given an application fee waiver (*call Josh, Nettie, or Lydia in the Graduate College concerning application fee waivers*) the status will be **Closed**.

INVOICES New Invoice Tools Search

View As: List Export

Add/Remove Columns Sorting order Drag your columns here to sort Actions

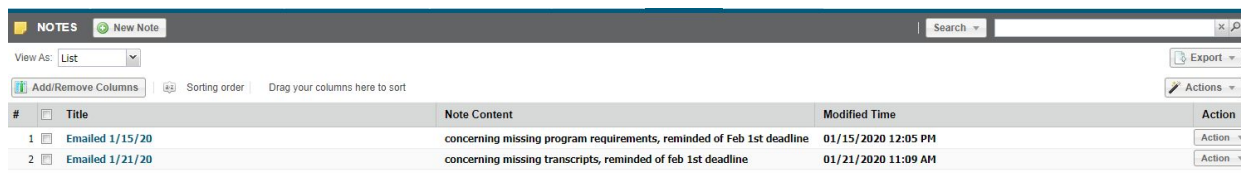
#	Invoice Number	Program Name	Iteration Name	Applications	Status	Grand Total	Action
1	3025000003229770	Graduate	Summer 2020 Graduate Application	Complete ready for review	Closed	\$25.00	Action

Once you have reviewed the **Invoices**, use the back arrow or the **Navigation toolbar** (*left side of the page*) to navigate back to the Student's application or click onto the **Notes Tab**.

Notes Tab-

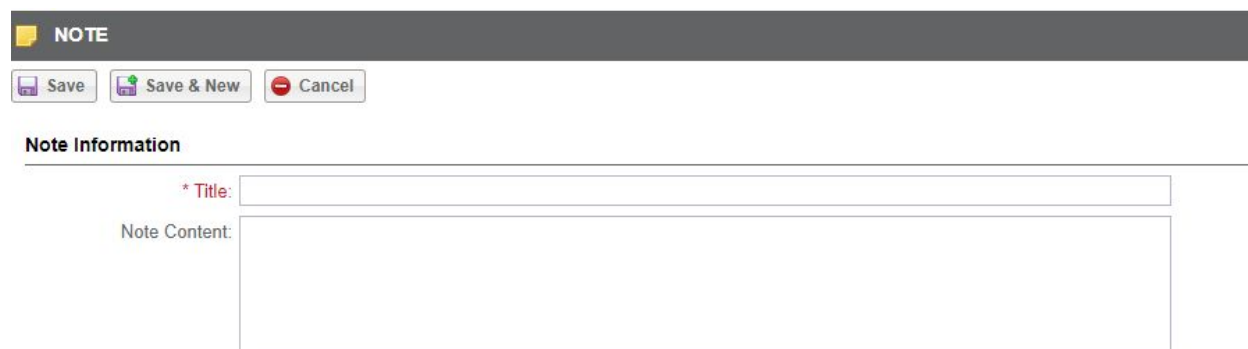
The **Notes Tab** is a wonderful tool, **Notes** submitted here can be seen by anyone viewing the student's record and can be used for internal purposes. For example, whenever the Graduate College emails or calls the student concerning missing requirements we make a note of the date with a brief description of what was discussed. This is a great tool in making sure our departments are communicating the same thing to the students.

To view a notes contents, you can either read the **Title & Note Content** in this "**List View**" or click directly on the **Title** of the note.



#	Title	Note Content	Modified Time	Action
1	Emailed 1/15/20	concerning missing program requirements, reminded of Feb 1st deadline	01/15/2020 12:05 PM	Action
2	Emailed 1/21/20	concerning missing transcripts, reminded of feb 1st deadline	01/21/2020 11:09 AM	Action

To create a note, you will need to click on the **New Note button** (located near the upper left corner). You will then be directed to a page similar to the following. Here you will enter the Note's **Title & Content** (please do not change the **Note Owner**, or **Related To** sections on the right hand corner, this will automatically populate based upon which student's application you are currently viewing). Once done, click the **Save** button (upper left hand corner).

NOTE


Save Save & New Cancel

Note Information

* Title:

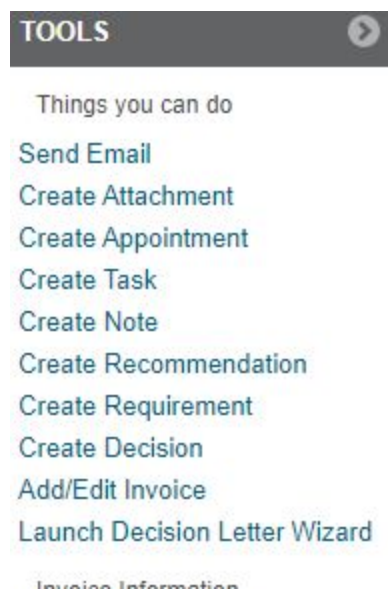
Note Content:

Sending emails in Radius-

A great function of Radius is the ability to send email directly from Radius to the Student. To do this, you will need to click on the **Toolbar** (if this is compacted it will be the slim grey bar located on the right side of the page. You will need to click on the  to expand this view).

Once done, you will see the expanded Toolbar (see picture below). Here you can click on the Send Email option, which will automatically pull up an email from you to the Student. Here you will enter the **Subject & Message**. Once done, click the **Send** button near the left side of the screen (if you would like to exit out of this view, click on the grey **X** near the right of the screen)

Once you have sent an email I would recommend creating a **Note** documenting this email with a brief description of the message. *It is important to do this as your NSU email account will not have documentation of this email being sent.*



Once you have reviewed the **Notes page**, use the back arrow or the **Navigation toolbar** (left side of the page) to navigate back to the Student's application or click directly onto the **Decisions Tab**.

Decisions Tab-

This tab will tell you whether or not a student has been admitted. **If a student has NOT been admitted to the Graduate College, this page will be blank. Do NOT make a Program Decision on the student until a Graduate College decision has been made.**

If a student has been admitted to the Graduate College and you are ready to make a program decision (*after reviewing the student's file/records*), please follow the next steps.

1. You will need to click the **New Decision** button (*located near the upper left corner*).



2. You will now be directed to the Decision Page, please note, most of the information will automatically populate. You will only need to change one area of information, the Decision Status.

DECISION

* Required Field(s)

Decision Information

* Decision Owner: Nettie Blunt <input type="button" value="P"/>	* Applications: Lataja Burt (Decision Made) <input type="button" value="P"/>
* Decision Status: Graduate Admitted	* Publish Status: <input type="button" value="P"/>
Enrollment Form: Type to search Enrollment Forms <input type="button" value="P"/>	Decision Letter: Graduate College Admission Granted Letter <input type="button" value="P"/>
Enrollment Status: <input type="button" value="P"/>	Enrollment Submitted: <input type="checkbox"/>
Enrollment Submitted Date/Time: MM/dd/yyyy hh:mm	Latest Application Decision Date: MM/dd/yyyy
Scholarship Accepted: <input type="checkbox"/>	Scholarship Declined: <input type="checkbox"/>

Description Information

Description:

Decision Statements

Add associated Decision Statements below.

3. Choose the decision status that corresponds with the type of program admission decision you will be making. (*Please note, this will automatically populate the corresponding admission decision letter*). The letters you will be using will be one of the following: **Regular Graduate Program Admission Granted, Conditional Graduate Program Admission Granted, Graduate Program Admission Denied, or Graduate Program Waitlisted.** (*If you have any questions or concerns, please contact the Graduate College*).

Graduate Admitted

Graduate Admitted

Graduate Conditional Admit

Student Denied Admission

Graduate Tentative Admit

Graduate Provisional Admit

Regular Graduate Program Admission Granted

Conditional Graduate Program Admission Granted

Graduate Program Admission Denied

Graduate Program Waitlisted

4. Once the correct decision status has been chosen, you will then click the **Save** button (*located in the upper left-hand corner*). Please make sure to review your **Decision Status** carefully before saving as the student will automatically be sent an email by Radius with the associated **Decision Letter**.

Once done, you will be redirected to the **Decision Tab** and a new Decision will be available in the list view. The student now receives a **Program Admission letter** from Radius.

Have questions or concerns?

Call the Graduate College at 918-444-2093 or email us your question at graduatecollege@nsuok.edu