



Columbia College  
Office of Graduate Studies

# **Target X**

# **Department Training**

# **Manual - Lightning**

# **Version**

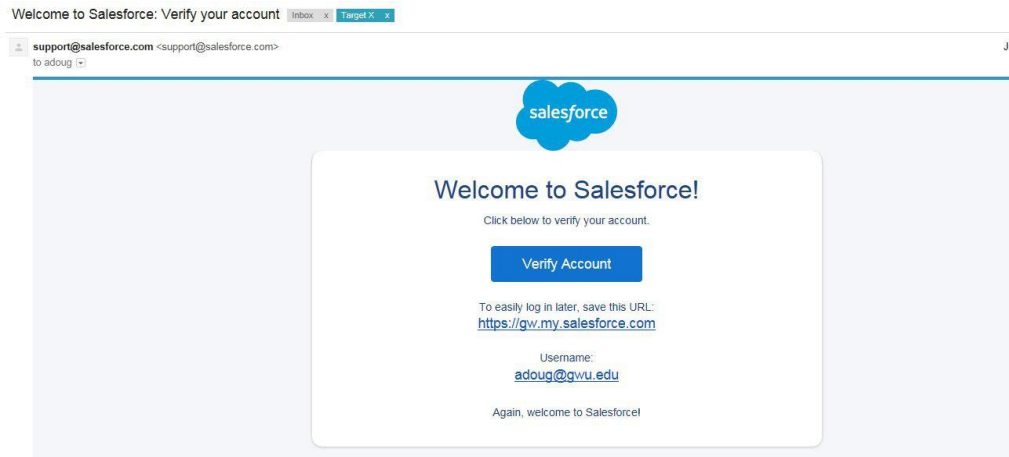
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## Logging into TargetX

All faculty and staff on admission committees will need access to Salesforce, the platform on which TargetX is located. If you have not done so already, please email the Graduate Admissions office at [askccas@gwu.edu](mailto:askccas@gwu.edu), with the names and emails of individuals needing access. You will receive the below email once your account has been created. Please ensure that you verify your account.



Once you have verified your account, you can visit <http://gw.my.salesforce.com> to login to TargetX. Your username and password are the same as your single sign on credentials for accessing GW email. If you are already logged into your GW email, TargetX will open when you click on the above link.

## Viewing Your Applications

Your Admission Program Coordinator will alert you once a group of applications have been posted in TargetX for your review. Generally speaking, decisions are due within four weeks. You will also receive auto-generated emails alerting you when Decisions are “Due Next Week”, and again when any Decisions become “Past Due.”

1. Once in TargetX, click the nine dot box on the upper left of the screen, type Application Reviews in the search field, and click on Application Reviews.

gw.lightning.force.com/lightning/o/Report/home?queryScope=mru

CloudAnswers Repo... CloudAnswers Report Sender (Light... Reports

Application Reviews

Apps  
No results

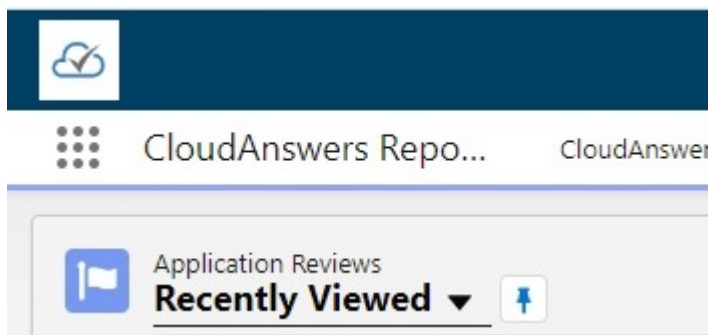
Items

Application Reviews

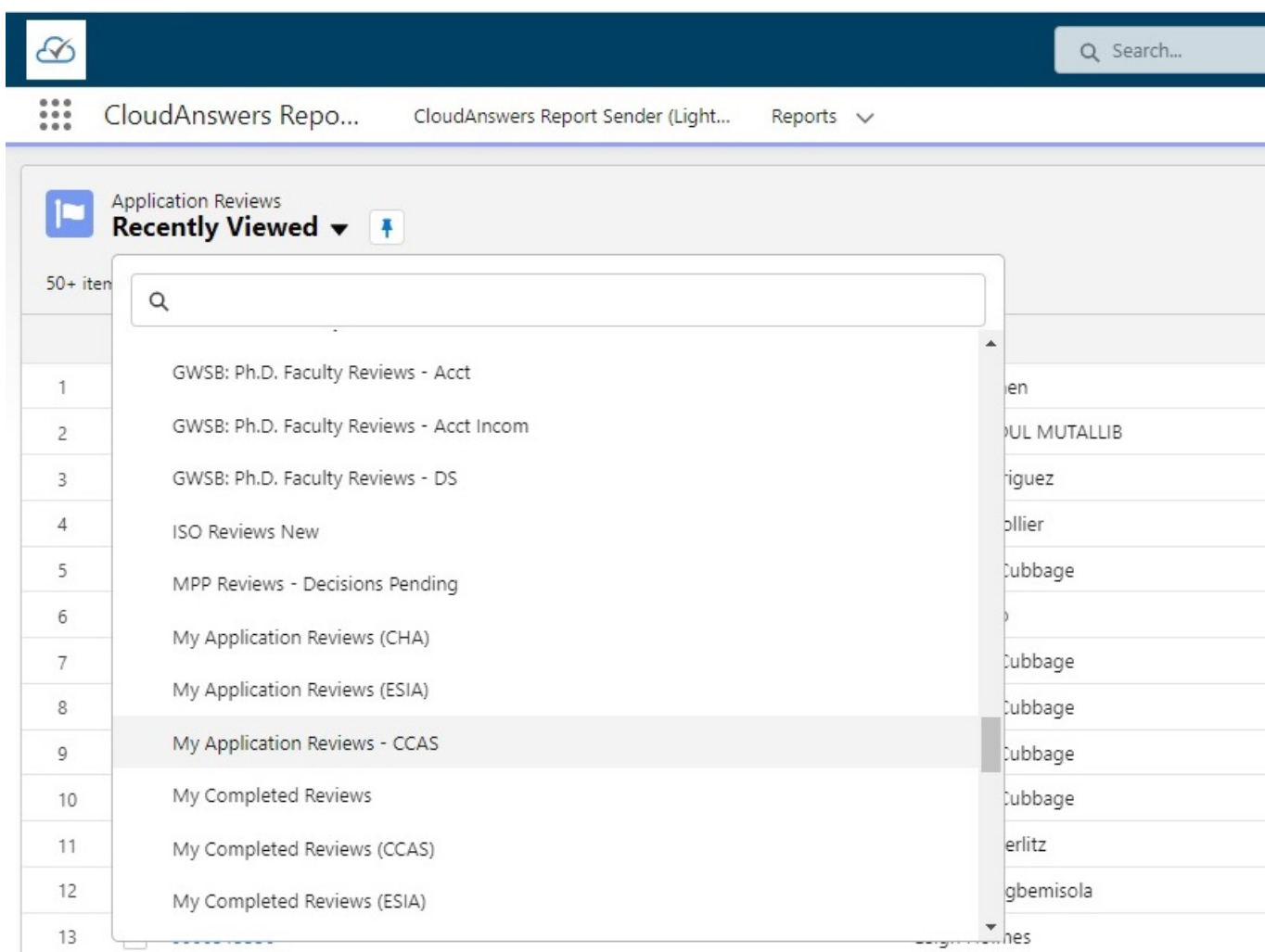
View All

Description	Folder	Created By	Created On
Private Reports	Private Reports	Toni Darcy	11/13/2018, 11:06 AM
Private Reports	Private Reports	Toni Darcy	11/1/2017, 4:25 PM
Private Reports	Private Reports	Toni Darcy	11/13/2018, 11:02 AM

- In Application Reviews, click on the downward arrow next to the words 'Recently Viewed.'

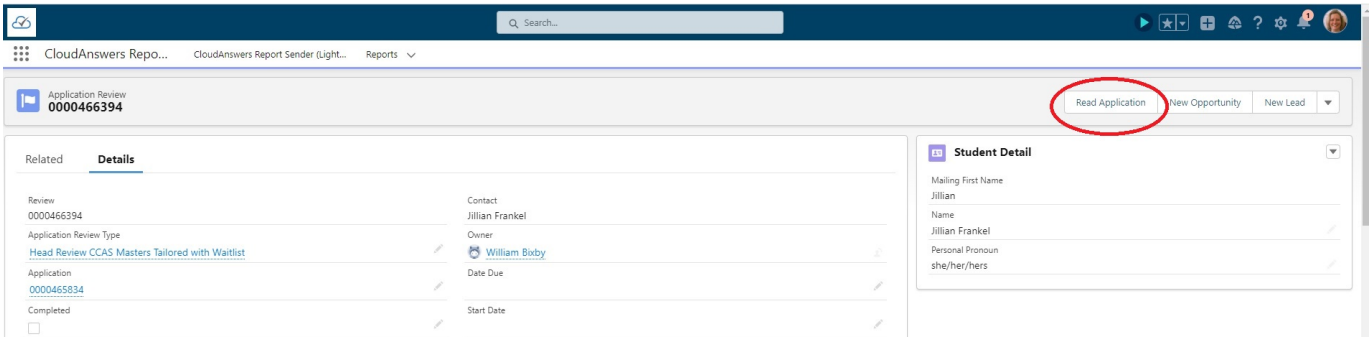
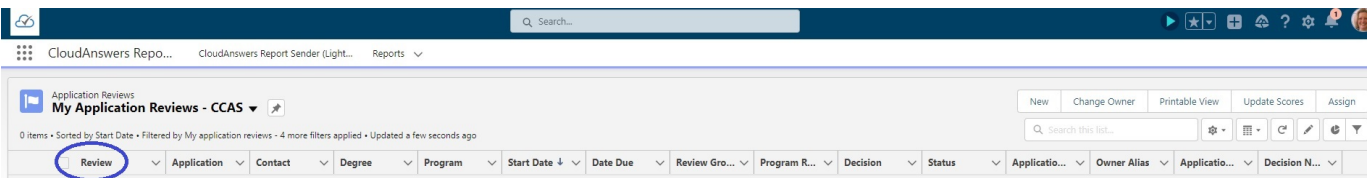


- Scroll through the drop down menu, and select **My Application Reviews - CCAS**

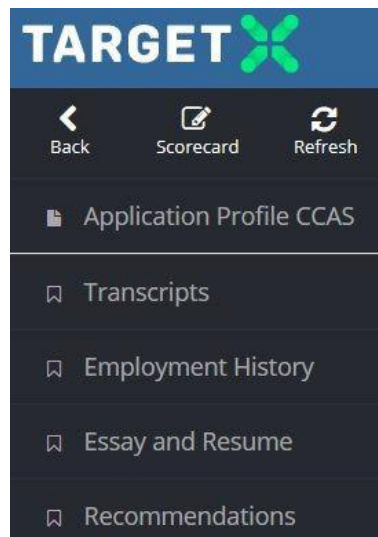


A list of all of your pending applications will appear with the following headers. You can sort your applications by any column header on the screen.

- Click on the application **Review** number. This will open a new screen. Click on Read Application to view the application.



- The application and bookmark menu will appear on the next screen. The application will have approx 2-4 cover pages (Application Profile CCAS) with the applicants demographics as well as educational history and test score information. You can either scroll down the application to view the information and attachments or use the navigation bar on the left to jump to different sections.



- The file can also be downloaded as a PDF in two sections. For section one, click Application Profile CCAS, then click on the download icon on the far right side of the screen. Open/print/save the pdf as needed.



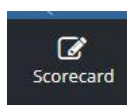
- Next, for section two, click Transcripts, then click on the download icon on the far right side of the screen (employment history, essay, resume, and recommendations will be included in this second section).



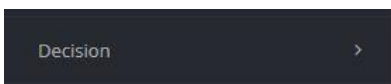
8. Open/print/save the pdf as needed.
  - Your Program Coordinator will enter Decision Notes in the Review History section of the Application Profile if they feel there is pertinent information regarding the applicant that needs to be flagged for you.
  - The Official GPA in the Education section of the Application Profile was entered by CCAS, and for international applicants the GPA has been converted into the US system. The Self-Reported GPA is the GPA the student entered on their application.
  - If your department requires a portfolio, it will usually be the last item attached at the very bottom of the application as you scroll down.

## Entering Admission Decisions

1. Once you have reviewed the application and are ready to make a decision, click on the Scorecard button on the left side menu.



2. Click on Decision



3. This where you will select Admit or Deny (some departments also can select Waitlist). The options on your program's Decision Scorecard are unique to your program, and may vary from the image below (for instance, certain departments can enter notes, conditions or deficiencies).

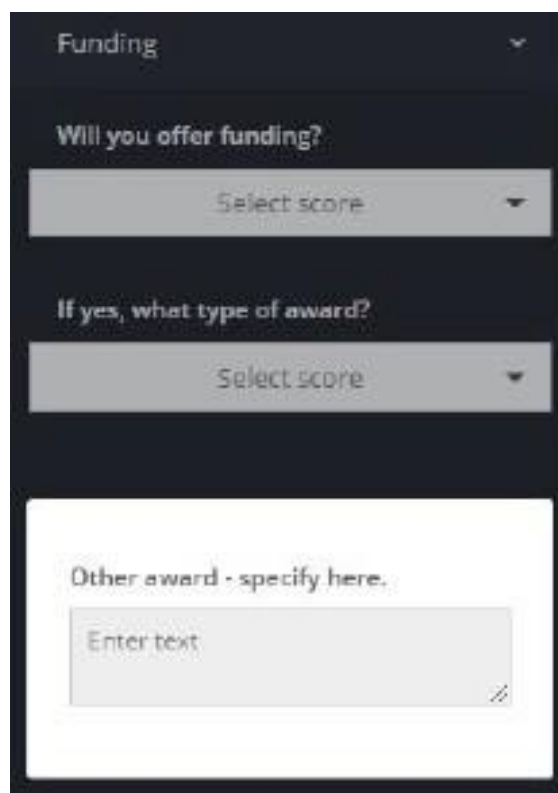
A screenshot of a dark-themed interface. At the top, the word "Decision" is displayed with a dropdown arrow. Below it, the word "Decision" is repeated. A white dropdown menu is open, showing the text "Select score" and a downward arrow. Below this is a white text area labeled "Decision Notes" with a placeholder "Enter text" and a small pencil icon in the bottom right corner.

Decisions to admit can only be entered through this Scorecard. Do not click back into TargetX and enter the decision on the application record. The options that appear on your program's Decision Scorecard are unique to your program, and may vary from the image below.

4. Click on Funding



5. This is where you will select whether an applicant will receive funding from your department, and/or be recommended for CCAS funding, and if so, the type of award. The options that appear on your program's Funding Scorecard are unique to your program, and may vary from the image below.



The answer you give to the Will you Offer Funding question will result in specific text being inserted into the Admission letter as follows:

--If you select Yes, the admission letter text will read:

*You have been selected to receive an award of merit-based financial assistance. Details will be sent shortly by email to the address you provided on your application.*

--If you select No, the admission letter text will read:

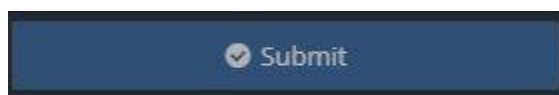
*The applications for University Fellowships and Graduate Assistantships have been reviewed and I regret to inform you that we are not able to offer you an award.*

--If your department has the option of selecting Alternate, the admission letter text will read:

*You have been named as an alternate for a University Fellowship and/or Graduate Assistantship. We have only a limited number of these awards available, not nearly enough for all deserving applicants. Although we cannot offer you an award at this time, we may be able to in the near future.*

--All language about funding will be omitted from admission letters for Certificate students, as funding is not normally given to Certificate students.

6. After selecting your Decision, Funding and Campus Reimbursement decisions, click **Submit**.



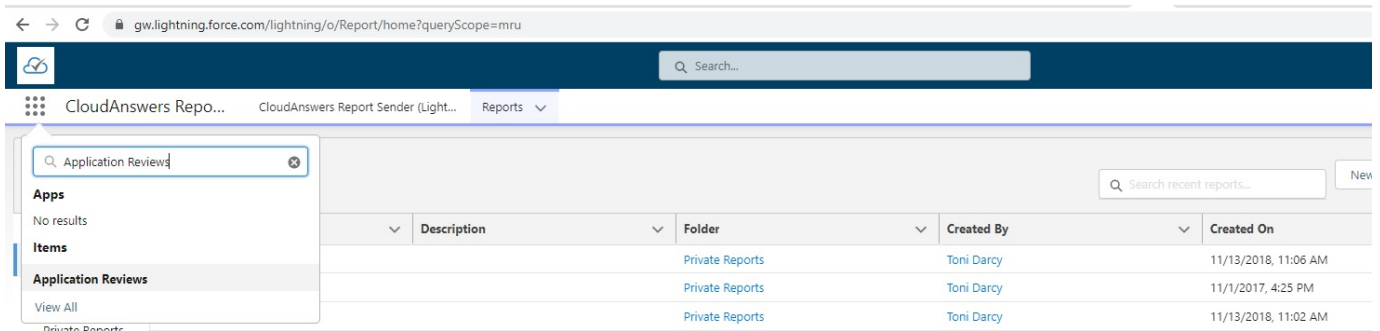
## NOTES

- The Funding section of the scorecard does not replace Banner Workflow. After funding offers are approved by CCAS, the department must initiate the award in Banner Workflow.
- When you Submit a Deny decision, it will automatically generate a Deny letter, and the applicant will be able to view the decision in his/her online application portal right away. If you accidentally enter a decision of Deny you must contact your Program Coordinator straight away so they can alter the student record and ensure that they do not receive the Deny decision. Changing your decision in TargetX does not reverse the decision.
- When you Submit an Admit Decision, it does not automatically generate an Admission letter – instead, your Program Coordinator completes some processing and issues the admit letter. Coordinators attempt to process Admit letters on a daily basis as you Submit your decisions. However, during high volume periods, this may actually take a day or more to accomplish.
- Any member of the admission committee can submit a decision, but only the decision of the **Head Reviewer** will be acted upon by the Program Coordinator.

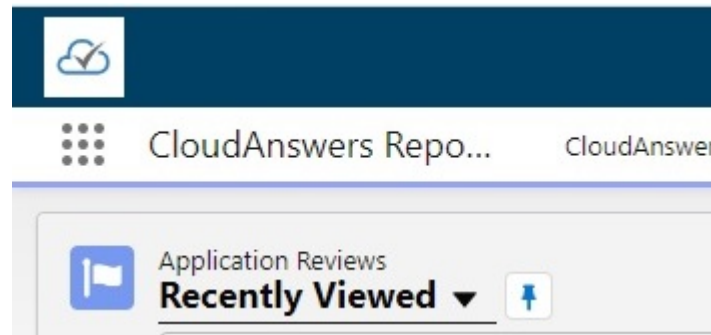


## Customizing a List in 'Application Reviews'

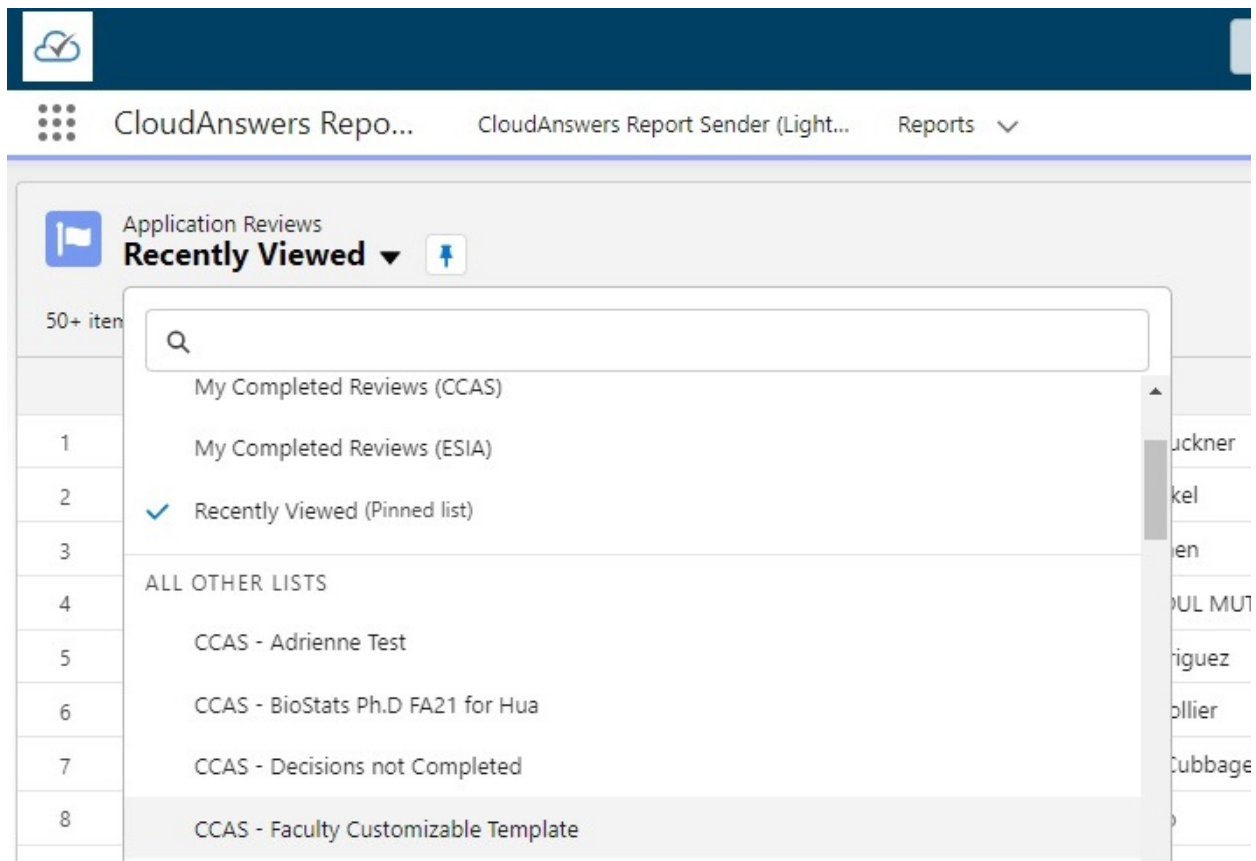
1. Click the nine dot box on the upper left of the screen, type Application Reviews in the search field, and click on Application Reviews.



2. In Application Reviews, click on the downward arrow next to the words 'Recently Viewed.'



3. Scroll down and select CCAS - Faculty Customizable Template



4. Click the List View Controls and Select Clone. Rename the the List using the naming convention CCAS - XXXXXXXXXXXXXXXXXXXXXXX and Save.

Clone List View

\* List Name

CCAS - Toni Darcy Review Group

Who sees this list view?

Only I can see this list view

All users can see this list view *i*

Share list view with groups of users *i*

Cancel Save

5. **IMPORTANT:** Click on Filter by Owner and select My application reviews, click Done and Save.

New Change Owner Printable View Update Scores Assign

Search this list...

Filter by Owner

All application reviews

My application reviews

Queue owned application reviews *i*

Done

Filters

Filter by Owner

All application reviews

Matching these filters

College

6. **LEAVE FILTERS 1 THROUGH 5 AS IS.** You can then click Add Filter, then the Field down arrow to reveal various other filters. Select filters and click Done and Save.

Filters

Filter by Owner  
My application reviews

Matching these filters

- College contains Columbian
- Application Review Type contains Head
- Contact does not contain test
- Application Status equals Decision Pending
- Program contains
- New Filter\*

Add Filter Remove All

Filter Logic Remove

Done

7. Click the List View Controls and choose Select Fields to Display. Use the left right arrows to adjust display fields and Save.

Available Fields

- Area of Focus
- Award Description
- Award Recommendation
- Award Type
- Campus
- Campus Visit Reimbursement
- CCAS Dean's Award

Visible Fields

- Review
- Application
- Contact
- Degree
- Program
- Start Date

Cancel

Save

## Applicant Information and Enrollment Reports

To assist you in your review process, your CCAS Coordinator can create **Applicant Information Reports** that list things like demographic data, official GPA, and undergraduate institution for all of your applicants. Please consult with your CCAS Admission Coordinator to request these reports – in some cases these reports have already been created for your program, and can be easily updated and customized.

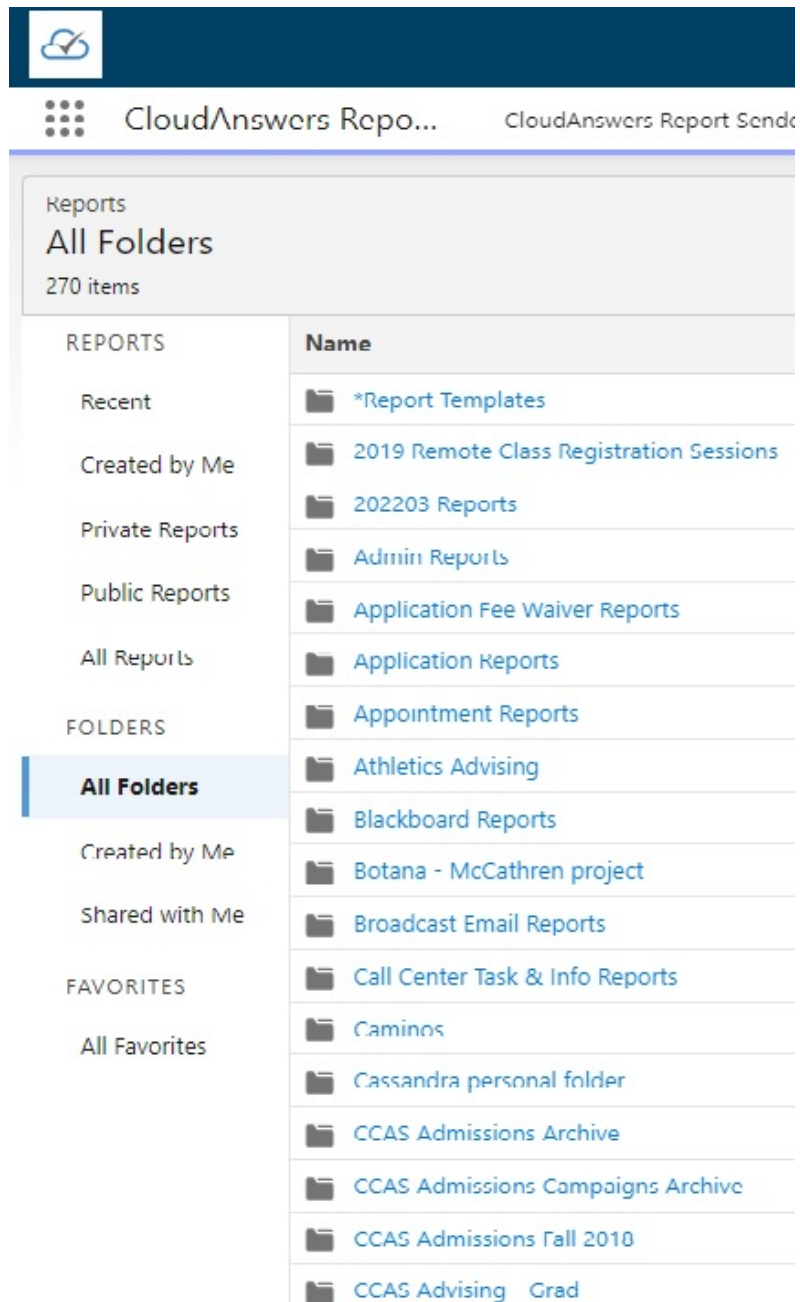
**Enrollment Reports** have been created for all CCAS programs. These reports list all applicants for whom a decision has been made, and whether they have accepted or declined their offer of admission. They are updated in real time. You can view these reports any time as described below. You will also receive weekly auto-generated Enrollment Report emails, with the most recent report attached as an excel spreadsheet.

1. Once in TargetX, click the nine dot box on the upper left of the screen, type Reports in the search field, and click on Reports.

The screenshot shows a web browser window with the URL [gw.lightning.force.com/lightning/r/Report/00O38000004w](http://gw.lightning.force.com/lightning/r/Report/00O38000004w). The page title is "CloudAnswers Repo...". A search box in the navigation menu contains the text "Reports". Below the search box, the results are categorized under "Apps" (No results), "Items", and "Reports". Under "Reports", there is a "View All" link. Below the search results, a table is visible with the following data:

Classical Acting (14)	Application Number	Application ID
<input type="checkbox"/>	0000500660	0000494237
	0000500653	0000492015
	0000500745	0000493466
	0000500665	0000495985
	0000500670	0000496007
	0000500685	0000497928
	0000500715	0000524666

2. From the sidebar choose All Folders. From the list of folders, choose CCAS Faculty Enrollment Reports. Click on your program report to view your enrollment numbers (enrollment reports from *previous terms* are located in the CCAS Faculty Reports ARCHIVE folder).



The screenshot shows the CloudAnswers Reports interface. At the top, there is a dark blue header with a logo on the left and the text "CloudAnswers Repo..." and "CloudAnswers Report Sendk" on the right. Below the header, the main content area is titled "Reports All Folders" and indicates "270 items". The interface is divided into a sidebar on the left and a main list on the right. The sidebar has three sections: "REPORTS" with options like "Recent", "Created by Me", "Private Reports", "Public Reports", and "All Reports"; "FOLDERS" with options like "All Folders" (which is highlighted), "Created by Me", and "Shared with Me"; and "FAVORITES" with the option "All Favorites". The main list displays a table of folders with a "Name" column. The folders listed are:

REPORTS	Name
Recent	*Report Templates
Created by Me	2019 Remote Class Registration Sessions
Private Reports	202203 Reports
Public Reports	Admin Reports
All Reports	Application Fee Waiver Reports
	Application Reports
	Appointment Reports
	Athletics Advising
	Blackboard Reports
	Botana - McCathren project
	Broadcast Email Reports
	Call Center Task & Info Reports
	CaminoS
	Cassandra personal folder
	CCAS Admissions Archive
	CCAS Admissions Campaigns Archive
	CCAS Admissions Fall 2010
	CCAS Advising Grad

### 3. These are the Admission Codes

01 - *Offer Admission* means the applicant has not yet accepted or declined the offer.

08 - *Offer Admission Pending Final Cert* only applies to international applicants, and means that the department recommended admission, but the applicant has not yet submitted the financial support documents required for visa processing.

30 - *Applicant Waitlisted*

50 - *Denied Admission*

52 - *TOEFL Deny* means the applicant's English Language test score was below the minimum required for admission consideration.

70 - *Applicant Accepts Admission*.

80 - *Applicant Declined Admission*

81 - *Withdrawal After Commit* means the applicant committed to coming, but changed their mind and will not attend.

83 - *Applicant W/draws Application* - applicants can withdraw either before or after an admission decision has been made.

82 - *Institution Withdraws Application* - this code is usually applied to Incomplete applications, after the department has stopped reviewing for the coming term.

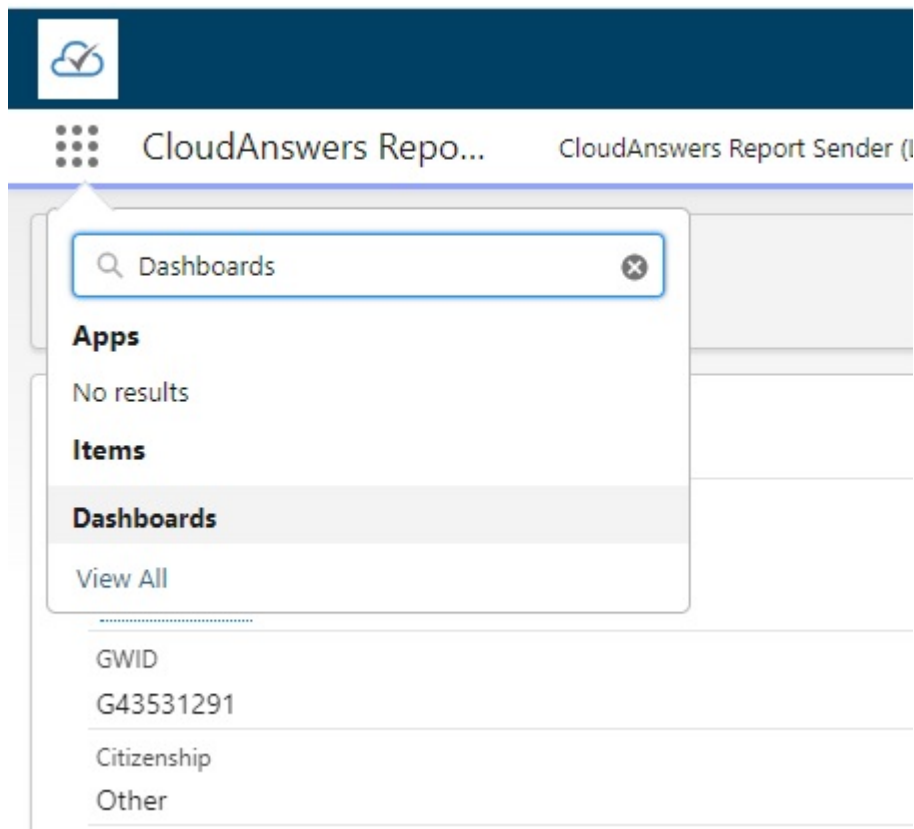
85 - *Entry Term Changed* and 87 - *Admission Deferral Approved* - these codes are used for applicants who have requested to defer their applications to a future term. Only the application form (with a waiver of the application fee) can be deferred, not offers of admission, nor of funding. Deferred applications are re-reviewed within the application pool of the new term, with no guarantee that they will be readmitted or receive the same funding offer.

88 - *Commit, Not Enrolled* means the applicant accepted the admission offer but never registered for courses and CCAS has not heard from them.

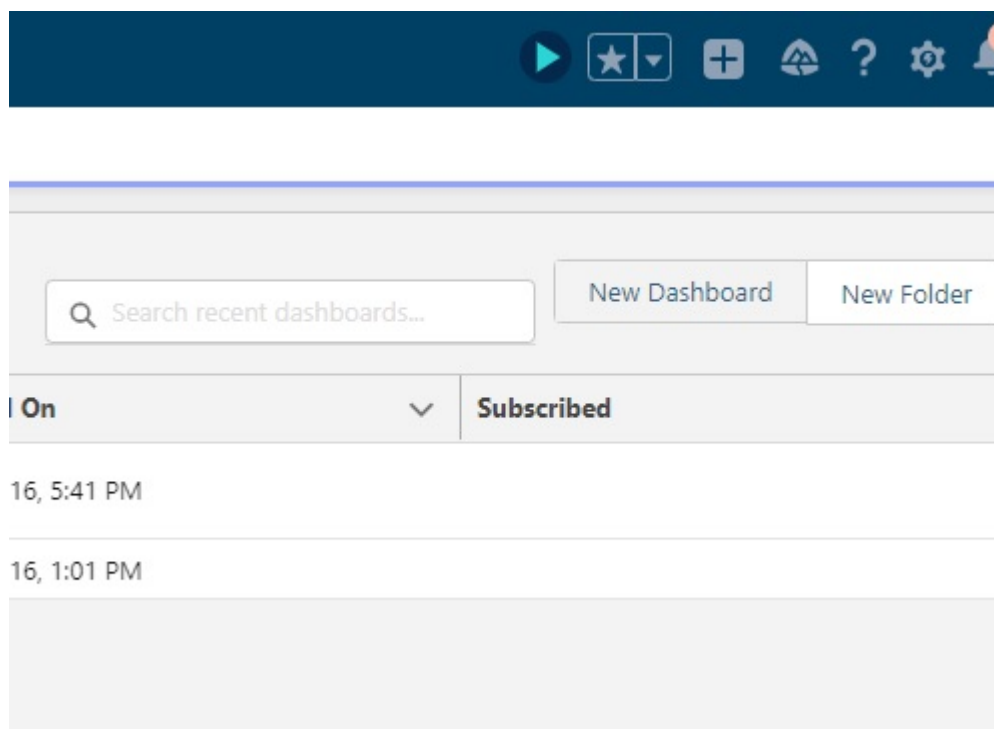
89 - *Admitted, No Response* means the student was offered admission but never accepted or declined.

## Setting Up a Dashboard

1. Through Dashboards you can view report data in graphic format. You can create several report graphs within a single Dashboard. Click the nine dot box on the upper left of the screen, type Dashboards in the search field, and click on Dashboards.



2. On the right side of the screen click New Dashboard.



3. Name the Dashboard and provide a description, Save it to your Private Dashboards Folder.

**New Dashboard**

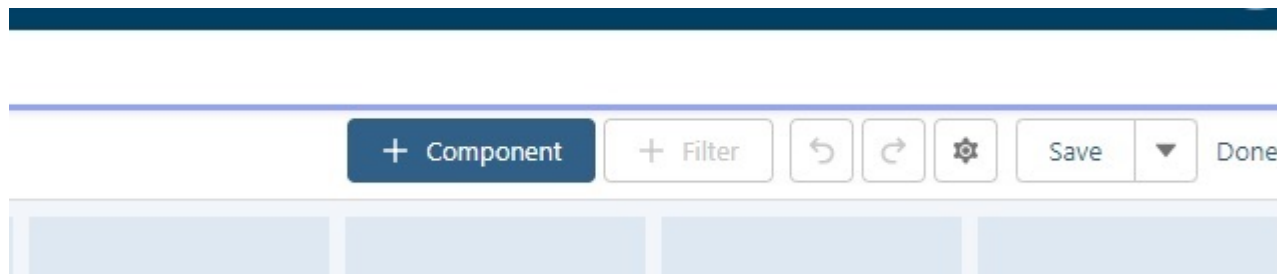
\* Name  
New Test Dashboard

Description  
test

Folder  
Private Dashboards Select Folder

Cancel Create

4. Click Component and then select the report you wish to display in a graphic format.



Select Report

Reports	Q, Search Reports and Folders...	Reports and Folders ▼
<b>Recent</b>		
Created by Me	Waitlisted Applicants - ACA Katherine Conaty - Apr 4, 2018 5:06 PM - CCAS Review Due Reminders	
Private Reports	dept recs all depts Toni Darcy - Mar 23, 2022 3:29 PM - Private Reports	
Public Reports	decision pending all depts Toni Darcy - Feb 24, 2022 3:16 PM - Private Reports	
All Reports	complete all depts Toni Darcy - Apr 6, 2022 4:34 PM - Private Reports	
<b>Folders</b>		
Created by Me	CCAS COMT Su/Fa 22 No GW email Melissa Busskohl - Jul 7, 2022 8:56 AM - CCAS Graduate Admissions	
Shared with Me	Waitlisted Applicants - HPAL Toni Darcy - Apr 6, 2019 2:05 PM - CCAS Review Due Reminders	
All Folders	Waitlisted Applicants - Phil and Soc Pol Toni Darcy - Apr 15, 2022 1:52 PM - CCAS Review Due Reminders	
	Waitlisted Applicants - Chemistry PhD	

Cancel Select



5. Use the slide bar on the left to make your graphic component selections and click Add and then Save.

Add Component

Report

Waitlisted Applicants - ACA

Use chart settings from report

Display As

Y-Axis

Application: Program

X-Axis

Record Count

Display Units

Shortened Number

Show Values

Show Chatter Photos

X-Axis Range

Automatic

Preview

Waitlisted Applicants - ACA

Record Count

Application: Program

Classical Acting 14

View Report (Waitlisted Applicants - ACA)

Cancel Add

CloudAnswers Repo... CloudAnswers Report Sender (Light... Reports

New Test Dashboard

Waitlisted Applicants - ACA

need to be changed to denied

Record Count

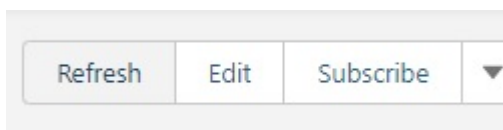
14

Application: Program ● Classical Acting

April 15, 2002

View Report (Waitlisted Applicants - ACA)

6. All data in Target X is updated in real-time. To check for data updates throughout the day, click Refresh.



## Glossary

**TargetX-** Admissions platform that applicants use to apply to GWU

**Salesforce-** C(ustomer) R(elationship) M(anagement) tool that houses TargetX

**Head Reviewer-** Person in the department who will make the final decision in TargetX.

**Committee Reviewer-** Person who has access to Target X to review and make comments and recommendations, but cannot submit the final decision to CCAS.