

LIAISON

CAS

experience

JULY 24-25 2023

CHICAGO, IL

Best Practices For Configuring Your Programs in WebAdMIT



Meet Our Presenter

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Learning Strategist
Liaison





Agenda

In this session, we'll show you how to:

1. Work with the newest Configuration Portal features and its latest enhancements.
2. Customize your branding image and home page instructions.
3. Establish program questions and question rules.
4. Use best practices when configuring each section of the Config Portal.

What is the Configuration Portal?

The screenshot displays the 'PROGRAM EDITOR' interface for 'WATERTOWN UNIVERSITY DEMO'. The left sidebar lists various colleges, with 'WATERTOWN UNIVERSITY' selected. The main content area shows the university name 'Watertown University' and its creation and update timestamps. Below this is a section titled 'Programs and Applicant Gateways' with a descriptive text and a table of programs.

WATERTOWN UNIVERSITY DEMO PROGRAM EDITOR

Watertown University

Created 2015-05-11 16:46:03 Updated 2019-02-13 16:56:29

Programs and Applicant Gateways

The Programs and Applicant Gateways below are available to view & edit. Select one to begin.

Programs (3) VIEWING ALL

PROGRAM	WEBADMIT NAME	OPEN DATE	DEADLINE	STATUS	LAST UPDATE	
Sample Program	N/A	06/25/2019	06/25/2020	Approved	2017-01-27 13:17:05	»
Sample Program...	N/A	10/01/2017	08/17/2018	Closed	2018-09-11 23:10:24	»
New Program	N/A	09/04/2019		» ACTIVATE DELETE DETAILS		»

Applicant View of the Application

The screenshot displays the 'My Application' dashboard for Watertown University. The top navigation bar includes 'My Application', 'Add Program', 'Submit Application', and 'Check Status'. A 'Sign Out' button is located in the top right corner. The main content area is titled 'My Application' and includes a brief description: 'This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.' Below this is a 'Latest Notifications' section with two entries: 'Watertown University application submitted' and 'Watertown University application - Welcome!', both dated 03/21/2017. A 'View My Notifications' button is positioned below the notifications. The dashboard is divided into four quadrants, each representing a section of the application with a progress indicator (5/5 or 3/6 sections completed) and an 'Update my application' button at the top right of the grid.

Section	Sections Completed
Personal Information	5/5
Academic History	5/5
Supporting Information	5/5
Program Materials	3/6

Applicant View of Your Configurations

The screenshot displays the applicant view of configurations for Watertown University. At the top, the university logo is on the left, and user information (Adam Brashear, CAS ID: 2096605083) and a 'Sign Out' button are on the right. A navigation bar contains four tabs: 'My Application', 'Add Program', 'Submit Application', and 'Check Status'. The 'My Application' tab is active, showing a progress indicator for 'Sections Completed' (0/5) and a list of programs: 'Electrical Engineering' and 'Computer and Information Technology', both from the College of Engineering. The main content area features a banner for 'Graphic Design' with a 'Deadline: Rolling' status. Below the banner is a navigation menu with options: 'Home', 'Questions', 'Documents' (highlighted), 'Evaluations', 'Kira Talent Assessment', and 'Prerequisites'. The 'Documents' section is currently empty.

How Do I Access the Configuration Portal?

The screenshot displays the CAS Configuration Portal interface. On the left is a navigation sidebar with the following items: Applicants, Applicant Lists, Reports & Exports, Management (expanded), Admissions Users, CAS Configuration Portal (highlighted with a red box), Work Groups, Custom Fields, Local Status, Local GPAs, Prerequisite GPAs, Requirements, and Scoring.

The main content area is divided into several sections:

- Transfer Settings from Previous Setup**
- Notes**
- Interviews**
- Recently Submitted Designations**: Includes a table with columns for Name, AACPMAS ID, Designation, and Date Submitted. The table contains five rows of demo data.
- Designations by Local Status**: A summary list with counts for various statuses such as None, Application Incomplete, Application Verified, Missing MCAT, Missing Letters, Hold, Invited to Interview, Pending Review, Scheduled to Interview, Accepted, Withdrew Before Action, Matriculated, Deposited, Acceptance Declined, Denied, Wait Listed, and Deferred. Total: 401.
- Designations by Decision**
- Designations by Application Status**: A summary list with counts for statuses like In Progress, Received, Complete, Verified, On Hold, Undelivered, and Deferral. Total: 1029.



New Configuration Portal Features

New Config Portal Features

Export Program Configuration Data

ORGANIZATION DETAILS

College of Arts and Sciences

Preview your program(s) in a testing environment Off On [Preview Program\(s\)](#)

The Programs and Applicant Gateways below are available to view & edit. Select one to begin.

Programs (36) VIEWING ALL Export

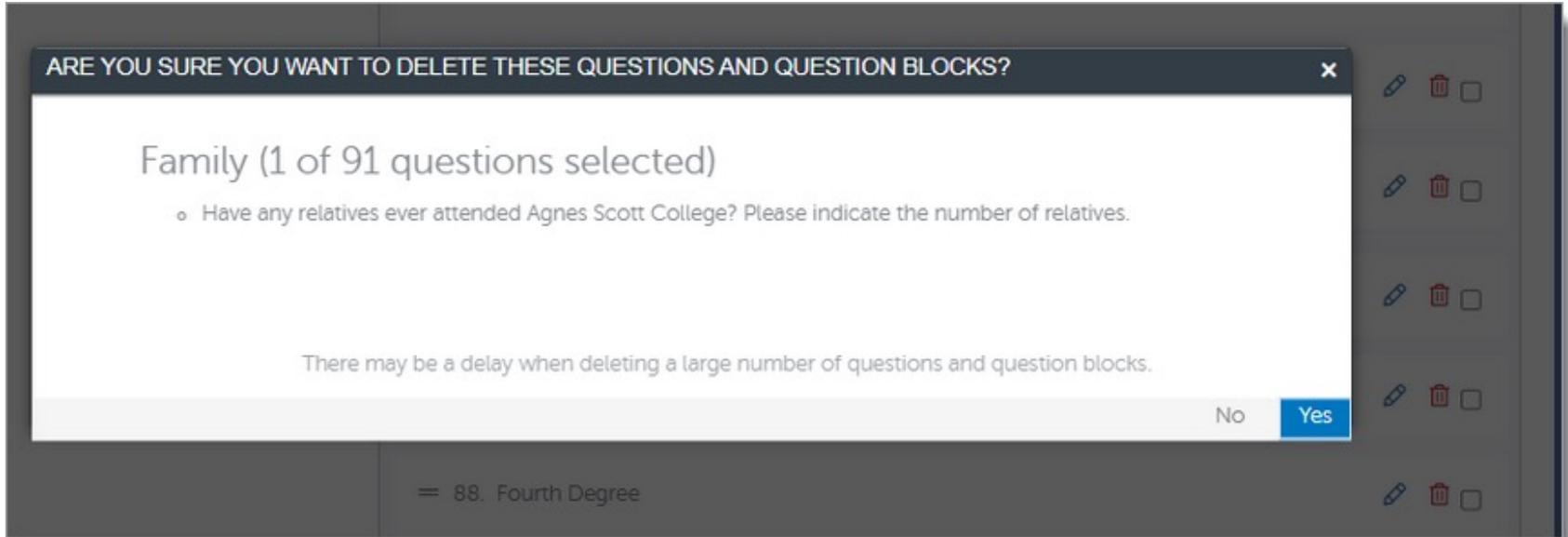
<input type="checkbox"/>	PROGRAM	WEBADMIT NAME	OPEN DATE	DEADLINE	STATUS	LAST UPDATE	PROMOTED DATE
<input type="checkbox"/>	Master of Arts in Fine Arts	N/A	11/15/2021	09/15/2022	Approved	02/07/2022	N/A
<input type="checkbox"/>	PhD in Fine Arts						

	A	B	C	D	E	F	G	H
1	Cycle	Organization	Program	Program ID	Status	Unique ID	WebAdmit Name	City
2	Demo 2022-2023 Cycle	College of Arts and Sciences	Master of Arts in Fine Arts	80	Approved	4437771882140107195		Watertown
3	Demo 2022-2023 Cycle	College of Arts and Sciences	PhD in Fine Arts	81	closed	2553271722395666097		Watertown
4	Demo 2022-2023 Cycle	College of Arts and Sciences	Advertising	6260	closed	6321282881697834360	Advertising (MS)	Watertown
5	Demo 2022-2023 Cycle	College of Arts and Sciences	Architecture	6261	closed	6261		Watertown

[Program Attributes](#) | [Questions](#) | [Answers](#) | [Prerequisites](#) | [Documents](#) | [College Transci ...](#)

New Config Portal Features

Bulk Delete Questions and Question Blocks



New Config Portal Features

Update Program Attributes in Batch

ORGANIZATION DETAILS ORGANIZATION EDITOR

Bakersfield - Undergraduate [Show URL](#)

ⓘ This organization has enabled shared questions for all programs
The Programs and Applicant Gateways below are available to view & edit. Select one to begin.

Programs (495) [Export](#)

VIEWING ALL [Q](#)

<input type="checkbox"/> PROGRAM ↕	WEBADMIT NAME ↕	OPEN DATE ↕
<input type="checkbox"/> Art - Art History	AHIS_BA_B_UF - Art - Art History - Fall	10/01/2022
<input type="checkbox"/> Art - Studio Art	SART_BA_B_UF - Art - Studio Art - Fall	10/01/2022
<input type="checkbox"/> Biochemistry - Traditional Biochemistry	TOUR_BC_B_UF - Biochemistry - Traditional	09/01/2022

[Bulk Edit Programs](#)

New Config Portal Features

Error Message for Missing Program Details

The screenshot shows the CASPA 2022-2023 configuration portal. The top navigation bar includes a back arrow, 'CASPA 2022-2023', and links for 'BACK TO ORGANIZATION', 'PROGRAM DETAILS', 'BRANDING', and 'EDITOR'. A left sidebar contains a search bar and the text 'Watertown University'. The main content area displays an error message in red: 'THIS PROGRAM IS MISSING REQUIRED DATA. YOU MUST EDIT THE PROGRAM DETAILS PAGE AND COMPLETE ALL REQUIRED FIELDS BEFORE SUBMITTING IT FOR REVIEW.' Below the error message, the program details for 'Watertown University' are shown in a table format.

WebAdmit Name	Program ID	341242		
	Unique ID	1639200932284002067		
Location	Program Code	8952		
Status	Draft	Deadlines	Date *	Display As *
Open Date *	04/28/2022	Default	08/01/2022	08/01/2022
Start Term *	Summer 1			
Start Year *	2023			



Configuring Your Programs

Live Demonstration of the Configuration Portal





Config Portal Help Center

https://help.liasonedu.com/WebAdMIT_Help_Center/Configuration_Portal

The screenshot shows the WebAdMIT Configuration Portal Help Center. At the top, there is a search bar with the text "How can we help you?". Below the search bar is the "WebAdMIT Help Center" logo. The main heading is "Configuration Portal". An "Important Note" states: "This is a generic guide for the CAS Configuration Portal. If you have specific questions related to your CAS's Configuration Portal, contact your Account Manager." Below the note are three bullet points: "If you're just getting started, review the CAS Configuration Options.", "Use our Configuration Portal Checklist throughout the process.", and "If you have any questions, contact Customer Service." The page is divided into four main sections, each with a title, a brief description, and a list of links:

- Getting Started with the Configuration Portal**: An introduction to the Configuration Portal, as well as tips and tricks for cycle rollovers.
 - What is the Configuration Portal?
 - Before You Get Started
- Accessing Your Programs**: Access your programs and their configuration settings in the Configuration Portal.
 - Add a New Program
 - Copy an Existing Program
 - Edit Program Data
- Branding Your Program Page**: The home page is the first page applicants see when they view your program in the Program Materials section. From here, applicants can jump to the other parts of the Program Materials section you enabled, like Questions, Prerequisites, etc.
 - Select a Branding Image
 - Create Introductory and Instructional Text
- Customizing Your Programs**: You can customize your program with options that may include Questions, Prerequisites, Documents, Evaluation, and/or College Transcript and Coursework Entry information. Note that these options vary by CAS.
 - CAS Configuration Options
 - Configure Questions
 - Configure Prerequisites
 - Configure Documents
 - Configure Evaluations
 - ...

A diverse group of people in a modern office setting, with a woman in the foreground raising her hand. The image has a blue tint.

Q&A

The logo for Liaison CAS experience, featuring a cluster of yellow and white dots to the left of the text.

LIAISON
CAS
experience
JULY 24-25 2023
CHICAGO, IL

Thank You

Liaison Academy
Education & Knowledge Team
academy@liaisonedu.com

Headline goes here

Recusandae reiciendis deser reprehenderit rem nemo cillum doloremque.



Strengths

Harum sequi perspiciatis dignissimos ipsum tempor assumenda autem



Weaknesses

Harum sequi perspiciatis dignissimos ipsum tempor assumenda autem