

LSAC Unite Essentials
Assigning and Reviewing Files Part III
Updated 5/06/2024

Exercise 2 - Review an application JD

Task: Review an application and submit a recommendation

Scenario: You were recently asked to review the application for Paris Maison who is interested in the J.D./LL.M. joint degree in environmental and energy law. Add a reviewer note to let others know that the applicant has a letter of recommendation from a highly regarded environmental law professor. Then submit your recommendation so the next person in the review group can proceed.

If you'd like to try the exercise on your own without detailed instructions, feel free to do so. If not, detailed instructions follow.

Guided Practice

1. Click **REVIEWS**.
2. Select the *My Pending Reviews* tab.
3. Click the person's name – Maison, [Greek]-Paris.
4. Notice the Documents panel is expanded because of the layout you saved in the previous exercise.
5. Select the Document Type: **Letter of Rec**
6. Click **X** to close the document window.
7. Click **+Add Note**.
8. Enter review note: *LOR from Professor Muir*.

9. Click **Close**. Notes autosave.
10. Select **Admit** from the Recommendation field.
11. Click **Update Note** icon to edit the review note.
12. Enter additional note - *Professor Muir is a highly regarded environmental law professor; must be a great candidate for our school.*
13. Click **Close**.
14. Click **Save**.
15. Click **Confirm**.
16. Confirm your evaluation.
17. Click **Submit**.