

LSAC Unite Essentials
Assigning and Reviewing Files Part II
Updated 1/24/2025

Exercise 3 – Assign applications to an evaluation folder for review LLM

Task: Add folders for two types of evaluations and assign different types of applications to a reviewer.

Scenario: Since the same reviewer often reads different kinds of files, you use folders to indicate the type of applicant, including (1) applicants with an English Proficiency Overall Score of 90 and above (these can be reviewed by Admissions staff and not the Committee); and (2) all reapplicants. Create folders for these applicant types; then find the first type of applicant and assign to yourself. Then find all the reapplicants and assign them to yourself as well. View the grid with the Evaluation Folder column to see those folders that are assigned to you.

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

This training exercise has three parts. The first part walks you through how to create review folders. The second part walks you through how to find the application to review and assign it to evaluation folders. The third part walks you through how to verify the folder assignments.

Part 1: Create review folders

1. Click **REVIEWS**.
2. Select the *My Pending Actions* tab.
3. Click **Manage Review Groups and Folders**.
4. Click the *Folders* tab.
5. Click **+Add**.


6. Enter Folder Name: **English Proficiency 90 Plus-[Greek]**. Verify the **Active** check box is selected
7. Click **Save**.
8. Click **+Add**.
9. Enter Folder Name: **Reapplicants-[Greek]**. Verify the **Active** check box is selected
10. Click **Save**.
11. Click **X** to close. You will automatically return to the workflow grid where you started.

Part 2: Find and assign the applications to the first folder


1. You will be in the **REVIEWS** area on the tab *My Pending Actions*.
2. Organize the grid as follows
 - a. Filter Application Status column to **Ready for Review**
 - b. Filter **English Proficiency Overall Score** column to greater than or equal to 90
 - c. Filter the **Last Name, First** column to only show people with your Greek letter.
3. You should find at least one record.
4. Select the check box for the person
5. At the top of the grid, select the **Actions** button.
6. From the Actions menu, select **Assign**. The “Assign new review” window will appear
7. Complete the following:
 - a. Select Reviewer – Choose yourself (your Greek Username from class).
 - b. Folders – Notice your name, and below that, select the Folder name: **English Proficiency 90 Plus-[Greek]**
 - c. Due Date – Click on the calendar icon and choose the date **10 days from today**

8. Click **Submit**.
9. The “Confirm Assign new reviews” window will appear.
10. Click **Yes**. You will automatically return to the workflow grid where you started.

Part 3: Find and assign the applications to the second folder

1. You will be in the REVIEWS area, on the *My Pending Actions* grid.
2. Clear your previous filters by clicking on the Clear Filters button . The icon is a small square button with a blue 'X' inside.
3. Organize the *My Pending Actions* grid as follows
 - a. Filter Application Status column to **Ready for Review**
 - b. Filter Applicant Type column to **Reapplicant**
 - c. Filter the **Last Name, First** column to only show people with your Greek letter.
4. You should find at least two records.
5. Select the check boxes for the people
6. At the top of the grid, select the **Actions** button.
7. Choose **Assign** from the Actions menu. The “Assign new review” window will appear
8. Complete the following:
 - a. Select Reviewer – Choose yourself (your Greek Username from class).
 - b. Folders – Notice your name, and below that, select the Folder name:
Reapplicants-[Greek]
 - c. Due Date – Click on the calendar icon and choose the date **10 days from today**
9. Click **Submit**.
10. The “Confirm Assign new reviews” window will appear.
11. Click **Yes**. You will automatically return to the workflow grid.

Part 4: Verify the folder assignment

1. You will be in the **REVIEWS** area on the tab *My Pending Actions*.
2. Clear your previous filters by clicking on the Clear Filters button . The icon is a square button with a grey border and a blue arrow pointing up and to the right.
3. Organize the *My Pending Actions* grid as follows
 - a. Filter the Status column to include **Review in Progress**
 - b. Filter the **Last Name, First** column to only show people with your Greek letter.
 - c. If needed, add the column **Evaluation Folder** to the grid.
4. Notice that the folders in the **Evaluation Folder** column include **English Proficiency 90 Plus-[Greek]** and **Reapplicants-[Greek]**