

Broncos Abroad

The new online application system

Faculty Director Information Session



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Welcome to *Broncos Abroad!*

- Broncos Abroad is our given name for **StudioAbroad** software, produced by Terra Dotta LLC (www.terradotta.com)
- Consolidates study abroad program data, public brochures/profiles, applications, reports, and applicant data in one system
- Integrated with WMU campus data systems: Email, Banner SIS, and Web environment
- **Secure, easy to use, and versatile!**

“StudioAbroad is **web-based software** designed to save time and money for Study Abroad...by automating office processes and making it easy to ensure that **applicants, staff, administrators, and parents** receive the **important information they need.**”





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Welcome to *Broncos Abroad!*

Today's Schedule

1. Broncos Abroad introduction and overview
2. Accessing the system
3. Introduction to Administrative area
4. How to view data and create reports
5. Other useful features
6. Additional resources and Q&A time



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Broncos Abroad



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System Overview

Methods of Accessing Broncos Abroad

- **Direct:**
<http://broncosabroad.international.wmich.edu>
- **From Study Abroad site:**
<http://www.wmich.edu/studyabroad>

What is the purpose of each site?

- The **Study Abroad site** is the main point of contact for those interested in studying abroad, and also contains information for faculty and staff.
- The **Broncos Abroad site** displays program-specific information such as brochures, budgets and dates, and the application process.



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Logging In

- Click **Login** link at top-right of page
- WMU students, faculty and staff log in using **Bronco NetID** account
- Once you are logged in, you will see your **Admin Home** page
- If you are faculty or staff and cannot log in, you may not be on the correct access list – please raise your hand if you cannot log in

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Broncos Abroad

WELCOME | PROGRAMS | STAFF | DEADLINES | LOGIN

WMU Study Abroad Home
Find Your Program
Contact Us

ANNOUNCEMENTS

Welcome!
New to Broncos Abroad?
Begin your adventure by
searching for a study
abroad program that
appeals to you. Click
PROGRAMS in the top menu
to get started!

View All

Security > Login (existing user)

Security : Login (existing user) ☐ Hide Tips

? To login, please enter your username and password in the form provided below.

Please log in:

Username:

Password:

Login

Forgot your password?

First Time Users:

If you are a first time user of
this site, click the link which
describes the type of user
that you are:

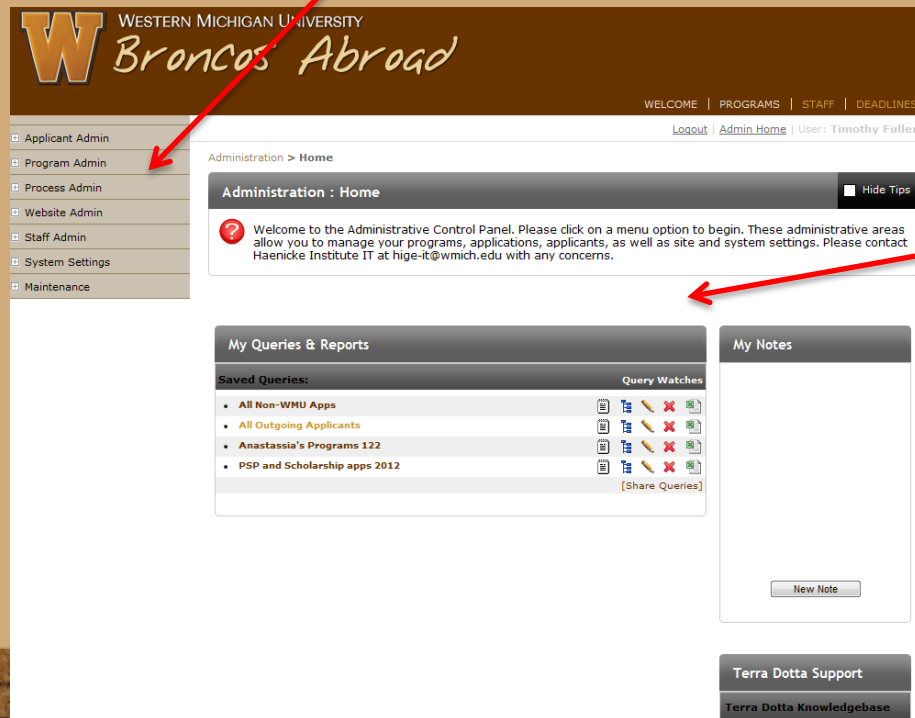
Applicant
Recommender
Reviewer
Staff

WMU Applicants, use Bronco NetID Secure Login.
Don't have an account yet? Find your program first, then click the Apply Now button to gain access.
(More info: <http://www.wmich.edu/oit/students/bronconetid.html>)

New non-WMU Applicants, click on Programs, find a program and click on "Apply Now"
before requesting a login.

Left-hand menu

- Menu items will vary depending on your access
Menus expand to display available options



Admin Home Page

- Any **Queries and Reports** you create will be displayed here
- Customize items on the page using the **Customize Display** link (bottom)

Menus and
Home Page



Viewing Applicant Data

- The **query** is the search criteria used to obtain a list of records that you wish to either examine, process, or on which you desire to create a report
- **Reports** are saved from query search results, and are listed on the **Admin Home** page.
- Begin a new Query by expanding the **Applicant Admin** menu and clicking **Advanced Search**.



Query Wizard Steps

1. Choose type of info to query:
 - Safest to choose **All**
2. Choose type of people to show:
 - Leave on Outgoing Applicants
 - Choose WMU, External (non-WMU) or All applicants
 - Choose **All** types of programs
3. Choose parameters to include
 - Data can be filtered by any parameter listed, such as semester, program, gender, etc.
4. Click Next to generate report!

The screenshot shows the 'Query Wizard' interface. At the top right are buttons: '< Back -', '- Cancel -', '- Reset -', and '- Next >'. The main section is titled 'Show:' and contains several radio button options: 'Outgoing Applicants' (selected), 'Incoming Applicants', and 'All'. Below these are 'WMU Only', 'Non-WMU Only', and 'All' (selected). Further down are 'Programs' (selected), 'Scholarships', 'Risk Management', and 'All'. A text field 'By Institution:' is followed by '(keyword search)'. A blue circle with the number '2' is next to the 'All' option under 'Show:'. Below this is the 'Application Parameters:' section. It includes 'Application Cycles:' with a list box containing 'Any', 'Academic Year 2012-2013', 'Academic Year 2011-2012', and 'Fall 2012'. A link 'Click to add all existing application cycles' is below the list. To the right is 'Application Phase:' with a dropdown menu set to 'Any'. Below that is 'Application Status:' with checkboxes for 'Interest and Advising', 'Pending', 'Waitlist', 'Accepted', 'Committed', 'Denied', and 'Withdrawn'. There is a 'Check: All | None' button. Below the checkboxes are radio buttons for 'all' (selected), 'exchange', and 'non-exchange'. A blue circle with the number '3' is next to the 'all' radio button. Below that is 'Application Terms:' with a list box containing 'Any', 'Academic Year', 'Fall', and 'Other (non-standard)'. To the right is 'Application Tags:' with a list box containing 'Any', 'Advising Waived', 'Early Arrival', and 'Fees Waived'. At the bottom right is 'Application Years:' with a list box containing 'Any', '2013', '2012', and '2011'. A blue circle with the number '4' is in the top right corner of the interface.



Query Wizard Results

1. **Options drop-down:** Allows you to save the report as an Excel file, email applicants, and make bulk data changes
2. **Save Search field:** Give the search a descriptive name, and it will be saved to your Admin Home page
3. **Descriptive text:** give an English-language description of the query
4. **Query Results:** Applications may be viewed by clicking links in *Program* column. Results may be sorted using the “Group your results by” drop-down menu.

1

2

3

4

< Back -

- Cancel -

- Next >

Options:

- Select Option -

Progress Audit:

- Select Phase -

Save Search:

Save Search

You searched for all **outgoing** applicants for the program name **Prague Summer Program, Charles University** that have applied for the term **Summer II 2012**.

Group your results by:

Applicant

Name	Status	Program	Term
Bolling, Bonnie *	Pending	Prague Summer Program, Charles University (ID 427)	Summer II, 2012
Chunn, Alec Brandon *	Pending	Prague Summer Program, Charles University (ID 418)	Summer II, 2012
Cogsdill, Margaret Demonnier *	Pending	Prague Summer Program, Charles University (ID 422)	Summer II, 2012
Friedrich, Julia Sabrina *	Pending	Prague Summer Program, Charles University (ID 442)	Summer II, 2012
Haadsma, Tess Elizabeth	Pending	Prague Summer Program, Charles University (ID 428)	Summer II, 2012
Hurt, Maryann *	Pending	Prague Summer Program, Charles University (ID 419)	Summer II, 2012
Johnson, Mara C *	Pending	Prague Summer Program, Charles University (ID 447)	Summer II, 2012
Tannis-Coward, Gloria H	Pending	Prague Summer Program, Charles University (ID 429)	Summer II, 2012
Wall, Ashley Lauren	Pending	Prague Summer Program, Charles University (ID 431)	Summer II, 2012
Wolstein, Shana R	Pending	Prague Summer Program, Charles University (ID 396)	Summer II, 2012

* Non-WMU Applicants

Found: 10 applicant / 10 applications



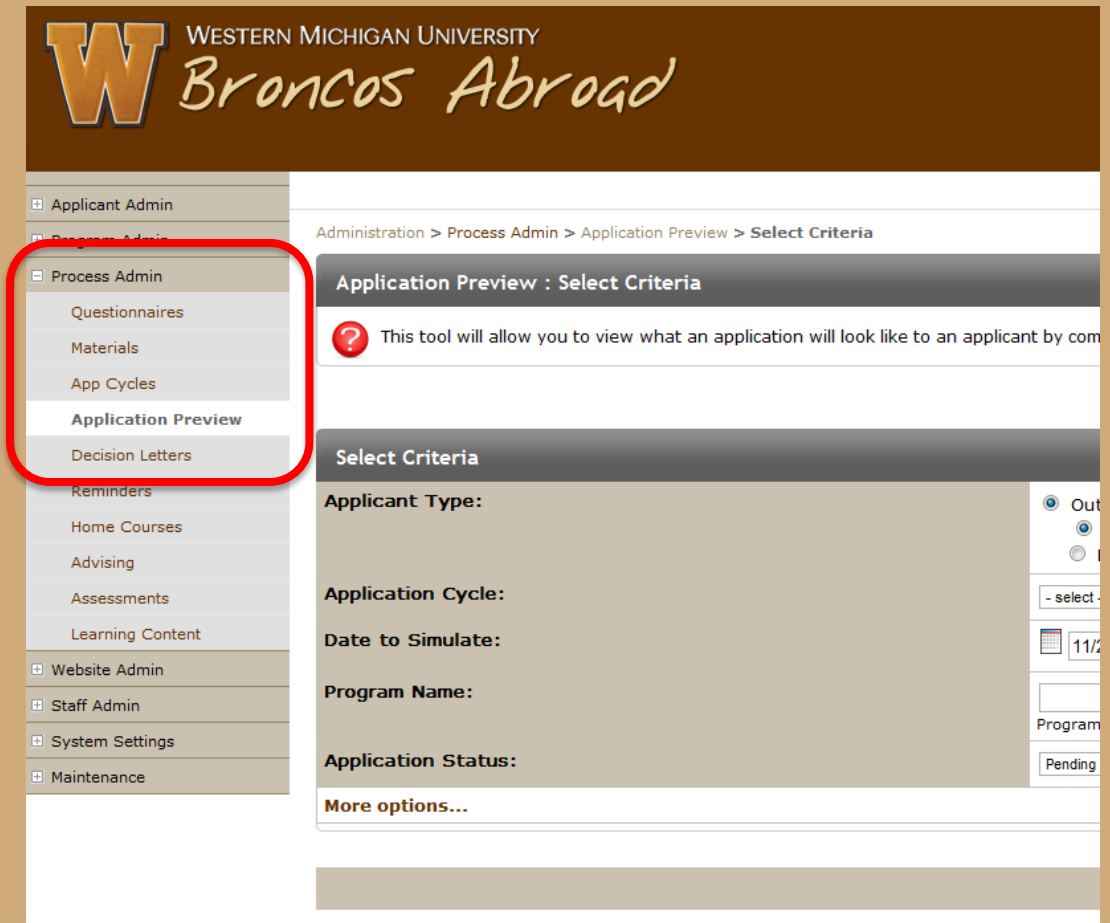
Other Useful Features

1. Application Preview

- Expand the Process Admin menu, then click *Application Preview*
- Shows how a given program application will look to the end user (applicant)

2. View Application Materials

- Expand the Process Admin menu, then click *Questionnaires* or *Materials*
- These are the documents that make up an application
- Can view active documents for informational purposes, but not edit them



Online Resources

Training Documents

This presentation and other training materials will be made available online at the Broncos Abroad site – click **Faculty & Staff Resources** on the left menu.

If you don't see this menu option, click the “**WELCOME**” Link in the top menu first.

Further Assistance

Haenicke Institute IT
2510G Ellsworth Hall
269-387-3906
hige-it@wmich.edu

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Welcome to Broncos Abroad,
the WMU Study Abroad application system.

Search Study Abroad programs here!

Search the World Map | Search WMU Programs | Apply for Non-WMU Programs

BRIDGE YOUR WORLD

Haenicke Institute for Global Education | Western Michigan University
1903 W Michigan Ave. | Kalamazoo, MI 49008-5245 USA | Phone 1.269.387.5890 | Fax 1.269.387.0630

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Questions and Answers

Thank you for your participation!

Questions?

Try it yourself now!

Discussion of other issues or concerns...



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