Broncos Abroad

The new online application system
Faculty Director Information Session

Western Michigan University
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.”
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
Methods of Accessing Broncos Abroad

- **Direct:**
  [http://broncosabroad.international.wmich.edu](http://broncosabroad.international.wmich.edu)

- **From Study Abroad site:**
  [http://www.wmich.edu/studyabroad](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.
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
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)
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!
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.
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
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Questions and Answers

Thank you for your participation!

Questions?

Try it yourself now!

Discussion of other issues or concerns…