

LSAC Unite Essentials
Decisions and Scholarships
Updated 3/19/2024

Exercise 1 - Create a presumptive admit view LLM

Task: Organize the My Pending Action grid and save a view

Scenario: You want to create a view based on the Status Pending Decision and the Most Recent Confirmed Recommendation is Admit. Create a Presumptive Admit view and share with others.

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

The training exercise has two parts. The first part walks you through how to organize the grid. The second part walks you through how to save the view.

Part 1: Organize the grid

1. From **REVIEWS**, verify you are on the *My Pending Actions* tab.
2. Organize the grid by specifying the columns.
 - Application Type column: Hide
 - Cumulative GPA column: Hide
 - Degree column: Show
 - English Proficiency Overall Score: Show
 - First Law Degree Country: Show
 - First Law Degree Grade Average: Show

- First Law Degree Institution: Show
 - High LSAT Index column: Hide
 - High LSAT Score column: Hide
 - LSAC Acct. No. column: Hide
 - Most Recent Confirmed Recommendation column: Show
 - Most Recent Confirmed Reviewer: Show
 - Program Term column: Hide
 - Program Year column: Show
3. Click **Save**.
 4. Continue organizing the grid.
 - **NOTE:** When you filter a column, there are steps that are not documented in the exercise, to include: selecting the filter to use, selecting or entering data to filter on, and clicking **Filter** to apply the changes.
 - Degree column: Filter to include **LLM**
 - Status column: Filter to include only **Pending Decision**
 - Most Recent Confirmed Recommendation column: Filter to include **Admit**

Part 2: Save the view

1. Click **My Views**.
2. Click Create New View.
3. Enter view name – **Presumptive Admits**.
4. Click **Save**.
5. Click **Close**.