

LSAC Unite Essentials

Assigning and Reviewing Files Part II

Updated 5/08/2024

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

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 assigned, including (1) first time applicants with an LSAT of 160 and above and a GPA of at least 3.5 (these are presumed admits); 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.

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: **Presumed Admits-[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.

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

1. Select the Search Criteria tab in the REVIEWS area.
2. Verify Selected Tab is *My Pending Actions*.
3. Organize the grid as follows:
 - a. Filter Application Status column to Ready for Review
 - b. Filter High LSAT column to greater than or equal to 160
 - c. Filter Cumulative GPA column to be greater than or equal to 3.5
 - d. Filter the Last Name, First column to only show people with your Greek letter
4. You should find at least one record.
5. Select the check box for the person and click **Actions**.
6. Click **Assign**.
7. Specify the following:
 - a. Reviewer – yourself (Your Greek User Name in the training class)
 - b. Folder – **Presumed Admit-[Greek]**
 - c. Due Date – **10 days from today**
8. Click **Submit**
9. Click Yes.

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

1. In the REVIEWS area, on the *My Pending Actions* grid, clear your previous filters by clicking on the Clear Filters button .
2. Organize the *My Pending Actions* grid as follows:
 - a. Filter Application Status column to Ready for Review.
 - b. Filter Applicant Type column to Reapplicant (add the column if it is not there already).
 - c. Filter the Last Name, First column to only show people with your Greek letter
3. You should find at least five records.
4. Select the check boxes for the people and click **Actions**.
5. Click **Assign**.
6. Specify the following:
 - a. Reviewer - yourself (Your Greek User Name in the training class).
 - b. Folder - **Reapplicants-[Greek]**
 - c. Due Date - **10 days from today**
7. Click **Submit**.
8. Click **Yes**.

Part 4: Verify the folder assignment

1. In the REVIEWS area, click the *My Pending Reviews* tab.
2. Organize the grid.
 - a. If necessary, Evaluation Folder: Show

- b. Status: Filter to include **Review in Progress**
- 3. Notice folders in Evaluation Folder column – **either Reapplicants -[Greek] or Presumed Admits-[Greek]**