CAS Configuration Portal

2020-2021 PharmGrad Help Guide

Table of Contents

Introduction

What is the CAS Configuration Manager?

The CAS Configuration Manager is where you'll configure your program's requirements, settings, and branding for the PharmGrad application.

The application is divided into four sections:

1. Personal Information
2. Academic History
3. Supporting Information
4. Program Materials

The first three sections contain the data elements and questions that are common across all participating programs, such as biographic information, standardized test scores, recommendations, etc. Using the CAS Configuration Portal, you can configure the fourth section to provide information about your program and school, as well as collect additional information from applicants.

Information you collect in the Program Materials section is then available in the Applicant's Profile in WebAdMIT and can be included in Lists, Reports, and Exports. This information is only available to your program.

Please review this guide carefully before configuring your programs. For a detailed step-by step walkthrough of the process, refer to the links available here:

WebAdMIT Configuration Portal On-Demand Course

WebAdMIT Help Center for Configuration Portal Training

Application dashboard showing the primary 4 sections:

Before you Get Started

Review the Application

Before you configure your programs, it's important to review the sections of the application that are common across all programs. This will help you determine which questions are already included in the application by default and what program-specific questions you may need to add.

Beginning mid-June 2020, to review the application sections, navigate to: https://pharmgrad2021playground.prelaunch.liaisoncas.com and create a test account (i.e. an account with "test" in your name).

Be Aware of Cycle Rollovers

All program materials pages from the current cycle will be automatically rolled over to the new cycle and available for editing. You can jump to the Edit Program Data section for information on editing the rolled-over pages; however, we recommend reviewing the entire guide to help you determine what edits to make.

Save Often

Save your information at least every fifteen minutes to prevent the system from timing out on you.

Configuring your Programs

Access your Programs

1. Log into Prelaunch WebAdMIT with your username and password.
   All primary users must log into the Prelaunch WebAdMIT environment for configuration changes and updates: https://prelaunch.webadmit.org

2. Click **CAS Configuration Portal** under Management in the left menu.
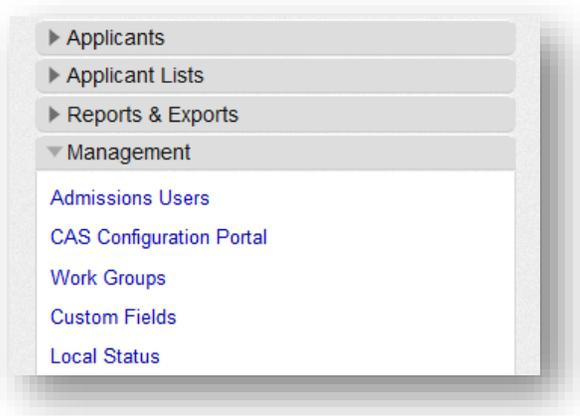
3. The Configuration Portal launches in a new window. Select **PharmGrad** on the left.

4. Select the current application cycle.

5. Select your organization or school.

Add a New Program

To create a new program, follow the steps below.

1. Click **+ Program** at the bottom of the page.
2. Then, click **+ Add**.
3. Enter the program data and click **Save**.

Helpful Tip: Use the **WebAdMIT Name** field to create a nickname for your program that is only visible within WebAdMIT. This is useful if you have many programs with similar names.

> **Note:**
> All program materials pages from a current cycle will be automatically rolled over to a new cycle and available to edit. There is no need to create new program pages; you may simply edit the page that has been rolled over. See the Edit Program Data section below for more information.

Copy an Existing Program

Copying existing programs can save you time, particularly if an existing program has the same or similar data to the program you want to create.

1. Click + **Program** at the bottom of the **Home** page.
2. Click **Copy.**
3. Select the program you want to copy.
4. To copy all the program configurations into your new program (branding, custom questions, documents, etc.), click the **Copy All Program Settings** checkbox. If you only want to copy the program data (name, deadline date, graduate track, etc.), leave this unselected.
5. Click **Copy.**

Your new program is created with the same name as the original and "-copy-1" is appended. Be sure to edit the new program to update the name, data, etc.

Edit Program Data

It's important to review a program's data for accuracy. To edit a program, hover your mouse over it and click **Details**. Then, click **Edit** at the bottom of the Program Settings section.

PROGRAM ⇕	WEBADMIT NAME ⇕	START DATE ⇕	DEADLINE ⇕	STATUS ⇕	LAST UPDATE ⇕	
Anesthesiologis...	N/A	03/15/2016	12/31/2021	Active	11/16/2015	❯
testAnesthesiol...	N/A	03/15/2016	» REVIEW	🗑 DELETE	✏ DETAILS	❯

❯ Program Settings

OPTION	ENABLED	LAST UPDATED	PREVIEW
Home Page/Branding	Yes	2019-01-03	👁
Questions	Yes	2018-08-07	👁
Prerequisites	No	2018-02-20	
Documents	Yes	2018-08-03	👁
College Transcripts & Coursework	Yes	2018-02-20	👁

EDIT   ARCHIVE   RESET TO DRAFT

Brand your Program Materials Page

The home page is the first page applicants see when they view your program in the Program Materials section. From here, applicants can jump to the other parts of the Program Materials section you enabled, like College Transcripts and Coursework, Questions, Prerequisites, and Documents.

Select a Branding Image

Your branding image appears on the top of your home page. We recommend using an image that is consistent with your program or school's branding. This is the only section where applicants will see your specific program's branding, so make it count!
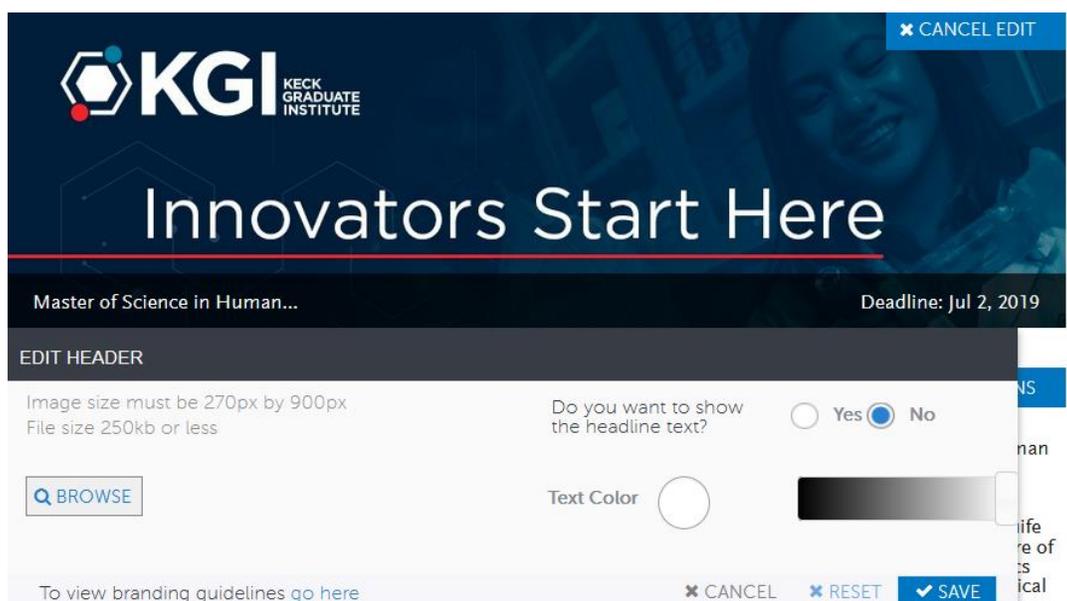
Branding image guidelines:

- ✓ Images must be in .jpeg, .tiff, or .png format and no larger than 250kb.
- ✓ File names cannot contain spaces or special characters.
- ✓ Your overall image size should be 900 px by 270 px, but consider the following:
    - o A banner with your program information will cover a bottom portion of your image.
    - o You can choose to display your school's name in the headline text if it is not already part of your image.

Once you have at least one program, you can configure your branding.

Upload your Branding Image (Recommended)

1. Click the **Palette** icon.
2. Click **Edit Header**.
3. Click **Browse** and select your image. To review the branding guidelines, click the link at the bottom of the page.
4. Select whether you want to show your program's name in the headline text. If this is already part of your image, select **No**.
5. If you choose to show headline text, select a contrasting text color below.
6. Click **Save**.

Create Introductory and Instructional Text (Required)

The text you include on the home page will be applicants' first look at your program and school-specific information in the application. You should include an introduction, instructions on how to be a successful applicant, and important details about your program and school.

You can also include information on your specific requirements. Some examples include:

- Previously-earned degrees
- GPA
- Test scores, such as GRE
- Needed experience
- State restrictions
- Deadline requirements
- Supplemental applications or fees, if applicable

- Any optional information from the Supporting Information section that applicants should complete to apply to your program

You can include a link to your program's page within your school's website, but make sure that all pertinent information included on your website is also included in the home page text. This makes it easier for applicants to find the information they need in one place.

The home page is a required section in both the Configuration Portal and the PharmGrad application. Applicants will view your program home page before submitting their application, even if you disable the optional sections.

Set Up your Program Home Page Introduction (Required)

1. Click the **Palette** icon to open the Branding section.
2. Click **Edit Instructions**.
3. Use the HTML editor to create your content.
4. Click **Save**.

Content formatting tips:

- ✓ There is no limit to the length of text, but 1,500 characters or less is recommended for the best visual display.
- ✓ Use the bold, italic, and underline options to format your text, as needed.
- ✓ Use the bulleted list, numbered list, and indent options to structure your text.
- ✓ Use the link icon to add links to websites or email addresses. Links open in a new browser window.

Example of branded homepage:

Customizing Your Program Homepage (Required)

You can customize your program with College Transcripts and Coursework, Custom Questions, Prerequisites, and Document pages. From the **Program details** page, click the Program Settings icon to configure these pages.

Next on the **Program Editor** pages, click the checkboxes next to each page you want to use. Then, click each link to customize pages.

College Transcripts and Coursework Entry (Required)

This is a required section. This allows you to set the rules of what type of transcript and coursework entry you require for each program. PharmGrad allows you to collect official transcripts only plus the option of **No coursework** or **Prerequisite coursework entry only.**

Transcript Type: Official Transcript only

College Transcripts and Coursework

Application Transcripts & Coursework

Transcripts Accepted **Defined by Program**

Program Transcripts

Choose the type of transcripts you would like to collect for your program.

Transcripts Accepted

Official ▾

Next, you must select the appropriate Program Coursework option, which allows you to decide whether or not applicants will be required to input prerequisite coursework data or none to apply to your program.

Program Coursework: Select what type of coursework you would like your applicants to enter for your program. The options are Prerequisite Coursework or None (meaning no coursework entry is required).

Program Coursework

Choose whether you would like applicants to enter coursework for your program.

Coursework Accepted

None ▾

✖ CANCEL   ✔ SAVE

NOTE: Verification Light is the only verification that is done by the PharmGrad staff. Light verification is per the official transcript and overall GPA only. Only limited GPA calculations will appear in WebAdMIT and if any data point from the official transcript is missing, GPAs may not be available.

Configure Questions (Optional)

In this section, you can add custom questions that are not included in the common sections of the application or that are specific to your school or program. These questions can be either required or optional for applicants.

New for the 2020-2021 Cycle:

1. *Multiple Choice Questions Configured with One Answer Option: This feature allows users to configure multiple choice questions with only one response option. PharmGrad users have an opportunity to learn about this feature during the Configuration Portal webinar. Learn more [here](#).*

2. *New Question Rules Link: This feature includes a link to 'Rules Builder' in the configuration portal which will allow users to show or hide items in the Program Materials (Quadrant 4) section of the PharmGrad application based on specific conditions defined by the school user (e.g., conditional questions). Learn more [here](#).*

For consideration:

- Staff recommends that schools ask no more than 3-5 custom questions.
- Consider eliminating any custom questions that are not essential to your local admissions review process or predicative of success in the graduate program.
- If the program's custom questions include an essay, consider reducing the character limit.

Common question examples include:

- "Have you previously applied to our program?"
- "Are there particular faculty at our program with whom you want to work?"
- "Why are you interested in this program?"

You can also use these questions as reminders to ensure applicants fulfill your requirements. For example:

- "We require four letters of recommendation, have you completed the Recommendations section of your application?"

Before adding your custom questions, review your application to determine what questions you need to add. We also recommend reviewing any supplemental applications your school or program may use as these custom questions may eliminate the need for supplemental applications.

Add Question Sets

Question Sets can be used to group questions together in a specific category (e.g. "Research Interests," "Graduate Assistantship Questions," etc.). You must create at least one Question Set to use the custom question functionality.

1. Click the **Program Settings** icon.
2. Click the **Questions** checkbox on the left.
3. Add instructions about the questions in the **Applicant Instructions** field. This text will appear at the top of the page.
4. Click **+ Add Question Set**.
5. Add header text. This appears as a title above your question(s) (e.g. "Research Interests," "Graduate Assistantship Questions," etc.) and can be used to summarize the questions you are asking or provide other relevant details.
6. Add an optional description.
7. Click **+ Add**.

Add Questions

Once you create a Question Set, you can add questions to it. There are several question types you can choose from, depending on the format in which you expect applicants to answer each question:

- **Multiple Choice**: Questions can be single or multiple answer.
  - Single answer questions can appear with radio buttons or drop-down menus for applicants to select. Applicants can choose only one response.
  - Multiple answer questions appear with checkboxes for applicants to select. Applicants can choose one or more responses.
- **Essay**: Questions appear with a text box where applicants can type their response. You can set the maximum number of characters that applicants can enter. If you want the question to appear as a short, one-line answer, set the character limit to 50 characters. If you want applicants to enter a longer answer, set the character limit to 250 characters or more. The maximum number of characters allowed is 9,999.
- **Either/Or**: Questions appear with radio buttons where applicants can choose from two responses.
- **Section Text Box**: A block of instructional text that you can insert to provide applicants with additional information. This is not an actual question so applicants will not be able to enter any responses. We recommend only using this option if you have a very specific use case.
- **Date**: Questions appear with a text box where applicants must enter their response in date format via a calendar picker. This option will be available in a future release.
- **Numeric**: Questions appear with a text box where applicants must enter a number. You can set the maximum number of characters (not including any decimal points, if applicable) that applicants can use. This option will be available in a future release.

1. Click **+ Add Question**.
2. Select whether the question is required or not.
3. Enter a **Question Description**. Only the first 250 characters of the question are displayed.
4. Select a **Question Type** from the drop-down.
5. Configure additional options, depending on the Question Type selected.
6. Click **Add**.
7. Add more questions and question sets as needed and click **Save**.

Configure Prerequisites (Optional)

In this section, you can list the prerequisite courses, credits, and grades required for entry to your program. Applicants will then self-identify which courses they feel meet your prerequisite coursework requirements.

Prerequisite course collection is optional for each program. The prerequisite matching section is completely configurable to each pharmacy program. If a program believes it is a barrier to applicants, it may want to reduce the number of courses included for an applicant to match (recommended 10 or less) or turn-off the section entirely.

You can add instructions that help guide applicants through selecting their prerequisites. You can also add descriptions for each prerequisite, explaining how you expect applicants to match the prerequisite. This field can contain a maximum of 250 characters, so you may need to shorten descriptions if cutting and pasting from another resource.

You should identify prerequisites by subject types, not university course numbers (i.e. "Introductory Biology" instead of "BIOL 101") as students from different institutions may not be familiar with your course numbering system.

1. Click the **Program Settings** icon.
2. Click the **Prerequisites** checkbox on the left.
3. Enter any custom instructions you want to provide in the **Applicant Instructions** HTML editor.
4. Click **+ Prerequisite**.
5. Enter the following details for each course.
    - **Title**: Enter a descriptive title (e.g. "Chemistry Lab" – not CHEM 101L).
    - **Description**: Enter a description that is 250 characters or less (e.g. "Chemistry Lab courses much be for science majors and taken within the last 5 years to fulfill our requirements.").
    - **Minimum Grade**: Enter a number from 0-4, including 2 digits after the decimal point (e.g. 2.50).
    - **Minimum Credits**: Enter a number from 0-4 without decimals (e.g. 3).
6. Click **+ Prerequisites** to continue adding courses as needed.
7. Click **Save**.

New feature for the 2020-2021 Cycle:

Reorder Prerequisites: This feature allows users to drag and drop to reorder course prerequisites, as needed, during configuration. Learn more [here](#).

Configure Documents (Optional)

In this section, you can ask applicants to upload supplemental documentation, such as:

- Personal Statements
- Publications
- Work Samples
- Writing Samples
- Other needed documents

If you choose to require this, be sure to provide specific instructions.

1. Click the **Program Settings** icon.
2. Click the **Documents** checkbox on the left.
3. In the **Applicant Instructions** field, add text that prompts applicants to upload the document type, along with relevant instructions.
4. Use the **Request** toggle next to the document type in the Program Documents section to define whether the document is requested. This setting must be enabled (indicated by a green checkmark) for applicants to see it listed on the Documents page.
5. Use the **Require** toggle to define whether the document is required. If this setting is enabled (indicated by a green checkmark), applicants cannot submit to your program unless they upload the document. If you want this question to be optional, leave the setting disabled (indicated by a gray x).
6. Specify the maximum number of documents that applicants can upload. If you set the document to required, this will be the number of documents applicants must upload to apply to your program. If the document is not required, this will be the number of documents applicants have the option of uploading but can still apply without doing so. You cannot collect more than 5 documents for an individual document type regardless of whether it is required or optional.
7. Click **Save**.

Preview your Programs

Once you're done configuring your home page, branding, and additional sections, you can preview how your program materials page will appear to applicants in the application.

1. Click the **Home** icon.
2. Scroll down to the Program Settings section and confirm that the sections you want to include are enabled. Sections that are not enabled will not be visible in the application.
3. Click the eye icon to preview each section.

4. Carefully review each page to confirm that the formatting and requirements are correct and make any necessary edits before submitting your program for approval. If you need to make any changes, click **Edit** at the bottom of the page. Note that when previewing, you can only view how the page looks for applicants; you cannot interact with any of the elements (i.e. drop-down menus, text fields, etc.).

Examples of the Questions, Prerequisites, and Documents views for applicants:

Questions

Below you will find the essay question(s) for the degree program to which you are applying.

In addition, there is a brief question regarding whether you come from a socially or economically disadvantaged background. For various federal grants and scholarships that benefit all students, we kindly ask you provide that information.

Essay Questions

The general purpose of your statement is for you to provide information about yourself as well as to demonstrate your ability to express ideas clearly and logically in a grammatically correct format.

Why have you chosen to pursue a research doctorate?

0/1800

How does this fit with your career plans?

0/1800

Prerequisites

You must complete your Transcript Entry in the Academic History section before you can identify prerequisites.

You must have completed a college-level Statistics course and a college-level Chemistry course, both with grade of C or better, to be eligible for admission.

College-level Chemistry

⊕ Assign Course

College-level Statistics

⊕ Assign Course

Documents

Provide supporting documentation for your application. You may update the information in this section at any time prior to submission.

The accepted file formats are MSWord (.doc, .docx), JPEG (.jpeg, .jpg), PNG (.png), Rich Text Format (.rtf), Portable Document Format (.pdf), and ASCII Text file (.txt). The size limit for each file upload is 5MB.

TIPS:

- Passwords: Do not password protect your files.
- Editable PDF forms are not supported. Please upload an image file or scanned copy of the document. For more information on how to do this, please visit the Instructions and FAQs.
- Sensitive information: If you are uploading a document that contains your social security number, please use a correction fluid or a security redacting marker to cover your social security number. Your social security number can still be seen after covering it with a regular marker. It is your responsibility to ensure your social security number cannot be seen in the document you are uploading.

Test Score Report *optional*

⊕ Add Document

Submit Program for CAS Approval

Once you configure and review your program materials pages, you must submit your program to PharmGrad for review and approval. Your program will not be live in the application until it receives approval. If errors are found, your program will be sent back to you for edits.

1. Click the home icon.
2. Scroll down to the Program Settings section and click **Submit for Review**.

Once your program is approved, you can only edit the home page, and branding. You cannot edit any other sections of the program, such as Questions, Documents, Prerequisites or College Transcripts.

Monitor your Program Status

Your program can be in different statuses:

- **Draft** means that this is a new program that you can fully edit. It has not been sent to the PharmGrad administrator for approval and is not available to applicants (even if the open date has passed).

- **Ready for Review** means that you submitted the program for review and approval by the PharmGrad administrator. It is currently locked, and you cannot make changes.

- **Approved** means that the program was submitted to the PharmGrad administrator and was approved. Active programs are either live in the application or will become live on the program start date. If the program has not yet opened, applicants can view it as a future program on the Program Selection page in the application. Only the program deadline date, home page, and branding can be edited in this status.

- **Closed** means that the program was live on the application but is no longer available to applicants because the deadline date has passed. The program deadline date, home page, and branding cannot be edited by admissions users.

Checklist: CAS Configuration

Review the Application

- ☐ Review the current application to get a sense of the questions that are already included and what you may want to add.
- ☐ Start to pull together any details about your program and school that you want to share with applicants in the application.

Beware of Cycle Rollovers

- ☐ Keep in mind that all pages from the current cycle will be rolled over to the new cycle.

Brand your Program Materials Page

- ☐ Work with your Marketing or PR department to choose a branding image that meets the size and format specifications.
- ☐ Pull together your program's introductory text and instructions, as well as any requirements information, including supplemental items/fees if you use a two-part application process.

Configure College Transcripts and Coursework Entry

- ☐ Decide which coursework entry option to require of your applicants. Review the PharmGrad official transcript entry requirement.

Configure Questions (Optional)

- ☐ Review current school and supplemental applications to help you determine which questions you need to ask.

Configure Prerequisites (Optional)

- ☐ Pull together information on prerequisites, including any instructions.

Configure Documents (Optional)

- ☐ Ensure you have specific instructions for any documents you are requesting.

Preview and Submit your Program

- ☐ Monitor your program's status.