There are three sections in this chapter:

1. Recommendation Set-Up
2. Recommender View of Recommendation Online
3. Recommendation Administrative Tools
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<td>Scenario B Recommender Contact Information</td>
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<td>29</td>
<td>Scenario B Review The Review button makes a validation check to ensure that all required sections are completed.</td>
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<tr>
<td>30</td>
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<td>Scenario B Recommendation Preview</td>
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<td>29</td>
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</tr>
<tr>
<td>38</td>
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<td>31</td>
</tr>
<tr>
<td>39</td>
<td>Scenario C Q&amp;A Optional</td>
<td>32</td>
</tr>
<tr>
<td>40</td>
<td>Scenario C Characteristic Evaluation Optional</td>
<td>32</td>
</tr>
<tr>
<td>41</td>
<td>Scenario C Overall (Mandatory by Graduate School)</td>
<td>33</td>
</tr>
<tr>
<td>42</td>
<td>Scenario C Recommender Contact Information</td>
<td>33</td>
</tr>
<tr>
<td>43</td>
<td>Scenario C Review The Review button makes a validation check to ensure that all required sections are completed.</td>
<td>34</td>
</tr>
<tr>
<td>44</td>
<td>Scenario C Preview Recommendation link</td>
<td>34</td>
</tr>
<tr>
<td>45</td>
<td>Scenario C Preview Recommendation</td>
<td>35</td>
</tr>
<tr>
<td>46</td>
<td>Scenario C Submit</td>
<td>35</td>
</tr>
</tbody>
</table>

Recommendation Online-Page 3
Recommendation Set-up

Things to Consider

- Does my program want to use a letter as part of a recommendation?
- Does my program want short answers as part of a recommendation?
- Does my program want recommenders to rank applicants’ characteristics as part of a recommendation?
- What questions am I currently asked by Recommenders? I want to be sure to address those in my instructions.

Where to Set-Up or Modify an Existing Program’s Recommendation Online

Click the link for RO Letter Admin on Admin Central (www.grad.uc.edu/admincentral). You will see a screen that looks like Figure 1. To set-up or modify a Recommendation Online, click the “Modify Recommendation Online Application” link.

Figure 1-Administration Page
Details about the Letter Section

Programs can choose to have recommendation letters pasted in or uploaded. Each program will be given three choices: text only, upload only, or text & upload. Programs that will be accepting long documents should upload only for the following reasons:

- In the first deployment of Recommendation Online, many recommenders tended to get up from their computer and walk away without saving, causing them to time-out and lose their work when entering into a text box.
- Many recommenders who have called the help desk do not know how to copy and paste
- Long documents will make the faculty reviewers of the application have to scroll down the page endlessly. Not user-friendly.

Letters must be saved as either .doc or .pdf. If a recommender has Office 2007, rather than saving the letter as a .docx file, he/she needs to save it as a .pdf or a .doc (Word 97-2003 version) file.

Programs create instructions that explain what particular items should be addressed in recommendation letters. These instructions need to be very specific in order to prevent confusion (i.e. additional phone calls to the program). (See Figure 12.)
**Question & Answer**

The Question & Answer section is in a short-answer format. Programs enter questions and set the order of questions. Questions can be added, edited, deleted, or renumbered. Programs also create the instructions provided to recommenders in this section.

### Figure 2-Example of QA

<table>
<thead>
<tr>
<th>Edit Delete</th>
<th>Question</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Relative maturity for his/her age</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Motivation</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>What words best describe his/her personality?</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>How is he/she regarded by his/her contemporaries and colleagues?</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Potential for success in his/her chosen field?</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>How well do you know the applicant?</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>In your opinion, what are his/her outstanding strengths?</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>His/her weaknesses?</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td><strong>Update Cancel</strong> Please feel free to make any further statement that will help to obtain an accurate picture of this student:**</td>
<td>14</td>
</tr>
</tbody>
</table>

[Insert Question button]
**Characteristic Evaluation**

The Characteristic Evaluation section allows recommenders to rank applicants’ characteristics (e.g., aptitude, ability to succeed, etc) on the following scale:

Excellent – Very Good – Average – Below Average–Unable to Evaluate

*Figure 3-Example of Characteristic Evaluation*

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Average</th>
<th>Below Average</th>
<th>Unable To Evaluate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aptitude</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarly work</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Mandatory vs Optional

Figure 4 shows how the Customize Behavior screen looks before a program has set-up Recommendation Online. This is also what the set-up would look like if a program did not include any section of Recommendation Online.

Please read through the following scenarios and refer to the accompanying figure to learn how to set-up Recommendation Online in different ways.
Set-up Options

Scenario A: Recommendation letter only, Mandatory

Program A wants to require only a letter. Jump to Recommender View

Figure 5-Recommendation Letter Only Set-up

<table>
<thead>
<tr>
<th>Customize Behavior:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Letter Section:</strong> Do you want to include a section where the Recommender submits a letter of recommendation?</td>
</tr>
<tr>
<td>Would you like this section to be mandatory or optional?</td>
</tr>
<tr>
<td><strong>Question Section:</strong> Do you want to include a section where the Recommender answers a set of questions?</td>
</tr>
<tr>
<td><strong>Characteristic Evaluation Section:</strong> Do you want to include a section where the Recommender evaluates characteristics of the applicant based on a set scale?</td>
</tr>
</tbody>
</table>

Next
Scenario B: Recommendation Letter Optional, Question & Answer Section Mandatory
Program B wants recommenders to answer the same set of questions that have been asked in the past. Although the program does not require letters, it will accept them from recommenders. Jump to Recommender View

Figure 6-Letter Optional, QA Mandatory Set-up

<table>
<thead>
<tr>
<th>Customize Behavior:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Letter Section:</strong> Do you want to include a section where the Recommender submits a letter of recommendation? Yes</td>
</tr>
<tr>
<td>Would you like this section to be mandatory or optional? Optional</td>
</tr>
<tr>
<td><strong>Question Section:</strong> Do you want to include a section where the Recommender answers a set of questions? Yes</td>
</tr>
<tr>
<td>Would you like this section to be mandatory or optional? Optional</td>
</tr>
<tr>
<td><strong>Characteristic Evaluation Section:</strong> Do you want to include a section where the Recommender evaluates characteristics of the applicant based on a set scale? No</td>
</tr>
</tbody>
</table>

**Optional Sections:**
You have chosen 1 Optional Sections:
Scenario C: All Sections Optional; Complete at Least One of the Three Sections

Program C wants to make all options available to recommenders. Although the program wants recommenders to complete at least one section, it does not wish to make any particular section required. Jump to Recommender View

Figure 7-All sections Optional, Complete at least one section set-up

Please Select the Program you are setting the application for:

**Program:** Communication (MA)

College  Arts and Sciences

**Customize Behavior:**

**Letter Section:** Do you want to include a section where the Recommender submits a letter of recommendation?  
- Yes

Would you like this section to be mandatory or optional?  
- Optional

**Question Section:** Do you want to include a section where the Recommender answers a set of questions?  
- Yes

Would you like this section to be mandatory or optional?  
- Optional

**Characteristic Evaluation Section:** Do you want to include a section where the Recommender evaluates characteristics of the applicant based on a set scale?  
- Yes

Would you like this section to be mandatory or optional?  
- Optional

**Optional Sections:**
You have chosen 3 Optional Sections:

How many optional sections must the recommender complete?  
- 1

[Next]
Scenario D: Recommendation Letter and Characteristic Evaluation Required, Question & Answer Section Optional

Program D wants to be sure that recommenders submit a letter of recommendation and rank the applicants in the Characteristic Evaluation section. The program has a set of preferred questions for recommenders, but recommendations can be completed without answering the questions. Jump to Recommender View

Figure 8-Letter and Characteristic Evaluation Required, QA optional set-up

<table>
<thead>
<tr>
<th>Customize Behavior:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Letter Section:</strong> Do you want to include a section where the Recommender submits a letter of recommendation?</td>
<td>Yes</td>
</tr>
<tr>
<td>Would you like this section to be mandatory or optional?</td>
<td>Mandatory</td>
</tr>
<tr>
<td><strong>Question Section:</strong> Do you want to include a section where the Recommender answers a set of questions?</td>
<td>Yes</td>
</tr>
<tr>
<td>Would you like this section to be mandatory or optional?</td>
<td>Optional</td>
</tr>
<tr>
<td><strong>Characteristic Evaluation Section:</strong> Do you want to include a section where the Recommender evaluates characteristics of the applicant based on a set scale?</td>
<td>Yes</td>
</tr>
<tr>
<td>Would you like this section to be mandatory or optional?</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>

**Optional Sections:**
You have chosen 1 Optional Sections:
Scenario E: Recommendation letter or Question and Answer Section Required, no Characteristic Evaluation section
Program E wants recommenders either to write a recommendation letter or answer a set of questions. Jump to Recommender View

Figure 9-Letter or QA required set-up

<table>
<thead>
<tr>
<th>Program: French (MA)</th>
<th>College: Arts and Sciences</th>
</tr>
</thead>
</table>

**Customize Behavior:**

**Letter Section:** Do you want to include a section where the Recommender submits a letter of recommendation?
- Yes
- Mandatory, Optional

Would you like this section to be mandatory or optional?
- Yes
- Mandatory, Optional

**Question Section:** Do you want to include a section where the Recommender answers a set of questions?
- Yes

Would you like this section to be mandatory or optional?
- Yes
- Mandatory, Optional

**Characteristic Evaluation Section:** Do you want to include a section where the Recommender evaluates characteristics of the applicant based on a set scale?
- No

**Optional Sections:**
- You have chosen 2 Optional Sections:
  - How many optional sections must the recommender complete?
  - 1

[Next]
Scenario F: All Sections Mandatory
Program F wants to include all sections and require that all sections be completed. Jump to Recommender View

Figure 10-All Mandatory Set-Up

Please Select the Program you are setting the application for:

<table>
<thead>
<tr>
<th>*Program:</th>
<th>Geography (PhD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>College</td>
<td>Arts and Sciences</td>
</tr>
</tbody>
</table>

**Customize Behavior:**

**Letter Section:** Do you want to include a section where the Recommender submits a letter of recommendation?
- Yes

Would you like this section to be mandatory or optional?
- Mandatory
- Optional

**Question Section:** Do you want to include a section where the Recommender answers a set of questions?
- Yes

Would you like this section to be mandatory or optional?
- Mandatory
- Optional

**Characteristic Evaluation Section:** Do you want to include a section where the Recommender evaluates characteristics of the applicant based on a set scale?
- Yes

Would you like this section to be mandatory or optional?
- Mandatory
- Optional
Scenario G: Three Sections Offered; Any Two Required
Program G wants to include all three sections, but only require that two of the three sections be completed.

Jump to Recommender View

Figure 11-Three sections offered, two required set-up

Quick Reference for Customize Behavior

- Clicking the Yes checkbox will make a section available to recommenders
  - If a section is included it must be marked Mandatory or Optional
  - Mandatory means that the recommenders must complete the section in order to submit their recommendations
  - Optional means that the recommenders do not have to complete the section in order to submit their recommendations
- If more than one section is optional, programs can choose to require that recommenders complete at least one of the optional sections in order to submit their recommendations
How to Create or Edit Directions for the Overall Recommendation

Once programs have selected customized behaviors, they will create or edit specific directions for the overall recommendations. This is where recommenders should be alerted about what is required for a complete recommendation and thanked for their participation. These directions apply to the overall recommendations; however, this is the only place where programs that accept recommendation letters can create instructions for the recommendation letters. (The Question section and the Characteristic Evaluation section each have separate areas where programs can create instructions).

Figure 12-Edit Directions

Please Select the Program you are setting the application for:

Program: Classics (MA)
College: Arts and Sciences

Directions or Letter:
Preview:
Please Enter Directions here

Edit Directions

Figure 13-Edit Directions 2

Please Select the Program you are setting the application for:

Program: Classics (MA)
College: Arts and Sciences

Directions or Letter:
Preview:
Please Enter Directions here

Type directions into the text editor box. A toolbar holds text editing tools.

Home | About Us
Recommender View of Recommendation Online
The recommender receives an email notification that contains a username and password as well as a link to Recommendation Letter Online. Usernames and passwords are case sensitive. It is best for the recommender to copy and paste the username and password to avoid typos.

Email notification
Figure 14-Email notification to recommender

Subject: University of Cincinnati Request for Recommendation

The applicant, Charlie Brown, has listed you on their admission application as a recommender.

The applicant has applied to the Classics, PhD program at the University of Cincinnati College of Arts and Sciences.

We would very much appreciate your evaluation of this applicant’s potential for graduate work.

Please submit your letter of recommendation by using Recommendation Letter Online.

The login information is case sensitive. You may copy and paste the login information.

To log on securely use the following:

Userid: RCL567890
Password: hF7Q90US

The following pictures show what the recommender sees for each of the scenarios described above.
### Scenario A: Recommendation Letter Only

#### Jump to set-up

#### Figure 15-Scenario A Directions

#### Figure 16-Scenario A Upload Only Letter Mandatory

---

#### Applicant Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Charlie</td>
</tr>
<tr>
<td>Last Name</td>
<td>Brown</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:CharlieBrown@Peanuts.com">CharlieBrown@Peanuts.com</a></td>
</tr>
<tr>
<td>Applying to</td>
<td>MA in Classics</td>
</tr>
<tr>
<td>Apply Term</td>
<td>Autumn 2006-2007</td>
</tr>
<tr>
<td>Waiver</td>
<td>The applicant has waived his/her right to view this recommendation letter</td>
</tr>
</tbody>
</table>

#### Directions to the Recommender

Thank you for agreeing to be a recommender for this applicant. In your evaluation be sure to address X, Y, and Z. Please attach the recommendation letter as a .pdf or .doc file.

---

#### Letter of Recommendation

Please upload a **PDF** or **Word Document (.Doc)**. If you have a Word 2007 Document that has a file extension .docx you will have to save the file as a pdf or doc file before uploading it.

![Upload Field]

---

[Next]
Figure 17-Scenario A Letter Uploaded

Directions
Recommendation Letter
Overall Recommendation
Recommender Information
Review
Submit

You have Uploaded a letter of Recommendation

You will have the opportunity to view your letter by clicking the review button at the end of this application. If your letter has not been saved correctly or if you need to change your letter please choose the “Delete Letter” button below to start over with this section.

Delete Letter

Previous Save and Continue

Figure 18-Scenario A Overall (Mandatory by Graduate School)

Directions
Recommendation Letter
Overall Recommendation
Recommender Information
Review
Submit

Overall Recommendation

Please indicate your overall endorsement of the applicant

- Strongly recommend
- Recommend
- Recommend with reservations
- Do not Recommend

Additional Comments

Previous Save and Continue
### Recommender Information

The information below was provided by the applicant. You can update this information, if necessary.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Emily</td>
</tr>
<tr>
<td>Last Name</td>
<td>Kregor</td>
</tr>
<tr>
<td>Title / Position</td>
<td>Associate Professor of Ch.</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:kregory@ucmail.uc.edu">kregory@ucmail.uc.edu</a></td>
</tr>
<tr>
<td>University / Organization</td>
<td>University of Cincinnati</td>
</tr>
<tr>
<td>University Website</td>
<td><a href="http://www.uc.edu">www.uc.edu</a></td>
</tr>
<tr>
<td>Street 1</td>
<td>University of Cincinnati</td>
</tr>
<tr>
<td>Street 2</td>
<td>2600 Clifton</td>
</tr>
<tr>
<td>City</td>
<td>Cincinnati</td>
</tr>
<tr>
<td>State / Province</td>
<td>OH</td>
</tr>
<tr>
<td>Postal Zip</td>
<td>45221</td>
</tr>
<tr>
<td>Country</td>
<td>US</td>
</tr>
</tbody>
</table>

---

**Figure 19-Scenario A Recommender Contact Information**

**Figure 20-Scenario A Review**

The Review button makes a validation check to ensure that all required sections are completed.
Please click on the 'Your Recommendation' link below. Your submission will open in a new window. Please verify your submission. If you need to make changes you can go to the previous sections by clicking the 'Previous' button below. If you are satisfied with your submission proceed to the Submit section.

Your Recommendation

---

**Applicant and Recommender Information**

**Applicant Information**
- Application ID: 526197
- Applicant First Name: Charlie
- Applicant Last Name: Brown
- Apply Term: 06A
- Applicant Email: CharlieBrown@Peanuts.com
- Program Name/Degree: Classics/MA
- Applicant Has Waived Their Consent: Yes

**Recommender Information**
- Recommender First Name: Emily
- Recommender Last Name: Kregor
- Recommender Title/Position: Associate Professor of Classics
If you are satisfied with your review from the previous section, click on the 'Submit' button below. This will complete your Recommendation. You will receive a confirmation email shortly.

Submit

---

Thank you for submitting your recommendation. You have been signed out successfully! Your account has been deactivated.

If you think you have made a mistake in your submission, please contact the program to which the applicant applied to.

Click here to go to the home page.
Scenario B: Recommendation Letter Optional, Question & Answer Section Mandatory
Jump to set-up

Figure 25-Scenario B Directions

### Applicant Information

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Charlie</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name:</td>
<td>Brown</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:CharlieBrown@Peanuts.com">CharlieBrown@Peanuts.com</a></td>
</tr>
<tr>
<td>Applying to:</td>
<td>PhD in Classics</td>
</tr>
<tr>
<td>Apply Term:</td>
<td>Autumn 2006-2007</td>
</tr>
<tr>
<td>Waiver:</td>
<td>The applicant has waived his/her right to view this recommendation letter</td>
</tr>
</tbody>
</table>

### Directions to the Recommender

Thank you for agreeing to be a recommender for this applicant. If you would like to attach a letter you may do so, otherwise click the Save & Continue button to proceed to the recommendation questions.

Next

Figure 26-Scenario B Upload Only Letter Optional

### Letter of Recommendation

Please upload a **PDF** or **Word Document (.Doc)**. If you have a Word 2007 Document that has a file extension .docx you will have to save the file as a pdf or doc file before uploading it.

Upload

Prevous   Save and Continue
Questions and Answers

Please answer all questions to the best of your ability. If you are unable to answer the questions, please write “N/A.”

Question 1

Here is my second question

Save Answers

Overall Recommendation

Please indicate your overall endorsement of the applicant:

- Strongly recommend
- Recommend
- Recommend with reservations
- Do not recommend

Additional Comments

Save and Continue
The Review button makes a validation check to ensure that all required sections are completed.
Figure 31-Scenario B Preview Recommendation Link

Directions
Recommendation Letter
Questions and Answers
Overall Recommendation
Recommender Information
Review
Submit

Review

Please click on the ‘Your Recommendation’ Link below. Your submission will open in a new window. Please verify your submission. If you need to make changes you can go to the previous sections by clicking the ‘Previous’ button below. If you are satisfied with your submission proceed to the Submit section.

Your Recommendation

Previous  Save and Continue

Figure 32-Scenario B Recommendation Preview

Create Date: 3/17/2010 9:06:19 PM

Applicant and Recommender Information

Applicant Information
Application ID: 526195
Applicant First Name: Charlie
Applicant Last Name: Brown
Apply Term: 06A
Applicant Email: CharlieBrown@Peanuts.com
Program Name/Degree: Classics/PhD
Applicant Has Waived Their Consent: Yes

Recommender Information
Figure 33-Scenario B Submit

Directions
Recommendation Letter
Questions and Answers
Characteristic Evaluation
Overall Recommendation
Recommender Information
Review
Submit

Submit

If you are satisfied with your review from the previous section Click on the 'Submit' button below. This will complete your Recommendation. You will receive a confirmation email shortly.

Submit

Figure 34-Scenario B Submission Completed

Thank you for submitting your recommendation. You have been signed out successfully! Your account has been deactivated.

If you think you have made a mistake in your submission please contact the program to which the applicant applied to.

Click here to go to the home page.

Home | About Us
Scenario C: All Sections Optional but Need to Complete at Least One of the Three Sections

Jump to set-up

Figure 35-Scenario C Directions

Directions
Recommendation Letter
Questions and Answers
Characteristic Evaluation
Overall Recommendation
Recommender Information
Review
Submit

Applicant Information

| First Name: | Charlie |
| Last Name:  | Brown  |
| Email:      | CharlieBrown@Peanuts.com |
| Applying to:| MA in Communication |
| Apply Term: | Autumn 2006-2007 |
| Waiver:     | The applicant has waived his/her right to view this recommendation letter |

Directions to the Recommender

Thank you for participating...

Please do one of the following: upload a letter of recommendation, answer the recommendation questions, or complete the characteristic evaluation for this applicant. To skip a section click the Save & Continue button.

Next

Figure 36-Scenario C Upload or Enter Text Letter Optional

Directions
Recommendation Letter
Questions and Answers
Characteristic Evaluation
Overall Recommendation
Recommender Information
Review
Submit

Letter of Recommendation

You can choose to upload a PDF or Word Document (.Doc). If you have a Word 2007 Document that has a file extension .docx you will have to save the file as a pdf or doc file before uploading it. Or You can choose to enter your text manually

- Upload PDF or Word Document
- Enter Text Manually

Previous  Save and Continue

Recommendation Online-Page 30
You can choose to upload a PDF or Word Document. If you have a Word 2007 Document that has a file extension .docx you will have to save the file as a pdf or doc file before uploading it. Or you can choose to enter your text manually.

- Upload PDF or Word Document
- Enter Text Manually

Note: Your session will expire in one hour. If you need more than one hour to enter your text, it is recommended that you type your letter offline on your machine and then copy and paste your letter in the window below.

Save
Questions and Answers

Note: Your session will expire in thirty minutes. Please use the "Save Answers" Button at the bottom of the page to save your progress.

Please answer the questions below. If you cannot answer the question write "N/A." To skip to the Characteristic Evaluation section, click the Save & Continue button.

Question 1

Here is my second question

Save Answers

Summary of Characteristic Evaluation:

Please consider the following characteristics and rank the applicant as compared to other students you have known previously. If you cannot rank the applicant on a particular characteristic, choose Unable to Evaluate.

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Average</th>
<th>Below Average</th>
<th>Unable To Evaluate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aptitude</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarly work</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Overall Recommendation

Please indicate your overall endorsement of the applicant:

- Strongly recommend
- Recommend
- Recommend with reservations
- Do not Recommend

Additional Comments

---

Recommender Information

The information below was provided by the applicant. You can update this information, if necessary.

First Name: Emily
Last Name: Kregor
Title / Position: Professor of Classics
Email: kregory@ucmail.uc.edu
University / Organization: University of Cincinnati
University Website: www.uc.edu
Street 1: University of Cincinnati
Street 2: 2600 Clifton Ave
City: Cincinnati
State / Province: OH
Postal Zip: 45221
Country: US

---

Review
Submit

Previous Save and Continue
Recommendation Online-Page 34

Figure 43-Scenario C Review
The Review button makes a validation check to ensure that all required sections are completed.

Figure 44-Scenario C Preview Recommendation link

Directions
Recommendation Letter
Questions and Answers
Characteristic Evaluation
Overall Recommendation
Recommender Information
Review
Submit

Review

You must click on the 'Review' button below to Review your submission. Please be patient, this may take a few minutes

Review

Previous Save and Continue

Directions
Recommendation Letter
Questions and Answers
Characteristic Evaluation
Overall Recommendation
Recommender Information
Review
Submit

Review

Please click on the 'Your Recommendation' Link below. Your submission will open in a new window. Please verify your submission. If you need to make changes you can go to the previous sections by clicking the 'Previous' button below. If you are satisfied with your submission proceed to the Submit section.

Your Recommendation

Previous Save and Continue
Figure 45-Scenario C Preview Recommendation

Applicant and Recommender Information

Applicant Information
- Application ID: 526694
- Applicant First Name: Charlie
- Applicant Last Name: Brown
- Apply Term: 06A
- Applicant Email: CharlieBrown@Peanuts.com
- Program Name/Degree: Communication/MA
- Applicant Has Waived Their Consent: Yes

Recommender Information
- Recommender First Name: Emily
- Recommender Last Name: Kreaor

Figure 46-Scenario C Submit

Directions
- Recommendation Letter
- Questions and Answers
- Characteristic Evaluation
- Overall Recommendation
- Recommender Information
- Review

Submit

If you are satisfied with your review from the previous section, click on the 'Submit' button below. This will complete your Recommendation. You will receive a confirmation email shortly.

Submit

Figure 47-Scenario C Submission Completed

Thank you for submitting your recommendation. You have been signed out successfully! Your account has been deactivated.

If you think you have made a mistake in your submission, please contact the program to which the applicant applied to.

Click here to go to the home page.
Scenario D: Recommendation Letter and Characteristic Evaluation required, Question & Answer Section Optional
Jump to set-up

**Directions**

**Recommendation Letter**

**Questions and Answers**

**Characteristic Evaluation**

**Overall Recommendation**

**Recommender Information**

**Review**

**Submit**

---

**Applicant Information**

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Charlie</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name:</td>
<td>Brown</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:CharlieBrown@Peanuts.com">CharlieBrown@Peanuts.com</a></td>
</tr>
<tr>
<td>Applying to:</td>
<td>MA in Economics</td>
</tr>
<tr>
<td>Apply Term:</td>
<td>Autumn 2006-2007</td>
</tr>
</tbody>
</table>

**Waiver:**
The applicant has waived his/her right to view this recommendation letter.

---

**Directions to the Recommender**

Here are directions that reflect that the letter and Characteristic section is mandatory but the Question section is optional.

---

**Letter of Recommendation**

Please upload a PDF or Word Document (.Doc). If you have a Word 2007 Document that has a file extension .docx you will have to save the file as a pdf or doc file before uploading it.

[File upload interface]
### Overall Recommendation

Please indicate your overall endorsement of the applicant:

- [ ] Strongly recommend
- [ ] Recommend
- [ ] Recommend with reservations
- [ ] Do not Recommend

**Additional Comments**

---

### Recommender Information

The information below was provided by the applicant. You can update this information, if necessary.

First Name: **Emily**
Last Name: **Kreger**
Title / Position: **Professor of History**
Email: **kgregory@ucmail.uc.edu**
University / Organization: **University of Cincinnati**
University Website: 

Street 1: **University of Cincinnati**
Street 2: **2600 Clifton Ave**
City: **Cincinnati**
State / Province: **OH**
Postal Zip: **45221**
Country: **US**

---
Figure 54-Scenario D Review

The Review button makes a validation check to ensure that all required sections are completed.

Figure 55-Scenario D Preview Recommendation Link

You must click on the 'Review' button below to Review your submission. Please be patient, this may take a few minutes.

Review

Previous  Save and Continue

Please click on the 'Your Recommendation' Link below. Your submission will open in a new window. Please verify your submission. If you need to make changes you can go to the previous sections by clicking the 'Previous' button below. If you are satisfied with your submission proceed to the Submit section.

Your Recommendation

Previous  Save and Continue
Figure 56-Scenario D Preview of Recommendation

Applicant and Recommender Information

Applicant Information
- Application ID: 526393
- Applicant First Name: Charlie
- Applicant Last Name: Brown
- Apply Term: 06A
- Applicant Email: CharlieBrown@Peanuts.com
- Program Name/Degree: Economics/MA
- Applicant Has Waived Their Consent: Yes

Recommender Information
- Recommender First Name: Emily
- Recommender Last Name: Kregor

Figure 57-Scenario D Submit

Directions
- Recommendation Letter
- Questions and Answers
- Characteristic Evaluation
- Overall Recommendation
- Recommender Information
- Review
- Submit

Submit

If you are satisfied with your review from the previous section, click on the 'Submit' button below. This will complete your Recommendation. You will receive a confirmation email shortly.

Submit

Figure 58-Scenario D Submission Completed

Thank you for submitting your recommendation. You have been signed out successfully. Your account has been deactivated.

If you think you have made a mistake in your submission, please contact the program to which the applicant applied to.

Click here to go to the home page.
Scenario E: Recommendation letter or Question and Answer Section Required, No Characteristic Evaluation Section

Jump to set-up

Figure 59-Scenario E Directions

**Directions**
- **Recommendation Letter**
- **Questions and Answers**
- **Overall Recommendation**
- **Recommender Information**
- **Review**
- **Submit**

**Applicant Information**

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Charlie</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name:</td>
<td>Brown</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:CharlieBrown@Peanuts.com">CharlieBrown@Peanuts.com</a></td>
</tr>
<tr>
<td>Applying to:</td>
<td>MA in French</td>
</tr>
<tr>
<td>Apply Term:</td>
<td>Autumn 2006-2007</td>
</tr>
<tr>
<td>Waiver:</td>
<td>The applicant has <strong>not</strong> waived his/her right to view this recommendation letter</td>
</tr>
</tbody>
</table>

**Directions to the Recommender**

Please do one of the following: Submit a letter or complete the set of Recommendation Questions. To skip the letter section click Save & Continue.

Figure 60-Scenario E Upload Only Letter Optional

**Letter of Recommendation**

Please upload a PDF or Word Document (.Doc). If you have a Word 2007 Document that has a file extension .docx you will have to save the file as a pdf or doc file before uploading it.

[Upload]

[Previous] [Save and Continue]
Questions and Answers

Note: Your session will expire in thirty minutes. Please use the "Save Answers" Button at the bottom of the page to save your progress.

Please answer the following questions. If you have uploaded a letter and wish to skip this section click Save & Continue.

Question 1

Save Answers

Previous Save and Continue

Overall Recommendation

Please indicate your overall endorsement of the applicant

- Strongly recommend
- Recommend
- Recommend with reservations
- Do not Recommend

Additional Comments

Save and Continue
Figure 63- Scenario E Recommender Contact Information

The Information below was provided by the applicant. You can update this information, if necessary.

First Name:  
Last Name:  
Title / Position:  
Email:  
University / Organization:  
University Website:  
Street 1:  300 College Park  
Street 2:  Dayton  
City:  
State / Province:  OH  
Postal Zip:  454169  
Country:  US

Previous  Save and Continue

Figure 64-Scenario E Review

You must click on the 'Review' button below to Review your submission. Please be patient, this may take a few minutes

Review  Previous  Save and Continue
Please click on the 'Your Recommendation' Link below. Your submission will open in a new window. Please verify your submission, if you need to make changes you can go to the previous sections by clicking the 'Previous' button below. If you are satisfied with your submission proceed to the Submit section.

Your Recommendation
Applicant and Recommender Information

**Applicant Information**
- Application ID: 526351
- Applicant First Name: Charlie
- Applicant Last Name: Brown
- Apply Term: 06A
- Applicant Email: CharlieBrown@Peanuts.com
- Program Name/Degree: French/MA
- Applicant Has Waived Their Consent: No

**Recommender Information**
- Recommender First Name: Emily
- Recommender Last Name: Kreqor

---

**Figure 66-Scenario E Recommendation Preview**

**Figure 67-Scenario E Submit**

**Submit**

If you are satisfied with your review from the previous section, click on the 'Submit' button below. This will complete your Recommendation. You will receive a confirmation email shortly.

Submit

---

**Figure 68-Scenario E Submission Completed**

Thank you for submitting your recommendation. You have been signed out successfully! Your account has been deactivated.

If you think you have made a mistake in your submission, please contact the program to which the applicant applied to.

Click here to go to the home page.
Scenario F: All Sections Mandatory
Jump to set-up
Figure 69-Scenario F Directions

Applicant Information

| First Name: | Charlie |
| Last Name:  | Brown   |
| Email:      | CharlieBrown@Peanuts.com |
| Applying to:| PhD in Geography |
| Apply Term: | Autumn 2006-2007 |
| Waiver:     | The applicant has waived his/her right to view this recommendation letter |

Directions to the Recommender

Thank you for completing a recommendation for this applicant. To complete this recommendation you must submit a letter, respond to the question section, and complete the characteristic evaluation.

Figure 70-Scenario F Upload Only Letter Mandatory

Letter of Recommendation

Please upload a PDF or Word Document (.Doc). If you have a Word 2007 Document that has a file extension .docx you will have to save the file as a pdf or doc file before uploading it.

[Upload]

Previous  Save and Continue
You have Uploaded a letter of Recommendation

You will have the opportunity to view your letter by clicking the review button at the end of this application. If your letter has not been saved correctly or if you need to change your letter please choose the "Delete Letter" button below to start over with this section.

Delete Letter

---

Questions and Answers

Note: Your session will expire in thirty minutes. Please use the "Save Answers" Button at the bottom of the page to save your progress.

Answer all questions. If you are unable to answer a question, please write "n/a."

Question 1

Save Answers
### Summary of Characteristic Evaluation:

Please rate the applicant on the following characteristics. If you cannot accurately rate the applicant, choose Unable to Evaluate.

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Average</th>
<th>Below Average</th>
<th>Unable To Evaluate</th>
</tr>
</thead>
<tbody>
<tr>
<td>integrity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Figure 74 Scenario F Overall Recommendation (mandatory by Graduate School)**

### Overall Recommendation

Please indicate your overall endorsement of the applicant:

- [ ] Strongly recommend
- [ ] Recommend
- [ ] Recommend with reservations
- [ ] Do not Recommend

**Additional Comments**
Figure 75-Scenario F Recommender Contact Information

The Information below was provided by the applicant. You can update this information, if necessary.

First Name: Emily
Last Name: Kregor
Title / Position: Professor
Email: kgregory@ucmail.uc.edu
University / Organization: University of Cincinnati
University Website:
Street 1: University of Cincinnati
Street 2: 2600 Clifton Ave
City: Cincinnati
State / Province: OH
Postal Zip: 45221
Country: US

Previous Save and Continue

Figure 76-Scenario F Review

The Review button makes a validation check to ensure that all required sections are completed.

Review

You must click on the ‘Review’ button below to Review your submission. Please be patient, this may take a few minutes

Review

Previous Save and Continue
Please click on the 'Your Recommendation' Link below. Your submission will open in a new window. Please verify your submission, if you need to make changes you can go to the previous sections by clicking the 'Previous' button below. If you are satisfied with your submission proceed to the Submit section.

Your Recommendation

Create Date: 3/18/2010 11:05:16 AM

Applicant Information
- Application ID: 527352
- Applicant First Name: Charlie
- Applicant Last Name: Brown
- Apply Term: 06A
- Applicant Email: CharlieBrown@Peanuts.com
- Program Name/Degree: Geography/PhD
- Applicant Has Waived Their Consent: Yes

Recommender Information
- Recommender First Name: Emily
- Recommender Last Name: Kregar
- Recommender Title/Position: Professor
- Recommender Email: kregorey@ucmail.uc.edu
- Recommender Org/University Name: University of Cincinnati
Figure 79-Scenario F Submit

Directions
Recommendation Letter
Questions and Answers
Characteristic Evaluation
Overall Recommendation
Recommender Information
Review
Submit

Submit

If you are satisfied with your review from the previous section Click on the 'Submit' button below. This will complete your Recommendation. You will receive a confirmation email shortly.

Submit

Figure 80-Scenario F Submission Completed

Thank you for submitting your recommendation. You have been signed out successfully! Your account has been deactivated.

If you think you have made a mistake in your submission please contact the program to which the applicant applied to.

Click here to go to the home page.
Scenario G: Three sections Offered, any Two Required
Jump to set-up

Figure 81-Scenario G Directions

Directions
Recommendation Letter
Questions and Answers
Characteristic Evaluation
Overall Recommendation
Recommender Information
Review
Submit

Applicant Information

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Charlie</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name:</td>
<td>Brown</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:CharlieBrown@Peanuts.com">CharlieBrown@Peanuts.com</a></td>
</tr>
<tr>
<td>Applying to:</td>
<td>MS in Geology</td>
</tr>
<tr>
<td>Apply Term:</td>
<td>Autumn 2006-2007</td>
</tr>
<tr>
<td>Waiver:</td>
<td>The applicant has waived his/her right to view this recommendation letter</td>
</tr>
</tbody>
</table>

Directions to the Recommender

Please complete two of the following: Paste a recommendation letter, Answer the recommendation Questions section, or rate the Applicant in the Characteristic Evaluation Section. To skip a section click the Save & Continue button.

Figure 82-Scenario G Enter Text Only Letter Optional

Directions
Recommendation Letter
Questions and Answers
Characteristic Evaluation
Overall Recommendation
Recommender Information
Review
Submit

Letter of Recommendation

Please enter the text of your letter of recommendation in the Textbox below

Note: Your session will expire in one hour. If you need more than one hour to enter your text, it is recommended that you type your letter offline on your machine and then copy and paste your letter in the window below.

Save
Questions and Answers

Note: Your session will expire in thirty minutes. Please use the "Save Answers" Button at the bottom of the page to save your progress.

Please answer the questions below. If you are unable to answer, write "N/A." If you have uploaded a letter of recommendation and want to skip to the Characteristic Evaluation section, click Save & Continue.

Question 1

Save Answers

Summary of Characteristic Evaluation:

Rate the applicant on the following characteristics. If you are unable to rate the applicant on a particular characteristic, choose Unable to Evaluate. If you have completed both a letter of recommendation and the Questions section and would like to skip this section, click Save & Continue.

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Average</th>
<th>Below Average</th>
<th>Unable To Evaluate</th>
</tr>
</thead>
<tbody>
<tr>
<td>experience in the field</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Figure 85-Scenario G Overall (Mandatory by Graduate School)

Overall Recommendation

Please indicate your overall endorsement of the applicant.

- Strongly recommend
- Recommend
- Recommend with reservations
- Do not Recommend

Additional Comments

Figure 86-Scenario G Recommender Contact Information

Recommender Information

The information below was provided by the applicant. You can update this information, if necessary.

First Name: Emily
Last Name: Kregor
Title / Position: Associate Professor of Ge
Email: kregorey@ucmail.uc.edu
University / Organization:
University Website:
Street 1: Department of Geology
Street 2: University of Cincinnati
City: Cincinnati
State / Province: OH
Postal Zip: 45221
Country: US
Figure 87-Scenario G Review
The Review button makes a validation check to ensure that all required sections are completed.

Figure 88-Scenario G Review Recommendation Link

You must click on the 'Review' button below to Review your submission. Please be patient, this may take a few minutes.

Please click on the 'Your Recommendation' Link below. Your submission will open in a new window. Please verify your submission, if you need to make changes you can go to the previous sections by clicking the 'Previous' button below. If you are satisfied with your submission proceed to the Submit section.
Recommendation Online-Page 56

Figure 89-Scenario G Recommendation Preview

Applicant and Recommender Information

526238
Charlie Brown
Apply Term: 06A
CharlieBrown@Peanuts.com
Geology/MS
Applicant Has Waived Their Consent: Yes

Figure 90-Scenario G Submit

Directions
Recommendation Letter
Questions and Answers
Characteristic Evaluation
Overall Recommendation
Recommender Information
Review
Submit

Submit

If you are satisfied with your review from the previous section, click on the 'Submit' button below. This will complete your recommendation. You will receive a confirmation email shortly.

Submit

Figure 91-Scenario G Submission Completed

Thank you for submitting your recommendation. You have been signed out successfully! Your account has been deactivated.

If you think you have made a mistake in your submission, please contact the program to which the applicant applied to.

Click here to go to the home page.
You must click on the 'Review' button below to Review your submission. Please be patient, this may take a few minutes.

You must Complete the Overall Recommendation Section

Review

Previous
Save and Continue
Recommendation Administrative Tools

What kinds of Recommendation Administrative tasks can I do?

- Check the status of a student’s recommendations
- Resend username and password email to a recommender
- Edit recommender contact information
- Mark a recommendation as received

How do I access the Recommendation Administrative tools?
To manage recommendations, click the link “Check Status of Online Recommendations.”
There are three ways to filter the program's recommendations: Last Name, Program, and Term. The following three pictures demonstrate these filters.

Last Name: Once one begins typing, matching names will appear in a dropdown.

Program: Only programs that are assigned to you will appear in the Program dropdown.

Search applicants by:

- Last Name
- Program
- Term
Term: Old applications that were previously accessed through the Graduate School Portal are now housed in Applicant Review. To access a specific term, use the dropdown

Figure 95-Term Filter

Search applicants by:

- Last Name
- Program

Term: All, Fall, Spring, Summer, All

Search

Applicants matching the filter chosen will display.

Figure 96-Results of filter

Search applicants by:

- Last Name
- Program: Business Administration (MEA)

Term: All

Search

Please note that when a recommendation has been received, the recommender’s name will be in bold.

Figure 97-bold recommender name
By clicking Select on the previous screen, a summary of the applicant’s recommendation status is displayed. Click the Select button to access a particular recommender.

### Figure 98-Applicant Data Summary

<table>
<thead>
<tr>
<th>Applicant Data</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ID:</strong> 000231987</td>
</tr>
<tr>
<td><strong>Last Name:</strong> Walton</td>
</tr>
<tr>
<td><strong>DOB:</strong> 1/2/1965 12:00:00 AM</td>
</tr>
<tr>
<td><strong>First Name:</strong> John</td>
</tr>
<tr>
<td><strong>Email:</strong> <a href="mailto:boonedk@uc.edu">boonedk@uc.edu</a></td>
</tr>
<tr>
<td><strong>Applied To:</strong> Business Administration/MBA</td>
</tr>
<tr>
<td><strong>Term:</strong> 10U</td>
</tr>
</tbody>
</table>

- ✅ Applicant has waived the right to view letters of recommendation

Name: diana Boone  
Title: test  
Organization: test (test)  
Email: boonedk@uc.edu  
Status: **Recommender Notified**

[Select]
The recommender’s details are displayed. From this screen the program can resend the email containing the recommender username and password, update the recommender’s email address, or indicate that a recommendation was received from a different source than Recommendation Online.

**Figure 99-Recommendee Detail**

**Status:** Recommender Notified

The Information below was provided by the applicant. You can update the Email ID, if necessary.

Recommender ID: **654191**

<table>
<thead>
<tr>
<th>First Name:</th>
<th>diana</th>
<th>Street 1:</th>
<th>test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name:</td>
<td>Boone</td>
<td>Street 2:</td>
<td></td>
</tr>
<tr>
<td>Title / Position:</td>
<td>test</td>
<td>City:</td>
<td>cincinnati</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:boonodk@uc.edu">boonodk@uc.edu</a></td>
<td>State / Province:</td>
<td>TN</td>
</tr>
<tr>
<td>University / Organization:</td>
<td>test</td>
<td>Postal Zip:</td>
<td>23223</td>
</tr>
<tr>
<td>University Website</td>
<td>test</td>
<td>Country:</td>
<td>US</td>
</tr>
</tbody>
</table>

**Save**

Click here to Save changes to the Email ID

**Resend Email**

Click here to Resend a notification Email to this Recommender at boonodk@uc.edu

**Manual Submission**

Click here to indicate the Recommender has submitted the recommendation manually

Another button is the “Change Status” button. This button is only available after the recommender submits a recommendation and before it is archived. If the recommender contacts you stating that they made a mistake after submitting and this button is available, then you can re-activate their username and password so that they can resubmit. If the button is not there, the recommendation has already been archived and cannot be changed. In order to correct the submission, the recommender would have to be issued another username and password by the Graduate School. In that case, there would be two submissions from the recommender.
Click here to Change the status of the Recommender from "Completed" to "In Progress" and reactivate the Recommenders login

This concludes set-up, implementation, and administration of Recommendation Online. The next step in the admission process is Applicant Review.