Terra Dotta Training Guide: Admin Home

Faculty and Coordinators leading a SJU Study Tour or Summer Program will be given very basic administrative permissions.

When a faculty or staff member with these permissions logs in, they will most likely be brought to their applicant home page (see training on applications). To go to the administrative home page, click ‘Admin Home’ in the top right next to your name.

Faculty and staff with administrator permissions will see the following:

My Queries & Reports

Query: The search criteria used to obtain a list of records you wish to examine.
Report: A series of output columns and/or groupings generated from your query results.
*Faculty & Coordinators will only have access to criteria for their specific Study Tour or Summer Program.

The panel in the middle of the admin home page is the 'My Queries & Reports' panel. This is where you can access your shared queries and reports* and that will be performed on a regular basis. The queries and reports that are saved in this panel appear as a link. When you click on the link for one of your saved queries or reports, the system will re-run your query or report and give you updated, real-time information.

*The CIP will create the necessary queries and reports for you. If you would like to have an additional query or report made, please contact the CIP.

Shared queries created by the CIP:
- Applications Started- This query will show a list of students who have started an application for the program that you are leading. Students in the list could have completed none of the application requirements or have a complete application. This query is always up to date.
- Applications Complete- This query shows a list of students who have a complete application. This list is updated overnight, so it is most accurate early in the morning.
- Accepted Students- This query contains a list of students who have been accepted into your program.
- Committed Students- This query contains the final class list for your Study Tour or Summer Program. These students have been accepted and have committed to the program.

When you click on a query, it will pull a list of students who meet that search criteria (outlined above). When you click on an individual student application, you will have access to the following student information:
- Overview: This tab provides a summary of the application. It includes items to be submitted by the applicants and the number of items received.
• Documents: This tab displays any materials pertaining to the applicant that the CIP has uploaded to an applicant’s application.
• Questionnaires: This tab displays a list of questionnaires that are applicable to a student’s application. Faculty & Coordinators are able to view the Passport Requirements & Submission, Participant Information, and Roommate Questionnaires for program and risk management purposes.

When you click on a report, you are provided with select information that the CIP pulled from the Committed Students query. These reports will include at a minimum the following:
  • Student emergency contacts
  • Student participant information (allergies, dietary restrictions, medical conditions)

You can export this information into an Excel document by clicking on the Excel icon to the right of the report name.

You can print a report by clicking on the report title, then clicking ‘Print’ in the top or bottom right of the report.

*Please remember that this student information is confidential. When exporting and saving student information on your personal computer, please password protect the material. In addition, when printing student information, please keep it in a safe place.*