

ABROADOFFICE INSTRUCTIONS for Program Directors

Function 1: How to Access student files in AbroadOffice (AO): <http://edgewood.abroadoffice.net/welcome.html>

- Log into your AO account using default: *Edgewood email* and Password: *password*
- Review student Information by clicking on the student's name (located under the Student tab on the top bar)

Function 2: Search and Review Program Information

*Every program in AO has its own page where users view specific program and country information

- Click *University Home* on the far left column
 - Go to the *Program Search* bar
 - Under Program Type select *Edgewood Programs*
 - Make sure the Program Country and Program Term view as ALL
 - Click *Search*, find your program and review content
- * CGE will edit content- send to Hannah Lloyd if needed

Function 3: Review Student Forms: Located in *Admin Area* under *Students* (top bar)

Types of Forms

- **Online Forms (0/1)**

- These forms are not required, but are available for the student to review (i.e. checklists & handouts)
- Additional documents can be added here for your specific program (i.e. itinerary) -contact CGE
- Edgewood College Study Abroad Scholarship Applications will be located here.
- Program Agreements will be located here.

- **Application Forms (0/2)**

- These forms are required
- Students will complete: *Edgewood's Study Abroad Application* and/or a *Program Specific Application* (other materials can be added depending on the program i.e. *Reference Form*)

*Once the student completes their application forms:
Program Directors will then review and approve their applicants *Program Specific Application* by changing the student's status to 'Approved.'" *This must be done by the first Tuesday following the application deadline for scholarship review purposes.*

- **Enrollment Forms (0/6):**

*All student Enrollment Forms need to be completed by the CGE form deadline (determined at the beginning of each semester) including:

- *Study Abroad Student Code of Conduct, Responsibilities and Liability Waiver*
- Upload a color copy of your *Passport ID* page
- *International Travel Wellness Report*
- *Emergency Contact Form*
- *Edgewood's HTH Health Insurance Enrollment Form*

- **Evaluation Forms (0/1)**

-The CGE can help create evaluation surveys for your program

Where to find Online Forms?

Term	Provider	Program	Status	Online Forms
Summer 2013	Edgewood College	Edgewood Summer in Peru	<input type="text" value="Applying"/>	Application Form (0/2) Enrollment Form (0/10) Evaluation Form (0/1)



How to: Scan and Upload a Document

All copiers on campus have FREE scan options available for students.

- Please scan documents to your Edgewood email
- Retrieve document from email and save as a PDF file
- Upload PDF document into AbroadOffice using the available browser option

Function 4: Student Status

- At some point this will allow PD's to manage their programs and student status independently. Currently the CGE will monitor the students.

Function 5: Send Email or Add Note to Group or Individual Student

Send Email

*Emails sent through AO are recorded in student profiles

- Under the Students tab
- *Select Users* located next to *Status*(check box for desired students)
- Scroll to bottom of page-click *Send Email*
- Compose message and send

Add Note

*Notes are recorded in student files without option for student's to view

- Students tab
- *Select Users* located next to *Status*(check box for desired students)
- Scroll to bottom of page-click *Add Note*

How to view emails and notes in student files

- Click into a student file
- Scroll down to view emails/notes

