Table of Contents:

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dashboard overview</td>
<td>3</td>
</tr>
<tr>
<td>Profile overview</td>
<td>4</td>
</tr>
<tr>
<td>Administrative notes</td>
<td>5</td>
</tr>
<tr>
<td>Milestones</td>
<td>6</td>
</tr>
<tr>
<td>Committee tab</td>
<td>7</td>
</tr>
<tr>
<td>Committee invitations</td>
<td>9</td>
</tr>
<tr>
<td>Plan of Study</td>
<td>11</td>
</tr>
<tr>
<td>Academic Progress</td>
<td>13</td>
</tr>
<tr>
<td>Research Project</td>
<td>15</td>
</tr>
<tr>
<td>Documents</td>
<td>16</td>
</tr>
<tr>
<td>TGS Forms</td>
<td>17</td>
</tr>
<tr>
<td>Administration</td>
<td>18</td>
</tr>
<tr>
<td>Plan of study set up</td>
<td>18</td>
</tr>
<tr>
<td>Academic progress setup</td>
<td>20</td>
</tr>
<tr>
<td>Degrees setup</td>
<td>20</td>
</tr>
<tr>
<td>Milestones setup</td>
<td>21</td>
</tr>
<tr>
<td>Updating milestones</td>
<td>22</td>
</tr>
<tr>
<td>Notifications configuration</td>
<td>25</td>
</tr>
<tr>
<td>Communications</td>
<td>32</td>
</tr>
<tr>
<td>Reporting</td>
<td>33</td>
</tr>
</tbody>
</table>
Dashboard

The GSTS dashboard provides an at-a-glance look at all the students in a given program. In addition to the sortable columns (click the column header to sort), the filters and quick search features can narrow the list to display a specific subset of students.

Filters

To display a specific subset of students on the dashboard, select options from one or more filter dropdowns (shown above), then click the Set button.

For example, to display only students who entered in Fall 2014 with PhDs, the following selections would be made:

Quick Search

The quick search tool (shown above) can be used to quickly retrieve a student or set of students from the dashboard list. As you type in the quick search box, the dashboard list gradually narrows to display only the student(s) who have a name or other data point matching what you’ve typed.
Profile

The student profile section displays individual student contact, demographic, and milestone information, as well as administrative notes.

The student profile section can be viewed by clicking the button, located at the upper right of the Committee, Plan of Study, Academic Progress, and Research Project tabs.

Basic student information

Some of the basic information in the student profile comes from the student’s official record in CAESAR and cannot be edited. However, the following fields can be edited by administrative users: Office, Mailing Address, Degree Type, and Tags.

To edit one of those fields, click the “(edit)” link at the upper left of the profile, make your changes in the pop-up window (shown below) and click Save Changes.

Notes:

Degree Type is the specific degree name specified by your program (e.g., “MS with Thesis,” “MS without thesis,” etc.), though all students’ degree types initially default to PhD General or Master’s General. For additional info on setting up these degree types, see Degrees under the Administration section of this manual.

Tags can be used to group or classify students and are a sortable and filterable field on the Dashboard. You can create new tags by typing them into the “My Tags” field. Tags can be seen by all GSTS programs, and you may see other programs’ tags pop-up as you type in this field.
Administrative Notes

Administrative notes can be added to a student’s profile by administrative users in your program and appear to the right of the basic profile information. The administrative notes section will only appear if one or more notes exist.

To add an administrative note, click the “(edit)” link at the upper left of the profile, click the Administrative Notes tab in the pop-up window, and click the + button. Enter your note in the text box that appears, choose in the dropdown if you want the note visible to the student, and then click the Submit button.

Note:
Administrative notes are not viewable by students from within GSTS unless you select “Yes” in the Visible to Student dropdown. However, all administrative notes are part of the official student record and are therefore viewable by the student upon request.
Milestones

Milestones information can be displayed by clicking the MILESTONES button at the upper right of a student’s profile.

To edit the Deadline, Status, or Details of a milestone, click a row to select the milestone and then click the pencil icon. After making your changes, click the Submit button.

Notes:
TGS milestones (as listed in the Type column) are maintained in CAESAR and cannot be edited in GSTS.

Non-TGS milestones are managed by your program. For additional info on setting up program milestones, see Milestones under the Administration section of this manual.
Committee

The Committee tab is where a student’s principal research advisor and committee are identified.

Advisor

To add an advisor, start typing the faculty member’s name in the Search faculty field until you see his or her name. Click the name and then use the dropdown to indicate whether they will be the advisor or a co-advisor, then click the Add button.

Notes:

In order to add a faculty member, the “I have a principal research advisor” slider must be moved to Yes (otherwise the add faculty tool will not be visible).

Students and/or administrators can add a principal research advisor.

To edit an advisor’s role or email address, click the row to select the faculty member, then click the pencil icon located at the lower left of the add faculty tool.

Committee

To add a committee member, start typing the faculty member’s name in the Search faculty field until you see his or her name. Click the name and then use the dropdown to indicate their role (if applicable), then click the Add button.
To add a committee member who is not a faculty member at Northwestern, use the **Non-Northwestern Committee Member** add faculty tool. Click the + button at the lower left of the tool, then fill in the person’s identifying information and click the **Submit** button.

Any explanatory comments or notes can be recorded in the **Comments** text box. Any comments or changes typed in the box will be auto-saved.

**Notes:**

In order to add a committee member, **the “I have formed a committee” slider must be moved to Yes** (otherwise the add faculty tools will not be visible).

Students and/or administrators can add committee members.

To **edit an committee member’s role or email address**, click the row to select the faculty member, then click the pencil icon located at the lower left of the add faculty tool.
Invitations

Invitations can be sent to faculty members for them to accept or decline membership on a committee.

To send invitations, click the Send Committee Invitations tab. Check the boxes next to the faculty members you wish to invite, then click Send Email.

Notes:

While administrative users of GSTS may send invitations, they are designed to be sent by students. When faculty receives the invitation email, it will appear as being sent from the student.

The text of the invitation can be modified, but it is important not to change any text that appears between the “{}” brackets, as this is where GSTS data such as names and hyperlinks will be merged into the message.

A date will be displayed in orange next to each faculty name if an invitation has previously been sent to that person. Once they respond, their name will disappear from the list.

The invited faculty member(s) will receive an email instructing them to click the accept link or the decline link—no login will be required on their part. Once a faculty member accepts or declines, their decision will display in the Committee tab.
Program Approval

Once all advisors and committee members have been identified in GSTS and confirmed, the student (or administrative user in some cases) should move the **Completed and ready for review?** slider to **Completed**. This indicates to the program that the student’s committee is ready for review.

Once a student’s committee is marked complete, the appropriate person in the program can review (adding comments, if needed) and approve the committee by moving the **Approve the committee?** slider to **Approve**. Then move the **Completed review of the committee?** slider to **Completed**.

**Notes:**
Reviewer comments are viewable by students.

The change log will show any committee changes made by the student after the program approved or completed its review of the committee.
Plan of Study

The Plan of Study tab displays a student’s completed and planned courses, which can be categorized under the program’s course requirements.

Note: Course requirements are defined and maintained by your program. For additional info on setting up course requirements, see Plan of Study under the Administration section of this manual.

Unassigned Courses

Unassigned courses are listed in the top left section of the Plan of Study tab and need to be assigned by the student or program to one of the program’s course requirements.

To assign a course to one of the course requirements, click the course row in the Courses Taken table and a dropdown will appear. Select the appropriate course requirement, then click “Enter” on your keyboard.

The assigned course will then appear under the appropriate course requirement section further down the page.

Planned Courses

To add a course that the student plans to take in the future, start typing the course name or catalog number in the Search Courses field under the appropriate course requirement section, select the course when it appears, choose a planned term from the dropdown, then click Add.
Specialization

Indicate a student’s specialization (if applicable) using the dropdown under Area of Specialization. Your choice will auto-save.

Note: Specializations are defined and maintained by your program. For additional info on setting up specializations, see Plan of Study under the Administration section of this manual.

Program Approval

Once the plan of study is finalized, the student (or administrative user in some cases) should move the Completed and ready for review? slider to Completed. This indicates to the program that the student’s plan of study is ready for review.

Once a student’s plan of study is marked as complete, the appropriate person in the program can review (adding comments, if needed) and approve the plan by moving the Approve the study plan? slider to Approve. Then move the Completed review of the study plan? slider to Completed.

Notes:

Reviewer comments are viewable by students.

The change log will show any study plan changes made by the student after the program approved or completed its review of the plan.
Academic Progress

Students track and maintain their academic activities throughout the year on the Academic Progress tab to facilitate the program’s annual review of their progress.

Progress Items

There are 12 sections where students can record various progress items:

- **Self-Evaluation** – the student can use the Self-Evaluation dropdown to rate their progress on a 4-point scale.
- **Narrative Statement on Progress** – allows a space for students to provide a narrative overview of their academic progress thus far.
- **Research Topic** – provides space for students to type a brief overview of their research topic.
- **Awards** – a place to list any external awards.
- **Publications** – a place to list books, journals, and other publications authored by the student.
- **Honors** – a place for students to list their honors, accolades, and citations.
- **Meetings Attended/Presentations** – a place to list conferences attended and presentations given.
- **Teaching** – a place to record NU classes that a student taught or were otherwise involved with. Start typing a course name or number the Search Courses box to find NU courses.
- **Other Courses of Seminars Attended** – A place to list any courses, seminars, trainings, or other items attended that are not included elsewhere in the Academic Progress tab.
- **Goals for Academic/Research Progress for Upcoming Year** – a space for students to provide a narrative describing their academic and research goals for the upcoming year.
- **Annual Meeting** – a place for students to record the date of their annual meeting and list the committee members who were present.
- **Comments** – a free-text field for a student to add any comments or progress items that were not included in the other categories.
Program Approval

Once the annual academic progress is finalized, the student (or administrative user in some cases) should move the Completed and ready for review? slider to Completed. This indicates to the program that the student’s annual academic progress is ready for review.

Once a student’s annual academic progress is marked as complete, the appropriate person in the program can review it and enter a rating using the Advisor Evaluation dropdown, and add comments. They can then approve the academic progress by moving the Approve academic progress? slider to Approve. Then move the Completed review of the academic progress? slider to Completed.

Academic Progress can also be reviewed by a student’s committee. Committee members can review (adding comments, if needed) and approve the plan by moving the Approve academic progress? slider to Approve.

Notes:

Reviewer comments are viewable by students.

The change log will show any academic progress changes made by the student after the program approved or completed its review of the academic progress.
Research Project

The Research Project tab is designed for programs that require a research project. However, any program may use this tab in a way that suits their needs, or it can be ignored if inapplicable.

Student fields

The students only have two simple texts fields available on this tab: Research Project, for entering a description of the project, and Comments for the inclusion of any additional comments.

Program Approval

Once the research project is finalized, the student (or administrative user in some cases) should move the Completed and ready for review? slider to Completed. This indicates to the program that the student’s research project is ready for review.

Once a student’s research project is marked as complete, the appropriate person in the program can review (adding comments, if needed) and approve the project by moving the Approve research project? slider to Approve. Then move the Completed review of research project? slider to Completed.

Notes:

Reviewer comments are viewable by students.

The change log will show any research project changes made by the student after the program approved or completed its review of the project.
Documents

The Documents tab is where documents related to a student’s academic progress can be stored by either the student or the program. Documents can be stored as PDF files (with a maximum document size of 5MB) and affiliated with various sections of GSTS:

To add a document, select the “Upload Documents” tab. Select the document type from the dropdown menu. Add any relevant notes. Choose the file, making sure it’s a PDF no larger than 5MB, then select Upload Document.

Once uploaded, documents are accessible from the Documents tab, as well as the areas of GSTS that may have documents attached: Plan of Study, Academic Progress, Research Project, Milestones, Communications.
TGS Forms

The Graduate School requires that forms related to specific degree requirements are submitted by students and approved by programs. The tab “TGS Forms” houses these forms and allows students and programs to enter information about milestones and degree completion, which, upon approval, populates the University’s central student records system, CAESAR, and student transcripts.

TGS Forms were designed for students to initiate the form via GSTS and the program to review/approve. However, if programs prefer to fill out forms on behalf of students, this can be done. The following forms are available in GSTS:

<table>
<thead>
<tr>
<th>Form</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for Degree</td>
<td>For students to petition to graduate in an upcoming quarter and indicate the name they’d like on their diploma, and the diploma mailing address.</td>
</tr>
<tr>
<td>Master’s Degree Completion</td>
<td>Indicates that all degree requirements for the master’s degree will be met, and a faculty committee verifies that the program’s requirements were satisfactorily completed.</td>
</tr>
<tr>
<td>Master’s in Primary PhD</td>
<td>For PhD students to request a master’s along the way to the PhD in the same program of study.</td>
</tr>
<tr>
<td>PhD Qualifying Exam</td>
<td>Indicates that admission to candidacy has been achieved by the student’s passing a comprehensive qualifying examination, written or oral or both.</td>
</tr>
<tr>
<td>PhD Prospectus</td>
<td>Indicates that a student has successfully defended the dissertation proposal, and lists the prospectus committee.</td>
</tr>
<tr>
<td>PhD Final Exam</td>
<td>Indicates that a student has successfully defended the dissertation and lists the dissertation committee.</td>
</tr>
<tr>
<td>Petition for Absence</td>
<td>For students to request a leave of absence (general or family) or request a parental accommodation.</td>
</tr>
<tr>
<td>Program Withdrawal Request</td>
<td>For students to request to withdraw entirely from their program of study.</td>
</tr>
</tbody>
</table>

Most, but not all, forms require student, DGS (or designates) and TGS be involved in the workflow:

<table>
<thead>
<tr>
<th>Form</th>
<th>Student</th>
<th>DGS</th>
<th>TGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for Degree</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Master’s Degree Completion</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>PhD Qualifying Exam</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>PhD Prospectus</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>PhD Final Exam</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Petition for Absence</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Program Withdrawal Request</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Master’s in Primary PhD</td>
<td>x</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Grade Report</td>
<td>x</td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>

View the [TGS Forms Administrative User Guide](#) for more detailed information and instructions.
Administration

Use the Administration tab to setup and customize GSTS to fit your program’s specific needs.

Plan of Study setup tab

Use the Plan of Study setup tab to define Specializations and Course Categories.

Areas of Specialization

To add a specialization, click the + button in the lower left of the Areas of Specialization table, type in the specialization name, indicate the degree type to which it applies, and click Submit.

Course Categories

Course categories classify what types of courses your students may take. To add a new course category, click the + button in the lower left of the Course Categories table, type in the category name, indicate the degree type to which it applies, and click Submit.

Course Category Assignment

Next, you must assign each course category to a specialization. If your program does not use specializations, you must assign each category to the No Specialization option.

(continued on next page)
To assign a course category to a specialization, click the + button in the lower left of the Course Category Assignment table, then complete the fields from top to bottom and click **Submit**.

**Notes:**

All fields are required except for **End Term**.

The **Course Category** and **Assign Specialization** fields will not be editable until you select a degree type from the first dropdown.

The **Start Term** field is what is sometimes referred to as the requirement term. It is used to indicate the first term for which a category was required for students.

The **End Term** field should be used when a course category is being retired.

**Adding explanatory text to course categories**

Like most pages in GSTS, you can add/edit explanatory text on the Plan of Study tab. Click the **Edit** link to the right of a course category to add specifics about which and how many courses are required for the category.

Text entered under the **Specific to Program** tab will appear for this course category for all students in the program.

Text entered under the **Specific to {degree type} in the program** tab will appear only for those students with that degree type.
**Academic Progress setup tab**

Use the Academic Progress setup tab to make additional years available for students to track their past or present progress, or to hide older years.

To add a new academic year, click the + button in the lower left of the Academic Year table, select the year from the dropdown, and click Submit.

To hide an older academic year, click the pencil icon, select Yes from the Hide dropdown, and click Submit.

![Academic Year Table]

**Degrees setup tab**

Use the Degrees setup tab to define which types of degrees your program will use to classify students.

To add a degree type to the list, click the + button in the lower left of the Program Degrees table, select the degree type from the dropdown, and click Submit.

![Program Degrees Table]

**Notes:**

Degree types default to PhD General and/or Master’s General. Use this page to add additional options.

The list of available degree types is maintained by TGS. Please contact TGS if you would need a degree type that is not currently available in the system.
**Milestones setup tab**

Use the Milestones setup tab to define any program-specific milestones that are required of your students.

To add a milestone to the list, click the + button in the lower left of the Program Milestones table, select the Milestone type from the dropdown, and click **Submit**.

**Notes:**

All fields are required.

**Deadline offset** is the number of quarters from a student’s entry term that will pass before the milestone due date.

**Display** is the order in which the milestone will be displayed among other program milestones.

Milestones must be added separately for each degree type that requires the milestone.

Milestones types are maintained by TGS. Please contact TGS if you would need a milestone type that is not currently available in the system.
**Updating Student Milestones**

If you have defined program-specific milestones, you must periodically update the status of those milestones to reflect if/when they have been completed. There are two ways to do so:

**Updating milestones for individual students:**

To update a milestone for an individual student, go to the student’s Profile, then select Milestones from the dropdown. Click on the milestone you wish to update, then click the pencil (edit) icon. From there you can update the milestone status.

**Updating milestones for multiple students (Bulk Milestone Update):**

To update milestones in bulk for multiple (or all) students in your program, use the Bulk Milestone Update feature. Go to the Administration tab, and select Milestones. In the “GSTS Bulk Milestone Update” section at the top, select the milestone you wish to update.

(continued on next page)
You will then be presented with a list of all students. You can sort and filter the list, then select the students for whom you want to update the milestone status.
After you've selected the students for whom you want to update the milestone status, click the “Update Milestone” button. Select the appropriate status for all of the students you selected, then save changes. This will update the milestone status for a particular milestone for the group you selected.
Notifications Configuration setup tab

Use the Notifications Config. setup tab to use the email notifications features of GSTS.

Notifications can be customized for each of the GSTS tabs. If your program has not yet configured their communication settings, you can start by clicking the CONFIGURE GSTS COMMUNICATIONS button.

Committee communications settings

For the committee tab, there are three types of email notifications available: Invitations, Review Ready notifications, and Program Office Approval notifications. To activate or edit a notification, click the pencil icon.

(continued on next page)
For each notification, use **Status** to turn the notification type on or off.

Switch **Student Receipt** dropdown to **On** if you want the student to receive the notification. Student receipt is disabled for Review Ready notifications and Invitations (though students have the option on the invitation page to copy themselves on invitations).

Switch the **Admin Recipients** dropdown to **On** if your program’s administrative users and advisors should receive the notification.

Use **Custom Recipients** to indicate other specific GSTS users who should receive the notification.

Each notification has a default **Email Template** (except for Invitations—that template is maintained on the student’s invitation page). You can alter the default template, but do not change any text that appears between the “{ }” brackets. The bracketed items are necessary for the message to properly merge in people’s names and other information.
**Plan of Study communications settings**

For the Plan of Study tab, there are two types of email notifications available: **Review Ready** notifications and **Program Office Approval** notifications. To activate or edit a notification, click the pencil icon.

<table>
<thead>
<tr>
<th>Communication Type</th>
<th>Status</th>
<th>Student Receipt</th>
<th>Admin Recipients (Roles: Program and Advisors)</th>
<th>Custom Recipients</th>
<th>Email Template</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review-Ready-Notification</td>
<td>Off</td>
<td>N/A</td>
<td>Off</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program-Office-Approval</td>
<td>Off</td>
<td>Off</td>
<td>Off</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For each notification, use **Status** to turn the notification type on or off.

Switch **Student Receipt** dropdown to **On** if you want the student to receive the notification. Student receipt is disabled for Review Ready notifications.

Switch the **Admin Recipients** dropdown to **On** if your program’s administrative users and advisors should receive the notification.

Use **Custom Recipients** to indicate other specific GSTS users who should receive the notification.

Each notification has a default **Email Template**. You can alter the default template, but do not change any text that appears between the “{}” brackets. The bracketed items are necessary for the message to properly merge in people’s names and other information.
**Academic Progress communications settings**

For the Academic Progress tab, there are three types of email notifications available: **Review Ready** notifications, **Program Office Approval** notifications, and **Committee Approval** notifications.

<table>
<thead>
<tr>
<th>Communication Type</th>
<th>Status</th>
<th>Student Receipt</th>
<th>Admin Recipients (Roles: Program, Advisors, and Committee Members)</th>
<th>Custom Recipients</th>
<th>Email Template</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Ready Notification</td>
<td>Off</td>
<td>N/A</td>
<td>Off</td>
<td>Off</td>
<td>(recipient first name) (recipient last name), The GSTS Academic Progress has been completed for (student first name) (student last name) (student netid). Please review at your earliest convenience. Thank you, Graduate Student Tracking System</td>
</tr>
<tr>
<td>Program Office Approval</td>
<td>Off</td>
<td>Off</td>
<td>Off</td>
<td>Off</td>
<td>(student first name) (student last name), Your GSTS Academic Progress has been approved. Please let us know if you have any questions. Thank you, Graduate Student Tracking System</td>
</tr>
<tr>
<td>Committee Approval</td>
<td>Off</td>
<td>Off</td>
<td>Off</td>
<td>Off</td>
<td>(student first name) (student last name), Your GSTS Academic Progress has been approved by the following committee members: (committee members) Please let us know if you have any questions. Thank you, Graduate Student Tracking System</td>
</tr>
</tbody>
</table>

To activate or edit a notification, click the pencil icon.

For each notification, use **Status** to turn the notification type on or off.

Switch **Student Receipt** dropdown to **On** if you want the student to receive the notification. Student receipt is disabled for Review Ready notifications.

Switch the **Admin Recipients** dropdown to **On** if your program’s administrative users and advisors should receive the notification.

Use **Custom Recipients** to indicate other specific GSTS users who should receive the notification.

Each notification has a default **Email Template**. You can alter the default template, but do not to change any text that appears between the “{}” brackets. The bracketed items are necessary for the message to properly merge in people’s names and other information.
Research Project communications settings

For the Research Project tab, there are three types of email notifications available: Review Ready notifications and Program Office Approval notifications. To activate or edit a notification, click the pencil icon.

For each notification, use Status to turn the notification type on or off.

Switch Student Receipt dropdown to On if you want the student to receive the notification. Student receipt is disabled for Review Ready notifications.

Switch the Admin Recipients dropdown to On if your program’s administrative users and advisors should receive the notification.

Use Custom Recipients to indicate other specific GSTS users who should receive the notification.

Each notification has a default Email Template. You can alter the default template, but do not to change any text that appears between the “{ }” brackets. The bracketed items are necessary for the message to properly merge in people’s names and other information.
**Milestone communications settings**

For milestones, you can turn on automated reminders that will be sent to students with incomplete milestones.

To turn milestone reminders on or off and to edit the intervals at which they are sent, click on the Milestone-Notification row (shown above) and then click the pencil icon.

Once you turn the reminders **On** using the **Edit Record** box that appears (shown above), you can adjust the reminder intervals by using the Notification Intervals dropdown and selecting which intervals you would like to use.

The milestone reminder has a default **Email Template**. You can alter the default template, but do not to change any text that appears between the “{ }” brackets. The bracketed items are necessary for the message to properly merge in people’s names and other information.

*Note:* The intervals are equal to the amount of time before the milestone deadlines. To set milestone deadlines, please see **Milestones** in the **Administration** section of this document.
TGS Forms communications settings

For the TGS Forms tab, there are three types of email notifications available: Review ready, program office approval, and program office denial. To activate or edit a notification, click the pencil icon.

For each notification, use Status to turn the notification type on or off. Switch Student Receipt dropdown to On if you want the student to receive the notification. Student receipt is disabled for Review Ready notifications.

Switch the Admin Recipients dropdown to On if your program’s administrative users and advisors should receive the notification.

Use Custom Recipients to indicate other specific GSTS users who should receive the notification.

Each notification has a default Email Template. You can alter the default template, but do not to change any text that appears between the “{ }” brackets. The bracketed items are necessary for the message to properly merge in people’s names and other information.
Communications

The Communications tab allows programs to communicate with students via GSTS, view communication records, and save message templates.

From the dashboard of students, use filters can be used to refine the mailing list, use the search function to find individual students, and/or use the checkboxes to select and deselect recipients.

See a record of emails sent to individual students in the “Communications Records” tab.

Compose one-off emails to send to multiple students chosen from the communications dashboard, or save frequently-used email templates in the “Manage Email Templates” tab for future use.
Reporting

Use the Reporting tab to query information housed in GSTS.

Use the Report Type dropdown to select the report category:

![Report Type dropdown]

Then select the specific report, and click View Report. You can then adjust the optional fields, statuses, etc. to get the report output you are seeking.

![Report with selectable options]

Click the Download Report button to download your report into Excel.