

## How To Upload Applicant Evaluations to Students' Applications in TDS

- Select the "Documents" tab within the student's application.

Logout | Admin Home | Recommender Home | User: Elsa Sanchez

Administration > Applicant Admin > Application > Overview

### Application : Overview

Use the tabs below to view and change information for this application.

Search Search Results New Task



**Knowles, Beyonce** (Edit Profile)  
CSU System Applicant  
(CALIF STATE UNIV-NORTHRIDGE, NORTHRIDGE, CA)  
CSU IP Denmark: Child Development and Diversity  
Academic Year: 2016-2017  
Status: Pending  
Outgoing Applicant

Click to delete image expand profile information

Created: 10/09/2014 (by Applicant)  
Last Updated: 01/06/2016 @ 12:25:05 PM  
Last Viewed by Applicant: 12/03/2015

ID# 10227:no label (Edit)  
(add principal application)

Overview | Comments | Status | Reviews | Profile | History Log | Email | Itinerary  
Questionnaires | Materials | Learning Content | Assessments | **Documents**  
Recommendations | Journal | Credit Transfer

-- Add tag to application --

Click to view other applications | Print Application

- From the "Documents" tab, Click "Attach New Document to Applicant" at the bottom of the page.

Logout | Admin Home | Recommender Home | User: Elsa Sanchez

Administration > Applicant Admin > Application > Documents

### Application : Documents

Use the tabs below to view and change information for this application.

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-- Add tag to application --

### Attached Documents

Document Name	Posted By	Posted On	Internal-Use	Actions
No documents exist for this applicant.				

Attach New Document To Application

© 2013 The California State University

- Click "Choose File" to upload the complete Evaluation from your computer.
- In the "Description" section, title the document "Campus Evaluation."

- Click the box which indicates “Internal-use only.” *This is essential to ensuring the document is not visible to the student.*
- Click “Attach” (You do not need to select a “Document Type”)

Administration > Applicant Admin > Application > Documents

**Application : Documents**

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Overview Comments Status Reviews Profile History Log Email Itinerary  
 Questionnaires Materials Learning Content Assessments Documents  
 Recommendations Journal Credit Transfer

-- Add tag to application --

**Attach file to application:**

Existing File: - Select File -

New File: Choose File Applicant Ev...2.22.15.pdf

Description: Campus Evaluation  
 - select document type -

Internal-use only (if checked, this document will not be visible to the applicant)

Send email notification to applicant

< Cancel - - Reset - - Attach >

- You should be able to see the uploaded document under “Attached Documents” and it should say “Yes” under “Internal-Use”

Results 1 - 1 of 1

Attached Documents				
Document Name	Posted By	Posted On	Internal-Use	Actions
Campus Evaluation Applicant Evaluation_revised 12.22.15.pdf - 765.2 KB	E. Sanchez	01/06/2016	Yes	 

Attach New Document To Application