

# Questions and Answers from PTCAS WebAdMIT Webinars

January 2013

Submit WebAdMIT questions to [webadmit@academicsoftwareplus.com](mailto:webadmit@academicsoftwareplus.com).  
Submit PTCAS questions to [libbyross@apta.org](mailto:libbyross@apta.org) or [rbannister@liaison-intl.com](mailto:rbannister@liaison-intl.com).

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**Q: If we have PTAdMIT set up with our parameters (e.g. Scoring or Local Scores) can they be imported into WebAdMIT?**

A: You are not able to import your previous settings from PTAdMIT into WebAdMIT. These are two different platforms. Once you enter your settings, they will be transferrable to the next year.

**Q: Will paper copies of the applications still be available?**

A: PTCAS plans to go green in the 2014-15 admissions cycle for the 2015 entering class. For those programs that receive paper mailings, the last printed mailings will be sent in the 2013-14 (next) admissions cycle. The new WebAdMIT tool should greatly facilitate a program's transition to a paperless process in 2 years. PTCAS will offer a series of webinars and case studies to help programs successfully manage the change. (PTCAS will continue to accept paper references and signed PT observation hour forms received on behalf of applicants.)

**Q: Will there still be the opportunity to write in a 'Notes' section similar to what PTAdMIT allows now?**

A: You will have a notes section in WebAdMIT for users to enter.

**Q: Can we upload our setups from PTAdMIT to Web Admit?**

A: You are not able to import your previous settings from PTAdMIT into WebAdMIT. These are two different platforms. Once you enter your settings, they will be transferrable to the next year.

**Q: Is there a way to click on all the report sheets for each mailing, and have them print all at once in stead of having to click the binocular for each and every applicant?**

A: Yes you can run a report called Scoring Details for all the applicants or for a specific list.

**Q: How are the status of applicants updated from reviewed to accepted?**

A: You will set up Local Statuses that can be linked to PTCAS Decision codes. This is similar to the Current Statuses in PTAdMIT.

**Q: Will the shared acceptance report be available?**

A: Yes this report will be available in the Report Manager section.

**Q: You mentioned the ability to target applicants with emails. Will the applicant pool be made up only of students identifying our specific program, or will we be able to reach students who may not have heard of us?**

A: You are only able to email the applicants that have designated your program.

**Q: So WebAdMIT will take the place of weekly paper mailings, but not eliminate the PTCAS portal, is that correct?**

A: WebAdMIT is your new PTCAS portal, as well as the place you will retrieve your weekly electronic mailings. Paper mailings will be available and shipped to programs that request them during the 2013-14 cycle, but not during the following 2014-15 cycle. APTA and PTCAS will provide resources to help programs transition to a "green" admissions process.

**Q: Will GPAs be recalculated and shown on WebAdMIT?**

A: Yes, when GPA's are recalculated by PTCAS, they will be updated in WebAdMIT.

**Q: How fast will academic updates be available on WebAdMIT?**

A: The updates happens in real time. The applicant PDF should match what is showing in WebAdMIT.

**Q: Can email communications w/applicants be customized in WebAdMIT?**

A: Yes, you are able to enter your own email templates, or copy and paste ones that you are using. Also, add Merge fields to personalize them as well.

**Q: Currently PTCAS captures custom questions and course descriptions for our program that are mailed to us electronically as part of the weekly mailings and then downloaded in PTAdMIT. Is this still a function within WebAdMIT obviously without the need to download a mailing?**

A: YES! You will be able to export the additional questions that are on the application.

**Q: Will the email function allow attachments?**

A: You can add links to your email for applicants to retrieve documents, but can't attach the document to the email.

**Q: Will SSNs be available in WebAdMIT?**

A: You will have a separate download similar to what you currently have. If you do not currently download SSNs, contact Libby Ross for more information about process.

**Q: Can the applicant submit the supplemental material like immunizations etc. via this software or can we just track it ?**

A: WebAdMIT is not "visible" to applicants. Therefore, programs can only track supplemental materials, such as immunization forms, via WebAdMIT, at this time. Supplemental materials must still be sent directly to the institution, as done now.

**Q: If an applicant on the wait list sends us spring transcripts or GRE scores late in the cycle, can we manually enter them into their WebAdMIT file so that they can be calculated as part of the score or GPA?**

A: Currently if the grades are after the Academic Update, they will not be updated in WebAdMIT and the program will have to track these. If ETS gets the scores and sends them on to PTCAS, the Test scores will be updated.

**Q: Can a student submit an updated transcript and have it automatically updated by PTCAS?**

A: The student can submit updated transcripts during the Academic Update period, as done now.

**Q: When will information be available for the additional training opportunities?**

A: Registration for the July and August regional training sessions is now open at <http://fs3.formsite.com/apta/WebAdMIT/index.html>

**Q: Can we pre-load any admissions formulas that we want to use during our review process....including interview scores, GRE and GPA?**

A: You can enter custom point scales and rating scales into WebAdMIT scoring module.

**Q: Is there a timeline to our access to applicant information? Does it expire when PTCAS clears the info?**

A: Data will not be "cleared" at the end of the cycle. We encourage the programs to do a total data dump from WebAdMIT into a CSV file. The admissions portal available for the current cycle plus the previous one.

**Q: For the end of the meeting - uploaded materials: we have observation hours that are required, could WebAdMIT handle additional documentation specific to observations. This would be helpful because some applicants submit upwards of 5-10 observation documents.**

A: WebAdMIT will display all signed PT observation hour forms (electronic and paper) received on behalf of applicants by PTCAS. The documents will be available online as PDF documents.

**Q: Can the students upload these documents themselves during the application process?**

A: The programs can upload up to 3 additional documents the applicant may send to the program. Applicants cannot load any documents directly into the PTCAS application or WebAdMIT.

**Q: Are the mailing files the same as they have been in the past?**

A: Yes the Mailing files are the same.

**Q: In the export - is there a way to export just the records that have changed based on an input date?**

A: YES. You can narrow down your list of applicants to those that have just changed in a specified time frame.

**Q: Will WebAdMIT have a function to manage the interview process?**

A: Yes, you can set up your interview process in WebAdMIT and schedule applicants with interviewers, and score them.

**Q: Would you mind reviewing the options available for calculating a score for each applicant? How flexible is it?**

A: There are 4 different ways you can score a applicant. We have 3 different points tables - Range of numbers- points are awarded for a number in a certain range of numbers, Numeric- points are awarded for a specific number and String- points awarded for Word(s).

**Q: Is there a version of WebAdMIT that we can log into and play with?**

A: Not until PTCAS goes live in July 2013. WebAdMIT is scheduled to be available to programs on July 17.

**Q: For email correspondence, can we create letters, upload them into the system as we do now with PTAdMIT?**

A: WebAdMIT is a green system. You can upload any document you currently use and send as an email.

**Q: Can we create GPAs that aren't averages of repeated courses but rather replace the original grade with the repeated course?**

A: Yes, you can create many different GPA in the Local GPA setting as well as Prerequisite GPA's.

**Q: Will there be a "dummy program" to use during the spring, to play with?**

A: Currently we don't have a demo program for the programs to use.

**Q: In the beginning of the Webinar, it sounded like you might not recommend that a program move directly to WebAdMIT for the next cycle...is that correct? Or can we be brave and jump forward all at once?**

A: You can transition at your own pace. If you use PTAdMIT and are only using the basic features, then go right into WebAdMIT. It really is up to the program.

**Q: When reviewers read the applications, will they be able to write notes and save them in the program? Will others be able to see those notes? Will the reviewers be able to score the applications within WebAdMIT?**

A: Yes, you can assign applicants to specific reviewers that may comment on the applicant. There is an option for the programs to allow reviewers to see other reviewers comments.

**Q: If an application is printed before it is verified, would you need to compare the grades after it is verified for the most recent grades?**

A: Yes. I would wait for the application to be verified because you will have GPA's from PTCAS.

**Q: If we currently have additional questions that we ask of our applicants where would we put them in the new system? Would it be in the customized field?**

A: These questions will be on the PDF and be exportable in WebAdMIT.

**Q: If there are automatic scores assigned to GPAs, then would these scores change as applicants utilize the AU?**

A: Yes, if you have a GPA field that gets updated, the scoring will change according to the assigned points table to that GPA.

**Q: I know that Pharmacy WebAdMIT uses an essay check program called TIN scoring - which basically checks an applicants personal statement against essays found on the internet. Will this be something that PTCAS/PTCAS WebAdMIT use in the future?**

A: The PTCAS Advisory Group previously made a decision not to pursue the Turn-It-In system, as done in PharmCAS. Other priorities were deemed to be more important in the service's evolution. The group may revisit this tool in the future. Please contact Libby Ross for more information.

**Q: What about planned/in progress hours for PT hours? Is there a window of time in which students can move those planned hours into completed hours and have that reflected in the applications?**

A: If the applicant lists the PT Hours as in-progress, then they can update at any point.

**Q: What does ERP stand for?**

A: Enterprise Resource Planning - common acronym for Universities systems (Banner, PeopleSoft, Datatel, Jenzabar, etc.)

**Q: Can you print more than one applicant file at a time?**

A: Not at this time; however, the Liaison is continuing to explore this option for institutions across different application services.

**Q: We currently have to update applicant status in PTADMIT and PTCAS ...would that stay the same or switching to WebAdMIT there would only one location that needs updated?**

A: If you are going to use WebAdMIT, then once you change the Local Status, which is connected to a decision code, it is automatically done for you.

**Q: If we attend the regional training sessions, will they have time to assist with switching over to the new program?**

A: Yes, we will show you how to set up your program. Please have your current settings with you so we can compare.

**Q: Will PTCAS applications go completely paperless in 2013-2014 cycle?**

A: PTCAS plans to go green in the 2014-15 admissions cycle for the 2015 entering class. For those programs that receive paper mailings, the last printed mailings will be sent in the 2013-14 (next) admissions cycle. The new WebAdMIT tool should greatly facilitate a program's transition to a paperless process in 2 years. PTCAS will offer a series of webinars and case studies to help programs successfully manage the change. (PTCAS will continue to accept paper references and signed PT observation hour forms received on behalf of applicants.)

**Q: I currently download the PTCAS mailing to my computer and then upload the mailing to PTAdMIT. Will I still need to do this in the WebAdMIT?**

A: If you just use WebAdMIT, which will be your new admissions portal, all your applicants will be in your admissions portal. If you plan on using PTAdMIT and transition to WebAdMIT, you will get your mailings from WebAdMIT.

**Q: When will WebAdMIT be available so that we can begin setting up customized fields?**

A: WebAdMIT for PTCAS is tentatively scheduled to be available on July 17, 2013.

**Q: Will everyone be transitioned to WebAdMIT at same time?**

A: PTAdMIT will be available to the programs for the upcoming cycle. In the 2014-15 (next) cycle, all programs must transition to WebAdMIT.

**Q: Will data continue to be discarded after two years and if so, will there be a way to save it (in some other format)?**

A: We encourage the programs to do a total data dump from WebAdMIT so it is available to you at any time.

**Q: For programs that offer an early application deadline (in Aug), would you recommend that they set this date later (to facilitate the transition to the new system)?**

A: You will be able to sort out your Early Admission applicants just as you did this year.

**Q: It is possible to export to an Excel file rather than or in addition to an ERP?**

A: Yes, there are two types of files- CSV and XLS.

**Q: Can a field be added in References to state the title of the source: advisor, professor in science, physical therapist?**

A: These fields already exist.

**Q: Will a change in local status still be able to trigger and e-mail or printed letter?**

A: Yes, you can link an email to a local status the same as you did in PTAdMIT.

**Q: Are programs sending acceptance and denied e-mails rather than letters? We always send paper letters, but if others are using e-mail for these letters, we'd be happy to do this as well.**

A: Yes, there are programs that are totally 'green". APTA and PTCAS staff will offer webinars in early spring 2014 to help programs transition to a process without printed mailings. Contact libbyross@apta.org, if questions.

**Q: Can the scoring award negative points, for example; if an applicant has repeated prerequisite courses we would like to deduct points?**

A: Yes, you can use negative numbers in the scoring setup.

**Q: Merge field labels in PT AdMIT currently difficult to make excel as some of the acronyms are similar and confusing - will they be improved?**

A: Yes, the merge fields are located in the individual panel so there will be no confusion.