

12.09.2009

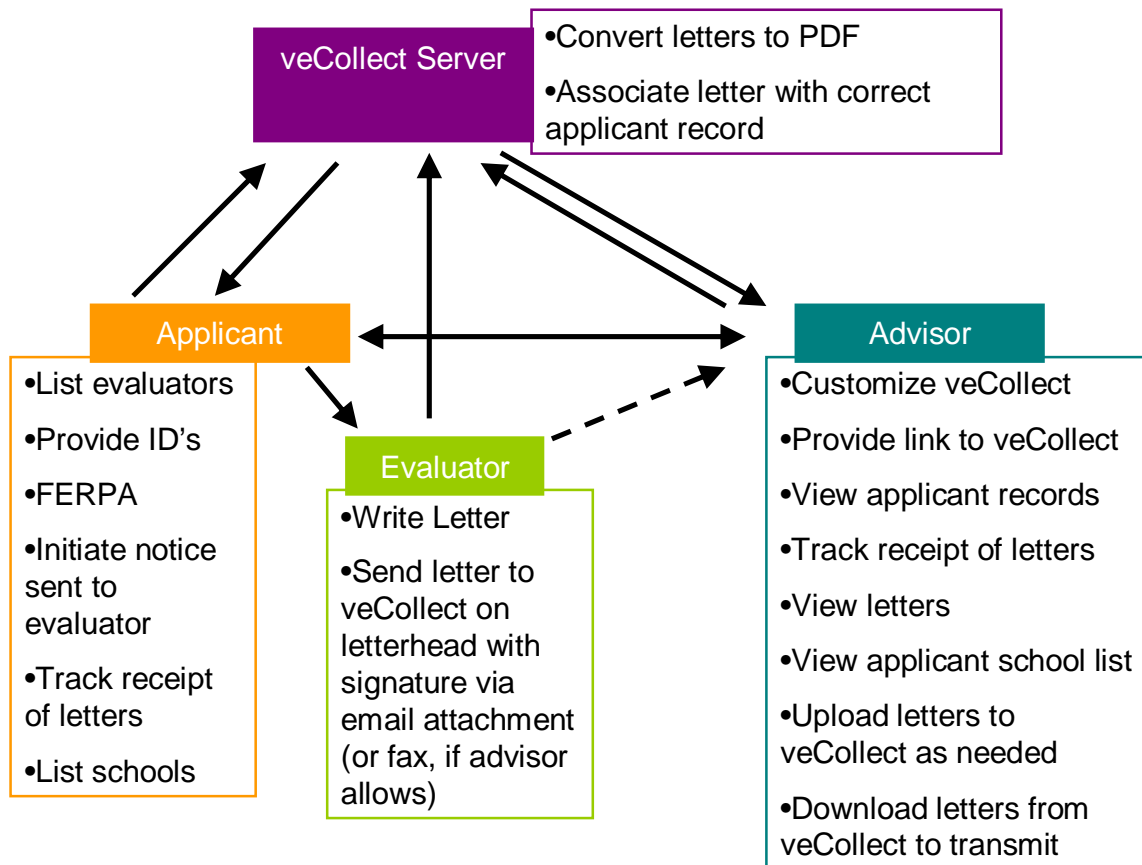
Welcome to veCollect

<https://collect.virtualevals.net>

Instructions for Advising Offices

Please note: Now that VE offers two services, we need to be able to distinguish them to avoid confusion. The VE service you have been using to post PDF's for your applicants is now called veClient. The new letter collection service is called veCollect. The term "advisor" used in these instructions is meant to include advisors and/or advising office staff members authorized to use veCollect.

Flow Chart of How veCollect Works



These instructions are divided into four sections.

- Section 1: What to do to prepare your veCollect account before opening it up to applicants.
- Section 2: What applicants will need to do to use veCollect.
- Section 3: With what evaluators will do to submit letters to you through veCollect.
- Section 4: How advisors work with veCollect after applicants begin to create records.

Please note that we have included instructional videos in veCollect. Links to them will appear in the sidebars in orange text.

Section 1. Preparing your veCollect account before opening it up to applicants.

1.0 Email help@virtualevals.org to indicate your interest in using veCollect. What should you include in the email?

For veCollect you will request a primary user account in the name of one person in your office. We will create an account in that person's name. That person will then have the ability to create Advisor Accounts on veCollect for other authorized staff in the advising office. Option: If, in your letter process, members of your committee need to have access to letters for applicants, you may grant authorized veCollect access to those committee members so that they can read the letters on line for your applicants. Doing so will not give them access to your veClient account—only to veCollect. You can suspend or delete their access at any time.

Note: Applicants will create their own user accounts after you provide to them the link to veCollect.

When you email help@virtualevals.org to ask us to set up your institution's user account, please make sure to include **the name and email address of the person who will hold the primary user account** for your institution. It may be the chief health professions advisor or another staff member in the office. But it should not be a temporary or short term staff member.

1.1 We will send you an email with your permanent login (user name). You will receive a separate email from "Support" with a temporary password. You will need to change the password immediately.

To login, go to: <https://collect.virtualevals.net> . You will want to bookmark that site.

The screenshot shows the veCollect website interface. At the top left is the logo "veCollect" with "preview version 1" next to it. A navigation bar contains "Home" and "About veCollect". In the top right corner, there is a link "Login to veCollect" with a red arrow pointing to it. A red box highlights the text "select either login link" with a red arrow pointing to the "Login to veCollect" link. The main content area is titled "Welcome to veCollect" and contains several paragraphs of text. On the right side, there is a "Getting Started" section with two links: "Are you an applicant? Click here to register for veCollect access!" and "Are you returning? Login to your account." Below this section, there is a note: "veCollect is available to applicants whose advisors use the VirtualEvals Client and have registered for veCollect Module. If you are unsure, check with your advisor to see if you are eligible to use veCollect."

Select one of the two links to log into your account.

Use the assigned login and temporary password to access your account.

Once you have logged into your account for the first time, change the password to something you will remember. Do not use the same password that you use to log into the veClient. Make note of the password in a safe place. To change your password, click on “change” in the “login details” as shown in the figure below. An email will be sent to the email address you provided with instructions on selecting a new password. To change other information, e.g., name, email address, click on the link under account details.

The screenshot displays the 'My Profile' page in the veCollect application. At the top left, the logo 'veCollect' is shown with 'preview version 1' next to it. On the top right, the user's role and name are listed: 'Admin, Advisor, Kay Singer' and 'Blue Devil University', along with links for 'My Account | Administration | Log out'. A horizontal navigation menu below the header contains five tabs: 'Dashboard', 'Applicants', 'For Applicants', 'For Advisors', and 'Settings'. The main content area is titled 'My Profile' and is divided into two columns: 'Login Details' and 'Account Details'. The 'Login Details' column contains a table with the following information: Login: ksinger; Email: kay.singer+admin@virtualevals.org with a 'change' link; Password: ***** with a 'change' link and a red arrow pointing to it; Account created: February 25, 2009 21:45; Last updated: February 25, 2009 21:45. The 'Account Details' column contains a form with the following information: First Name: Kay; Middle Name: (empty); Last Name: Singer; and a 'Click to update my account details.' link with a red arrow pointing to it.

1.2 Familiarize yourself with the layout of veCollect. The screen you see when you login is the Advisor Dashboard. Please review each of the tabs in the horizontal menu at the top. Note that on certain screens there are links (shown in orange) to brief instructional videos, relevant to that screen.

Review information in tabs in horizontal menu

Dashboard Applicants For Applicants For Advisors Settings

Advisor Dashboard

Below you will see a flow diagram of how veCollect works. Before getting started, please review the more detailed information under the "For Advisors" and "For Applicants" tabs in the menu above.

```

    graph TD
      Applicant[Applicant] --> Server[veCollect Server]
      Server --> Applicant
      Server --> Evaluator[Evaluator]
      Evaluator --> Server
      Evaluator --> Advisor[Advisor]
      Advisor --> Evaluator
      Applicant --> Advisor
      Advisor --> Applicant
  
```

Applicant

- List evaluators
- Provide ID's
- FERPA
- Have veCollect send instructions to

veCollect Server

- Convert letters to PDF
- Associate letter with correct applicant record

Advisor

- Customize veCollect
- Provide link to veCollect
- View applicant records
- Track receipt of letters
- View letters

Evaluator

- Write Letter on letter head with signature

User management

- Manage Applicant Accounts

From time to time we will post announcements to this Dashboard. Please take note of them.

We have prepared brief instructional videos for you. The relevant videos can be accessed through links appearing in orange on selected screens. To view the videos you will need to have FlashPlayer installed. For example, there are links to 2 videos below.

[General Information and Registration Settings](#)

[Navigating the Advisor View of](#)

1.3 Settings

As part of setting up your institutional veCollect account and before you allow applicants to access it, you will need to address the options under the "Settings" tab. We will review each of them in the numerical order as indicated below:

This is the screen you will see under the "Settings" tab

Dashboard Applicants For Applicants For Advisors **Settings**

Blue Devil University Settings

Below are links to the areas of veCollect for which you can control your institutional settings. For brief videos on how to use these settings, see the links in the sidebar.

General Information for Blue Devil University	1	Manage Advisors for Blue Devil University	4
View/Change Registration Settings	2	View/Change Institution Content	5
Subscription & Payment Options	3	View/Change Fax Settings	6

For brief videos describing how to use these settings for your institution, click on the topics below.

[General Information and Registration Settings](#)

[Managing Advisors](#)

[Managing Institutional Content](#)

1.4 General Information for your institution.

It is critical that we have current contact information for your advising office. We make it clear to evaluators that you have access to and are in control of the letters. In both the email and fax options for evaluators, they are given contact information for your office, so it is important that information is correct.

Dashboard Applicants For Applicants For Advisors Settings

General Information for Blue Devil University

General Settings were last updated on November 30, 2009 10:23.

Address1
456 Saint St

Address2
Box 456

City
Clarkson

State
VE

Phone
555-245-2387

Fax

Update Institution Details Cancel

1.5 View/Change Registration Settings

Before you give applicants access to your institution's veCollect account, you will need to make decisions about how to control applicant access to the account. From the "Settings" screen, select "View/Change Registration Settings". You will be taken to the screen below:

Blue Devil University Registration Settings

✓ Configuration settings were saved.

System Content was last updated by Kay Singer on November 30, 2009 11:17.

On what date should registration end for Blue Devil University. Applicants will not be able to register past this deadline.

 2011-06-25

Require applicant authorization code

- Yes, require the authorization code when applicants register for my institution.
- No, do not require the authorization code for registering.

Applicant authorization code

Applicants will need to enter this authorization code in order to access the registration form.

authcode2865*

Require manual activation

You can either allow your applicants to have their accounts automatically activated or only allow activation by manually "clicking to activate" them.

- Manual Activation** - My institution will manually accept applicants by hand.
- Automatic Activation** - Allow VE Collect to automatically make accounts active after registration. This will require applicants to click a link they receive in the email.

You have several options as outlined below.

1.5a. Setting a deadline for applicants to register for veCollect (recommended). You have the option of setting a deadline after which applicants will no longer be able to register to use veCollect through your institution. We reasoned that you likely have such a deadline now in your office and so we wanted to give you the option of carrying that over to veCollect. If you do not wish to have a deadline, choose a date way in the future.

1.5b. Restricting registration of applicants to your veCollect account (recommended). Most advisors have some restrictions on who can have their letters processed through their office. What are some examples of why you might restrict access? Perhaps you only process letters for applicants who have pre-registered to use the services of your office and completed some type of prerequisite. Perhaps you only process letters for applicants who will graduate or have graduated from your institution with a Bachelor's degree—not employees or graduate students. Or perhaps you are the director of a post bac program that only processes letters for applicants who are enrolled in or have completed your program—not for all undergraduates from the school where your program is housed. In each of these cases you would not want to allow anyone who finds the link to veCollect on your website to register to use veCollect through your office.

You have the ability to control who registers as an applicant to use your veCollect account. There are two approaches to this. You can use one or the other or both.

Require applicant authorization code. If you choose this option you will assign an authorization code to your account and limit access to those with the authorization code. It is up to you how you provide that code to the applicants who should have it. In the screen shot above, you will see a random string of characters in this

space as our default code. But you should change it to anything you wish. Just be sure to update it by clicking on update at the bottom of the page.

Require manual activation. If you choose this option, you will need to go into veCollect and manually click on a link to activate the applicant's registration. You may elect to receive an email each time an applicant attempts to register for veCollect. You may direct that email to one or more of your Advisor Accounts—see the instructions below the description of manual activation as illustrated in the screen shot below.

Require manual activation

You can either allow your applicants to have their accounts automatically activated or only allow activation by manually "clicking to activate" them.


Manual Activation - My institution will manually accept applicants by hand.

Automatic Activation - Allow VE Collect to automatically make accounts active after registration. This will require applicants to click a link they receive in the email.

The following persons have access to your institution's Advisor Account. Select the person(s) who should receive an email prompt when applicants attempt to register. That person will need to manually activate the applicant account. If none are selected, no one from your institution will receive email prompts. In that case, you would need to monitor the site regularly to check for applicant's whose accounts need to be activated.

<input type="checkbox"/> Johnathan Appleseed	<input type="checkbox"/> James Blue	<input type="checkbox"/> Monica Seles
<input type="checkbox"/> Kay Singer	<input type="checkbox"/> kay.youknowwho	

[Back](#)



© VirtualEvals, LLC unless otherwise stated. VirtualEvals is a proprietary system. Unauthorized access, usage, or disclosure to another party is strictly forbidden.

1.6 Subscription and Payment Options

You must select subscription and options for your veCollect institutional account.

You will be asked if your institution uses veClient. If yes, you will qualify for a reduced subscription rate for veCollect. See veCollect subscription for details on the cost of a veCollect account. The details are also described at <http://www.virtualevals.org/how-can-vecollect-help-advisors/>.

You will select one of two options, from the screen below.

- The default is for your institution to purchase an annual subscription to veCollect, payable directly to VE. If you choose this option, it will be up to you whether or not you charge your applicants to cover your expenses for veCollect. The veCollect subscription is based upon how many applicants use your institutional veCollect account (within a range). The annual subscription fee can be paid in a lump sum or monthly installments. Please note that if you pay monthly, you are still agreeing to paying the full annual subscription.
- You can choose to have your applicants pay a fee directly to VE for veCollect services. If you choose this option, each applicant will pay a \$20 annual fee to veCollect prior to having his/her veCollect account activated. You will still control access to the veCollect account for your institution and process letters in the same way you would if your institution were paying the fee. The only difference is the applicants will pay veCollect directly.

Payment Options for Blue Devil University

Are you currently using veClient? (veClient is a separate application.) No

 Institution Pays veCollect

In this option, the institution purchases an annual subscription to veCollect based on the number of applicant records expected for the year. The subscription can be paid in full when your institution initially signs up for veCollect services. Alternatively, the annual subscription can be paid in monthly installments; however, please note that it is an annual subscription and you agree to pay the full annual fee.

 Applicant Pays veCollect

If you select this option, you will create an institutional account on veCollect. However, your institution will not purchase an annual subscription to veCollect. Rather, when an applicant registers to use your institution's veCollect account, the applicant must pay an annual fee of \$20 directly to veCollect. Note: Applicants can only use veCollect if their advisors have agreed to establish an institutional veCollect account.

Cancel

1.7 Managing Advisor Accounts

If you wish to create any additional Advisor Accounts, you can do that now or at a later time. You may want to limit the number of accounts until you get familiar with veCollect and then create additional accounts so that you can instruct users in veCollect.

To create additional from the "Settings" screen, click on "Create New Advisors for...." You will be taken to a form to complete as shown in the screen shot below.

New Advisor

Items with an asterisk (*) are required.

*First name	<input type="text"/>
Middle name	<input type="text"/>
*Last name	<input type="text"/>
*Email	<input type="text"/>
Secondary email	<input type="text"/>
*Login	<input type="text"/>
*Password	<input type="password"/>
*Password confirmation	<input type="password"/>

After you complete the form and click on Create New Advisor, the account will display in your Manage Advisor's list. Note that in the form you will be assigning the person a login and password. You will need to provide those to the advisor. The advisor you added can then log into his/her account. If the advisor wants to change the password, he/she can do that. He/she cannot change the login.

From Manage Advisors you can also suspend or delete and advisor account. If an advisor forgets his/her login and/or password you can help. You have access to the logins in the advisor list. And you can use the "send new password" link to provide a new password in the case of a forgotten one.

Advisors for Blue Devil University

Below you will see listed those individuals from your institution who have advisor accounts on veCollect. You can view the status of each and the login for each advisor account. If an advisor forgets his/her password, you can use the "send new password" link. When you click on that link, a new password will be send to the email address provided by the advisor when the account was created. He/she can then log in with that password and change it to something he/she prefers.

4 Total.

	Name	Email	Login	Status		
1.	kay youknowwho	kay.singer+adv1@virtualevals.org	kadvisor	deleted	Send New Password	
2.	Kay Singer	kay.singer+admin@virtualevals.org	ksinger	active	Send New Password	suspend delete
3.	James Blue	kay.singer@gmail.com	advisor	active	Send New Password	suspend delete
4.	Monica Seles	kay.singer+20@virtualevals.org	mseles	active	Send New	suspend

You will need to make sure that anyone for whom you create an advisor account knows how to use the veCollect system. Call attention to these instructions. There is a link to the instructions from the Advisor Dashboard – the first page Advisors see once they log into veCollect. It would be best to refer them to that link rather than give them a hard copy. Why? The instructions will likely change as we find areas that need expanded directions or further explanation. The link will take you to the most current version of the instructions. Also call attention to the instructional videos. And make sure they know that if they have a question, they should ask you rather than making a mistake.

1.8 View/Change Institution Content.

This exciting feature of veCollect makes it possible for your applicants to see in veCollect content that is specific to your institution's letter process. We strongly recommend that you use the feature to insert your own letter guidelines. You can either accept our default wording for the FERPA statement or enter your own.

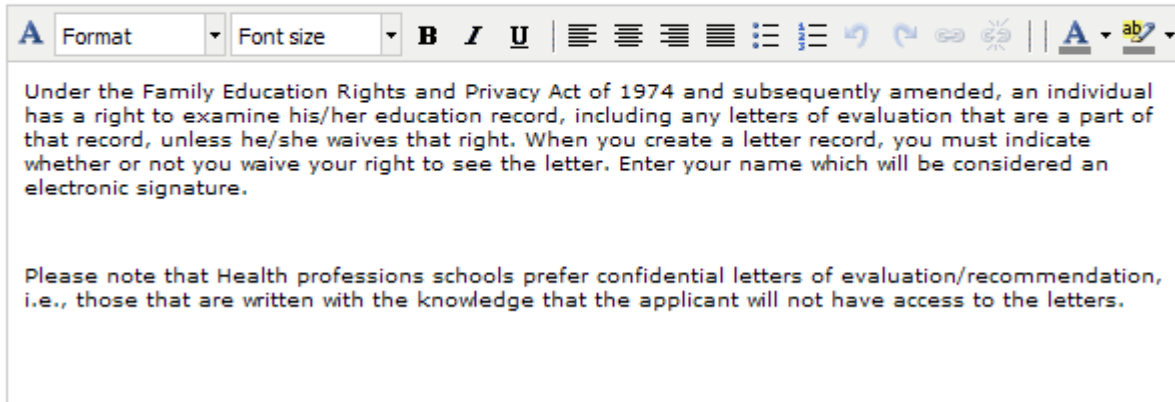
From the "Settings" screen, click on "View/Change Institution Content." You will be taken to a screen which will allow you to accept the default statements or substitute your own. If you choose the latter, only applicants from your institution will see the statements that you insert. Please note when you insert text in the two boxes, you may type in text directly or you may paste in unformatted text and then use our editing tools to format your text. Do not paste into the box preformatted text. The formatting will be lost if you do.

- Applicants are asked to sign electronically a FERPA statement for each letter. They are presented with the options of waiving or not waiving their rights to see the letter. You may choose to use the default statement. In that case, do not make changes in this box and this is the text that will appear to your applicants. Some institutions prefer or require that an institutionally approved standard FERPA

statement be used. You may delete the default FERPA statement and replace it with one of your choosing.

Ferpa statement

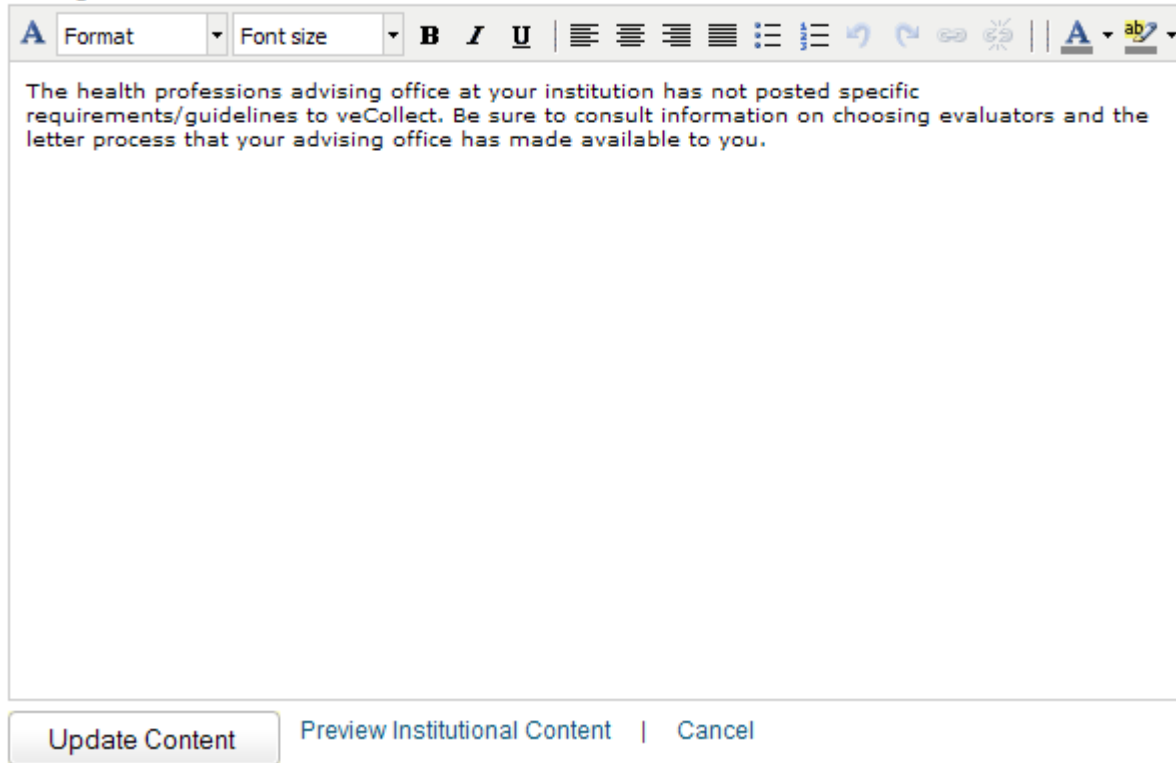
The FERPA statement is displayed each time an applicant creates a letter record. Applicants are then presented w of whether or not to waive their rights to inspect the letter.



- We are sure you have made it abundantly clear to your applicants what your requirements and or guidelines are for letters that are processed through your office. However, here is one more chance to provide that information to applicants. Applicants will be presented with a link that opens a box showing your specific guidelines. The next figure shows the box you can use to insert your specific letter guidelines. If you choose not to insert your own text, the text you see below will appear when your applicants click on the “letter guidelines” link.

Letter guidelines

Letter guidelines instructions.



The screenshot shows a rich text editor window titled "Letter guidelines instructions". The editor has a toolbar at the top with various formatting options: a dropdown menu for "Format", a dropdown for "Font size", and buttons for bold (B), italic (I), underline (U), bulleted list, numbered list, indent, outdent, undo, redo, link, unlink, and a language tool (A ab). The main text area contains the following text: "The health professions advising office at your institution has not posted specific requirements/guidelines to veCollect. Be sure to consult information on choosing evaluators and the letter process that your advising office has made available to you." At the bottom of the editor, there are three buttons: "Update Content", "Preview Institutional Content", and "Cancel".

What should you include here? They need to know what you actually transmit to health professions programs. We have described for them three general types of letter process (see below) and told them they need to know which approach you use.

Below are three different models for how advising offices transmit information to health professions schools. veCollect supports all three models; however, you need to know which model is used by your institution.

- The advising office prepares a "committee letter" and transmits that letter along with the other letters in your Quiver (see below).
- The advising office uses the letters in your Quiver to construct a "composite letter" or "committee letter" but does not include the individual letters in what they transmit to health professions schools.
- The advising office (or career center) does not prepare a separate committee letter, but rather transmits the letters in your Quiver to health professions schools.

If you do not know what process your advising office uses, check the information they publish on their website or contact the advising office for clarification.

As you see, we tell them if they don't know what process you use, they should contact you. So, if you put the info into your letter guidelines that may cut down on calls or emails to your office.

What else should you include?

You may want to alert them to any deadlines in your office that relate to letters. You may want to provide any information on specific limitations on letters or requirements for letters processed by your office. Do you require a certain number, limit letters to a certain number? Do you require a specific distribution, e.g., science faculty/instructors? Reiterate those requirements here. Are there other steps they must take in order to have their letters processed by your office? Cover them here.

It is inevitable that some letters will be sent to your office in hard copy. Applicants need to know if that happens that you can upload the letters to veCollect. We recommend that they create an evaluator record and letter record for every evaluator from whom they expect a letter—even if that letter has already been received in your office. It should not be necessary for the applicant to go back to ask that evaluator to do anything else, e.g., complete a form, re-send the letter. You as the advisor can post that letter to veCollect and the applicant will be able to track its receipt. See section 4 for specifics. So you should reiterate that they need to create an evaluator record and letter record for all evaluators who are writing (or have written) for them—even if those letters have been received. And if they are expecting a committee letter, they should list that as well.

You are welcome to add more information as you see fit.

1.9 Option to accept letters via fax and option to include a second cover sheet

We expect that most letters will be sent to veCollect as email attachments of .pdf, .doc, or .docx files. In the email that is sent to an evaluator with instructions for sending the letter via email attachment, we reiterate that the letters should be on letterhead with signature and we provide a link to assist evaluators in doing that.

To Fax or not to Fax?

From the pilot, we concluded that receiving letters by email attachment was superior to fax. Why?

- The visual quality/readability of the emailed letters was high.
- The visual quality/readability of some faxes was poor.
- When an advisor downloads a quiver of emailed letters as a single PDF, generally no editing is required.
- When an advisor downloads a quiver of faxed letters as a single PDF, the advisor must edit the PDF to remove the cover sheets and fix any issues such as extra coversheets, upside down faxes, etc. The editing can be done by printing the PDF, selecting the pages to be included, and scanning those pages into a single document. Or, if the advisor has PDF editing software (Adobe Acrobat Standard or Professional), the PDF can be edited without printing and scanning. Some advisors already have the Adobe Acrobat Standard or Professional. If you do not, it may be purchased on an institutional discount at ~\$150.

Based on conversations with advisors, including some who used veCollect during the pilot year, we decided that the default setting is to accept letters only through email. None of the problems listed above were an issue with emailed letters.

However, you have the option of also accepting letters through fax. If you wish to do that, you will need to change the settings in veCollect. From the “Settings” tab, choose “View/Change Fax Settings.” The default is “No.” You would change that to “Yes” and click on “Save Fax Preferences.”

veCollect preview version 1

Dashboard Applicants For Applicants For Advisors Settings

Blue Devil University Fax Settings

These are the instructions for the settings.

Cover Letter was last updated by Kay Singer on November 16, 2009 10:56.

In addition to email would you like to receive evaluations via fax?

Yes No


Save Fax Preferences Cancel

If you change Fax Settings to “Yes” you will be taken to a screen that will allow you to insert wording for a second cover sheet as described below.

Should you choose that option, applicants will need to decide for each letter whether to select the email icon or the fax icon when they are ready to contact the evaluator with instructions on submitting the letter.

- If they choose the email icon, veCollect will email the evaluator with instructions as to how to submit the letter.
- If they choose the fax icon, they will download a veCollect coversheet (pdf) that is pre-populated with the evaluator contact information and instructions on how to submit the letter. They can print the cover sheet and deliver it to the evaluator. Or they can save the coversheet as a pdf and email it to the evaluator. The evaluator faxes back to veCollect the cover sheet, along with the letter. If you accept letters through fax, you have the option including a “second cover sheet” containing information of your choice. For example, you may want to provide your own instructions to the evaluator regarding what he/she might include in the letter. Or you may ask the evaluator to assign a rating to the applicant relative to others for whom he/she has written. If you want to do that, insert unformatted text into the appropriate box and then format it using the tools we gave you.

Blue Devil University Fax Settings

 Fax Settings were updated.

These are the instructions for the settings.

Cover Letter was last updated by Kay Singer on November 16, 2009 10:56.

In addition to email would you like to receive evaluations via fax?





Yes No

Save Fax Preferences

Cancel

Second cover sheet

This text will be inserted into a second page cover sheet for your applicants when they download cover sheets to provide to evaluators.

 | **B** | *I* |    | Format HTML

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus tempor condimentum purus. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Donec a libero. Etiam commodo lacus ac nulla. Mauris dolor. Integer dolor arcu, egestas et, adipiscing ac, ornare quis, metus. Nulla ac tortor in nunc facilisis semper. Nunc ligula. Suspendisse mauris. In risus. Etiam neque. Proin nulla. Nullam in libero.

Section 2. How will your applicants use veCollect?

Notes:

- If you have created your login and password on veCollect, please review the information under the “For Applicants” tab.
- To view the instructional videos showing applicants how to use veCollect, go to the For Advisors tab. There are links in the sidebar.
- To view (or download) a powerpoint presentation of instructions for applicants, select the link below the figure on the Advisor Dashboard.

Applicants will use the link on your web site to access veCollect. If you have chosen to require them to put in an authorization code, you will need to provide them with the code. When they register, they will “attach” themselves to your institution and enter basic information about themselves. If you elected to require that they have your approval, you will need to give them manual approval to register for VE. If you want an email prompt for this, you will need to tell the veCollect system whose email address to use for that. See Registration Settings above.

As part of the registration process, each applicant will create a login and password for veCollect. **They need to remember that login and password or make note of it in a safe place. They will not be sent the login and password in an email from veCollect.** You have access to the logins for all of your applicants. You do not have access to their passwords. If they forget their login, you can provide it to them—making sure of course to only provide the login to the person to whom the account belongs. If they forget their password you can reset it for them. To do so, open up the applicant record; in the section with their information in it, click on the “send new password” link. A new password will be sent to the primary email address that they provided when they registered for veCollect.

Once the applicant has created his/her account on veCollect, he/she can begin using the system by entering the names and required information for each evaluator. The applicant will need to create an evaluator record and then a letter record for each evaluator.

Please review the Instructions for Applicants (see link on Advisor Dashboard).

The next few paragraphs are addressed mainly to advisors who include the individual letters of evaluation in what they make available to health professions schools.

Letters collected on veCollect can be accessed by advisors and transmitted to any program to which the applicant is applying. However, veCollect was initially designed to interface with veClient. On veClient, advisors post to an applicant record a PDF that can then be accessed by all of the receiving schools attached to that applicant record. In general, on veClient, the PDF is not customized to each individual receiving school, e.g., an applicant cannot choose to send 3 letters to the University of Miami School of Medicine and a different 3 letters to the University of Florida School of Medicine. Make sure that your applicants understand this.

Rather, an applicant will create a Quiver for medical schools and those letters will be made available to all of the medical schools he enters in his list of institutions.

However, if the applicant wants to use different letters for different types of schools, that is possible. For example, if the applicant wants to send a different group of letters to MD schools and DO schools (he may want to include a letter from a DO in the letters he sends to DO schools), he will create 2 quivers – one for MD with the MD letters and one for DO with the DO letters. As you have done in the past, on the veClient, you will create two applicant records for the applicant and attach the MD programs to one and upload the MD Quiver. To the other you will attach the DO letters and upload the DO Quiver.

Section 3. How will evaluators use veCollect?

Evaluators do not log into veCollect. Therefore you will not have to interface with evaluators to teach them how to use veCollect. We know you are happy to hear that. ☺

Submitting letters via email attachment.

After an applicant has made the request to the evaluator and ascertained that the evaluator will write a letter for him/her, the applicant will create an evaluator record and letter record for that letter. The applicant will address the FERPA waiver question for that letter record. Then, at the time he/she feels is appropriate, he/she will click on the email icon displayed for that letter.

An email will be sent from veCollect to the evaluator. We will use the email address provided by the applicant; however, we will randomly check email addresses and will be particularly careful if the address for an academic evaluation is not an .edu address.

The email message to the evaluator contains instructions on how to submit a letter to veCollect to be available to you, the advisor. And the email indicates whether or not the applicant has waived his/her right to see the letter. Again, we stress that the letter should be on letterhead with signature. And we provide a link to instructions on how to do that.

Once the evaluator submits the letter via email, it is converted to .pdf (if necessary) and it is matched to the applicant record on veCollect and available to you. Both you and the applicant can track receipt of the letter via display of a pdf icon in the evaluator record.

Submitting letters via fax.

If you agree to accept letters faxed to veCollect, in veCollect, the applicant may opt to click on the fax icon to download a cover sheet. The applicant can then either provide the cover sheet to the evaluator as a hard copy or email it to the evaluator as a .pdf. In addition to providing information about the applicant and the evaluator, the cover sheet informs the evaluator whether or not the applicant has waived his/her rights through FERPA to see the letter. It requests that the evaluator send an evaluation on letterhead with a signature. The cover sheet instructs the evaluator to fax the letter, along with the cover sheet(s) to (866) 456-1794. That is a toll free fax number.

If you have elected to include a second cover sheet, the applicant will provide it to the evaluator as well and he/she will include it in the fax to veCollect.

Once the evaluation is faxed, it is converted to a PDF and matched to the correct applicant record. An Adobe PDF icon will appear next to the letter record on veCollect. It will be visible to the applicant as well as to the advisor, and is an indication that the letter was successfully received and matched to the applicant record.

Section 4. Once applicants begin creating records and listing evaluators on veCollect, what will advisors do?

4.1. Once your applicants start creating applicant records, you can follow their progress and the receipt of their letters on veCollect. Just log into veCollect and go to the Applicants tab from the Advisor Dashboard.

Applicant Filters

Last name: First: Email:

Applicants per page: 25 per page

Name **Letters** **Quivers**

1.	Alexander Barley abarley@poweredbyve.com Status: active	<input type="checkbox"/> Medical Schools from James Dean <input type="checkbox"/> Medical Schools from Ko Jones		suspend delete
2.	Charles Darwin cdarwin@bdu.edu Status: active	<input checked="" type="checkbox"/> Medical Schools from James Dean <input checked="" type="checkbox"/> Medical Schools from Barbara McClintock	<input checked="" type="checkbox"/> Medical Schools <input checked="" type="checkbox"/> Medical Schools from James Dean <input checked="" type="checkbox"/> Medical Schools from Albert Kane <input checked="" type="checkbox"/> Medical Schools from	suspend delete

Please note, you do not have to scroll through all of your applicants. You can filter for the particular applicant for whom you are looking. From the list, you will be able to view quickly whether the applicant has created evaluator records, letter records, and quivers. If a letter has been received, you will see the Adobe icon next to the letter record, allowing you to track at a glance to progress of the applicant with regard to which letters have been received.

4.2 To see further details of the applicant record, click on the applicant name.

Applicant: April July

VE Information		Academic Information	
Account created	June 16, 2009 15:56	Expected graduation year	
Last updated	July 06, 2009 14:09	Expected year entering health professions school	
Email	april@bdu.edu	AAMC ID	
Login	aprilj	AMCAS Letter ID	
Password	***** send new password	AACOMAS ID	2147483647
		Blue Devil University Student ID	123

[Quivers](#)
[Evaluators](#)
[Letters](#)
[Institutions](#)

Dr. Marie Curie
Type: Medical Schools

Use these tabs to see evaluator records, letter records, quiver, and instiution list for this applicant as she creates them.

From this screen you can do the following:

- Use the tabs to view the evaluator records, letter records, quivers and institution list as the applicant completes them.
- If the applicant cannot remember his/her login and/or password, you can provide the login to him/her (be careful only to provide the login to the appropriate person) and you can use the “send new password” link to send a new password to the email that applicant provided to veCollect. The applicant can then change that password if he/she wishes.
- The applicant is supposed to enter his/her ID’s into veCollect; if he/she does they will appear on this screen.

4.3 What should you do if you have already received letters from evaluators for your applicants or if you receive letters from evaluators? We realize that you likely already have on file letters for some of your applicants. And there will no doubt be cases of evaluators who mail the letters to you rather than use the email or fax process for veCollect. So we built into veCollect a way for you to get those letters into the veCollect system so that your applicants can track their receipt.

You can upload the letter directly if you have it in PDF format. Open the applicant record and go to the “Letters” tab as seen in the figure above.

The screenshot displays a web interface with a navigation bar at the top containing four tabs: 'Quivers', 'Evaluators', 'Letters' (which is highlighted), and 'Institutions'. Below the navigation bar, there are two side-by-side panels, each representing an evaluator's record. The left panel is for 'Dr. James Dean' and the right panel is for 'Dr. Ko Jones'. Both panels have a 'Type: Medical Schools' label. Underneath, there is a question 'Is access to this letter waived by applicant?' with the answer 'Yes'. The 'Signed' field shows the name of the applicant (Alexander Barley for Dr. James Dean, and 'lo' for Dr. Ko Jones) and the 'Date' shows the time of the letter (30 Nov 22:08 and 19 Nov 12:28 respectively). Each panel includes a 'Status' dropdown menu currently set to 'Not Received' and an 'Update' button. At the bottom of each panel is an 'Upload an evaluation:' section with a file input field, a 'Browse...' button, and an 'Upload' button.

Let's say you have received a letter from Dr. James Dean for applicant Alexander Barley. Convert the letter to PDF and you can upload it directly to veCollect.

Click on Browse and find the letter in a folder where you stored it on your computer in PDF format. Select it. Then click on "Upload." When a letter is received—either by fax or by direct upload, the Adobe Acrobat icon is displayed.

Alternatively, if you have chosen to allow the fax option for submitting letters, you fax the letter to veCollect. From the applicant record under the Evaluators tab you can click on the fax icon. Once you have the cover sheet, you can fax it along with the letter to veCollect—just like an evaluator would do.




4.4 Uploading your committee letter to veCollect. When you are ready to submit your committee letter to veCollect, you can do that by uploading it directly as a .pdf using the instructions above. Or if you have chosen to allow letters to be submitted by fax, you can use that process. Please note, in order for you to upload your committee letter to veCollect, you will need to instruct your applicants to create an evaluator record and a letter record for the committee letter.

4.5 Displaying a Quiver. Once an applicant has created a quiver, it will display in the Applicant Details screen. You can follow the receipt of the letters he/she is expecting to use in the Quiver (the finalized group of letters he/she wants to use to support his/her application).

Applicant Filters

Last name: First: Email: Apply Filter Clear Filters

Applicants per page:

Name	Letters	Quivers	Click the  icon to download.
1. Charles Darwin kay.singer+10@virtualevals.org Status: active	<input type="checkbox"/> Medical Schools from James Dean <input checked="" type="checkbox"/>  Medical Schools from Albert Kane <input type="checkbox"/> Medical Schools from Marcus Welby <input type="checkbox"/> Medical Schools from Virginia Knowitall <input type="checkbox"/> Medical Schools from Barbara McClintock	<input checked="" type="checkbox"/> medical schools <input type="checkbox"/> Medical Schools from James Dean <input checked="" type="checkbox"/>  Medical Schools from Albert Kane <input type="checkbox"/> Medical Schools from Marcus Welby <input type="checkbox"/> Medical Schools from Virginia Knowitall	suspend delete

You can download a single letter from either the Letters list or the list in the Quiver. You also have the option of downloading all letters in a Quiver as a single PDF—which you can then upload to VE or to other application services like AADSAS, or print in order to mail.

Account created	March 18, 2009 10:46	Expected graduation year	2010
Last updated	March 18, 2009 10:49	Expected year entering health professions school	2010
Email	cdarwin@bdu.edu	AAMC ID	
Login	cdarwin	AMCAS Letter ID	
Password	***** send new password	AACOMAS ID	
		Blue Devil University Student ID	12345

Quivers | Evaluators | Letters | Institutions

 **Medical Schools**

-  Medical Schools from James Dean
-  Medical Schools from Albert Kane
-  Medical Schools from Virginia Knowitall
-  Medical Schools from Marcus Welby

Sort & Download Single .PDF 



When you download the letters from veCollect in preparation for transmitting them, you may find that you need to do some editing, particularly if any of the letters were received via fax.

If letters were faxed, the cover sheet will be included in the PDF. In addition, as stated on page 15, we learned in the pilot that some letters were faxed in upside down. You will need to delete any pages that should not be part of the packet transmitted to the receiving school/program, e.g., fax cover sheets. And you will need to reorient any letters that are upside down. There are two ways to do that:

- Print the entire PDF. Remove the extra pages and make sure the orientation is OK. Then scan the relevant pages into a single PDF.
- Use PDF editing software to delete the extraneous pages and reorient any pages that need it. The best software for this is Adobe Acrobat Standard or Professional. You may have that software already if your scanner uses it. It should be available to you by educational discount at ~\$150.

By contrast to the faxed letters, we have found that email letters require little to no editing.

Please note: When you “download” a letter from veCollect, the letter stays on the veCollect server. You are simply opening the letter to view it, print it, or save a copy to another place.

4.7 Viewing the institution list. You can view the list of schools to which the applicant is applying from the institutions tab under the applicant details.

Applicant: Charles Darwin

VE Information		Academic Information	
Account created	March 18, 2009 10:46	Expected graduation year	2010
Last updated	April 07, 2009 12:45	Expected year entering health professions school	2010
Email	kay.singer+10@virtualevals.org	AAMC ID	
Login	cdarwin	AMCAS Letter ID	
Password	***** send new password	AACOMAS ID	
		Blue Devil University Student ID	12345

Quivers Evaluators Letters **Institutions**

Pitchfork University School of Medicine (VE)

Return to applicant list

To view the applicant's list of schools, click on the letters tab. The school will display with it's state in parentheses.

And that is veCollect!

We welcome any feedback on the system or on improvements to the instructions.

Please make sure anyone who will be using veCollect from the advisor side follows these instructions. But do not make these instructions available to applicants.

We have created a separate set of instructions for the applicants.

If you have any questions, please contact help@virtualevals.org