View Current Admission Data

STAFF

Workday Student

This tip sheet is intended for staff in admissions and student recruiting interested in viewing admission data.

To view current admissions data, access the Manage: Admissions Foundation domain within the Admissions functional area. This allows you to manage the application data that reviewers use when evaluating student admissions applications. By default, all data is displayed unless specific configurations are made to hide certain fields.

Key Steps

1. Access the Admissions Foundation Domain. Navigate to the appropriate section in your system.
2. Review Application Data. Ensure that you can see all relevant data unless it has been configured to be hidden for confidentiality or other institutional requirements.
3. Utilize Evaluation Views. If necessary, create or modify evaluation views to manage what data is visible to different groups of evaluators.

Considerations

- You can hide specific fields or sections to streamline information and maintain confidentiality.
- Ensure that applications are verified and ready for evaluation before proceeding with reviews.