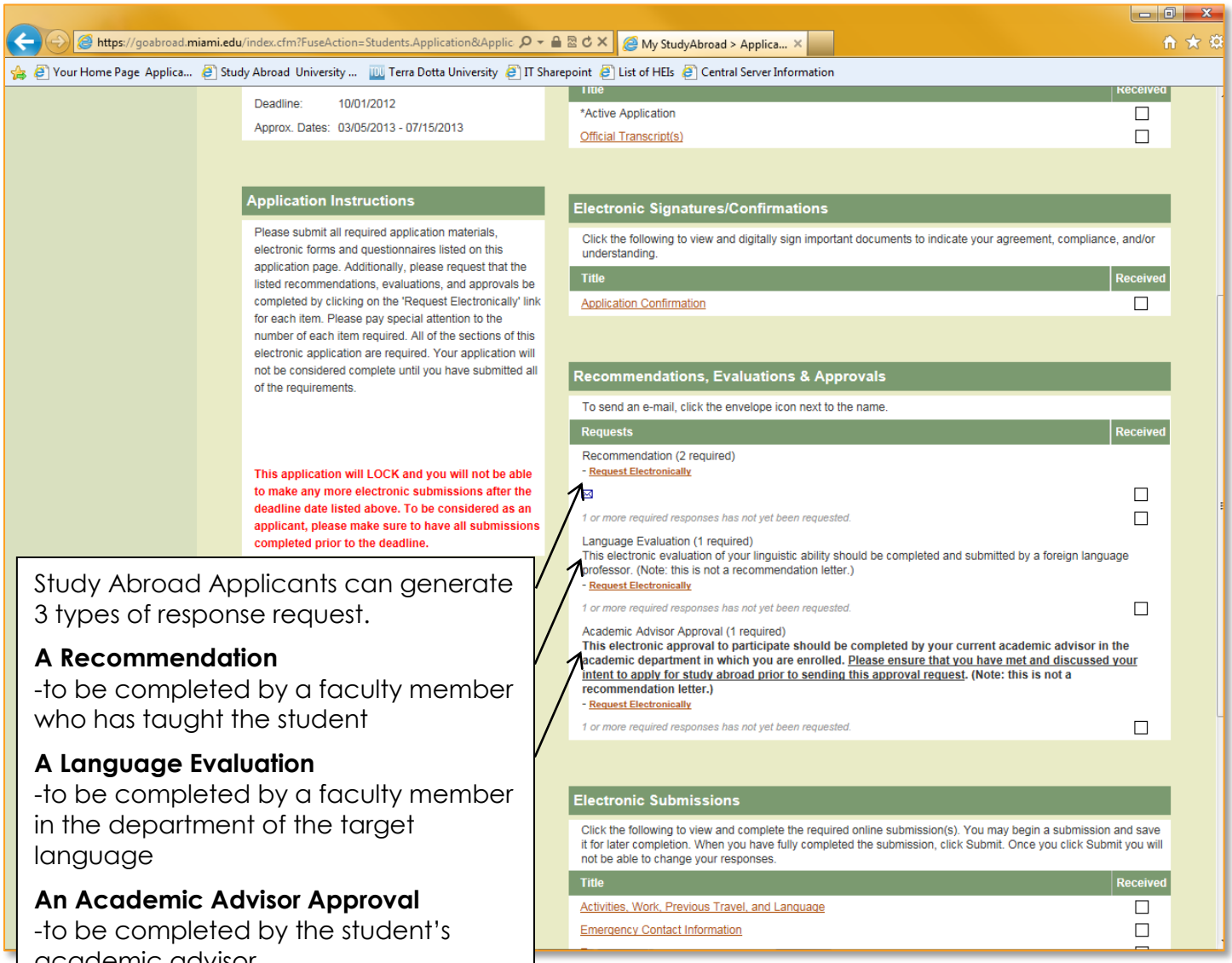
UM Study Abroad Electronic Response Requests and Responses

What the student sees…

Request descriptions



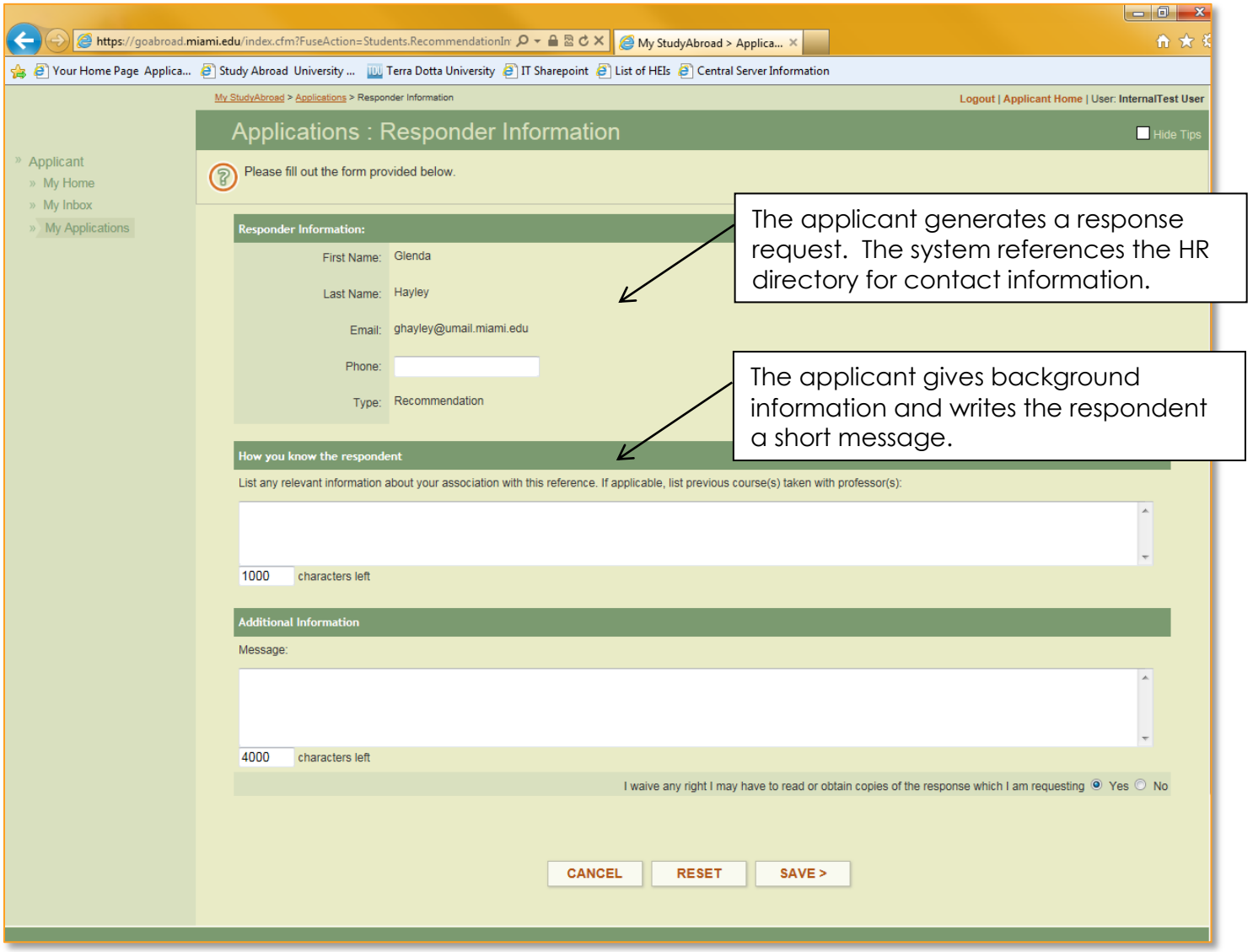
Study Abroad Applicants can generate 3 types of response request.

A Recommendation
-to be completed by a faculty member who has taught the student

A Language Evaluation
-to be completed by a faculty member in the department of the target language

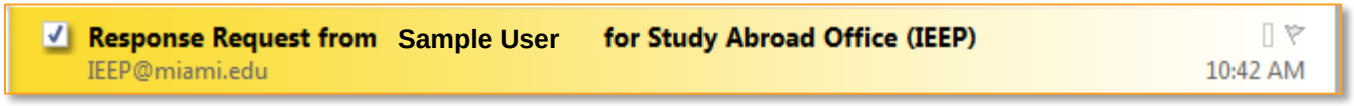
An Academic Advisor Approval
-to be completed by the student's academic advisor

Request Creation



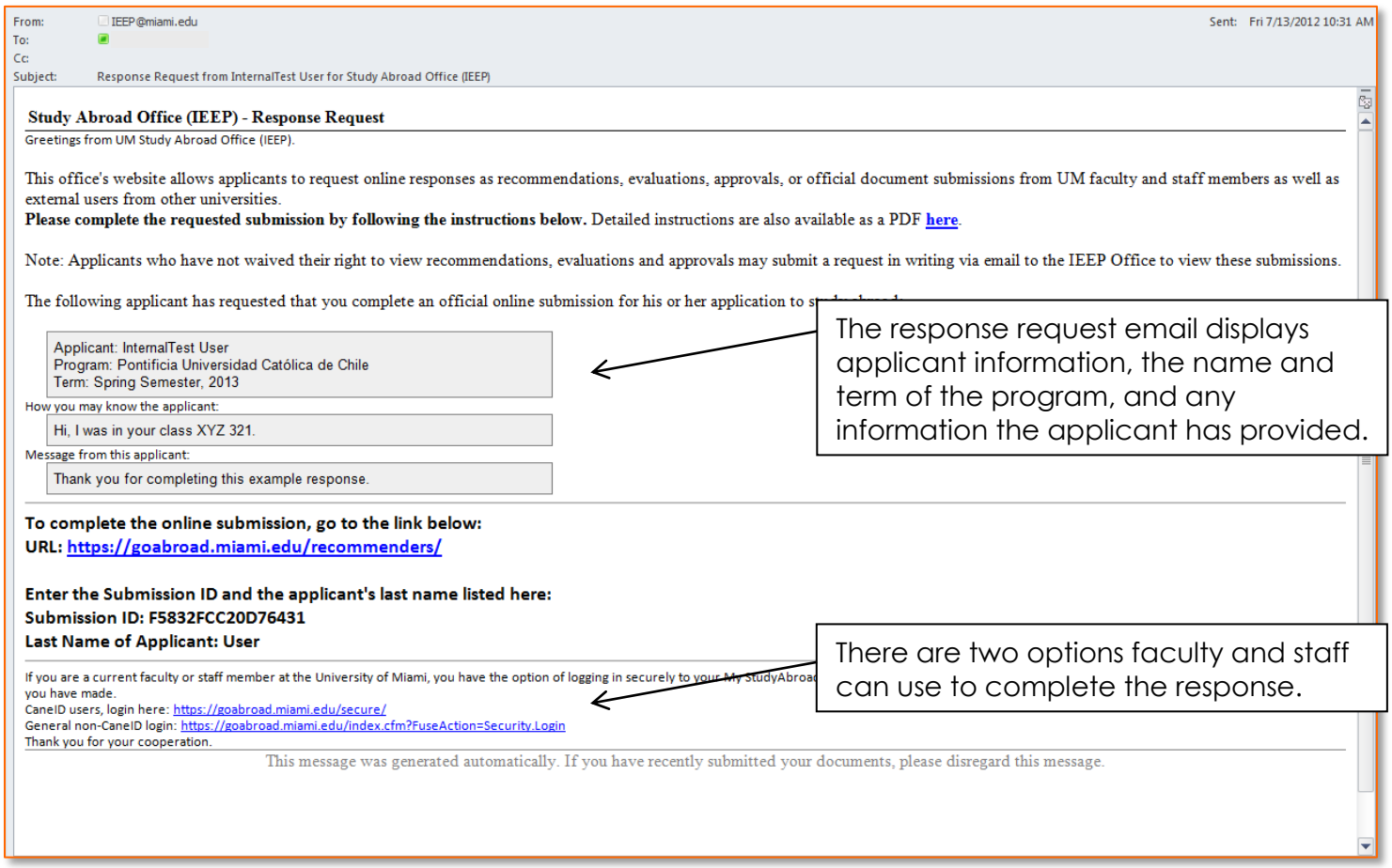
Your Response Request Email

In your inbox



The respondent receives a response request via email from IEEP@miami.edu.

The Email



From: IEEP@miami.edu
To:
Cc:
Subject: Response Request from InternalTest User for Study Abroad Office (IEEP)
Sent: Fri 7/13/2012 10:31 AM

Study Abroad Office (IEEP) - Response Request

Greetings from UM Study Abroad Office (IEEP).

This office's website allows applicants to request online responses as recommendations, evaluations, approvals, or official document submissions from UM faculty and staff members as well as external users from other universities.
Please complete the requested submission by following the instructions below. Detailed instructions are also available as a PDF **here**.

Note: Applicants who have not waived their right to view recommendations, evaluations and approvals may submit a request in writing via email to the IEEP Office to view these submissions.

The following applicant has requested that you complete an official online submission for his or her application to s

Applicant: InternalTest User
Program: Pontificia Universidad Católica de Chile
Term: Spring Semester, 2013

How you may know the applicant:

Hi, I was in your class XYZ 321.

Message from this applicant:

Thank you for completing this example response.

To complete the online submission, go to the link below:
URL: https://goabroad.miami.edu/recommenders/

Enter the Submission ID and the applicant's last name listed here:
Submission ID: F5832FCC20D76431
Last Name of Applicant: User

If you are a current faculty or staff member at the University of Miami, you have the option of logging in securely to your My StudyAbroad you have made.
CaneID users, login here: https://goabroad.miami.edu/secure/
General non-CaneID login: https://goabroad.miami.edu/index.cfm?FuseAction=Security.Login
Thank you for your cooperation.

This message was generated automatically. If you have recently submitted your documents, please disregard this message.

The response request email displays applicant information, the name and term of the program, and any information the applicant has provided.

There are two options faculty and staff can use to complete the response.

Making the Response (two options to access the response forms)

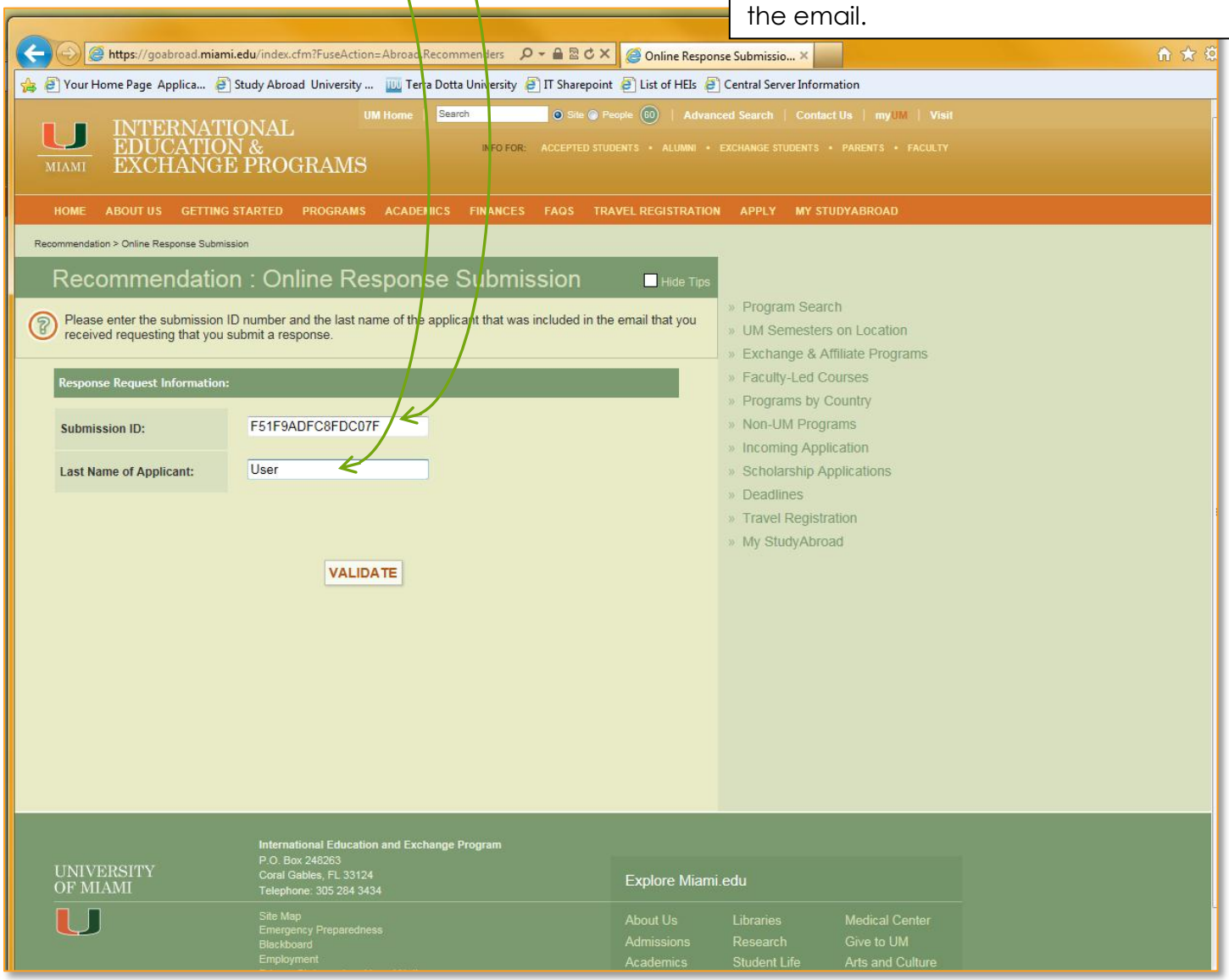
Option 1 (O1)

To complete the online submission, go to the link below:
URL: https://goabroad.miami.edu/recommenders/

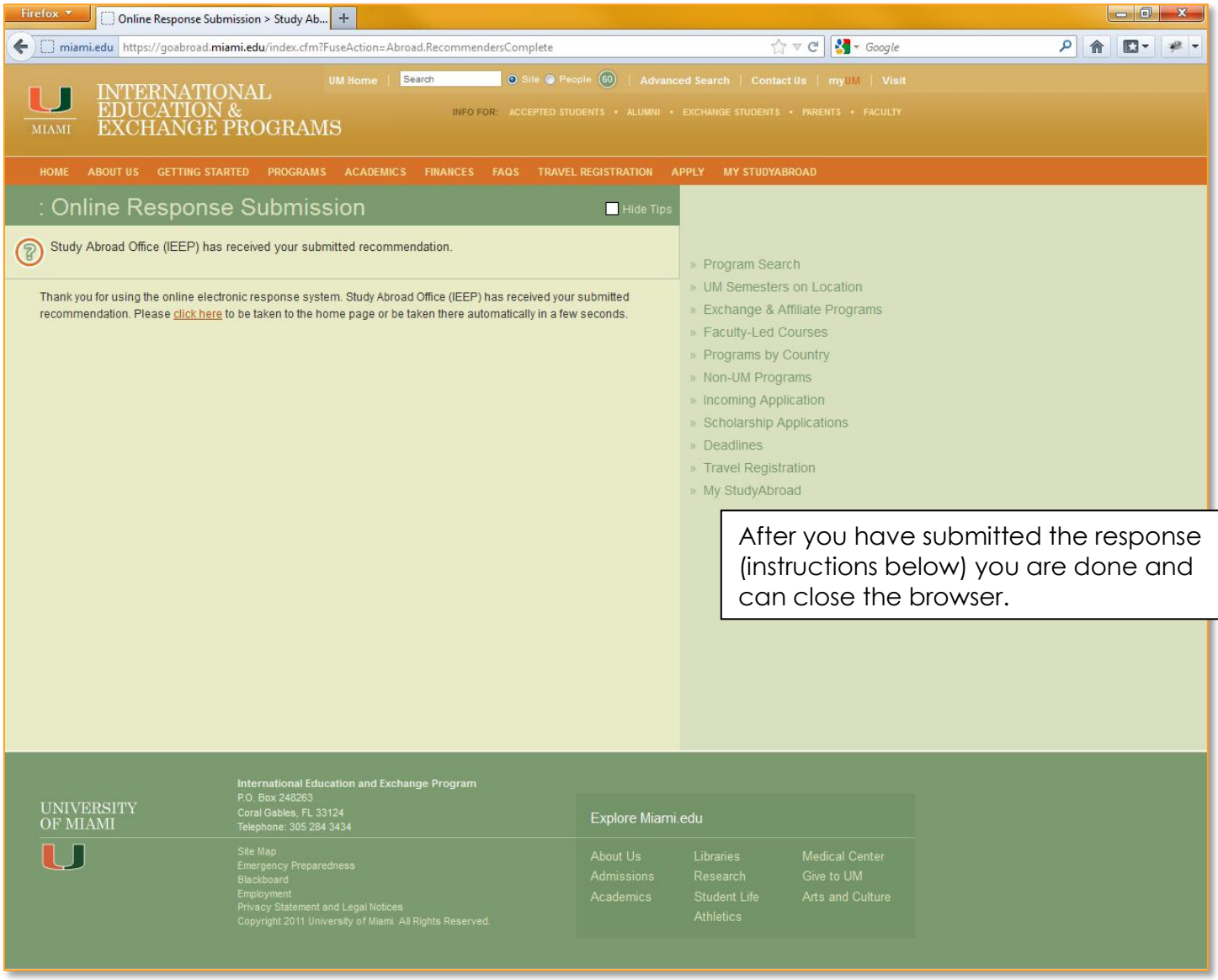
Enter the Submission ID and the applicant's last name listed here:
Submission ID: F51F9ADFC8FDC07F
Last Name of Applicant: User

Click the link provided and, on the web page provided, enter the Submission ID and applicant's last name as shown in the email.

(O1) Accessing the Response Form



(O1) After you have completed the response

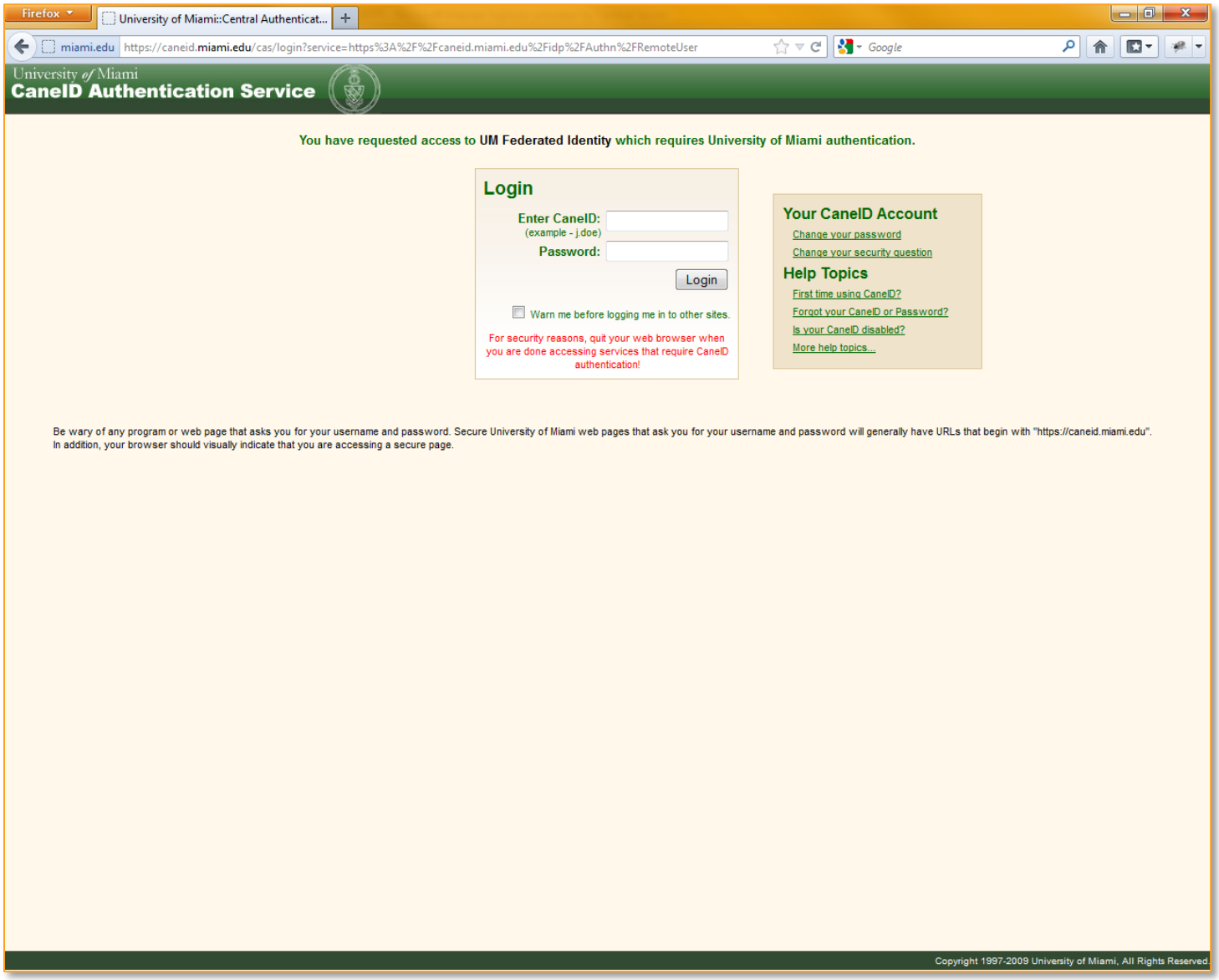


Option 2 (O2)

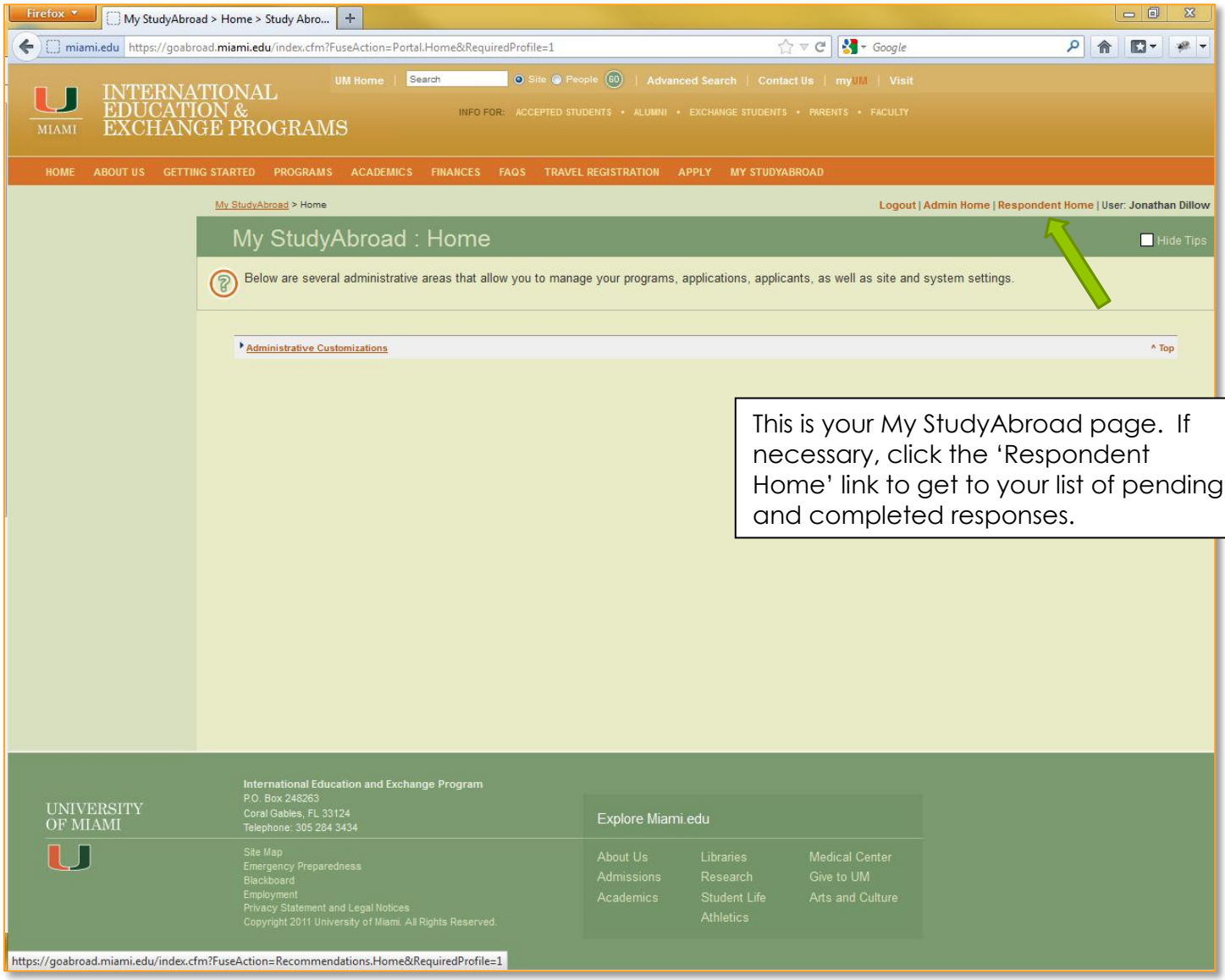
If you are a current faculty or staff member at the University of Miami, you have the option of logging in securely to your My StudyAbroad page so that you can see all of your pending response requests or view responses that you have made.
CaneID users, login here: https://goabroad.miami.edu/secure/
General non-CaneID login: https://goabroad.miami.edu/index.cfm?FuseAction=Security.Login
Thank you for your cooperation.

Click the link 'https://goabroad.miami.edu/secure' and login with your CaneID and password on the page provided.

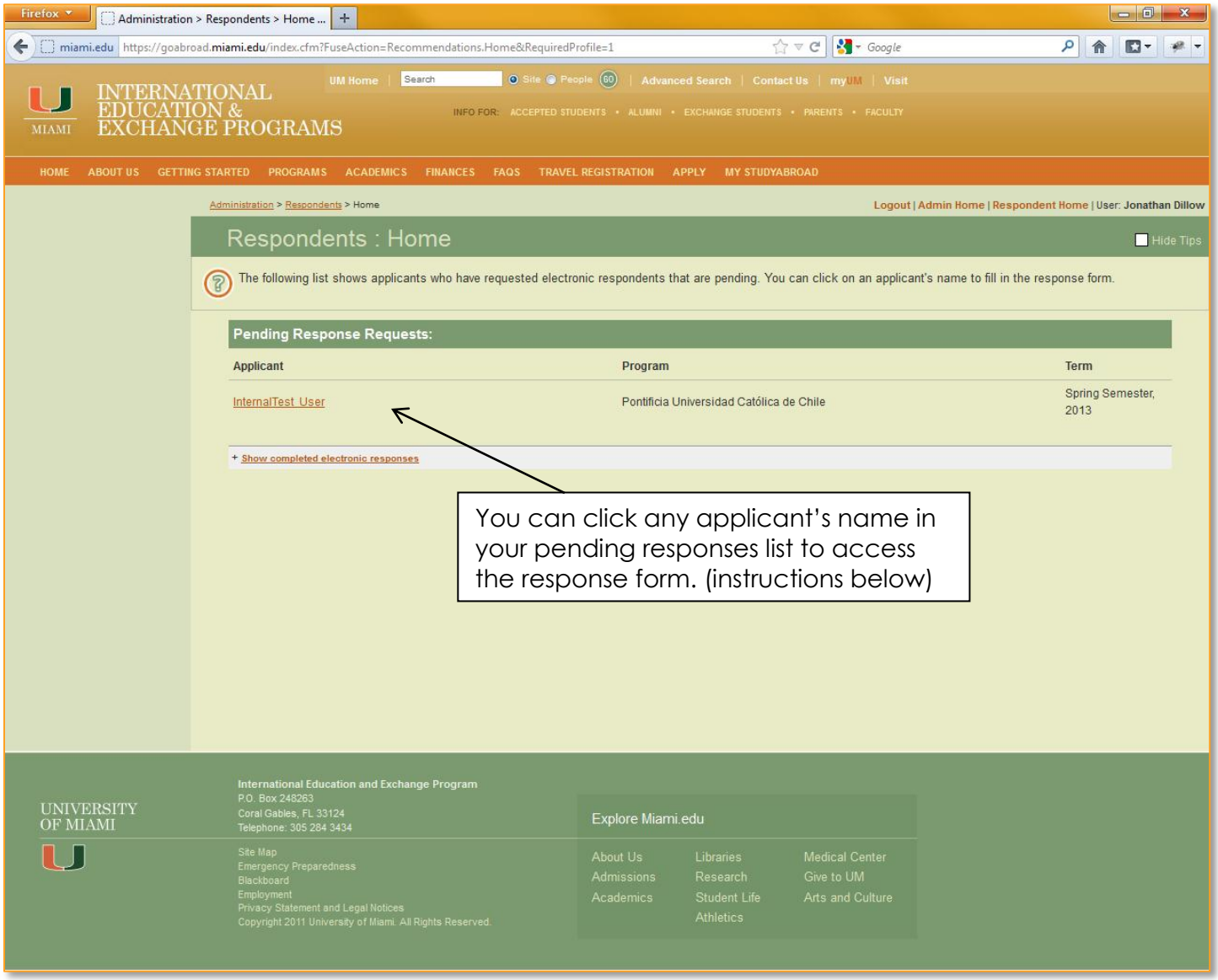
(O2) Accessing the Response Form



(O2) My StudyAbroad

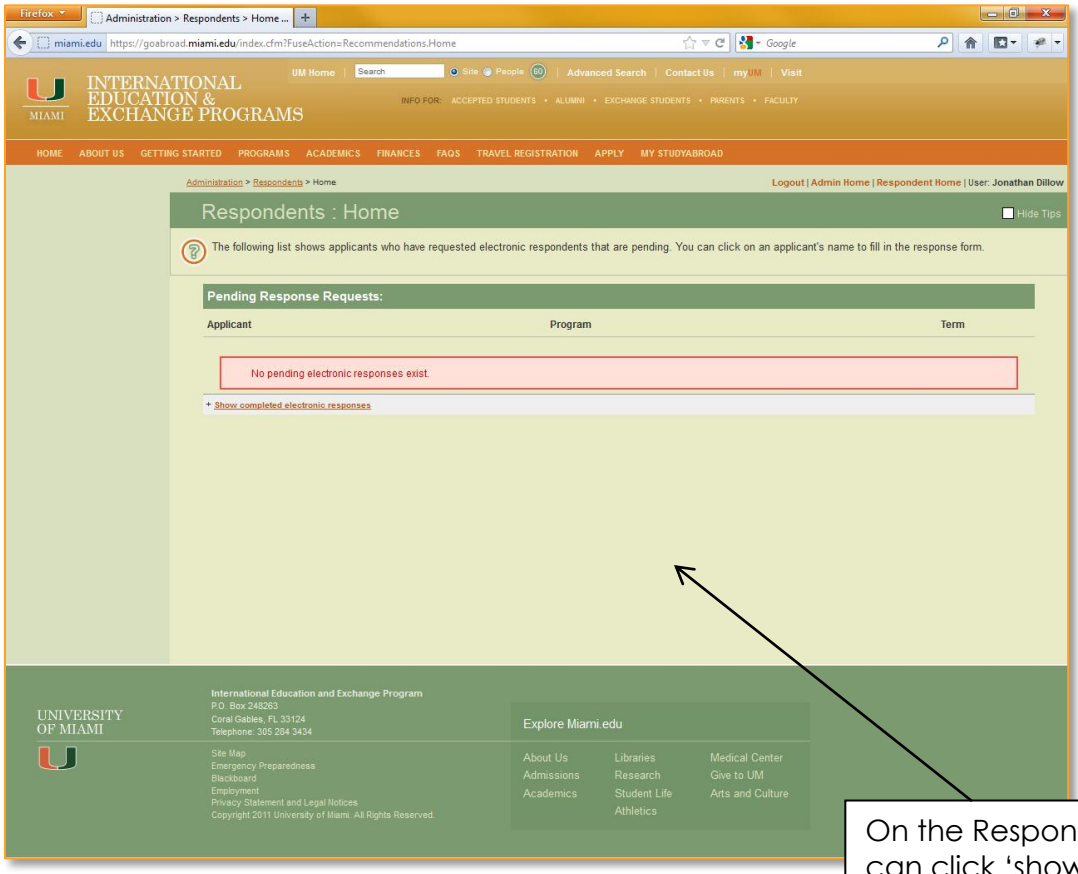


(O2) Respondents Home

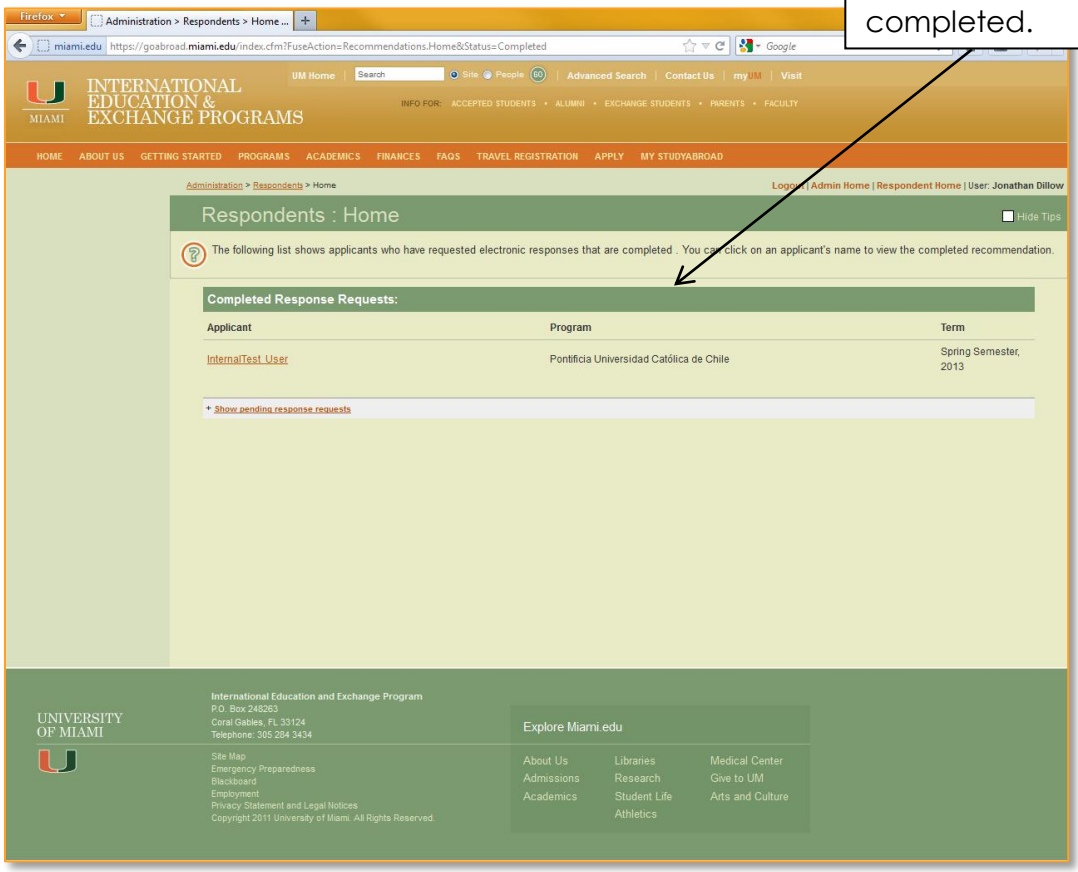


(O2) After you have completed the response

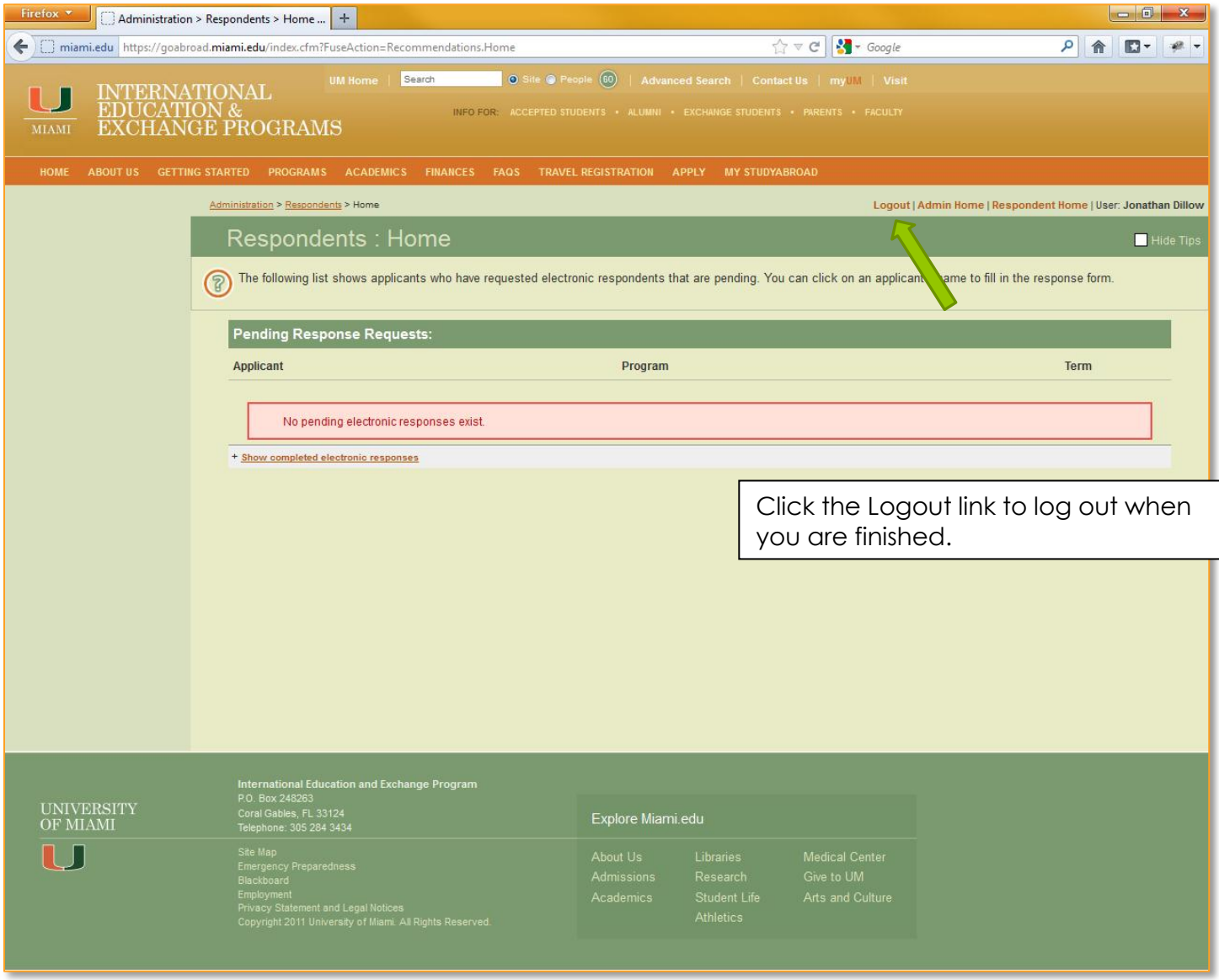
(O2) Seeing completed responses



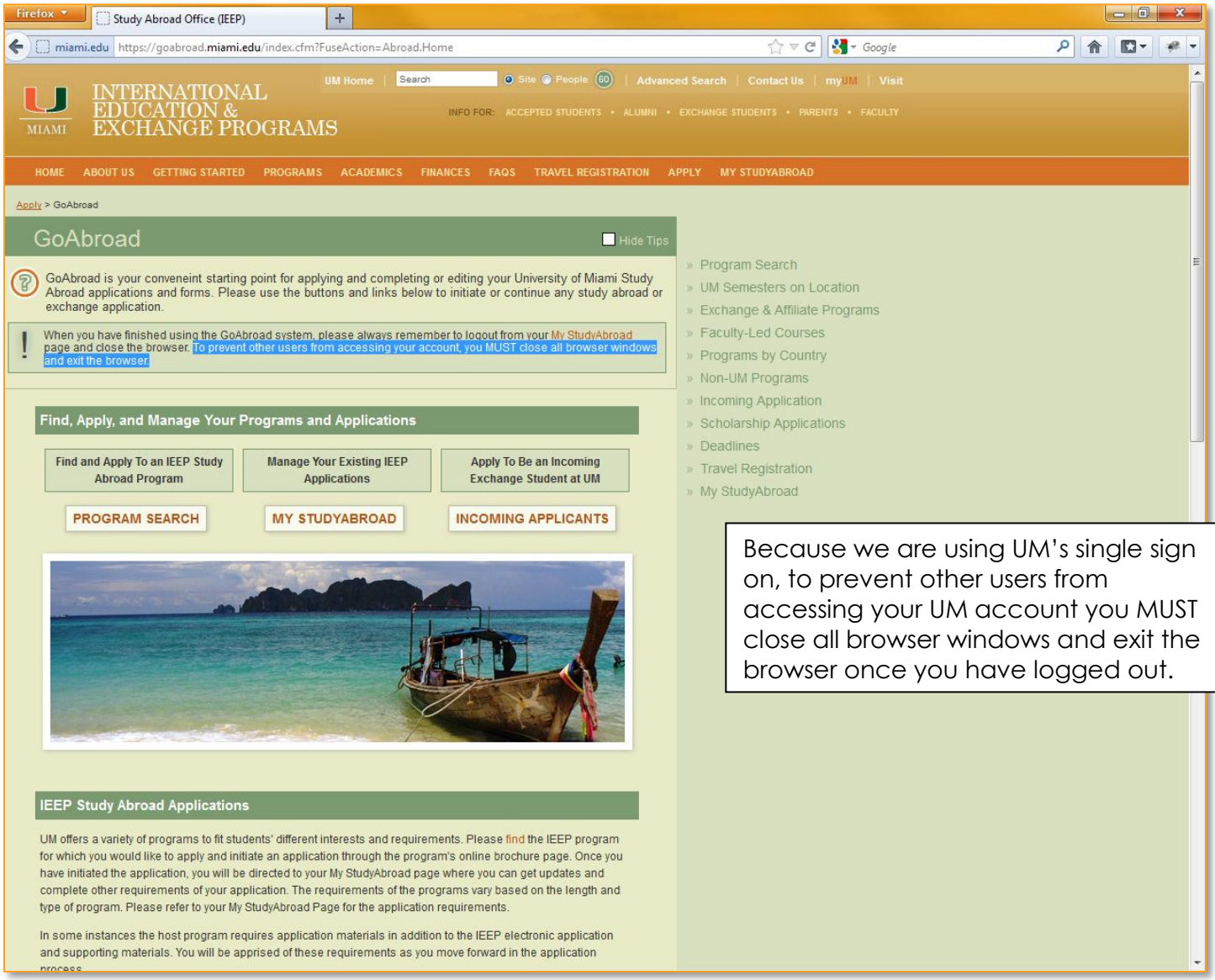
On the Respondents Home page you can click 'show completed responses' to show a list of the responses you have completed.



(O2) Logout


Firefox
Administration > Respondents > Home ...
miami.edu https://goabroad.miami.edu/index.cfm?FuseAction=Recommendations.Home
Google
INTERNATIONAL EDUCATION & EXCHANGE PROGRAMS
MIAMI
UM Home | Search | Site | People | Advanced Search | Contact Us | myUM | Visit
INFO FOR: ACCEPTED STUDENTS • ALUMNI • EXCHANGE STUDENTS • PARENTS • FACULTY
HOME ABOUT US GETTING STARTED PROGRAMS ACADEMICS FINANCES FAQS TRAVEL REGISTRATION APPLY MY STUDYABROAD
Administration > Respondents > Home
Logout | Admin Home | Respondent Home | User: Jonathan Dillow
Respondents : Home
Hide Tips
The following list shows applicants who have requested electronic respondents that are pending. You can click on an applicant name to fill in the response form.
Pending Response Requests:
Applicant
Program
Term
No pending electronic responses exist.
+ Show completed electronic responses
Click the Logout link to log out when you are finished.
UNIVERSITY OF MIAMI
International Education and Exchange Program
P.O. Box 248263
Coral Gables, FL 33124
Telephone: 305 284 3434
Site Map
Emergency Preparedness
Blackboard
Employment
Privacy Statement and Legal Notices
Copyright 2011 University of Miami. All Rights Reserved.
Explore Miami.edu
About Us
Admissions
Academics
Libraries
Research
Student Life
Athletics
Medical Center
Give to UM
Arts and Culture

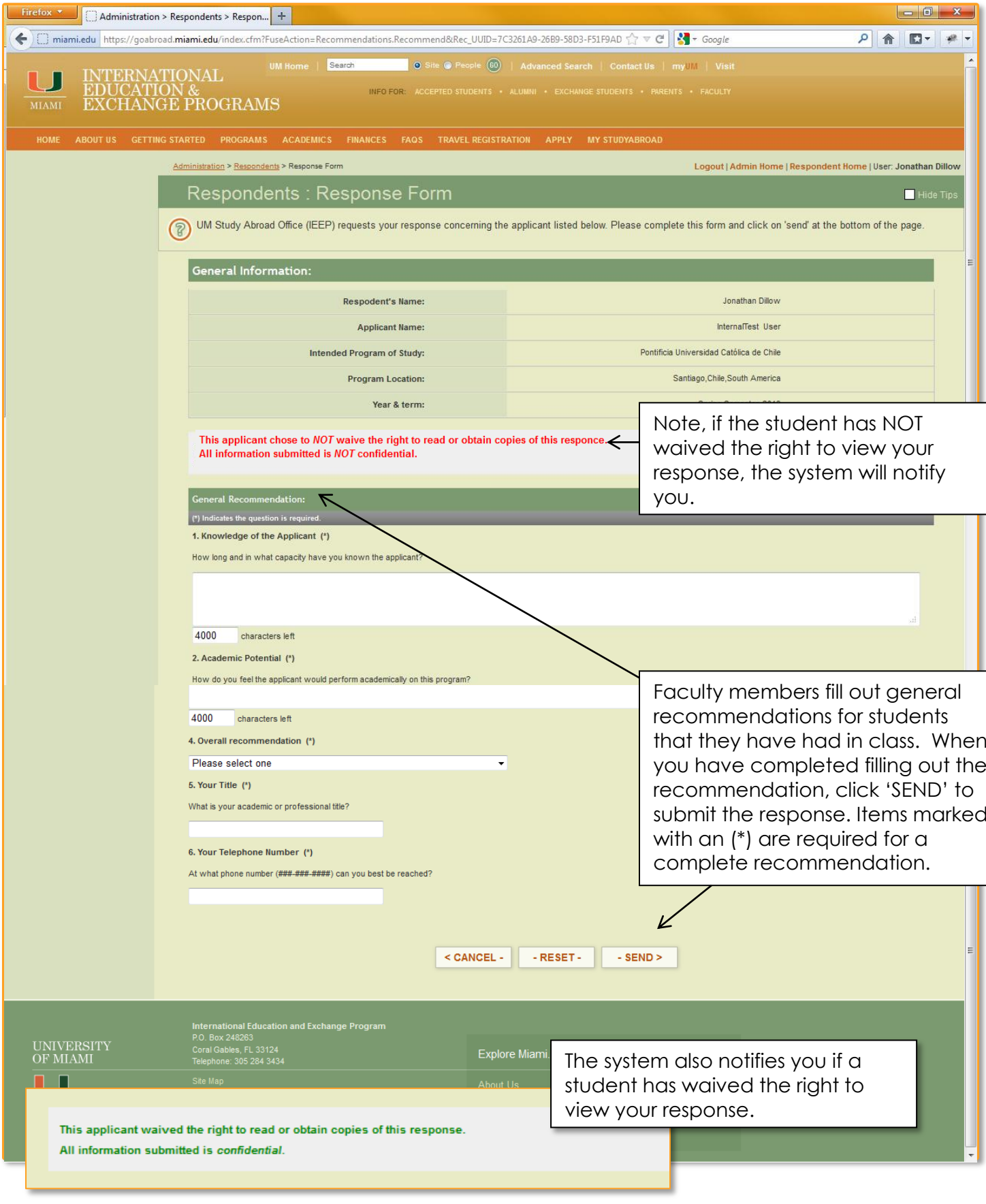
(O2) Close your browser!



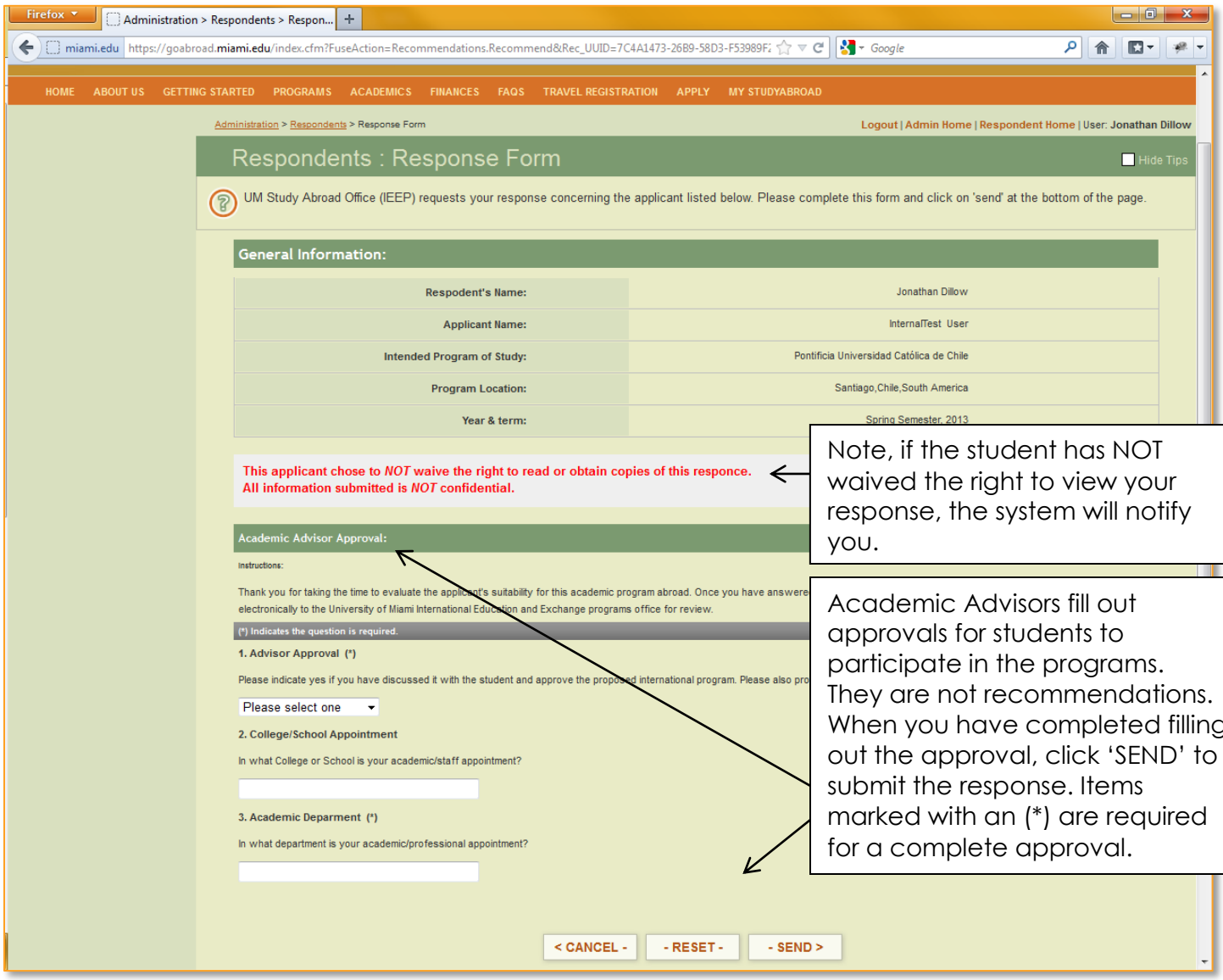
Because we are using UM's single sign on, to prevent other users from accessing your UM account you MUST close all browser windows and exit the browser once you have logged out.

Making a Response

Recommendations



Academic Advisor Approval

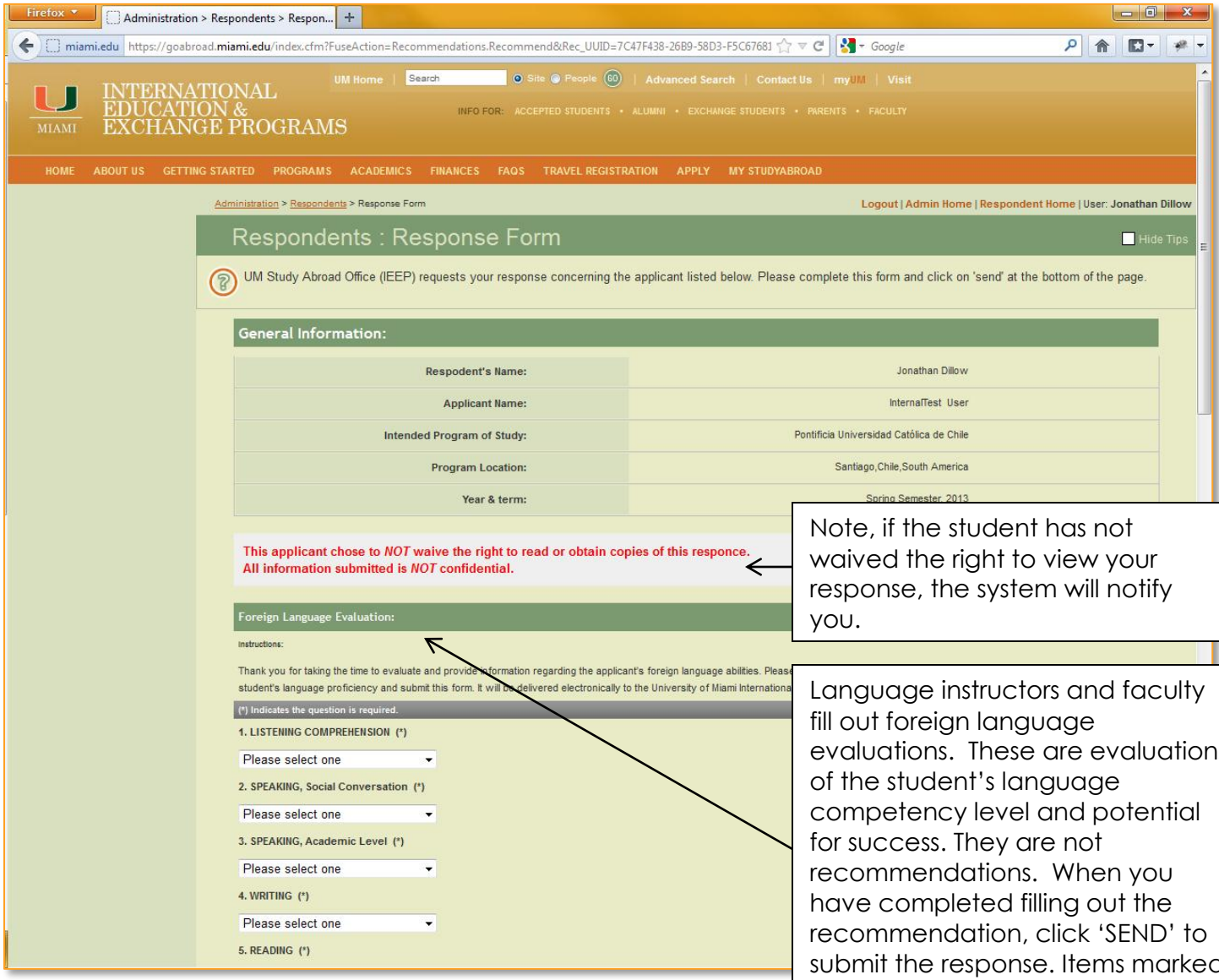


Note, if the student has NOT waived the right to view your response, the system will notify you.

Academic Advisors fill out approvals for students to participate in the programs. They are not recommendations. When you have completed filling out the approval, click 'SEND' to submit the response. Items marked with an (*) are required for a complete approval.

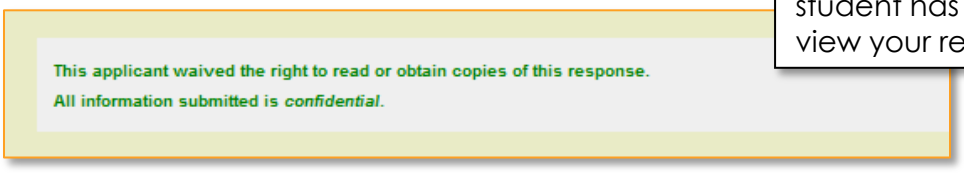
The system also notifies you if a student has waived the right to view your response.

Foreign Language Approval



Note, if the student has not waived the right to view your response, the system will notify you.

Language instructors and faculty fill out foreign language evaluations. These are evaluations of the student's language competency level and potential for success. They are not recommendations. When you have completed filling out the recommendation, click 'SEND' to submit the response. Items marked with an (*) are required for a complete recommendation.



The system also notifies you if a student has waived the right to view your response.

Thank You.

Thank you for being an integral part of the study abroad application process for UM students.