



# Graduate School

WASHINGTON STATE UNIVERSITY

## Word Press Degree Programs Editing Directions

### Logging In

1. Log into [gradschool.wsu.edu/admin](https://gradschool.wsu.edu/admin) (you cannot log in unless your name has been entered as a user. To be added as a user for your program, contact [Cheryl.reed@wsu.edu](mailto:Cheryl.reed@wsu.edu).)
2. Click on “Factsheets” in the left sidebar. You will be able to view all programs, but can only edit the programs for which you have permission
3. Type in your degree name in the search bar in the upper right
4. Click on your degree program and select “edit”

### Editing Data

The first field includes the name of your program that will show up on your degree program web page. This field should include the degree first (i.e. master of arts in, phd in, etc) followed by a dash and the name of the degree. These fields are locked and not editable.

1. **Factsheet display name:** this is the degree name that will show up on the main degree programs page. This field is not editable.
2. **Factsheet degree ID:** Ignore this data space—it was imported from the old database and will be used for some analytics with the Graduate School
3. **Include in programs list:** Select YES if you want this degree to show up on the degree programs page.
4. **Aided grad students:** Enter the number of students receiving financial aid in this program
5. **Accepting applications:** Select YES, if this program is actively accepting applications
6. **Total grad students:** Enter the number of students currently in your program
7. **Admission GPA:** The Graduate School default is 3.0, but you can enter a different number if your program requires a higher GPA.
8. **Degree home page:** Enter the website for this degree
9. **Locations:** This field is not editable

10. **Deadlines:** Enter the priority deadlines for enrollment
  11. **Requirements:** Enter any test requirements for admittance into this program (GRE, etc)
  12. **Faculty Members:** Managed by the Graduate School via approved faculty lists submitted each year to the Graduate School. You will have temporary access to update the information, or delete retired faculty.
  13. **Contacts:** This information is stored in a separate location. If the contact name has already been entered, the field will automatically populate when you start typing the name. If the contact name has not been entered, contact [Cheryl.reed@wsu.edu](mailto:Cheryl.reed@wsu.edu). **New graduate coordinators are added when they complete the Graduate School training.**
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## Text Blocks

1. **Description of the graduate degree:** A short paragraph about the degree
2. **Admission Requirements:** in addition to tests and GPA, such as letters of recommendation
3. **Student Opportunities:** This field includes information about student opportunities, such as research, assistantships, internships, etc.
4. **Career Opportunities:** General information about careers this degree will equip the student for
5. **Career Placements:** List place where current graduates are working
6. **Student Learning Outcomes:** Managed by the Graduate School; this field is locked

Questions or suggestions? Email [Cheryl.reed@wsu.edu](mailto:Cheryl.reed@wsu.edu)