

Master Account User's Manual

Getting Started

Once you log in to CollegePlannerPro, you can view the colleges for your student. You will then see a link on the upper right to “College Essay RoadMap.” When you click on that link, you will be asked if you would like to activate the RoadMap, and \$39 will be charged to your account.

Co-Branding

If you have uploaded your company logo in CollegePlannerPro, it will also be visible atop each College Essay Organizer page when you and your students are logged into your accounts.

Using College Essay Organizer

Once you have activated your College Essay RoadMap, you will see that the colleges selected in CollegePlannerPro will be listed at the top of the RoadMap page, showing the student's personalized essay writing plan, and how the different colleges' questions overlap. You can view the essay questions on this page sorted by common essay topics (default view) or by college (click on “View Questions By College”).

The RoadMap is where you will be spending your time working through the college essay process with your students. Features include the ability to remove essay questions from the displayed results; upload, edit, and track the status of the student's essay drafts; and exchange notes with your students.

Attaching Files / Uploading Drafts

The “Add File” and the “Add Draft” features allow you and your students to share writing and collaborate on revisions all from within the Master Account interface—you no longer need to email drafts back and forth. Simply hover the mouse over the heading of any essay question listed in the Essay RoadMap, and the “Add File” and “Add Draft” fields will appear. Click on whichever you prefer and a pop-up box will appear (most members use Add File to upload docs since it perfectly preserves track changes; they typically use Add Draft to store brainstorming). Save the draft, and it will be visible to both the student and the counselor. “View File” or “View Draft” (depending on which you used) will appear in orange text along with the date of the most recent upload, indicating that a draft has been stored. College Essay Organizer is not responsible for any lost drafts, so make sure to have back-up copies saved elsewhere; if you are attaching files, that means you already have those files backed up on your computer.

Leaving Notes

The Notes field allows you to share notes regarding a particular essay question (e.g., “This draft was due today – how's it coming?”). By keeping this communication separate

from an uploaded essay draft, you can maintain the integrity of the essay draft while continually communicating with your student via College Essay Organizer. When saving a note, the date will appear below the Note field. When a note has been left by either counselor or student, “View Note” will appear in orange text along with the current date.

Tracking Status of Drafts

College Essay Organizer allows you and your student to tell each other when an essay has been finalized for each individual school. It’s a great way to check progress and quickly see what’s left. Simply check the “Complete” box at the far right of any uploaded essay, and the date of completion will appear, visible to you and the student. This box can be unchecked at any time.

Alert System

The alert system simplifies the collaboration and communication between student and counselor, and instantly tells each when new drafts or notes are ready to be reviewed. Here are the simple steps:

1. Next to each essay question, you will see this alert image:



2. If you want to alert your student/counselor that you have made uploaded a new file, draft, or note, simply click on the alert image. It will then look like this:



3. Doing so will add an “alert” to your Alert Box, which is visible in the lower corner of your screen. When all your changes have been made, you can email your alerts to your student/counselor by clicking, “Email My Alerts to Student” (if you are a counselor) or “Email My Alerts To Counselor” (if you are a student) in the Alert Box. Alerts will only be sent if and when you choose to send them.
4. Alert emails from your student/counselor will tell you to log into your account and address the questions listed in your Alert Box. Once a question’s alert has been addressed, simply click the red **X** in the Alert Box to remove that alert.
5. Counselors can always see which students have remaining alerts when they log into their master accounts via the “Alerts” column in the student grid.

Master Account FAQs

1. **How do I add more colleges to a student's college list?**

Each student has a maximum of 25 college selections. Colleges are selected

through CollegePlannerPro, and they will then automatically be visible in the Essay RoadMap.

2. How do I use the Essay RoadMap?

The Essay RoadMap shows you how the colleges' required essay questions overlap and allows you to work through the essay process with your students, uploading and editing essay drafts, sharing notes, and keeping track of progress. You can access each student's personalized RoadMap by clicking the ROADMAP button to the right of his or her name when you first log into your master account. The best way to get started with the writing process is to begin with Essay 1 under "YOU HAVE TO WRITE # ESSAYS" – consider the essay topic options provided, read the different essay questions listed beneath the topic options, and then brainstorm the best essay topic for that particular student. That essay will work for all of those essay questions, with some modification in certain cases. We will list the essay length for the longest of the applicable essay questions; this way you can write that long essay and then edit it down as needed for the other essay lengths. You can then move on to Essay 2 and continue until the student has completed all essays.

If the student decides not to apply to certain colleges on his or her list of selected colleges, simply un-check them atop the RoadMap page and click "Update Essay RoadMap" to customize the new essay writing plan.

Viewing essay samples will show how successful applicants have addressed certain topics in the past and will provide pointers on how to tweak the same essay to fit multiple questions.

Toward the bottom of the RoadMap, you will find the orange heading, "REVIEW THESE QUESTIONS TO SEE IF THEY APPLY TO YOU" — this is where you'll find the biographical data for each college (including application deadlines) as well as all optional, program-specific, scholarship, and non-traditional required questions (e.g., short-take responses). Simply 'Remove' the questions that do not apply to each particular student, so the RoadMap will display only the essays the student must address and nothing more.

For additional tips, click on the link at the top of the RoadMap labeled "Read these key tips to better understand your RoadMap."

If you have additional questions or want individualized guidance, please contact us directly at this members-only email address: memberhelp@CollegeEssayOrganizer.com