Tips for finding what you need in the Graduate School Administrative KnowledgeBase (GSAdminKB)

Do you know exactly what you’re looking for?

If so, we recommend choosing one of two possible approaches:

 Method 1: Keyword search from within the GSAdminKB p. 2
 Method 2: Keyword search from within the Graduate School website p. 3

Are you not quite sure what you’re looking for, but know the general topic area?

If so, we recommend:

 Method 3: Browse by topic area p. 4

Questions about the GSAdminKB?
Contact Kathi Matthews-Risley, Graduate School Communications Director, at krisley@grad.wisc.edu.
Method 1: Keyword search from within the GSAdminKB

a. Start in the GSAdminKB: https://kb.wisc.edu/gsadminkb (Bookmark this page!)

b. Enter keywords in the search box. Keywords are terms you use to describe what you’re looking for. Be sure indicate which part of the GSAdminKB you want to search – most cases, “Graduate Program Resources”.

c. Click “Search”!

d. You’ll see a list of documents that match your keyword search. Select one to open it.

Note: If you can’t find the documents you’re looking for in a search, it might be that the content owners haven’t selected the right keywords. We encourage you to contact the content owners with suggestions for improving the documents/keywords.
Method 2: Keyword search from within the Graduate School website

a. Start at: www.grad.wisc.edu. (Bookmark this page!) You can search both the Graduate School website AND the GSAdminKB at the same time!

b. Enter keywords in the search box in the upper right hand corner of all Graduate School web pages. Keywords are terms you use to describe what you’re looking for.

c. Click the checkbox to expand the search to include GSAdminKB documents in the right panel.
Method 3: Browse the GSAdminKB by topic area

When you don’t know exactly what you’re looking for in the GSAdminKB, the best method for finding information is to go to GSAdminKB and use the description list on the GSAdminKB home page and drill in by topic.

a. Start in the GSAdminKB: https://kb.wisc.edu/gsadminkb (Bookmark this page!)
b. Click on Graduate Program Resources from the description list.

c. You’ll go to an overview page for Graduate Program Resources. Scroll through the bulleted headings for a list of documents under each heading: Admissions, Communications and connections, Data resources, Enrolled graduate students, etc.
You can also use the topic list on the left hand side of the page to navigate through the entire GSAdminKB. The list is called the “topic tree” and is basically a list of all GSAdminKB documents by category.

The information for graduate coordinators is listed under Graduate Program Resources. The topic menu will stay on each page as you move through the GSAdminKB so you can navigate from topic to topic.

A few other things to note on a GSAdminKB document page:

a. If you click on “Graduate School Admin” on the banner you’ll go back to the GSAdminKB homepage.

b. On the left hand side under Quick Links you can see the entire list of documents in the Graduate School GSAdminKB by clicking on the Site map. You can also select the Glossary link to get a definition of terms used in Graduate School documents or to do a glossary search on terms.

c. The search box toolbar on the banner stays put, so you can search from anywhere in the GSAdminKB.

d. The bread crumbs at the top of the page tells you the path you took to get to the page.

e. You can click on “Highlight search terms” to draw attention to the words you entered in the search box.
At the bottom of every GSAdminKB document you’ll find the following: keywords associated with the document, the document ID number, who owns the page and a feedback section where you can add a comment. So if you want to suggest keywords for the document that would make it easier to find or you have suggestions for a new document, add a comment.

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