

Essay Management Feature Integrated into GuidedPath

This training document is prepared by AmberEd College Counseling.

amber@amber-ed.com | amber-ed.com



AmberEd College
Counseling

Essay Management School View - 1 (for Seniors)

The screenshot displays the 'Essays' management interface. At the top, there's a search bar and navigation icons for Home, Essays, and Content. The main area is titled 'STUDENTS' and 'DASHBOARD'. Below this, there are tabs for 'School View' (selected) and 'Topic View'. A checkbox option 'Show 2 schools with optional essays to confirm' is present. The table below lists schools with their respective application counts and goals.

App	Essays	Status	Goal
Common App	4	<div style="width: 100%;"></div>	SET GOAL
Massachusetts Institute of Technology	6	started <div style="width: 50%;"></div>	SET GOAL
Trinity College	1	<div style="width: 100%;"></div>	SET GOAL
University of Connecticut	3	<div style="width: 100%;"></div>	SET GOAL
Wesleyan University	1	<div style="width: 100%;"></div>	SET GOAL

Add colleges you're applying to your essay management portal and you will see

- A school view with application platforms like CommonApp, Coalition, etc.
- Essay counts including both required and optional
- Current essay writing
- Application deadlines (including EA, ED and RD) and your goals



Essay Management School View - 2 (for Seniors)

The screenshot shows the 'Essays' management interface for a user named 'Intuitive Ivan'. The top navigation bar includes 'Home', 'Essays', and 'Content' tabs, along with icons for refresh, search, add, and help. The main content area is for the 'University of Connecticut' school, showing 3 essays. A red box highlights the 'VIEW ADDITIONAL ESSAYS AND APPLICATIONS' button. Below this, three essay prompts are listed, each with a '600 words' limit and a 'Set Next draft due' date. The prompts are: 'Why Medicine?', 'Interests Outside of Health Science', and 'Medicine: Leadership'. Each prompt has a 'Mark Complete' checkbox and a 'SELECT PARENT ESSAY' link. A red box highlights the right arrow icon for the 'Why Medicine?' prompt. At the bottom, the 'Wesleyan University' school is partially visible with 1 essay.

Click each college, you will first see an overview of all possible **essay requirements at a high level**

Based on your major choices, you will see a **personalized version of your individual prompt** and details, word count limit, topic categories.

You can change different essays shown under that college by clicking to **view additional essays**. Or you can start to upload your essay. See the next page.



Essay Management School View - 3 (for Seniors)

University of Connecticut

Select Application and Optional Essays

Select Your Application:
Common App

There are 2 applications available

- Required Essays (2)
- Optional Essays (2)
 - CA Additional Info 650 words max 1 prompt option
 - CA COVID-19 250 words max 1 prompt option
- Programs, Majors, and Scholarships (4)
 - Special Program in Dental Medicine [🔗](#) 3 required essays 0 optional essays
 - Special Program in Medicine [🔗](#) 3 required essays 0 optional essays

I'LL SELECT MY OPTIONAL ESSAYS LATER [CONFIRM ESSAYS](#)

Change the **optional essays** here.

Status: Awaiting first submission

[START WRITING](#)

[Upload File for Review](#)

[Import Google Doc For Review](#)

Mark Complete

Mark the Next Upload Complete

Draft History

There are no submitted drafts of this assignment

[Set Next draft due](#)

Why Medicine?

2020 600 words

Please briefly share the influences on your decision to pursue the field of medicine, including shadowing experiences and other medical related activities.

Topic: Why Major? [🔗](#) Mark Complete [SELECT PARENT ESSAY](#) [🔗](#)

- Content Plan [EDIT CONTENT PLAN](#)
- Notes (0) [ADD](#) [🗨️](#)

[Help](#)

Start writing, manage process or leave notes for your consultant to read and review.



Essay Management Topic View - 1 (for Seniors)

The screenshot shows a web application interface for managing essays. At the top, there's a teal header with 'Essays' and the user name 'Intuitive Ivan'. Navigation icons for Home, Essays, and Content are present, along with utility icons for refresh, search, add, refresh, and help. A sidebar on the left contains icons for Students, To-do, Organization, Settings, Editing, and Essay Updates. The main content area is titled 'School View' and 'Topic View', with 'Topic View' selected. It features a table with columns for 'Essays' and 'Status'. The table lists several topics with their respective essay counts and status indicators.

	Essays	Status
Describe an Activity	3	CONTENT
Background	2	CONTENT
Additional Info	1	CONTENT
Overcoming Obstacles	1	CONTENT
Why Major?	2	CONTENT
Leadership	1	CONTENT

THE most valuable feature of Topic View

After selecting colleges and majors, the platform will auto categorize prompts from different colleges by topics - it's empowered by Prompt essay experts.

You will find individual prompts and their colleges, and essay counts by clicking their shared topic. This greatly help your prioritization and improve the efficiency.



Essay Management Topic View - 2 (for Seniors)

The screenshot displays the 'Essays' management interface for a user named 'Intuitive Ivan'. The interface is organized into sections for different essay topics. The top navigation bar includes 'Home', 'Essays', and 'Content' tabs, along with various utility icons like refresh, search, add, and help. A sidebar on the left contains navigation options: 'Students', 'To-do', 'Organization', 'Settings', 'Editing', and 'Essay Updates'. The main content area shows a list of essay topics, each with a title, status (e.g., 'Current', '2020'), and word count. Each topic entry includes a description, a 'Topic: Describe an Activity' link (highlighted with an orange box in the image), a 'Mark Complete' checkbox, and a 'SELECT PARENT ESSAY' link (also highlighted with an orange box). The topics listed are: 'Activity of Choice' (250 words), 'Contribution to Community' (250 words), 'Interests Outside of Health Science' (600 words), and 'Share Your Story' (250 words). A 'Background' section is also visible at the bottom of the list.

Click each topic, you will see all prompts under this topic with detailed requirements.

You can **re-categorize the topics** for each prompt based on your essay contents.

You can also select a **parent essay** and **reuse the contents** from there. See the next page.



Essay Management Topic View - 3 (for Seniors)

Create Derivative Essay

You are making **University of Connecticut Interests Outside of Health Science into a derivative essay**. Select the essay that content should be derived from below. The Recommended section includes essays on the same topic. Note that only essays marked complete are options for creating derivative essays. If you don't see an essay in this list, please ensure it is marked complete.

— All Available Essays —

Find a finalized essay

- Massachusetts Institute of Technology Overcoming a Challenge**
Tell us about the most significant challenge you've faced or something important that didn't go according to plan. How did you manage the situation? (200-250 words)
- Massachusetts Institute of Technology Share Your Story**
Describe the world you come from; for example, your family, school, community, city, or town. How has that world shaped your dreams and aspirations? (250 words or fewer)
- Massachusetts Institute of Technology Activity of Choice**
We know you lead a busy life, full of activities, many of which are required of you. Tell us about something you do simply for the pleasure of it. (200-250

CANCEL

SAVE

Here is an example on how to pick a parent essay and write a **derivative essay**.



AmberEd College
Counseling

Essay Management Development & Brainstorming (for all HS students)

The screenshot shows a user interface for 'Content' management. The top navigation bar includes 'Home', 'Essays', and 'Content' (selected), along with search, add, refresh, and help icons. The main area is titled 'STUDENTS' and contains a table with columns for 'Content', 'Status', and 'Goal Date'. The table lists several essay topics, all with a 'Not Started' status and a 'START' button. The 'Why this School & Why this Major' row is highlighted in teal. A 'Help' button is visible in the bottom right corner of the interface.

Content	Status	Goal Date
Application Plan	Not Started	SET GOAL:
Personal Statement - US (e.g., Common App)	Not Started	SET GOAL:
UC Personal Insight Questions	Not Started	SET GOAL:
Why this School & Why this Major	Not Started	SET GOAL:
Activity Description	Not Started	SET GOAL:
Personal Statement - UCAS	Not Started	SET GOAL:

This essay development module provides guidelines for brainstorming.

This could be applied for college essays, or other essays for **pre-college program, scholarship and award** application.



Essay Management Resume Tools (for all HS students)

The screenshot displays the AmberEd Content Management System interface. At the top, the user is identified as 'Intuitive Ivan' under the 'Content' section. Navigation icons for Home, Essays, and Content are visible. The main content area is titled 'STUDENTS' and features three tabs: 'Essay Development', 'Resume & Activities' (which is selected), and 'Content Plan'. Below the tabs is a table with the following data:

Content	Status	Goal Date	
Activities and Resume Tool	Not Started	SET GOAL: 📅	START
Resume	Not Started	START TO DOWNLOAD AS WORD	OPEN
Common App Activities List	Not Started		OPEN

The interface also includes a sidebar with icons for Students, To-do, Organization, Settings, Editing, and Essay Updates, and a 'Help' button at the bottom right.

Resume tools with activities list for HS students to start the resume building

Additional resume assistance from AmberEd, which could be applied to your pre-college program and internship application, and the resume for your guidance counselor when requesting a letter of recommendation.

