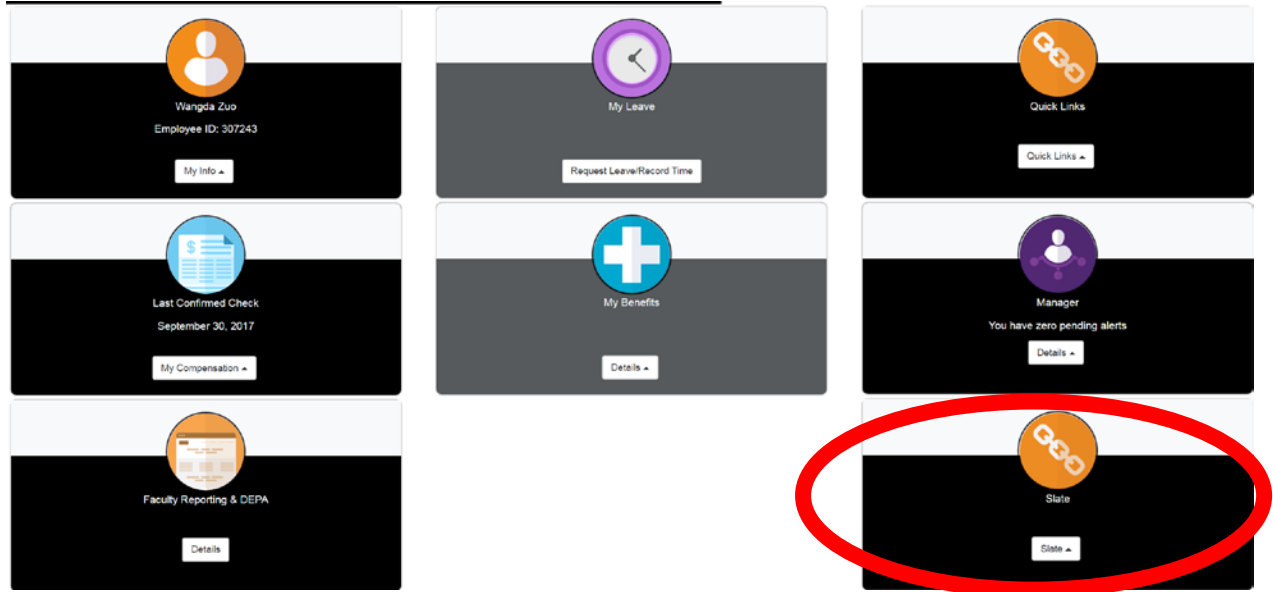


## Guide on How to Review Application using Slate

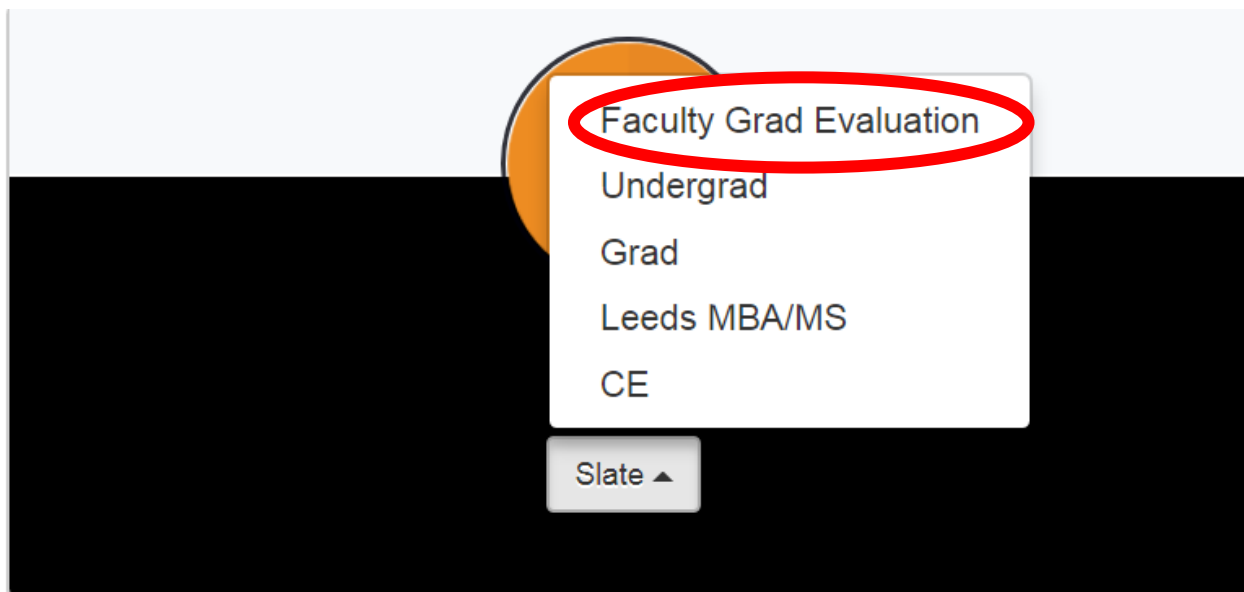
Wangda Zuo

1. In my **CU Info**, Go to **CU Resource**.

2. Find **Slate** which is at the low-right corner of CU Recourse



3. Left click **Slate** button, then click **Faculty Grad Evaluation**.



4. In the slate window, click **Queue**

The screenshot shows the slate application interface. At the top, the slate logo is on the left, and the text "Hello, Wangda Zuo." is on the right. Below the logo is a vertical navigation menu with items: Home, Browse, Search, Queue (circled in red), Recent, Share, Help, and Exit. The main content area has a header "Helpful Resources" with a link "Slate Reader Manual". Below that is a section titled "Application Status" containing a table with columns "Bin ▲" and "count".

Bin ▲	count
A. Awaiting Submission	199
B. Awaiting Payment	2
D. Awaiting Materials (INCL)	11
E. Faculty Review	37
H. Admit	1

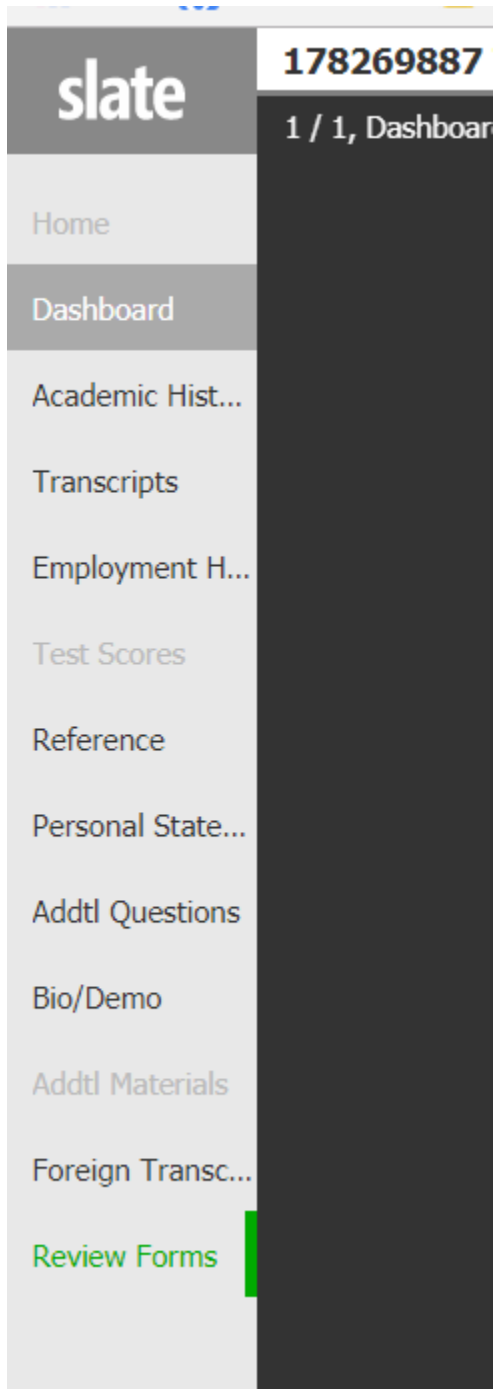
5. In Queue window, select the candidate to review by clicking his record.

The screenshot shows the slate application interface with the "Queue (3)" window open. The window has a "Build Query" button in the top right corner. Below the header is a table with columns: Term, Name, Degree, Subplan/Track, Status, and Submitted. The second row of the table is circled in red.

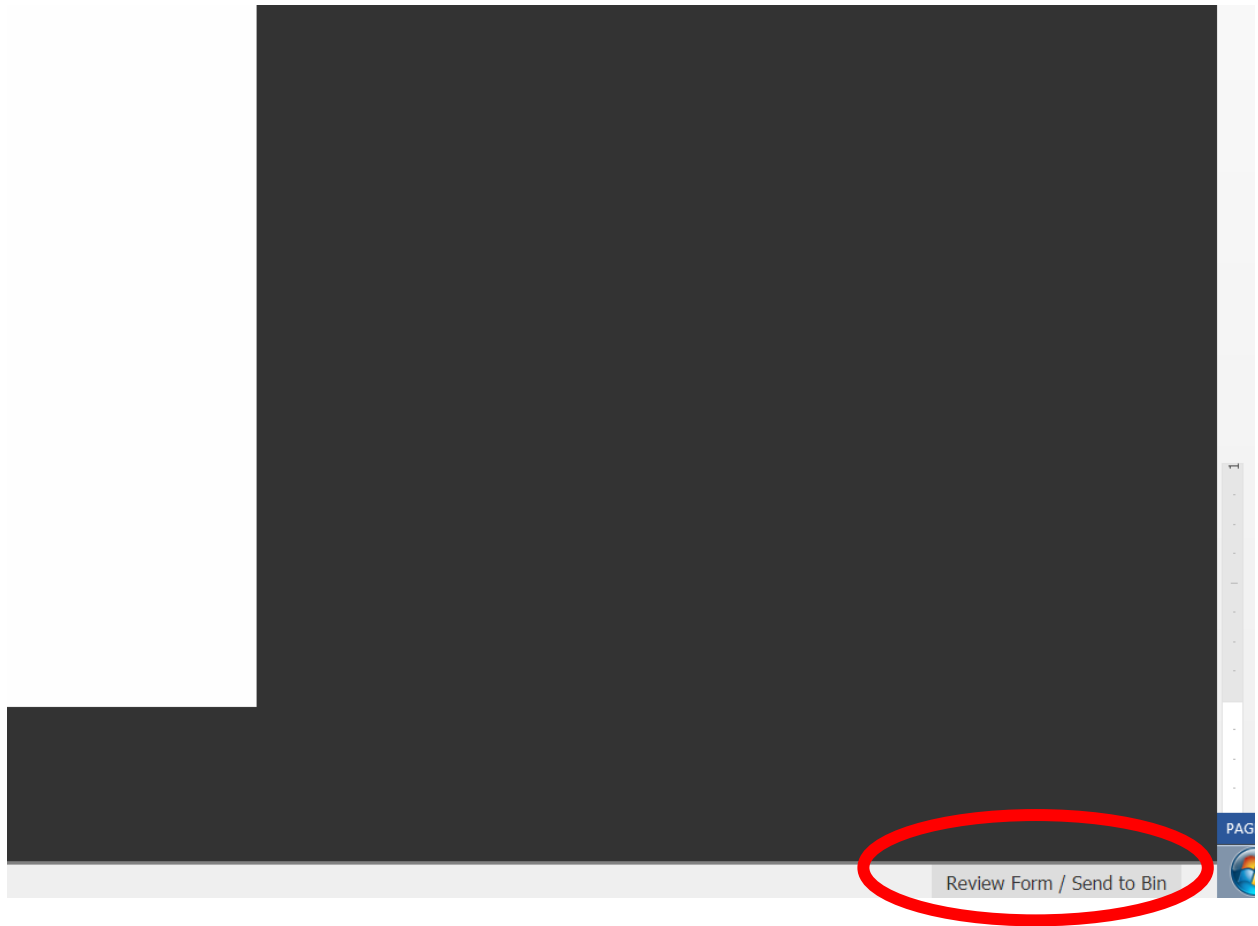
Term	Name	Degree	Subplan/Track	Status	Submitted
Spring 2018 + Add Moore, Teresa Butlin	Abano, Amanda Jean	Civil Engineering - MS	Civil Systems Engineering	Awaiting Decision	09/30/2017 06...
Fall 2018	Almansour, Mohammed	Architectural Engineering - MS	Building Systems Engineering	Awaiting Decision	07/29/2017 07...
+ View Wangda	Tahvasebi, Mostafa	Architectural Engineering - PhD	Building Systems Engineering	Awaiting Decision	07/27/2017 06...

6. You can review his file by clicking the tab on the left.

Please note, the **green review forms** tab will only be available if other faculty has completed a review form for the student.



7. To make decision, click **Review Form/Send to Bin** at the low-right corner of the window.



8. In the review window, select Faculty Review Form that will allow you to input the review results

Faculty Review Form

This application currently resides in more than one queue. The application cannot be sent to a different bin or user until the other reviews have been completed.

The current readers include:

- Alvin Gregorio
- Jennifer Scheib
- John Zhai
- Kyri Baker
- Wangda Zuo
- Wil Srubar

Current Bin  
E. Faculty Review

---

**Send**

Draft Saved

9. In the **Faculty Review Form** window, feel free to provide any score or comments.

You should fill the following three parts:

- **Additional Comments:** general comments about this applicant, list temporary advisor, any deficiencies, and if you know the student will receive funding or not.
- **My Review of this Application is Completed:** you must check **Yes** in order to submit the review.
- **Recommend for Admission?:** Your recommendation, must check **Yes** or **No**.

Faculty Review Form

**Faculty Review Form**

Rate from 1 to 5 where 1 is the highest rank and 5 is the lowest rank.

Academic Ability    Comments

1  
 2  
 3  
 4  
 5

Research Aptitude    Comments

1  
 2  
 3  
 4  
 5

Clarity of Purpose    Comments

1  
 2  
 3  
 4  
 5

Recommendations    Comments

1  
 2  
 3  
 4  
 5

Additional Comments

My Review of this Application is Complete

Yes  
 No

Recommend for Admission?

Yes  
 No

This application currently resides in more than one queue. The application cannot be sent to a different bin or user until the other reviews have been completed.

10. After filling the required information, click **Send** at the bottom of the **Faculty Review Form** window to submit your review. Please note that you will not be able to revise the review after the submission.

**\*\*GradCom Rep, please complete the **Faculty Review Form** last so Trinh knows the review process and recommendation are completed and ready to move forward.\*\***

My Review of this Application is Complete

Yes  
 No

Recommend for Admission?

Yes  
 No

This application currently resides in more than one queue. The application cannot be sent to a different bin or user until the other reviews have been completed.

The current readers include:

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Current Bin  
E. Faculty Review

**Send** Draft Saved