



A University of Colorado Boulder Users' Guide

10/2022


## Table of Contents


<b>Slate Tools Overview</b> .....	<b>2</b>
<b>Records Tool</b> .....	<b>3</b>
Student Record View .....	3
Dashboard tab .....	3
Timeline tab .....	4
Application-specific tab .....	4
Profile tab .....	6
Materials tab .....	6
Preferences and Residency tabs .....	6
<b>Queries/Reports Tool</b> .....	<b>7</b>
Types of queries .....	7
Complete query walkthrough .....	8
Query creation in 10 steps .....	15
Query tips, tricks, and timesavers .....	15
Example: Build a query and send a mailing .....	14
<b>Slate Reader Tool</b> .....	<b>17</b>
Navigation tips .....	17
Bin structure .....	18
Search .....	19
<b>Deliver Mailings Tool</b> .....	<b>20</b>
Editing recipient lists .....	22
Sending Mailings .....	23
<b>Departmental Fee Waivers</b> .....	<b>24</b>
<b>Review Decision</b> .....	<b>25</b>
Processing Admits .....	30
Batch Denial Instructions .....	33
Decision How-to Summary .....	37





When you first log in to Slate, you will see the dashboard above.


The dashboard houses many useful tools, which include:


 = The Search bar, which can be used to search for users/particular applications.


 = The Queries/Reports tool, which is used to pull information from the database using specific search criteria and filters.


 = The Reader, which opens up the Reader view. This is where faculty reviewers can see the entire application package, the applicants assigned to them, etc.


 = The Deliver tool, which is used to send customized mailings to prospects/applicants.

 = The Inbox, which holds messages routed into Slate (mostly for support/gradadm use).

 = The Forms tool, which is used to create the application's customized look (admin-use only).

 = The Events tool, which is used for scheduling events (we will not utilize this tool at this time).

 = The Interviews tool, which is used for scheduling interviews (we will not utilize this tool at this time).

 = The Database, which lists the various pieces of our system (admin-use only).

Using the search bar, you can search for an applicant or prospect by typing in at least 2 characters of their name, email address, phone number, etc.

After you select the person from the dropdown that appears, you are taken to the **Student Record View**.

The first page is a **Dashboard**, showing basic biographic/demographic/contact information, activity history:

Prince Test, Phillip Applicant 078571510

<b>Dashboard</b>	Timeline	Fall: Psychology... Awaiting Payment	Fall: Aerospace ... Awaiting Submission	Fall: Communicat...	Profile	Materials	Preferences	Res...	+
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**Biographic**  
Born 01/15/1990, age 27  
Foreign National, Taiwan

**Fall: Psychology - PhD**  
Awaiting Payment  
Submitted 05/17/2017; Started 03/10/2017

Awaiting Review	Program Review	Decision Review	Decision	Post-Decision
A. Awaiting Submission	<b>E. Faculty Review</b>	G. GS Admit Check	H. Admit	K. Accept Admission
B. Awaiting Payment	F. Committee Review		I. Deny	L. Decline Admission
C. Processing (PROC)			J. Waitlist	
D. Awaiting Materials (IVCL)				

**Contact**  
Email [graduate.contest@colorado.edu](mailto:graduate.contest@colorado.edu)

**Tags**  
Opt Out Test Record

**Status History**  
11/16/2016 Applicant

**Test Scores**  
GRE  
126 Verbal  
178 Quantitative  
6 Analytical Writing

**Activity History**

**Interactions**  
03/24/2017 Received  
Received: GRE

**Academic History**  
[Alaska Christian College](#)  
Ice Fishing  
Soldotna, AK  
Geomarket: AK-01 Anchorage, Kenai, & Mat-su District

Notice that there are several tabs you can select from this Student Record View, including Dashboard, Timeline, Specific Application Tabs, Profile, Materials, etc. These all show specific information relating to the selected applicant.

The **Timeline tab** shows a month by month listing of all interactions (emails, recommendation requests, etc.) with the applicant. The messages can be selected to show exactly what was sent, and many have a 'resend' option.

**Timeline**  
[Interactions](#)  
[Audit Log](#)

2017 May  
 05/17 10:45:33 AM [Sent Message](#) CU Boulder Application Successfully Submitted

2017 April  
 04/12 1:19:57 PM [Sent Message](#) Recommendation Request from Ignatius test Reilly test for CU Boulder

2017 March  
 03/24 12:05:36 PM [Sent Message](#) Recommendation Request from Cimorene TEST Valois TEST for CU Boulder  
 03/17 3:41:34 PM [Sent Message](#) University of Colorado Boulder Graduate Admissions

Click on the 'interactions' option in the right hand menu to see a list of messages by date, subject, and status – here you can see if messages have been opened! You can also search the list for a specific interaction.

Date ▲	Code	Subject	User/Status
<a href="#">New Interaction</a>			
05/17/2017	Message	/apply/2018/submit CU Boulder Application Successfully Submitted	Sent
04/12/2017	Message	/apply/refer Recommendation Request from Ignatius test Reilly test for CU Boulder	Sent
03/24/2017	Message	/apply/refer Recommendation Request from Cimorene TEST Valois TEST for CU Boulder	Sent
03/17/2017	Message	University of Colorado Boulder Graduate Admissions	Sent
03/17/2017	Source	Application Created	
03/14/2017	Message	Recommendation Request from Piggly Wiggly TEST for University of Colorado Boulder Gra...	Sent

[Timeline](#)  
**Interactions**  
[Audit Log](#)

Search Interactions...

Messages  
 Sources  
 Interactions

The next tab(s) will be for a specific application if the student has started an application. The details that will always show in an **Application tab** are: the program being applied to, the status of the application/bin position of the application, when the application was submitted or last updated, the department, degree, and subplan information, citizenship information, whose queue the application is currently in, and decision information:

Fall: Psychology - PhD

Awaiting Payment  
 Submitted May 17, 2017  
 Last updated May 22, 2017

Current Bin: E. Faculty Review  
 Queue: [Faculty BBB](#), [Patty Krus](#)

No decision on file.

Department: Psychology and Neuroscience  
 Degree: Psychology - PhD  
 Subplan: Clinical

Citizenship: Taiwan

CU Student ID :

**Overview**  
[Financial Aid](#)  
[Read Application](#)  
[Download PDF](#)  
[Edit Application Details](#)

After you scroll past the header information listed above, you will see the Checklist, Materials, Decisions, and Activities:

#### Checklist

<a href="#">Insert Requirement</a>				
✗		CU Financial Hold	Awaiting	▼
✗		Official English Proficiency Test	Awaiting	▼
✓	03/24/2017	Official GRE Score	Received	▼
✗		Official GRE Subject Score	Awaiting	▼
✓	03/24/2017	GRE Score Report	Received	▼
✗		Transcript (Alaska Christian College)	Awaiting	▼

#### Materials

Date ▲	Description	Record	User
<a href="#">New Material</a>			
05/17/2017	Application - Applicant	This Application	

#### Decisions

Effective ▲	Decision	Released	Received	User
<a href="#">New Decision</a>				

#### Activities

Date ▲	Code	Subject	User
<a href="#">New Activity</a>			
05/17/2017	Payment	Payment Due: 80.00 USD	
03/24/2017	Received	Received: GRE	Patty
03/24/2017	Received	Received: GRE Requirement	

This page will allow you to see the same checklist information the applicant sees on their status page. The information on this page should be edited by the Processing Team only, so do not make changes to these items.

**If you like to waive a department-specific requirement (e.g. recommendation letter or GRE score) notify your processor and they will waive this requirement on the checklist.**

On the right hand side of the page, there is a link: [Department Comments](#)

Click on it to open a comment box on the bottom of the page, a good place to keep any notes on file as you are working through the application. Simply click the Edit button, type in your comments, and hit Save.

The **Profile tab** is another place where biographical data and contact information is shown, along with academic history and test scores. It too has a menu on the right hand side:

- Overview** - Overview is the main default view for the tab.
- [Schools](#) - Select schools to see a full list of all colleges/universities attended.
- [Scores](#) - Select scores to see a full list of tests taken, sorted by date.

The **Materials tab** shows a list of all materials that have been uploaded into Slate either directly by the applicant or by the Processing Team on behalf of the applicant. These records are sortable by any of the headers (simply click on the one you wish to sort by), and are clickable if you wish to either display them fully or view a thumbnail of the file. In this view, the materials are sorted by date, newest to oldest:

Date ▼	Description	Record	User
<a href="#">New Material</a>			
05/17/2017	Application - Applicant	Fall: Psychology - PhD	
03/17/2017	Recommendation Form	Fall: Aerospace Engineering Scien...	

There are many types of materials including personal statements, essays, passport scans, C.V.'s/resumes, transcripts, recommendation forms, writing samples, etc.

The **Preferences tab** only shows prospective data. As such, it may be blank for some applicants.

The **Processing tab** is used by the tuition classification team to determine if an applicant is in-state or out-of-state. It is not for departmental use at this time.

**Note:**

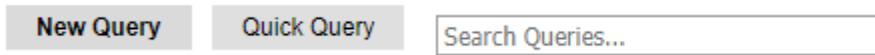
**Prospects** are people who are in the system because they requested more information. They have not started an application.

**Applicants** are people who are in the system because they have started an application.

## Queries/Reports Tool



When you first select the Queries/Reports Tool, 3 main options show:



**New Query** – select this option to begin a new auto-saved query

**Quick Query** – select this option to begin a single-use query

**Search Queries** (searchbar) – click in the box and enter at least 3 letters to search for a past query

There is also a menu on the right hand side which allows a user to choose personal vs. shared queries, or even all queries. The best practice is to always have 'All queries' selected if you want to see something you did not create.

<b>Queries</b>	- <b>Be sure Queries is selected (selected items are always bolded)</b>	
<a href="#">Query Library</a>	- Reports is for building reports based on applicant data. (bar chart icon)	
<a href="#">Personal queries</a>	- Widgets is for admin use only. (pie-chart icon)	
<a href="#">Shared queries</a>	- Voyager is for admin use only. (map icon)	
<b>All queries</b>	Personal queries will only show the queries you created.	
<b>Exclude archived</b>	<b>Clicking Shared queries will show ALL shared queries.</b>	
<a href="#">Include archived</a>	<b>Clicking All queries will show ALL queries you have access to.</b>	
<b>Folders</b>		
<b>All Folders</b>	Clicking <b>All Folders</b> under the Folders heading will show every query in every folder.	

[Department](#) - **The Department folder contains sub-folders for each dept.** You should always **save your query here!** This will make it much easier for you to find what you are working on.

Remember! You can use the search bar to search for the name of your query. You can also sort by name or updated date by clicking on that label in the header:

Name	Folder	Base	Updated
------	--------	------	---------

All new queries are now being built using “**Configurable Joins**” - but what does that mean?

Configurable Joins are ways to build queries using multiple tables within the database – letting you access much more information than was available before through one query!

Before you create a query using Configurable Joins, it is important to know

1. What records you want to search
2. What you want to know about those records
3. What related bases need to be joined to access the desired data points.



How to run a query:

Select New Query and this screen will appear:

**New Query** [X]

Name

User

Sharing  Share query with other users with the query and query base permissions

Folder

Type

Base

**Save** **Cancel**

1. Enter the Name of your query
2. User will automatically be you
3. Check the share query box
4. Select the Department Folder, then select your specific departmental sub-folder
5. For Type, select "Configurable Joins"
6. For Category, select "Records"
7. For Base, select either "Application" or "Person" *Note: I suggest starting with Application.*
8. Hit Save

It should look like this before you hit save:

**New Query** [X]

Name

User

Sharing  Share query with other users with the query and query base permissions

Folder  /

Type

Category

Base

This process will open up the Edit Query page.

## Edit Query

Folder Department / GRAD  
User [Test AAA](#)  
Base Configurable Joins - Application  
Execution Mode Retrieve all records each time query is run

- Edit Properties
- Edit Permissions
- Edit Web Service
- Schedule Export
- Preview Results
- Display SQL
- Save Copy

Exports

- Export
- Literal
- Custom SQL

Filters Matching Rows: 119,389

- Filter
- Custom SQL
- OR
- NOT
- (
- )

Sorts

- Sort

Joins

- Join

As you can see from the image above, there are a few main parts to queries:

**Exports** allow you to choose every item you would like to show in your query report.

**Filters** narrow down the files that information is pulled from.

**Sorts** allows you to sort the data on a selected value (for example, ascending order based on last name) – note, this will not show in Preview Results.



**Joins** allows you to create a 'base join' to another data table to pull in more information.

For example, if you only want to know the Names, Emails, and Subplans for International Student (Foreign Nationals), 'Name' and 'Email' and 'subplan/program' would be exports, and 'Citizenship status IN Foreign National' would be a filter. If you were looking for just one subplan's applicants, then the 'subplan/program' would be a filter instead of an export. To see all of this information, you will need to add a base join of 'person'.

**IMPORTANT:** Base joins are only for 1 to 1 relationships! Otherwise, you will need to add a subquery join: 

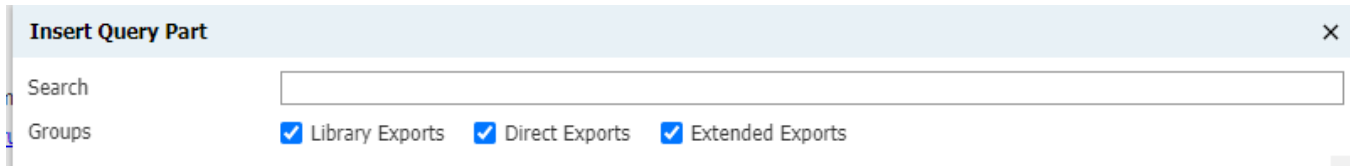
For example, every 1 application is filled out by 1 person, so having a base join to Person is good!

But, every 1 person could have many applications, so starting with Person and having a base join to Application is not going to work!

One to one, use ; one to many, use  !

## How to select exports:

You can either drag over the Export field into the blank space – be sure to wait for a green line before ‘dropping’ the button into place – or you can double-click the Export button. This ‘Insert Query Part’ screen will appear:

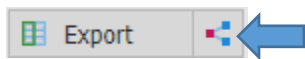


On this page, you can select the exports that you want to find with your query– either scroll through the entire list or start entering a search term in the search bar at the top. You can select multiple fields at once, but be sure to hit save. **Note: Only the exports that are listed under the Direct Exports heading are available without a new subquery join! You can unclick the other boxes if you only wish to see those options.**

Hitting save automatically closes the ‘Insert Query Part’ window and loads your selections into the Query Editor.

These items can then be rearranged in the list by dragging and dropping. Each individual item can be deleted by mousing over the end of the bar and hitting the red X, or edited by mousing over the end of the bar and selecting the pen and paper icon. You can delete multiple exports at a time by holding down the CTRL key as you click each one, and then hit the red X at the end of one of the bars.

To add a subquery export, you will need to hit the button to the right of Export:

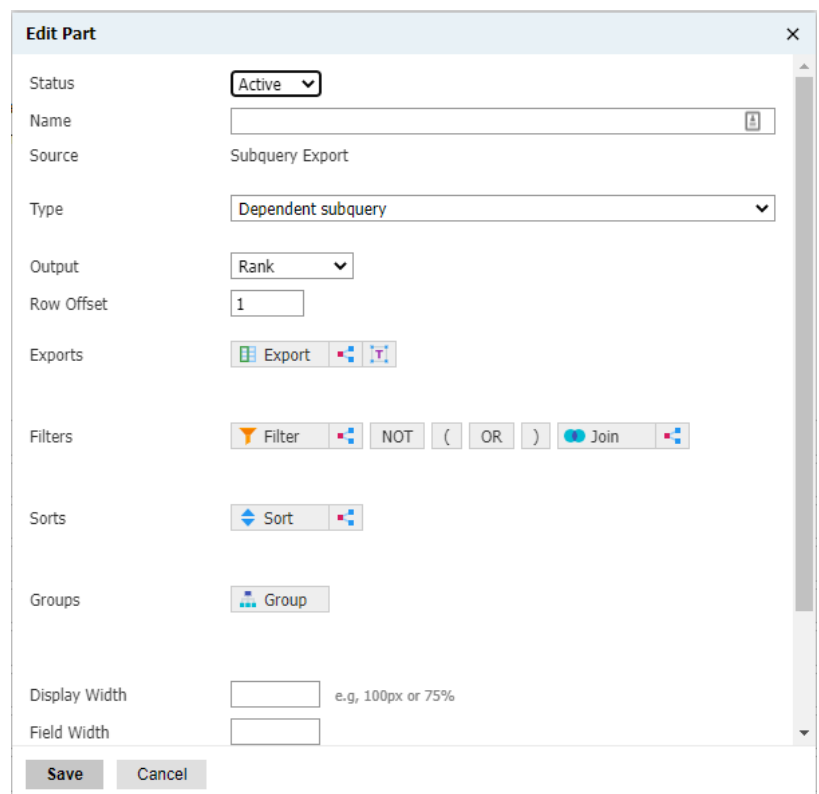


This will open up the Edit Part window:

Set the Name as what you are trying to find.

Select your join on the filter line, then select the Filter you wish to show. You can combine multiple filters into one line, rearrange their order, etc.! This is a powerful tool to customize your query!

For further assistance with subquery exports and filters, please contact Patty or Jen.



The Filters are a two-step process. You begin the same way you would for a export; by either dragging over the Filter field into the blank space – be sure to wait for a green line before ‘dropping’ the button into place – or by double-clicking the Filter button.

This ‘Insert Query Part’ screen will appear:

Only one item at a time is selectable from this list. In our example, I have selected ‘Citizenship Status’:

**Insert Query Part** [X]

Search:

Groups:  Library Filters  Direct Filters  Extended Filters

**Direct Filters**

**Person Info**

**Application**

Hit Continue to open the next screen:

**Edit Part** [X]

Status:

Name: Citizenship Status

Source: Filter

Memo: Returns person records based on citizenship status

Matching Rows: 0

Citizenship Status:

- US Citizen
- Permanent Resident
- Foreign National
- Blank

On this screen, you are controlling what information you want to show. The drop-down filter has two options: IN or NOT IN. Below that is a multi-select list that will automatically load with your available options based on which item you selected in the previous screen (to base your query on). (Note: Foreign National = INTL app)

After you make your selection, you can either hit save (if you are finished) or save and new (if you have more filters to add). Your Edit Query page will now have both exports and filters:

### Exports

Name
Email

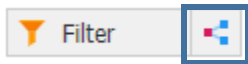
### Filters Estimated Rows: 20

Citizenship Status	IN Foreign National
--------------------	---------------------

- Notice that the number of Estimated Rows changes when you add new filters. It reflects the number of records that fit your currently entered criteria.

Again, each individual export or filter can be deleted by mousing over the end of the bar and hitting the red X, or edited by mousing over the end of the bar and selecting the pen and paper icon that appears next to the red X.

To add a subquery filter, click on the one-to-many image to the right of the Filter button:



This will open up the Edit Part Screen, where you can add a join, name the filter, and hit save. In the example below, this filter will screen out any application that has been tagged as a Test Record:

**Edit Part** ×

Status

Name

Source

Type

Aggregate

Exports

Filters

Join [Person / Tags](#)

Join [Tags / Lookup Tag](#)

Now that our query is built, let us turn our attention to the options at the top right of the page:

- Edit Properties** - This allows you to edit the properties of your query.
- Edit Web Service** - This will not be utilized at this time.
- Sharing Permissions** - This allows you to edit the permissions on your query.
- Schedule Export** - This allows you to schedule exports of your query on a regular basis.
- Preview Results** - This will allow you to preview your results in a pop-up window before running the query.
- Display SQL** - This will not be utilized at this time.
- Save Copy** - This will allow you to save a copy of this query (this is what you should select to copy the example queries created for you by the Graduate School).

In order to run the query, you will need to select the Query Name link at the top of the page:

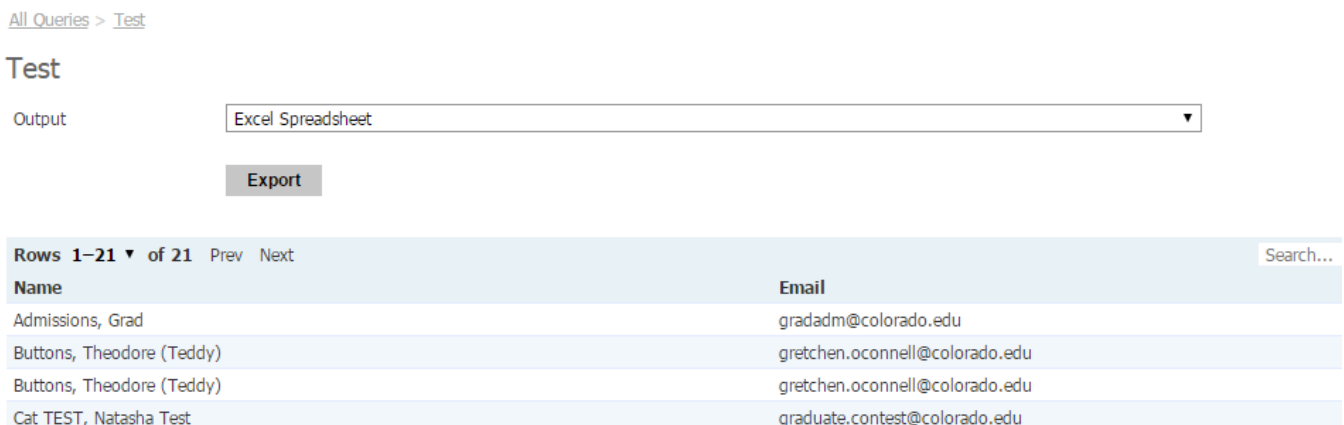


This will bring you to your query's landing page:



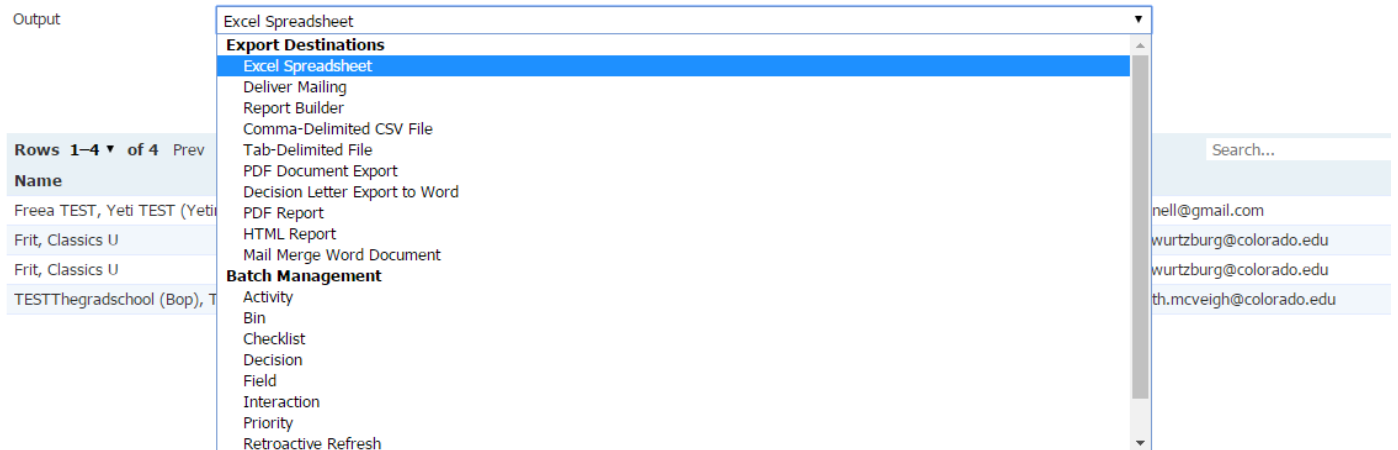
On this page, select the 'Run Query' button to run your query!

This will bring you to the results page:



Now, you will select how you want your information delivered to you. This is the Output which allows you to choose the method of delivery (most likely Excel Spreadsheet). The Output drop-down menu includes many options that are divided into 2 categories: Export Destinations and Batch Management.

By choosing the correct option here, you can create new mailings, downloadable spreadsheets, move files into bins and readers' queues, and update tags/decisions/etc:



After you have made your selection, hit export to start that file creation. You will see a preview of your query results below the options in the drop-down list. There is also a search bar that will allow you to search within your results.

If you click on one line of your report, you will be taken to a row preview which will show all the information in that one row. In the upper right hand corner is the option to select the Previous or Next record in the query, or you can click "Lookup Record" to find the student record associated with that particular row's information.

### Another Example - How to create a mailing from a query

After you have created a query, you may wish to email the entire list of applicants that you just pulled. To do so, select your query and hit the Run Query button. *Be sure to have 'email' as one of your exports!*

In the Output dropdown, select "Deliver Mailing" and hit export. This will bring you into the Deliver Mailing tool where you can edit and then send your message.

To start working on the message, click Edit Message in the right-hand menu:

This will open up the message editor where you should enter a 'reply to email address' – this should be your departmental email, enter the email subject (required), and enter your message's content. Hit save to continue.



You can preview your mailing by clicking Display Test Message, and when everything is set, Click Send Mailing to send your message to the entire recipient list you created with your query.

**Best Practice Tip: Always send a test message to yourself first! Or to one of us – just let us know it is coming.**

## How to create a New Query in 10 Steps!

1. Click New Query button.
2. Name your Query (DEPT-Name of Query is the suggested format).
3. Pick the right Folder: select Department, then choose your Dept. (if your department is not shown, select Other and then type in your 4 letter abbreviation).

**New Query** [X]

Name: Test

User: AAA, Test

Sharing:  Share query with other users with the query and query base permissions

Folder: Department / GRAD

Type: Configurable Joins

Category: Records

Base: Application

4. Pick Type: Configurable Joins, Category: Records, Base: Application
5. Click the checkbox to share your query.
6. Click Save.
7. Customize your query by adding joins, and your desired filters and exports.
8. Click on your query's name in the upper left-hand corner.
9. Now that you are on your query's main page, click Run Query.
10. Choose your Output and hit the Export button to run the query.

## More Query Tips & Tricks & Timesavers

### How to copy a query:

If you have a query that you do not wish to change, but you do want to modify it for another use or use it as a base for a new query, you should make a copy of it to edit.

1. Select your query and hit 'edit query'.
2. On the right hand side, select 'Save Copy.' This will bring up a pop-up window in which you should enter the new name for your new query. You can also make sure it is in the correct folder. Note: at this stage you cannot change the designated population. It will be the same as the query you are copying.

Now you have created a new query that has all of the old Exports and Filters of the query you copied. You may now edit this new query by hitting the 'edit query' button.

### Using the search bar to find Exports and Filters

When you are editing a query, there are many options for Exports and Filters. Now, instead of scrolling through all of the options until you find what you need, you can type in the name of the field in the search bar – so long as you enter at least 3 characters, it will start to search based on your entry.



## Select multiple Exports and Filters at once

Once you click export or filter, the 'Insert Query Part' window will show. This allows you to select as many options as you wish. Click on each one to select it, and it will highlight the field. When you have everything you need, hit save. This is much faster than doing each piece individually!

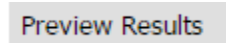
For Filters, hit save and add to keep adding more filters at once. When you have all that you need, hit save.

## Sort Key

This will allow you to sort your data/chosen fields in the query by setting it to show in Ascending or Descending order. When you select the sort key, you will be able to select the Export fields you have already added to the query. After you hit save, you can then change the sort order from ascending (the default) to descending or vice versa. Mouse over the sort key and hit the edit button to make that change. **Note:** the sort will not show in Preview Results; it only shows when you rung the query!



## Preview Results



To make sure you are pulling in all the data that you want, you can utilize the 'Preview Results' button on the top right hand side of the edit query page. This will show up to the first 50 rows of your query. Simply close the preview to continue editing your query if desired.

## Bases – Application vs. Person

- The **Application** base allows access to all custom application-scoped fields, materials, round, bins, references/LOR information, reader review forms, etc.
- The **Person** base allows access to all custom person-scoped fields and biographical data.

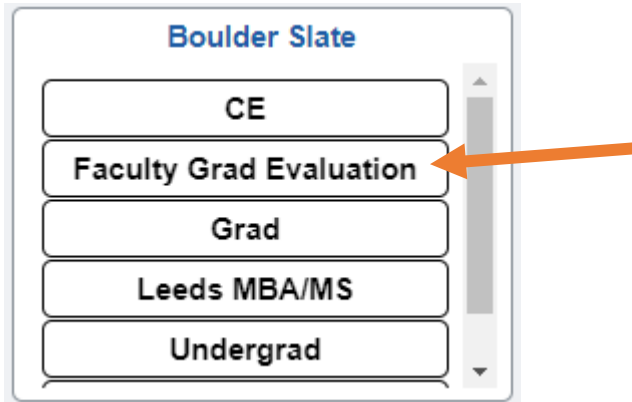
## Joins

Always rename your joins. The labels you add will then show up as the header when you click export or filter, which will help you find them quicker!

*Remember, the GRAD folder has many example queries for you to copy and make your own! Just search for 'Copy Me!' to find them.*

## Slate Reader Tool

The Reader will be where submitted applications are reviewed. Simply click on the icon: to enter the reader. You can also find a link to the Reader from [mycuinfo.colorado.edu](http://mycuinfo.colorado.edu):



Your first view will be the Home page of your reader. On the home page are some helpful tips for navigating around the Slate Reader:

### Navigating the Interface

The Slate Reader is designed to be navigated using both the mouse and keyboard. While some users may be accustomed to using only the mouse to navigate web pages, using keyboard shortcuts enables faster navigation, and we've included several keyboard shortcuts in the Slate Reader to help you move through applications quickly.

#### Using the Mouse

- Click tabs in the left panel to change sections
- Double-click on a page to zoom in
- Right-click on a page to zoom out
- Click-and-drag to move within/between pages

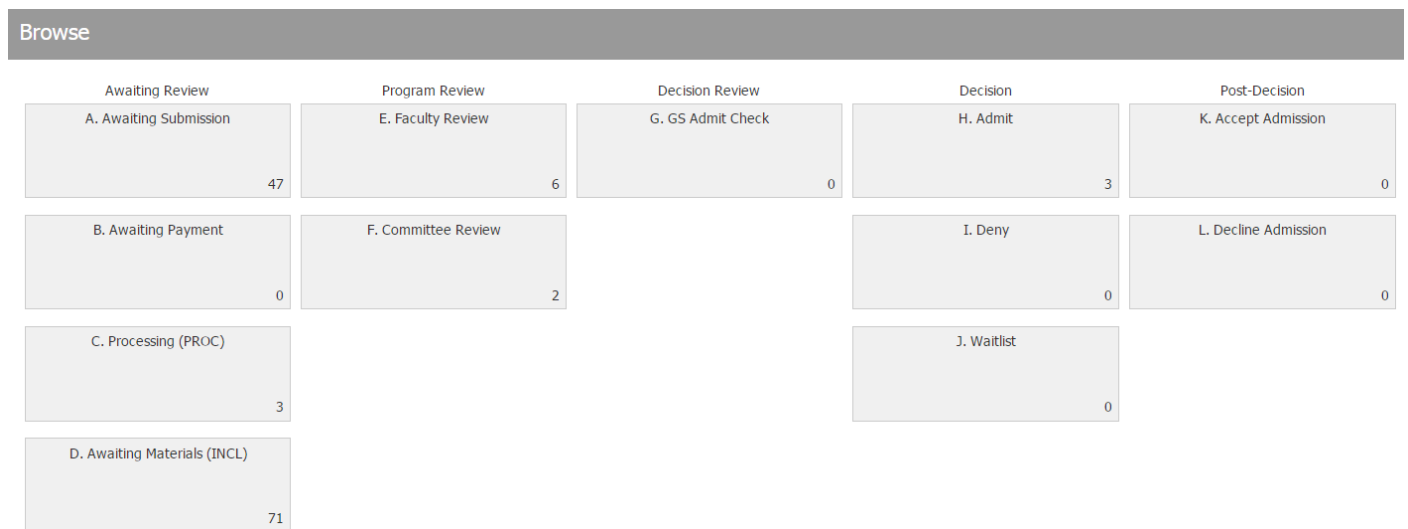
#### Using the Keyboard

- **Arrow Keys:** move up/down/left/right
- **Pg Up/Pg Down:** page up, page down
- **+/-:** zoom in, zoom out
- **Tab:** next section in index
- **Shift + Tab:** previous section in index
- **1-9:** display 1st tab, 2nd tab, etc. in index
- **Ctrl + Left/Right Arrow:** rotate page (PC)
- **Cmd + Left/Right Arrow:** rotate page (Mac)
- **Q:** toggle display of queue
- **R:** toggle display of Review Form / Send to Bin
- **S:** toggle display of search
- **Esc:** close open panels, return to first section

The menu on the left hand side of the page shows you how the reader is organized:

<b>slate</b>	- Click the slate button to go 'back' instead of clicking your browser's back button.
<b>Home</b>	- The Home button will bring you back to the 'home' page of the reader.
Browse	- The Browse button will show your review bins and how many applications are in each.
Search	- The Search button allows you to search through your applications, filter your applications, or create a query.
Queue	- The Queue shows all applications currently in your personal queue to be viewed.
Recent	- The Recent button shows the applications you have recently viewed.
Share	- Share allows users to share a current application view and work on a single file together.
Classify	- The Classify button allows users to select multiple applications and move them to a bin.
Help	- The Help button shows information about the reader.
Exit	- The Exit button will bring you back to the main Slate interface, thus exiting the Reader.

**Browse**



The Browse view shows the various points in the application process (bins), and how many applications are at each point. Applications move through each column, and then move right into the next column as appropriate.

Note that applications will move automatically through the first column of bins, from awaiting submission to awaiting payment to processing and to awaiting materials. Only after all items are turned in will an application be complete and ready to move on to departmental review.

One can click on any of the bins to see a list of which applications are currently in that bin.

After each application has been reviewed, it will either be moved into the Deny bin or into the GS Admit Check (if you wish to admit that person). The GS Admit Check is when the processing team will make sure everything is complete before an admit or waitlist decision is finalized.

Finally, after the applicant is notified of the decision, they will move into either the accept admission or decline admission folder.

Note: Regular faculty reviewers will only be able to see the Awaiting Materials, Faculty Review, and Committee Review bins.

## Search

The Search view shows a selectable list of your applications, as well as a search/filter on the right hand side, and buttons on the top including build query, refresh, and add to queue. One can utilize the filter to show applications with certain features – like a subplan for instance – or the search bar to look for a certain applicant’s name (must type in at least 3 letters for the search to function). Submitted applications are in bold while those applications that have yet to be submitted are greyed out, and both include the application status. One can double-click on any submitted application to open it in the reader view.

One can use the query tool (in the GRAD folder, there is an ‘Applications Ready for Faculty Review – Copy Me!’ query you may utilize to do this) to assign readers to certain applications by clicking Run Query, selecting Bin as the output and clicking export, and then selecting the Queue Action ‘Add Readers’. Enter in the name of your Reader(s) into the Add Reader Box and then click either Update Selected (after selecting which files you want to assign by checking their checkboxes) or selecting Update All:

### Bin Management

Bin Action	Leave Current
Queue Action	Add Readers
Add Reader	

Update Selected (0)

Update All (2)

Rows 1–2 of 2		Prev		Next		Search...	
<input type="checkbox"/>	Bin Management: Appli...	Bin Management: Bin	Bin Management: Read...	Name	Degree Level	Subplan/Track	Status
<input type="checkbox"/>	Doggie Test, Tessa Test (T...	D. Awaiting Materials (INCL)	Gretchen O'Connell	Doggie Test, Tessa Test (T...	Economics - PhD	Economic History	D. Awaiting Materials
<input type="checkbox"/>	Doggie Test, Tessa Test (T...	A. Awaiting Submission		Doggie Test, Tessa Test (T...	Aerospace Engineering Scie..	Aerospace Engineering Sys...	A. Awaiting Submissic

Please contact the graduate school to enter in your faculty readers’ information.

## Queue

This view shows all the applications currently in your queue. No one but the faculty reviewers or other reviewers/decision makers should have anything in their queue. The queue, when populated, shows a selectable list of assigned applications, as well as a search/filter on the right hand side, and buttons on the top including build query, refresh, and add to queue.

## Classify

This tool is not for departmental use at this time.

## Deliver Mailings

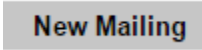


The Deliver tool is used to send and schedule mailings to prospective students and applicants.

When you click on the bullhorn icon, a list of mailings will be shown. Each department can set up their own mailings which will be found in their own subfolder under the Departments Emails folder. These folders are shown on the right hand side of the page.

Do not edit any mailings that are located outside of your department folder.

How to create a new mailing:

1. Either click on the Deliver icon or mouse over it and select Mailings.
2. Click the New Mailing button on the upper left of the window: 
3. Name the email using this formula: DEPT – Name of Mailing.
4. Change the folder to Departments emails.
5. Choose your DEPT in the dropdown to the right, or if it does not exist, select Other and enter your department code in the text box that appears.
6. Click Save.

After the mailing is created, named, and saved in your departmental folder, you can build the message itself. There is a menu on the right hand side that will allow you to edit your recipient list, edit the message, send the mailing, or make a copy of the mailing. Since we are creating a new message in this example, select Edit Message.

1. Be sure to enter a reply-to email address – this should be the departmental email address you wish students to be able to reply to. Do NOT leave it as gradadm@colorado.edu!
2. Enter the email subject you wish to use – this is a required piece of the message. You will not be able to save your mailing without a subject line in place.



**Edit Message**

Reply To (opt.)

Sender "CU Boulder Grad Admissions" <gradadm@colorado.edu>

Recipient {{Email}}

CC

Subject Thank you Version 1 ▾

---

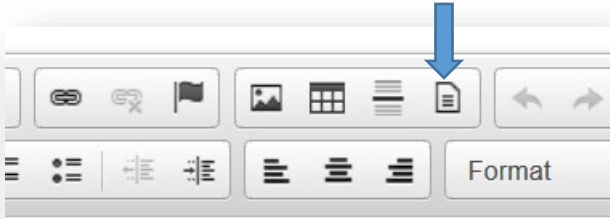
✂ 📄 📧 📧 📧 | 🔗 🗨 🚩 | 🖼 📧 📧 | ⏪ ⏩ | 🔍 🔍 🔍 | 🔍 🔍 🔍 | 📄 Source

**B I U S** | ☰ ☰ ☰ | ☰ ☰ ☰ | ☰ ☰ ☰ | Format Font Size A- A-

Now you can type in your message. Notice the image above, which shows the full range of tools available to you during the editing process. A Departmental Email Template has also been created for you. This template is scalable between wired and mobile devices, and we highly suggest that you make use of it.

To find this template, click the paper icon.

1. Choose the Department Email Template
2. Enter in your own message by clicking into the boxes on the template, adding your own signature, etc.



**Do not change the format on the template!**

Be sure to use your own signature (you can send us a jpeg of it if you would like the actual signature to be included) and update the social icon links as desired. To edit, simply double-click the social icon buttons and change their links.

Click Save to save your message.

Preview the responsive email by clicking on the email or the phone icon above the message window:

Display Sample Message

Send Test Message



If the information does not scale properly (i.e. if a scroll bar appears), your message is not formatted correctly. You can also check your formatting by sending a test message to a non-Outlook email account.

## Edit Recipient lists

Editing the recipient list will allow you to choose the records that will receive the mailing. There are two ways to add a recipient list: through a query or by uploading a spreadsheet.

### Query for an individual (only possible if person has a record in Slate)

You can create a query using the same method as described on page 17 for sending to a group, but set your filters to target an individual person specifically.

The easiest way to do this is to add a last name filter and enter the entire last name of the recipient. Beware the estimated count – if there is more than one person with that last name, additional filters will need to be applied to target the correct person. Always preview the query results to confirm you have found the correct individual.

If you choose to upload a spreadsheet, the merge fields will be pulled using the header row of the file uploaded. Please contact [patricia.stanfield@colorado.edu](mailto:patricia.stanfield@colorado.edu) for further instructions.

At any point, you can use the breadcrumb links at the top of the page to return to the mailing.

After you set up a recipients list, you can add merge fields:

### Add merge fields

1. Click Edit Mailing.
2. On the right side will be the fields available to use in the merge for the mailing.
3. Drag the Email field into the recipient part of the message header.
4. Place other merge fields as desired throughout the email body.
5. Click Save.

Preview what the email will look like to the recipients by clicking Display Sample Message – all merge fields will show a value from a row on the recipient list.

The email is now ready to send.

## Sending the Mailing

Click Send Mailing – if attempted before all steps are complete, the system will give a red error message:

The screenshot shows the 'Send Mailing' dialog box with the following settings and error message:

- Pre-Flight Checks:** Error: Mailing does not contain any recipient lists.
- Estimated Recipients:** Not available until all errors have been resolved.
- Recipient Lists:** No recipient lists have been specified.
- Batch Size (optional):** Send max [ ] messages and suspend.
- Deduping:**  Send only one message/recipient.
- Ready for Review:**  This message is ready for review.
- Start Date/Time:** [ ] Time: [ ] Eastern Time
- Delay Delivery:**  Delay delivery until a specific time.

Buttons at the bottom: Save Settings, Cancel

If all is in order, the Pre-Flight checks message will be green and a recipient count will be displayed:

The screenshot shows the 'Send Mailing' dialog box with the following settings and successful pre-flight checks message:

- Pre-Flight Checks:** No errors have been found. Pre-flight checks identify only the most common issues, so please still review your mailing before sending.
- Estimated Recipients:** Upon clicking Send Mailing, the following actions will be taken:  
1 records will be considered for immediate delivery.  
No records will be excluded as a result of suppression lists.  
The recipient count is determined from the following lists:  
1. boo (live) - 1 records
- Recipient Lists:** boo (live)
- Batch Size (optional):** Send max [ ] messages and suspend.
- Deduping:**  Send only one message/recipient.
- Ready for Review:**  This message is ready for review.
- Ongoing:**  Continue running mailing indefinitely.
- Start Date/Time:** [ ] Time: [ ] Eastern Time
- Stop Date/Time:** [ ] Time: [ ] Eastern Time
- Weekdays:**  Monday,  Tuesday

Buttons at the bottom: Send Mailing, Save Settings, Cancel

The green message does not signify the message is what is expected, simply that the system has no reason not to allow the send. Be sure to double-check the message, send test messages, check the test messages on different email clients, and have others look at them - more eyes are always better in testing!



Mailings can be set to send once, or to be sent as ongoing messages that go out every day or weekly for a specified time, or forever. Note the Start and Stop time stamps are in Eastern Time; add two hours to any entry here.

Click 'Send Mailing' when you have finished testing your mailing.

Slate will make you confirm the send by prompting you to type SEND before the system will schedule the mailing.

The Current Status of the email will update to Scheduled/Running. If the message is a one-time send, the status will update to Completed after it is sent. If you wish to edit a mailing after you have sent it or scheduled it to send, you must click the 'stop mailing' button before the system will allow you to make any changes. After you make your additions/corrections, you will need to select 'Send Mailing' again to turn it back on.

We are happy to be your guinea pigs! You may send test messages to us – just let us know they are coming!

**Important!** If you have any doubts about your mailing – **DO NOT SEND IT**. Contact us first to check your work.

## Departmental Fee Waivers

To request a fee waiver, send the following information to [Allison.metzger@colorado.edu](mailto:Allison.metzger@colorado.edu) and [Jennifer.shurley@colorado.edu](mailto:Jennifer.shurley@colorado.edu), and cc [patricia.stanfield@colorado.edu](mailto:patricia.stanfield@colorado.edu) :

“The Department of XXX would like to waive the application fees for the following applicants.

Last Name	First Name	Type	Applied for Term
McExample	Colleen	Domestic	Fall 20XX
One	More	Domestic	Spring 20XX
Cool	Christopher	International	Fall 20XX

Please charge ST XXXXXXXX.”

These requests will be processed, logged in a folder, and the speedtype will be charged with the total amount of all submitted waivers. Waivers can be applied as soon as an application is started, so you do not need to wait for them to finish to submit this waiver. The applicant will then submit like normal.

If an applicant has any other fee waiver questions (i.e. is not getting their fee paid for by the department in the method explained above), have them contact [gradadm@colorado.edu](mailto:gradadm@colorado.edu) with any questions.

Please make sure the applicant has started an application first! No fee waivers can be added until an application is begun.

## Review & Decision

Once an application is complete, it will be moved into the **E. Faculty Review** bin, and is ready for review.

---


*Remember – No Queue Until Faculty Review!  
Do Not add any applications to your faculty queues until they are in  
the **E. Faculty Review** bin – it will delay the processing team.*

---

The GPA should assign applications in the **E. Faculty Review** bin to the appropriate faculty queues. The easiest way to do this is through the query tool.

Click on the [Applications Ready for Faculty Review – Copy Me!](#) query. Hit Edit Query, and then save a copy to your folder. Change the degree level filter as needed. **Note: You only have to do this step once! Then this query will always be ready for you in your folder!**

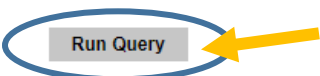

If you want to add any other appropriate filter(s) (i.e. subplans, etc.), you can do so here. When you are satisfied with your exports and filters, click the breadcrumb to go back to the main query page.

[All Queries](#) > [Applications Ready for Faculty Review - Copy Me!](#) 

Then hit the 'Run Query' button.

### Applications Ready for Faculty Review - Copy Me!

Folder	Department / GRAD
User	<a href="#">Patty Krus Stanfield</a>
Base	Configurable Joins - Application
Execution Mode	Retrieve all records each time query is run
Filters	<a href="#">Submitted Status</a> = Submitted <a href="#">Lookup Round / Active Status</a> = Active <a href="#">Current Bin / Name</a> Name IN Program Review - E. Fa <a href="#">Degree Level</a> IN Aerospace Engineering Sciences - ME
Matching Rows	427

  [Run Query](#)

Since we are moving files to a new bin, set the 'Output' to 'Bin' as shown below, and then hit 'Export':

### Applications Ready for Faculty Review - Copy Me!

Output

Bin

[Export](#)

This will take you to the Bin Management screen, where you will Add Readers:

### Bin Management

Bin Action	Leave Current
Queue Action	Add Readers
Add Reader	

Update Selected (0)

Update All (307)

Once you have typed at least 3 letters, the system will autosuggest names which can be selected. Multiple readers may be assigned at one time; simply type another name into the box and continue until you have everyone you wish to assign at this time.

There are 2 main methods of assigning applications to readers:

1. Check the box for each individual application you wish to assign, type the reader name into the 'Add Reader' box, and select 'Update Selected.'
2. Add all readers you wish to assign to every application in the query list, and select 'Update All' to assign all applications from that query to all of the entered readers.

Note: You can also clear readers on this screen by changing the 'Queue Action' from 'Add Readers' to 'Clear Readers.'

Once the faculty have applications assigned to them, a weekly reminder email will be sent, letting them know they have items in their queue.

**The only way to turn-off this weekly notification is to clear their queue by completing the Faculty Reviewer Form for each application assigned to them.**

To access the Faculty Review Form, the reader will need to select an application from their queue to open it in the Reader. Then, they will click on the 'Review Form / Send to Bin' button in the bottom right-hand side of the Reader:

Review Form / Send to Bin

Then select the checkbox for Faculty Review Form:

Faculty Review Form

This will open the Faculty Review Form on the right-hand side of the page.

This is an example of the generic Faculty Review Form. You may request the creation of a custom version.

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

Once 'Yes' is selected for 'My Review of this Application is Complete,' one more question populates:

Recommend for Admission?

- Yes
- No

To submit the form, the reader should scroll to the end (after the recommend for admission question):

**Send to Bin**

Current Bin  
E. Faculty Review

Next Bin (required)  
E. Faculty Review (current) ▼

Next Reader (optional)

---

**Send**      Draft Saved

The Next Bin (required) must be set to match the Current Bin – this is the only option available.

A reader can also suggest a Next Reader (and enter comments to that reader) in the optional field. This will add this application to the entered reader’s queue.

Hit the Send button to complete the form and remove this application from the queue.

After all faculty readers have completed the Faculty Review Form for applicants in their queues (at least the last two questions, which are required), the GPA should move the applications to either the **I. Deny** bin or the **F. Committee Review** bin.

To move the applications in batch, go back to that same query you used to add your readers, and hit run query.

Set the ‘output’ to Bin and then hit export.

Applications Ready for Faculty Review - Copy Me!

Output      Bin ▼

**Export**

This Bin Management screen is where the GPA can batch move these applications to the next bin:

**Bin Management**

Bin Action      Set Bin ▼

Bin      F. Committee Review ▼

Queue Action      Add Readers ▼

Add Reader

**Update Selected (0)**      Update All (16)

Set ‘Bin Action’ to ‘Set Bin’.

Set ‘Bin’ to the next bin – either ‘**F. Committee Review**’ for those files that need a final decision, or ‘**I. Deny**’ if they should be denied.

If moving applications into the ‘**I. Deny**’ bin, no readers will need to be added. Instead, change Add Readers to Remove Readers, to clear out any readers that may remain.

‘Queue Action’ is automatically set to ‘Add Readers’. If moving to ‘**F. Committee Review**’ bin, simply enter the name(s) of the one(s) making the final decisions (whether it is the GPA, Grad Director, Decision Committee Chair, etc.) in the ‘Add Reader’ box. Select either ‘Update Selected’ or ‘Update All’ as needed to move the applications to the selected bin and add those readers.

The reader added at this stage will be the ones who fill out the Decision Form in the reader for each application in the **F. Committee Review Bin**. The Decision Form is required. Only one Decision form should be submitted per application!

The Decision Form is accessed in the same way the Faculty Review Form is: the reader will need to select an application from their queue to open it in the Reader. Then, they will click on the 'Review Form / Send to Bin' button in the bottom right-hand side of the Reader:

Review Form / Send to Bin

This will open the Decision Form on the right hand side of the Reader view:

**Decision Form**

Department Applied To  
Linguistics ▼

Program Applied To  
Linguistics - MA ▼

Subplan Selected  
Semantics ▼

Entry Term Selected  
Fall 2018 ▼

First Name  
Tessa Test

Last Name  
Doggie Test

Decision Recommendation  
Admit ▼

Click here ONLY if the offer of admission is for a **different degree level** than the one to which the applicant applied.  
 Yes, I wish to admit them to a different degree level.

Click here ONLY if the offer of admission is for a **different subplan** than the one to which the applicant applied.  
 Yes, I wish to admit them to a different subplan.

*These top items, 'Department Applied To' through 'Last Name,' are auto-filled for you!*

Enter the Decision Recommendation here – Admit, Deny, Waitlist or Provisional.

Check the box here if you wish to admit the applicant to a different degree level.

Check the box here if you wish to admit the applicant to a different subplan.

If you check either box to make a change to degree level or subplan, this warning will show to remind you that a grad change form must be emailed to your processor:

**Don't forget to submit a change form to your grad processor to update the applicant's admission to the correct plan/subplan!**

**Important!** If you have an applicant that needs to have a petition for Regular or Provisional Admission submitted on their behalf, the warning and link to the form will populate here!

### Send to Bin

Current Bin

F. Committee Review

Next Bin (required)

F. Committee Review (current) ▼

Next Reader (optional)

Send

Saving in 12s...

To submit the form, the reader should scroll to the end:

The Next Bin (required) should be set to match the Current Bin – this is the only option available.

Hit the Send button to complete the form and remove this application from the queue. This finalizes the decision.

When the Decision Form is filled out in the reader and submitted, the departmental application review is complete and the application will automatically move to its next bin.

- For Deny decisions, the application will automatically move into the '**I. Deny**' bin.
  - The GPA can then release the deny decisions and letters after this bin movement has taken place. This can be done in a batch – instructions begin on page 37 of this manual.
- For Admit decisions (including provisional and waitlist), the application will automatically move into the '**G. GS Admit Check**' bin.
  - The Graduate Processing team performs the final check of each application and will then move them to the next bin – either '**H. Admit**' or '**J. Waitlist.**'

When the application has reached the '**H. Admit**' bin, The GPA can then release the admit decision and letter.

---

*Remember – do NOT send any decision letters until the application is in the Admit or Deny bin! Decisions are not finalized until the applications have been moved, and no letters or notifications should go out until that stage.*

---

## Processing Admits

The GS Admit letter is the default admit letter and should be used every time. In addition, the GPA may upload a specific departmental letter for each applicant, to be displayed at the same time the GS Admit Letter is shown.

This is done in the Student Record View on the application tab:

Decisions

Effective ▲	Decision	Released	Received	User
<a href="#">New Decision</a>				

Click 'New Decision' to enter the Decision screen:

### Decision for Doggie Test (Stanfield, Krus), Tessa Test

Code	<input type="text"/>	Not available until decision has been saved.
Letter	<input type="text" value="Default for Decision"/>	
Confirmed	<input type="checkbox"/>	
Released	<input type="checkbox"/>	
Expires	<input type="checkbox"/>	
Notification	<input type="checkbox"/> Decision has been received by applicant.	
Merge Fields (Field=Value)	<input type="text"/>	
Comments	<input type="text"/>	
Custom Letter Upload	<input type="button" value="Choose File"/> No file chosen	
Custom Letter Override	<input type="text" value="Show both assigned letter and custom letter"/>	

On this screen, set the code to Admit (or Deny or Waitlist as needed).

The 'Reason' selection will appear when you select the Admit Code. Select 'Graduate Admit.'

Letter should be set to '2016-10-06 – Admit – GS Admit Letter'. This is the default letter for all admits.

Click the 'Confirm' button to confirm the admit decision.

Click the 'Released' button to release the decision (send it to the applicant's status page). You can set the date and time of the release if you want the letter to be released in the future – for example, if you wanted all letters released at the same time/date.

Click the 'Expires' button if you wish to set a date that the offer will expire on, i.e. the date it will disappear from the applicant's status page.

The 'Notification' check box will automatically show as checked *after* the applicant receives and views the decision letter(s).

We will not be utilizing the 'Merge Fields' box at this time.

The 'Comments' box is available if you have any comments to record at this time for this applicant – this is not displayed to the applicant.



Use the 'Custom Letter Upload' by selecting the Choose File button and selecting your customized departmental letter to this applicant. Note: if you offering funding, you must use the Admit Letter with Offer of Funding – either [Domestic](#) or [International](#). These are found on the Graduate School site.

'Custom Letter Override' should always be set to "Show both assigned letter and custom letter.'

The screen should look similar to this (for an Admit) before you hit save:

Code	Admit ▼	Not available until decision has been saved
Reason	Graduate Admit ▼	
Letter	2016-10-06 - Admit - GS Admit Letter ▼	
Confirmed	<input checked="" type="checkbox"/> Date 11/02/2017 Time (ET) 04:32:25 PM	
Released	<input checked="" type="checkbox"/> Date 11/02/2017 Time (ET) 04:32:25 PM	
Expires	<input type="checkbox"/>	
Notification	<input type="checkbox"/> Decision has been received by applicant.	
Merge Fields (Field=Value)	<div style="border: 1px solid black; height: 60px;"></div>	
Comments	<div style="border: 1px solid black; height: 30px;"></div>	
Custom Letter Upload	<input type="button" value="Choose File"/> No file chosen	
Custom Letter Override	Show both assigned letter and custom letter ▼	

Once the decision is released, an email will automatically be sent to the applicant notifying them of a status update and prompting them to log in to the status page. The admit letter and custom letter will show on the applicant status page under a "Status Update" link.

For an admit, after the applicant views the letter(s), the Reply to Offer of Admission form automatically populates on his or hers status page. The applicant uses that form to confirm his/her intent to enroll.

- If the applicant chooses to *decline* their offer of admission, they are automatically moved from the **Admit Bin** to the **Decline Admission Bin**.
- If the applicant *confirms* his/her intent to enroll, they are then prompted to pay the \$200 confirmation deposit on their status page. Once the deposit is paid, the application moves from the **Admit Bin** to the **Accept Admission Bin**. Matriculation follows.
- If the applicant is an international student, they will be prompted to provide any extra materials needed for visa purposes before the confirmation deposit is due. After submitting any extra visa materials, they pay the \$200 confirmation deposit on their status page. Once the deposit is paid, the application moves from the **Admit Bin** to the **Accept Admission Bin**. Matriculation follows.

## Batch Denials

*Tip: If you process your Admits and Waitlisted applicants first, anyone left in the **E. Faculty Review** bin can be batch denied.*

Select the Query tool in the main Slate view, then click on the department folder on the right side menu, then click on GRAD.



Click on the [Applications Ready for Faculty Review – Copy Me!](#) query. Hit Edit Query, and then save a copy to your folder. Change the degree level filter as needed. **Note: You only have to do this step once! Then this query will always be ready for you in your folder!**

If you want to add any other appropriate filter(s) (i.e. subplans, etc.), you can do so here. When you are satisfied with your exports and filters, click the breadcrumb to go back to the main query page.

[All Queries](#) > [Applications Ready for Faculty Review - Copy Me!](#)

Then hit the 'Run Query' button.

### Applications Ready for Faculty Review - Copy Me!

Folder	Department / GRAD
User	<a href="#">Patty Krus Stanfield</a>
Base	Configurable Joins - Application
Execution Mode	Retrieve all records each time query is run
Filters	<a href="#">Submitted Status</a> = Submitted <a href="#">Lookup Round / Active Status</a> = Active <a href="#">Current Bin / Name</a> Name IN Program Review - E. Faculty Review <a href="#">Degree Level</a> IN Aerospace Engineering Sciences - M&S
Matching Rows	427

Run Query

Since we are moving files to a new bin, set the 'Output' to 'Bin' as shown below, and then hit 'Export':

### Applications Ready for Faculty Review - Copy Me!

Output

Bin

Export

This Bin Management screen is where the GPA can add/remove readers, and move these applications to a new bin:

Bin Management	
Workflow	Default Workflow ▾
Bin Action	Set Bin ▾
Bin	I. Deny ▾
Queue Action	Clear Readers ▾
Add Reader	<input type="text"/>

It's a good idea to select 'Clear Readers' for 'Queue Action' here to remove these files from faculty member queues.

Select either 'Update Selected' or 'Update All' as needed to move the applications to the **I. Deny** bin.

## Batch Deny Letters

To process multiple denials at once, follow these steps:

From the Query tool, navigate to the Department > GRAD folder and select the [Applications Ready to Deny query](#). This will show a list of all applications in the bin. Change the degree level filter as needed. **Note: You only have to do this step once! Then this query will always be ready for you in your folder!**


If you want to add any other appropriate filter(s) (i.e. subplans, etc.), you can do so here. When you are satisfied with your exports and filters, click the breadcrumb to go back to the main query page.

[All Queries](#) > [Applications Ready to Deny - Copy Me!](#) 

Select 'Run Query'.

### Applications Ready to Deny - Copy Me!

Folder	Department / GRAD
User	<a href="#">Patty Krus Stanfield</a>
Base	Configurable Joins - Application
Execution Mode	Retrieve all records each time query is run
Filters	<a href="#">Submitted Status</a> = Submitted <a href="#">Lookup Round / Active Status</a> = Active <a href="#">Current Bin / Name</a> Name IN Decision - I. Deny <a href="#">Degree Level</a> IN Aerospace Engineering Science
Matching Rows	49

 **Run Query**

In 'Output' select 'Decision' and then hit 'Export':

### Applications Ready to Deny - Copy Me!

Output

Decision ▾

**Export**

This will open the Decision Management screen:

Decision Management

Code

Letter

Status  Confirm decisions immediately upon updating.

Select 'Deny' for the code, and select a letter using the 'Letter' dropdown menu – if your department does not have a specific letter loaded, the GS Deny Letter shown in the example above is available as a generic deny letter.

If you would like a specific department deny letter uploaded, please send it to us:

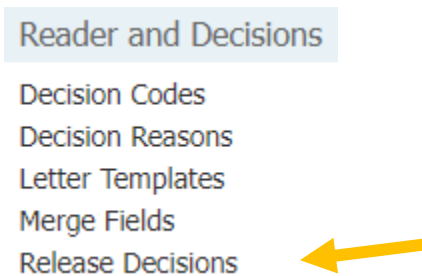
Allison Metzger	<a href="mailto:allison.metzger@colorado.edu">allison.metzger@colorado.edu</a>
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Check the 'Status' box to confirm the decision immediately upon updating, then select 'Update All' or 'Update Selected'.

After this, **YOU STILL NEED TO RELEASE THE LETTER(S)**! You'll need to go to the main Slate Database for this at [grad.apply.colorado.edu/manage](http://grad.apply.colorado.edu/manage). Select the database button from the top menu:



Then, select 'Release Decisions' under the Reader and Decisions column:



From the right-hand side menu, select 'Release' to show the list of decisions ready to be released:

## Release Decisions

Applicant	Decision	Created ▼
Shurley (Campbell), Jen (test record) C (Jenny)	Deny (Deny)	10/27/2022

Select all files in your decision group by checking the blue box. The list will highlight in yellow, the box will have a checkmark, and a set of gears will appear with the count of your decision group:



Click on the gears. This opens a pop-up where you can enter the 'Release Date' and hit the 'Release' button to make these decision letters available to the applicants:

**Release Decisions** ✕

Records Affected **1** *Note: Decision Release permissions are enforced.*

Sample Records Shurley (Campbell), Jen (test record) C (Jenny)

Release Date  Time:  Eastern Time

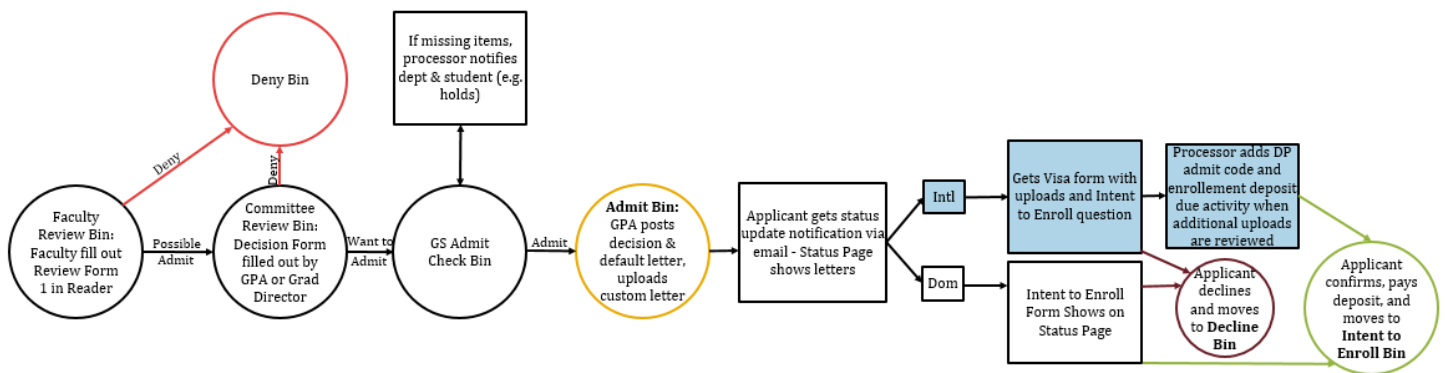
Expires Date (optional)  Time:  Eastern Time **Do NOT enter an 'Expires Date'!**

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The applicants will then get a notification that their status has been updated, prompting them to log into their Status Portal. The Deny letter will be shown on the decision page under a 'Status Update' link.

In summary, here is the decision process breakdown:

1. Application is ready for review once it moves into the **E. Faculty Review Bin**:
  - a. GPA adds applicants to faculty queues
  - b. Faculty empty their queues by evaluating applications and filling out the Faculty Review Form
2. GPA moves applications (based on the Review Form responses) to either **I. Deny Bin** or **F. Committee Review Bin**:
  - a. If moved to **I. Deny Bin**, the GPA can release deny decisions and letters (this can be done in a batch or one by one)
  - b. If moved to **F. Committee Review Bin**, GPA adds applicants to GPA/faculty/grad director's queue(s) (whoever is the decision maker for admit/deny)
  - c. The required Decision Form is filled out by the authority (GPA/Grad Director/etc.)
3. Application moves automatically based on the Decision Form either to **I. Deny Bin** or **G. GS Admit Check Bin**:
  - a. If in **I. Deny Bin**, the GPA can release deny decisions and letters (this can be done in a batch or one by one)
4. Processor will move applications from **G. GS Admit Check Bin** to **H. Admit Bin**:
  - a. If in **H. Admit Bin**, the GPA can release acceptance decisions and letters
    - i. GS Admit letter must be selected
    - ii. Additional custom letter may be uploaded
5. Applicant receives notification of admit, confirms intent to enroll, pays deposit and then moves from **H. Admit Bin** to the **K. Accept Admission Bin**. Matriculation follows  
OR  
Applicant receives notification of admit, declines enrollment, and then moves from **H. Admit Bin** to **L. Decline Admission Bin**.



Please send any Slate questions to [patricia.stanfield@colorado.edu](mailto:patricia.stanfield@colorado.edu), [allison.metzger@colorado.edu](mailto:allison.metzger@colorado.edu), and [Jennifer.shurley@colorado.edu](mailto:Jennifer.shurley@colorado.edu).