



A University of Colorado Boulder Faculty Guide

10/2022

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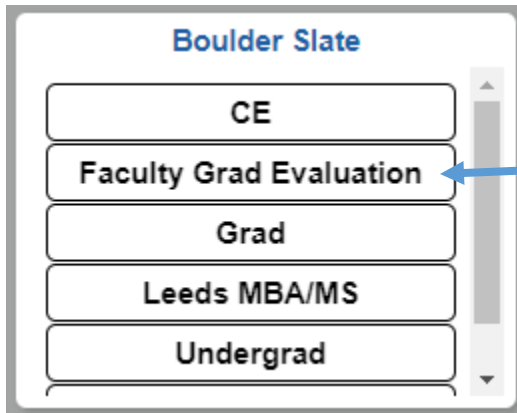
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## Slate Reader Tool



The Reader will be where submitted applications are reviewed. Once in Slate, simply click on the icon: to enter the reader.

The Reader can also be accessed from your MyCUInfo page. Log in with your identikey, select the Campus Resources tab, and the bottom right hand tile is labeled BoulderSlate:



Click on the button that says Faculty Grad Evaluation.

This will bring you directly into the Slate Reader.

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

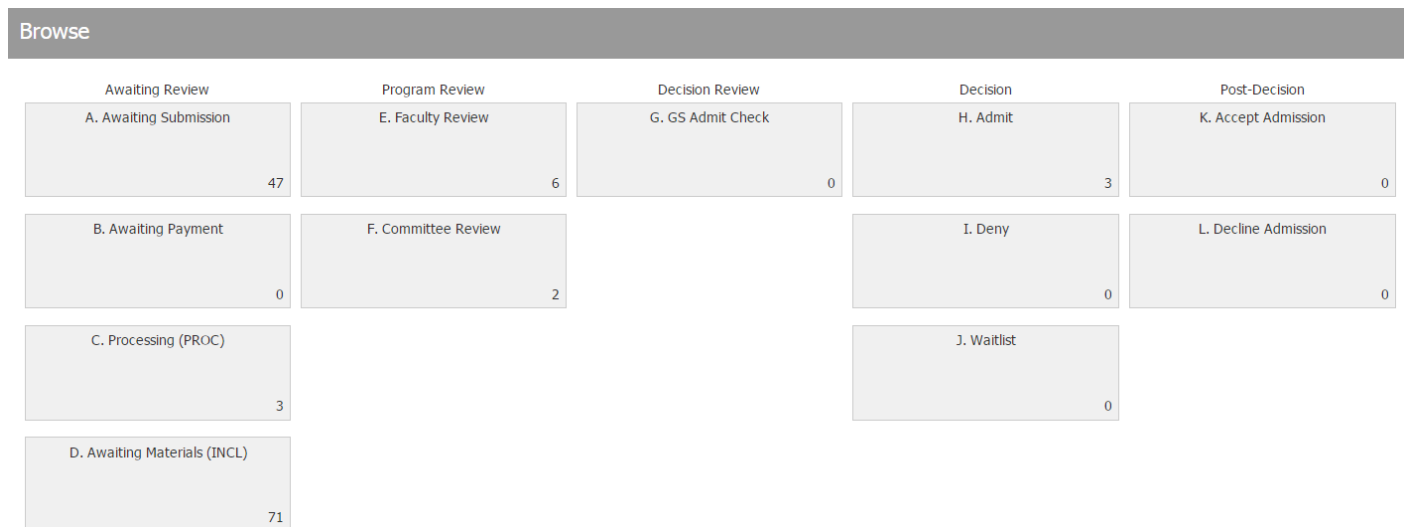
#### Using the Keyboard

- **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 and filter your applications. |
| 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 which applications are currently in that bin.

The bin structure is organized as follows:

Column 1: Awaiting Review – this contains the first four bins:

- Awaiting Submission means they've started an application (they could literally have one question answered and they'd be in this status).
- Awaiting Payment means they've finished the application but have yet to pay the application fee.
- Processing means they've finished the application and paid for it, and the processing team is looking through everything - not all materials may have been received yet (like transcripts/letters).
- Awaiting Materials means the processors have checked through it and it is still missing items.

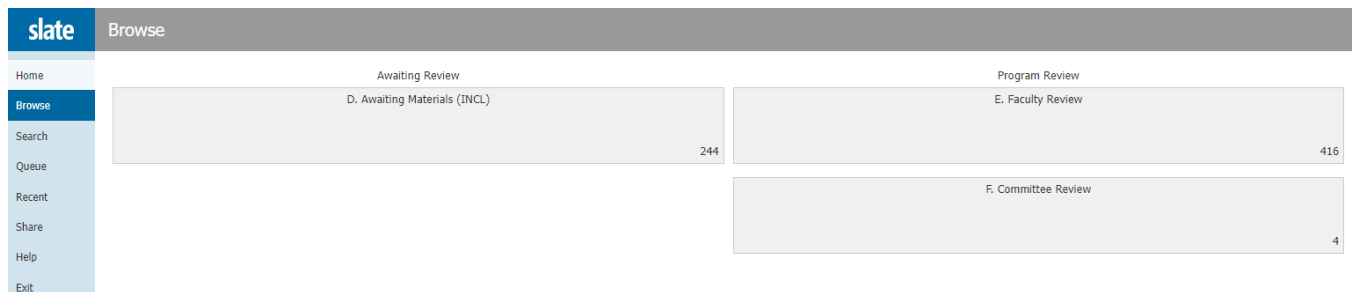
Column 2: Program Review – this contains the 2 departmental review bins:

- Faculty Review
- Committee Review

After each application has been reviewed, it will either be moved into the Decision Review column or the Decision column: 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.

Your view of the Bins will look like this – showing only the Awaiting Materials bin, the Faculty Review bin, and the Committee Review bin:



## Search

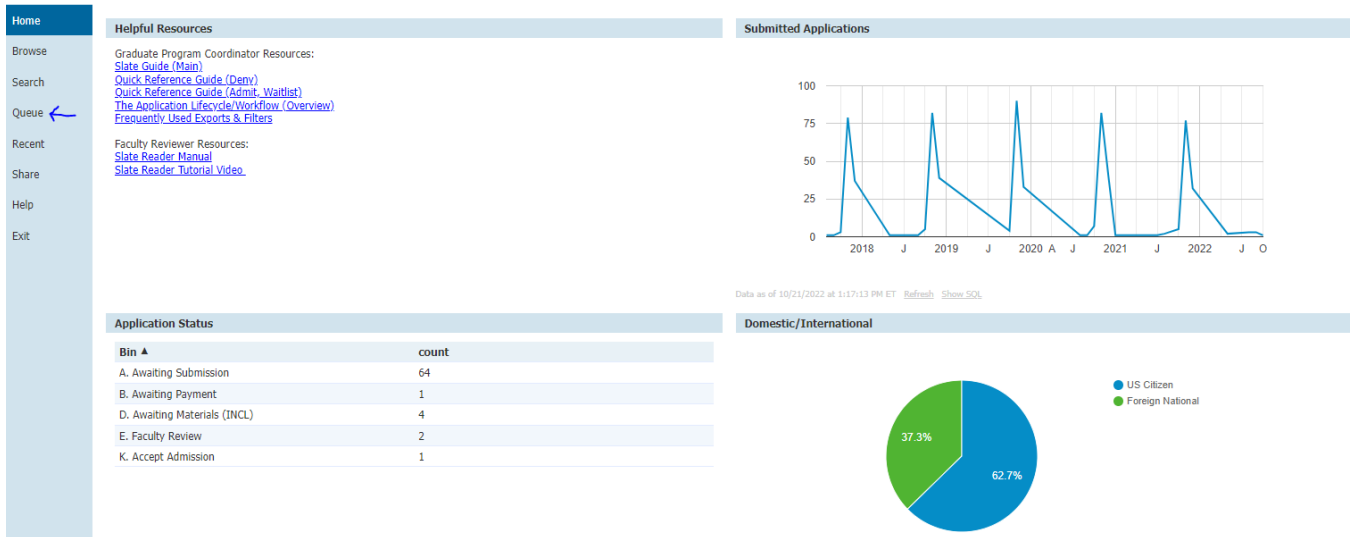
The Search view shows a selectable list of your applications, as well as a search/filter on the right hand side, and buttons on the top including build query, refresh, and add to queue. One can utilize the filter to show applications with certain features – like a subplan for instance – or the search 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.

## Queue

This view shows all the applications currently in your queue. No one but the faculty reviewers or other reviewers 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.

### How to review applications:

1. Go to the reader either through myCUInfo or going straight to <https://grad.apply.colorado.edu/manage/reader>
2. Click on Queue:



3. Click on a file to open it.
4. Click on the Review Form button on the lower right to open the review form:

[Review Form / Send to Bin](#)

Note: the form autosaves as you fill it out.

5. Fill out the Faculty Review Form and hit the [Send](#) button to submit it.
6. Go on to the next file in your queue and repeat steps 3-5 until your queue is empty.

If you need assistance, please contact your graduate program administrator or the Graduate School Slate team.

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