slate

Graduate Faculty Guide to the Slate Reader

The **Slate Reader** is the tool that faculty will use to review and evaluate graduate applications. Once applications have been assigned to you for review, you will receive automated emails from the system notifying you that items are in your queue within **Slate**. You can click the link contained in the email to log in to access the application files, or you can access Slate through your MyCUInfo page.

Access **Slate** from your MyCUInfo page.

> **Step 1:** Log in with your **identikey**.
> **Step 2:** Find **Slate**.
> **Step 3:** Select the dropdown labeled Slate to pull up the list, then select **Faculty Grad Evaluation**.
> **Step 4:** This will bring you directly into the **Slate Reader.**
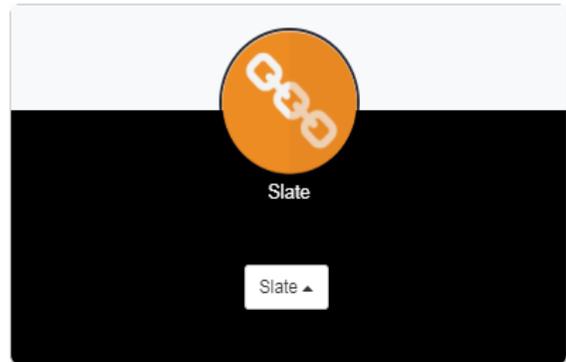
The initial view will be the home page of the reader. This view shows:

1) at-a-glance statistics about how many applications have been submitted

2) a break-down of international/ domestic applications

3) how many files are in which status

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 right-hand side of the home page houses some helpful tips for navigating around the Slate Reader using both the mouse and keyboard.

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

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- Click the **Slate** button to go 'back' instead of clicking your browser's back button.

Home

- The **Home** button will bring you back to the 'home' page of the reader.

Browse

- The **Browse** button will show processing '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** button shows all applications in your personal queue ready for evaluation.

Recent

- The **Recent** button shows the applications you have recently viewed.

Share

- The **Share** button allows you to share a current application view and work on a single file together. This may be useful in committee work.

Classify

- The **Classify** button allows you to select multiple applications and move them to a bin. This is for admin use only.

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.
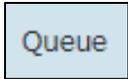
Queue The Queue button will allow you to view all the applications currently in your queue – all the applications assigned to you for review. You can double-click on any application in your queue to open it in the reader view.

The reader view shows:

- a selectable list of your assigned applications
- a search/filter on the right-hand side
- buttons on the top including build query[1], classify, refresh, and remove from queue

slate	Queue (3)			Build Query	Classify	Refresh	Remove from Queue (0)
	Name	**Degree Level**	**Status ▼**	**Entry Term**	Search...		
Home	Doggie Test (Stanfield, Krus), Tessa Test	Linguistics - MA	C. Processing (PROC)	Fall 2018	Default		▼
Browse							
Search		Physics - PhD	A. Awaiting Submission	Fall 2018	Filter NOT (OR)		

You may utilize the **Filter** to show applications containing particular criteria (e.g. a subplan) or the **Search** bar to look for a particular applicant's name (you must type in at least three letters for the search to function).

Once you click **Filter**, the 'Insert Query Part' window will show. This allows you to select the options on which you would like to filter.

Step 1: Click each **value** to select, and it will highlight the field. (You can add multiple filters at once by adding one, then click **Save and Add**.)

Step 2: When you have all that you need, click **Save** – only the applications with your selected criteria will show.

Step 3: From the list of applications in your queue, click the **file you wish to review** – this will open the application view.

The first page opens to the Dashboard tab – a summary of information from the application including Biographic/Demographic basics, Academic History, Max Verified Test Scores (only scores from the official test agency show here if the applicant has submitted them), References, and the Academic Program and Subplan being applied to.

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[1] Detailed information regarding the query function starts on page 8 of this document.

From this page (Dashboard), you can either click through application components using the menu on the left-hand side or you can use the arrow keys on your keyboard to navigate. Any greyed-out items on the list are materials that are not applicable to either the applicant and/or your program.

Annotations

Throughout the review process, you can take notes, highlight items, etc. – these Annotations features are all available at the bottom of your screen.

Review Form / Send to Bin

On each tab of the application you will have access to a review form for use in your evaluation. Simply click on the Review Form / Send to Bin button to expand the form.

Review Form

☑ Review Form 1

Review Form 1

Academic Ability   Comments
○ 1
○ 2
○ 3
○ 4
○ 5

You can use this form to score the application, type in comments, and mark when you are finished with the file.

Research Aptitude Comments
○ 1
○ 2
○ 3
○ 4
○ 5

After you mark that your review is complete, you will be prompted to answer whether or not you would recommend the application for admission.

Clarity of Purpose Comments
○ 1
○ 2
○ 3
○ 4
○ 5

Note that this is not meant as a final admission decision, but rather to help with your department or program review process.

Recommendations Comments
○ 1
○ 2
○ 3
○ 4
○ 5

Additional Comments

My Review of this Application is Complete
◉ Yes
○ No

Recommend for Admission?
○ Yes
○ No

When you are finished reviewing the application, click the **slate** button on the top left of the page to go back to your queue. From there you can select the next file to review. **Do not click the back button on your browser** – this will take you out of the Slate Reader.

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Beyond the Queue - Other Tabs in 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: awaiting submission > awaiting payment > processing > awaiting materials. Only after all items are turned in will an application be complete and ready to move on to departmental review. You 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** – an application is started (they could have one question answered and they would be in this status).
- **Awaiting Payment** – the application is finished, but have yet to pay the application fee.
- **Processing** – the application is finished, it has been paid, and the processing team is looking through everything - not all materials may have been received yet (like transcripts/letters).
- **Awaiting Materials** – the processors have checked through it and it is still missing items.

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

- Faculty Review
- Committee Review

After each application has been reviewed, it will either be moved into: (1) the Decision Review column, or (2) the Decision column: Deny bin, or into (3) 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 final.

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

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Search

The Search view resembles the Queue view and shows all applications to your department or program, regardless of status - even unfinished applications that have not yet been submitted will show here!

Submitted applications are in bold. Applications that have yet to be submitted are greyed out (both include the application status). You can double-click on any submitted application to open it in the application view.

Beyond Review: Tools for Advanced Users

Build Query   Within the Reader you may click on the Build Query button to retrieve application data in report form.

Clicking the **Build Query** button will take you directly into the 'quick query' view. If you had previously selected any filters while in the reader, they will automatically import into the quick query. Quick queries do not auto-save, so if you wish to save the query you create here, you must click the *Save Copy* button on the upper right-hand side.

There are two main parts to queries: Exports and Filters.

- **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.

When you are editing a query, there are many options for Exports and Filters. ****Be sure to always check the Slate Template Library check box at the top of the 'Insert Query Part' box.**** - Now, you can type in the name of the field in the search bar – so long as you enter at least three characters, it will start to search based on your entry.

You can select multiple Exports and Filters at once:

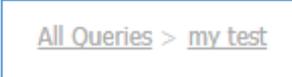> **Step 1:** Click **export** or **filter** to see the 'Insert Query Part' window.

> **Step 2:** Click each one you want to select. (You can click as many options as you wish.)

> **Step 3:** Click **Save**.

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 fifty rows of your query. Simply close the preview to continue editing your query if desired.
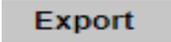
Once you are satisfied with your query:

> **Step 1:** Click the **All Queries** button at the top (or the name of your query if you saved it).

All Queries > my test

> **Step 2:** Run the query by clicking the **Run Query** button.
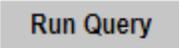
Run Query

> **Step 3: Export** to Excel or CSV.

Export

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More Query Tips & Tricks & Timesavers

How to pin commonly used exports and filters:

Select Exports by double-clicking the icon or dragging and dropping. When the 'Insert Query Part' window opens, select the **Edit Pinned** link on the right-hand side:

Insert Query Part				
Search				
Groups	☑ Pinned Exports	☑ Local Exports	☑ Slate Template Library	
Pinned Exports				Edit Pinned
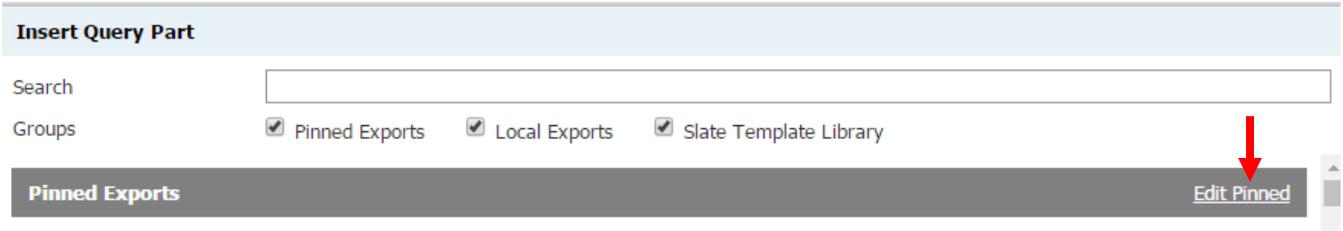
This will open a new window where you can select your most commonly used Exports and Filters. After selecting, click **Save** and close the window. – This action will cause the selected Exports and Filters to show up in the 'Pinned Exports' and 'Pinned Filters' sections in your query, so you do not have to search for them every time.

You will need to navigate out of your initial query and then re-open it to see the new Pinned Exports.

Using the search bar to find Exports and Filters:

When you are editing a query, there are many options for Exports and Filters. ****Be sure to always check the Slate Template Library check box at the top of the 'Insert Query Part' box.**** - Now, you can type in the name of the field in the search bar – so long as you enter at least three characters, it will start to search based on your entry.

Select multiple Exports and Filters at once:

> **Step 1:** Click **export** or **filter** to see the 'Insert Query Part' window.

> **Step 2:** Click each one you want to select. (You can click as many options as you wish.)

> **Step 3:** Click **Save**.

For Filters, click **Save and Ad**d to keep adding more filters at once. When you have all that you need, click **Save**.

Sort Key:

↑↓ 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 click Save, you can then change the sort order from ascending (the default) to descending or vice versa. Mouse over the sort key and click the edit button to make that change.

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Preview Results:

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 fifty rows of your query. Simply close the preview to continue editing your query if desired.

How to create a Query in 4 Steps!
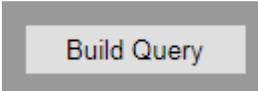
Build Query

1. Click the **Build Query** button – this will take you into the Quick Query.
2. **Edit your query** by adding your desired filters and exports – anything you selected while still in the Reader will auto-populate here.
3. Click **Run Query**.
4. **Choose your Output** (like an Excel Spreadsheet) and click the **Export** button to run the query.

Quick Query

Output	Excel Spreadsheet ▾
	Export

Please send any Slate questions, concerns or compliments to Patty Krus Stanfield:
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