2021 SLATE APPLICATION REVIEW TRAINING

- Accessing Slate
- Finding Files
- Updates to Music Faculty Review Form
- Submitting Pre-Screening and Audition Reviews
ACCESSING SLATE
To review graduate applications, you will need to log into the application platform, Slate.

Slate is accessed through your MyCUInfo portal.

Both Faculty Grad Evaluation and Grad Slate (see arrows in the image on the left) will take you to Slate.
The Grad Slate link will take you here: Slate Home Page

The Faculty Grad Evaluation link will take you here: Slate Reader

These screens are your two options. The screen on the left is most useful if you are searching for a student who is **not in your queue** for review. The screen on the right is the most useful if you are **trying to access your queue**.
FINDING FILES
FINDING A FILE IN YOUR QUEUE

This is the easiest way to access files. Simply click on Applications or Applications by Population—it doesn’t matter which one. You will be taken to your queue, which is where you find files that the Academic Services office has assigned to you.

Click on anyone in your file to view their application. Once you’re in their application in Reader View, you can navigate using the descriptive tabs on the left as a guide.
FINDING A FILE THAT IS NOT IN YOUR QUEUE

You may need to find a file that has not been added to your queue yet. If an application is missing a letter of recommendation, a transcript, or a TOEFL score, you cannot review that application on Slate until it is completed.

Go to the Slate home page (the “Grad” link) and use the search bar to type in the name of the applicant you are looking for.

Wait for the name to populate below the search bar and click it. DO NOT PRESS “ENTER” BEFORE THE NAME POPULATES BELOW THE SEARCH BAR. This will yield a search with no results.
ACCESSING PRE-SCREENING FILES

Once you click on a student’s name from the Search page, you will see a set of tabs along the top of the student’s application. The Materials tab will take you to a list of all the documents the student has uploaded. You can click on any of these documents to view or download them.
UPDATES TO THE READER FORM
When you access the Faculty Review Form, you will now have a **music-specific review form** that appears as it does on the left.

Your review categories are now **Academic Ability** and **Musical or Research Aptitude**. You can enter comments in the box and select a score from 1-5 to rank the student’s ability in that area. **Note that 1 is the highest rank and 5 is the lowest.**

You will need to fill out every portion of the review form in order to complete the review. **A minimum of 2 faculty members must complete the review form.** If there is not consensus, we will seek a 3rd review.
USING AND SUBMITTING THE REVIEW FORM
GETTING TO THE REVIEW FORM

Click “Review Form” at the bottom right of an application. It will open a panel on the right of the application document.

There will be a checkbox that says “MUSIC Faculty Review Form”. Check this box to open the correct review form.
If you would like to invite someone to audition based on their pre-screening, please do the following:

- Enter your comments
- Enter a numerical rating
- Under “Is this a pre-screening review or an audition review?” click “Pre-screening review”
- Under “Recommend for Audition” click Yes
- Under “My review of this application is Complete” click “No”
- Academic areas (Musicology, Theory, Music Ed, Composition, etc) please follow these steps for your applicants even though the language does not exactly reflect your requirements. We will further modify this next year to better accommodate everyone’s needs!

If you would like to deny someone based on their pre-screening, please do the following:

- Enter your comments
- Enter a numerical rating
- Under “Is this a pre-screening review or an audition review?” click “Pre-screening review”
- Under “Recommend for Audition” click No
- Under “My review of this application is Complete” click “Yes”

When you are finished, click “Send”
The process for the final audition review will be very similar to the pre-screening review:

- You will enter a new review and numerical score for the student’s audition.
- Under “Is this a pre-screening review or an audition review?” you will enter “Audition Review”
- Under “My review of this application is complete” you will click “Yes”
- Under “Recommend for Admission” you will click Yes or No
QUESTIONS?

Call (303) 492-2207 or email Javier.Abreu@Colorado.edu