
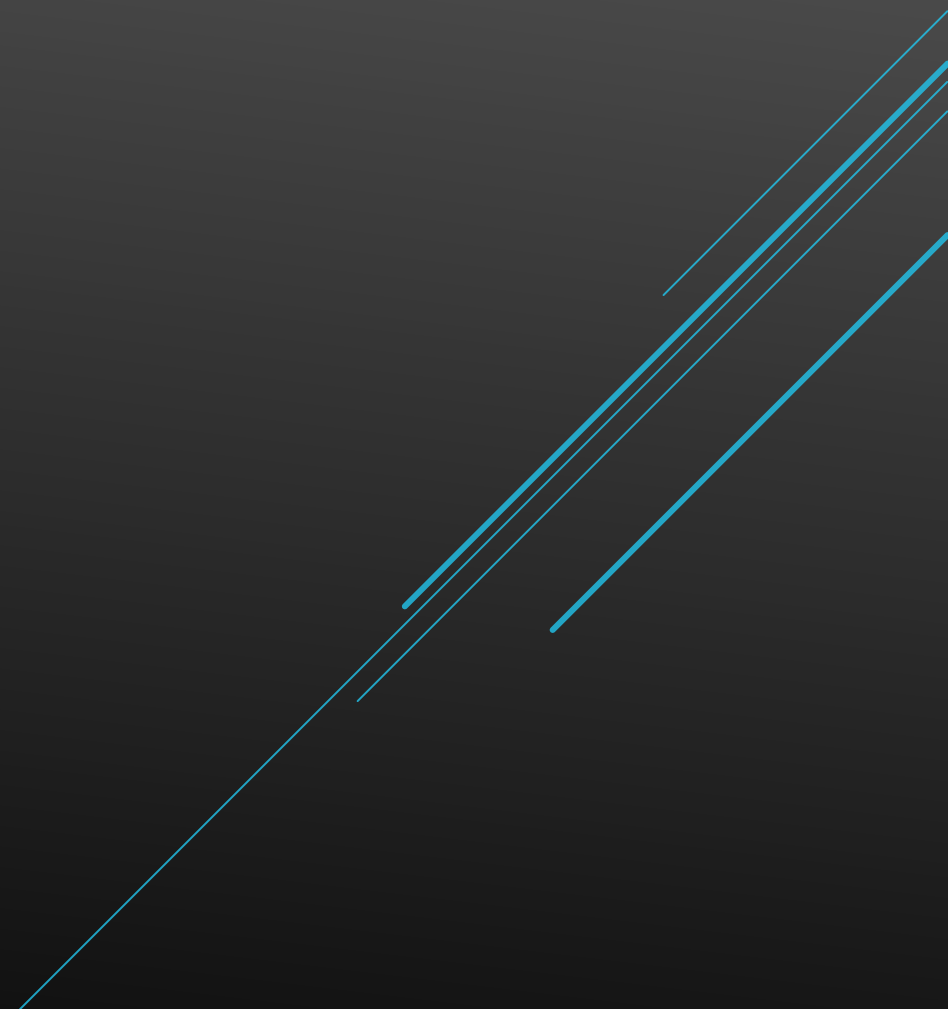
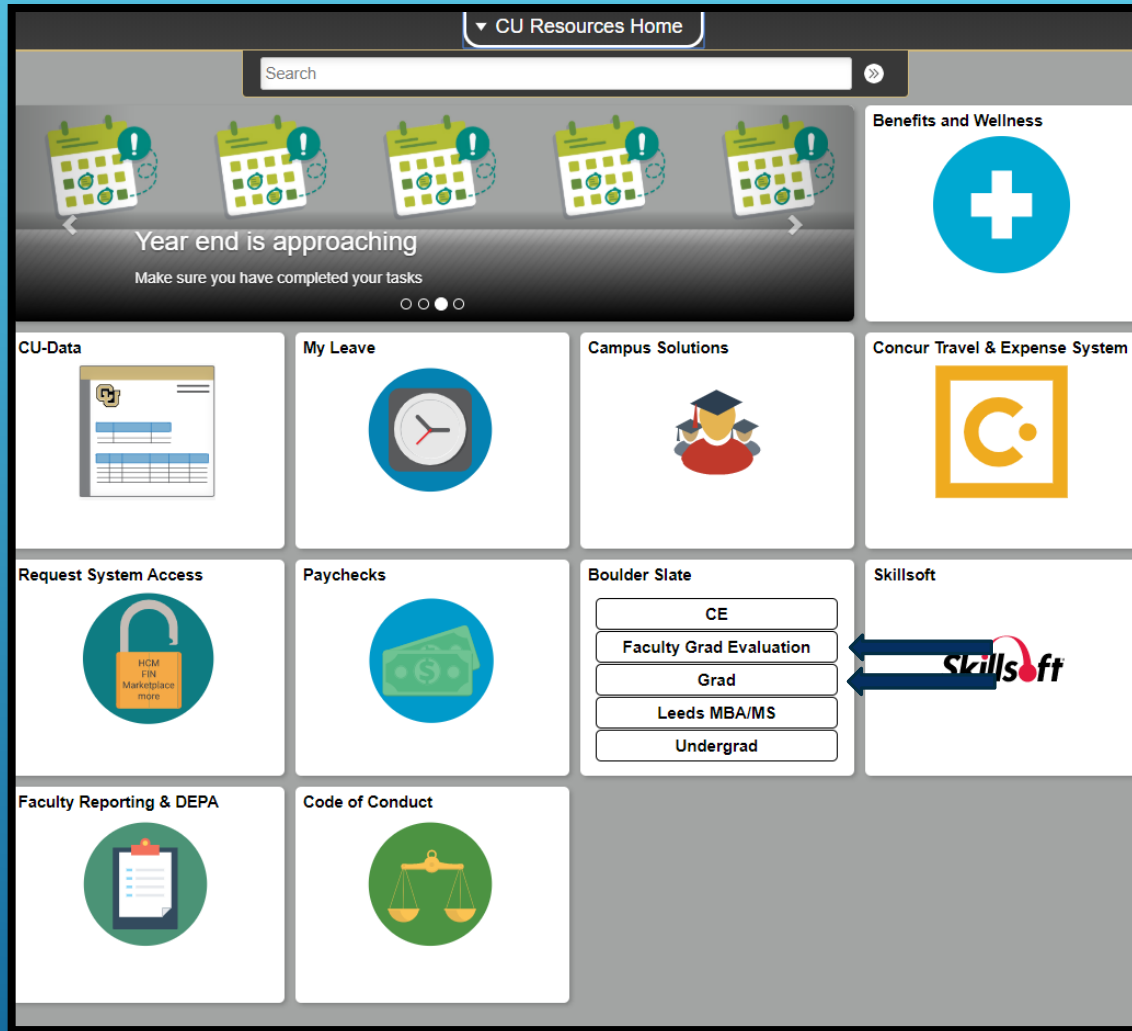


2021 SLATE APPLICATION REVIEW TRAINING

- *Accessing Slate*
 - *Finding Files*
 - *Updates to Music Faculty Review Form*
 - *Submitting Pre-Screening and Audition Reviews*
- 
- Several parallel teal lines of varying lengths and orientations are positioned on the right side of the slide, creating a modern, abstract graphic element.

ACCESSING SLATE



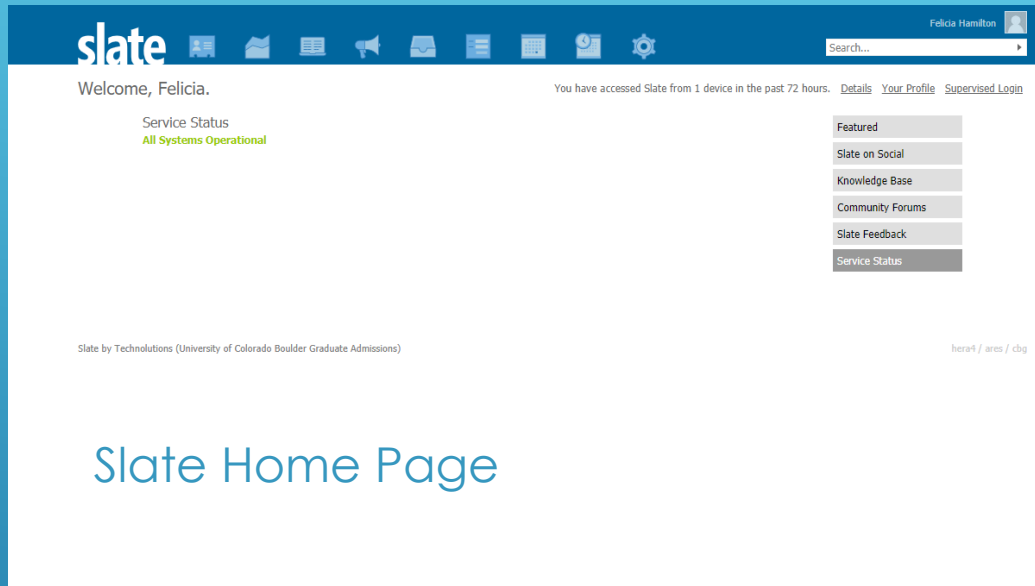


To review graduate applications, you will need to log into the application platform, Slate.

Slate is accessed through your MyCUInfo portal.

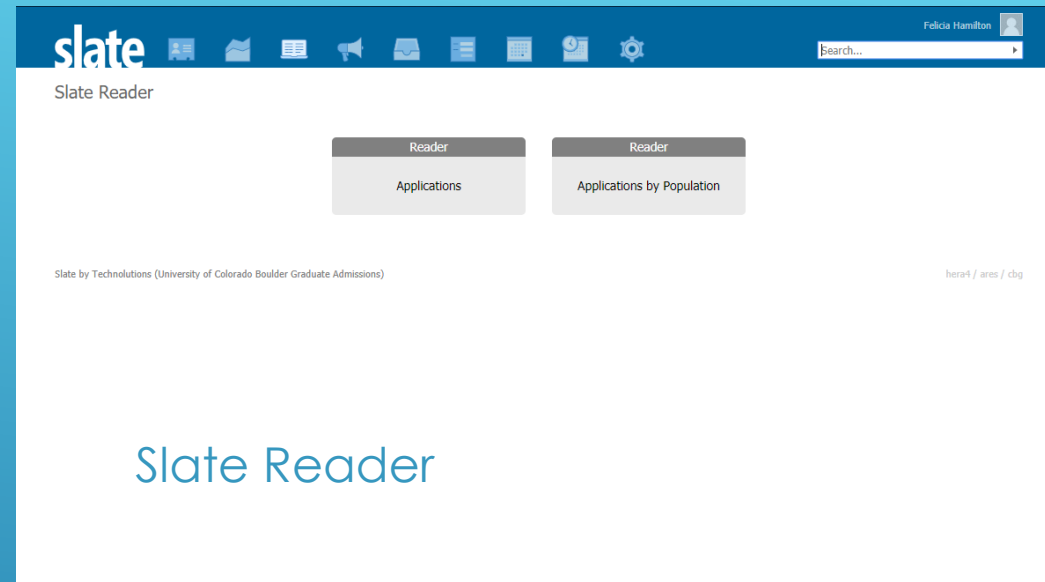
Both Faculty Grad Evaluation and Grad Slate (see arrows in the image on the left) will take you to Slate.

The Grad Slate link will take you here:



Slate Home Page

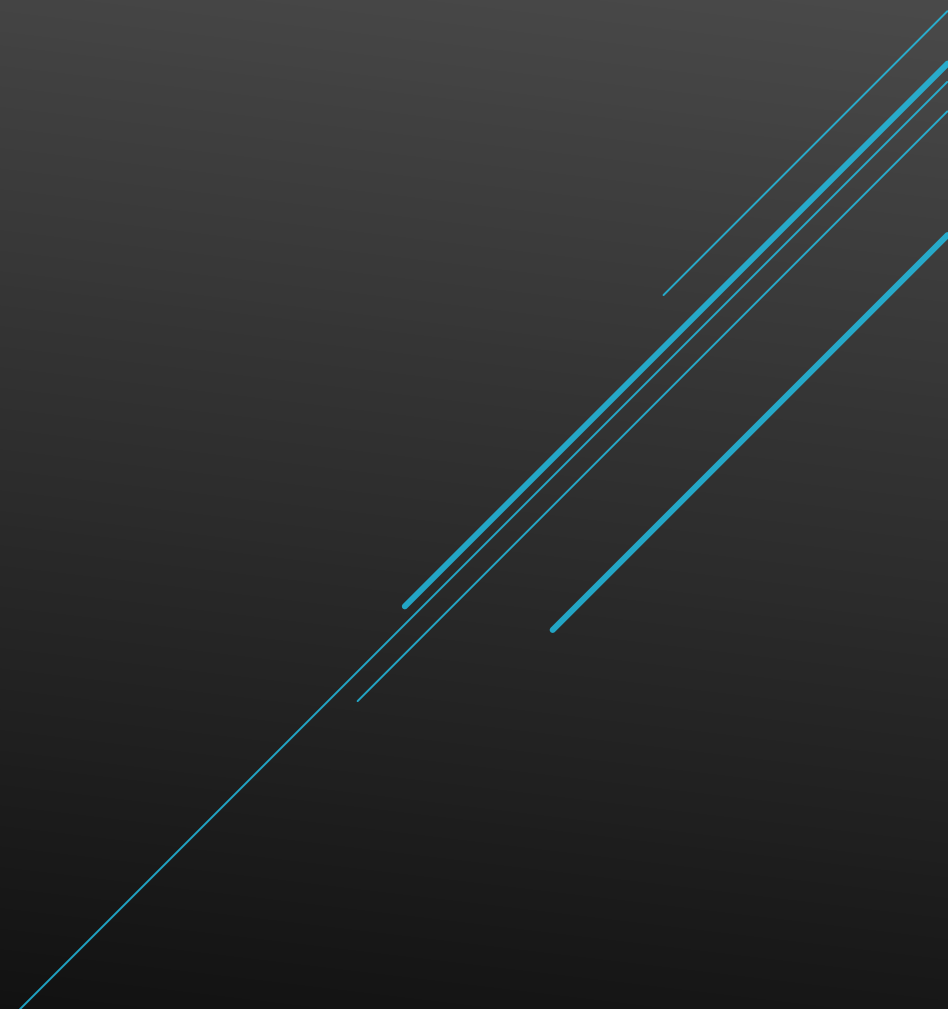
The Faculty Grad Evaluation link will take you here:

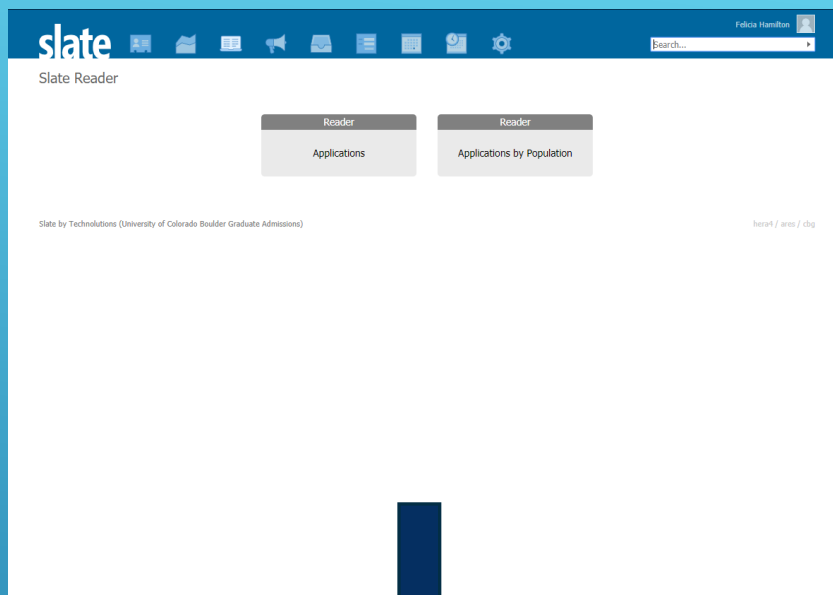


Slate Reader

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

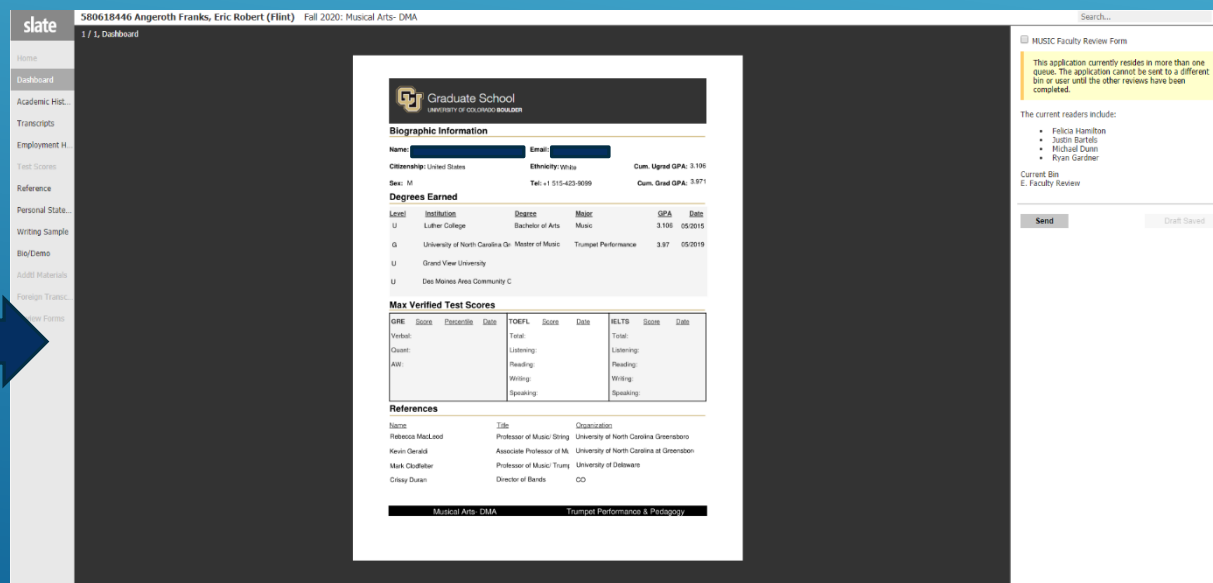
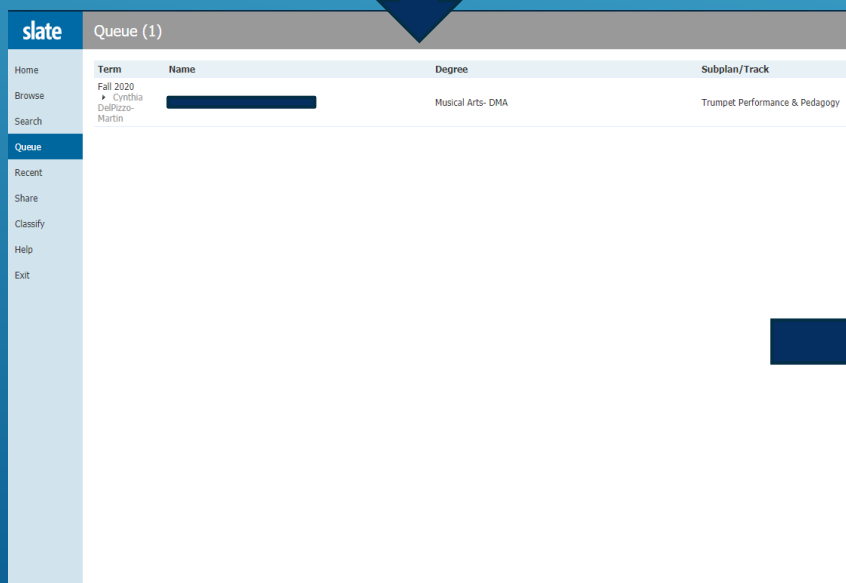


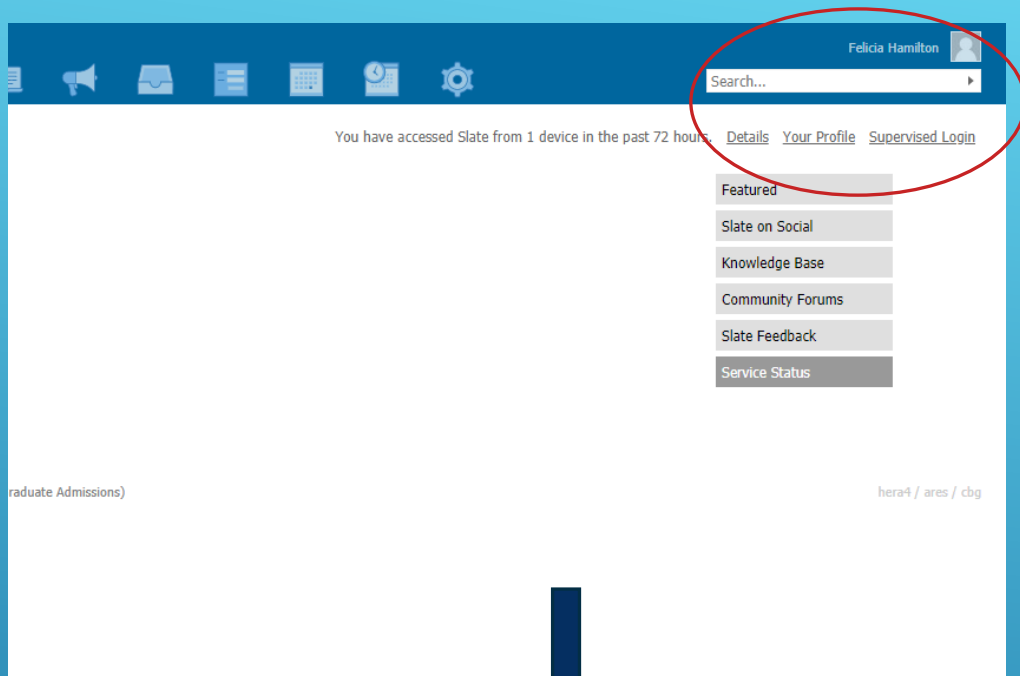


FINDING A FILE IN YOUR QUEUE

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.



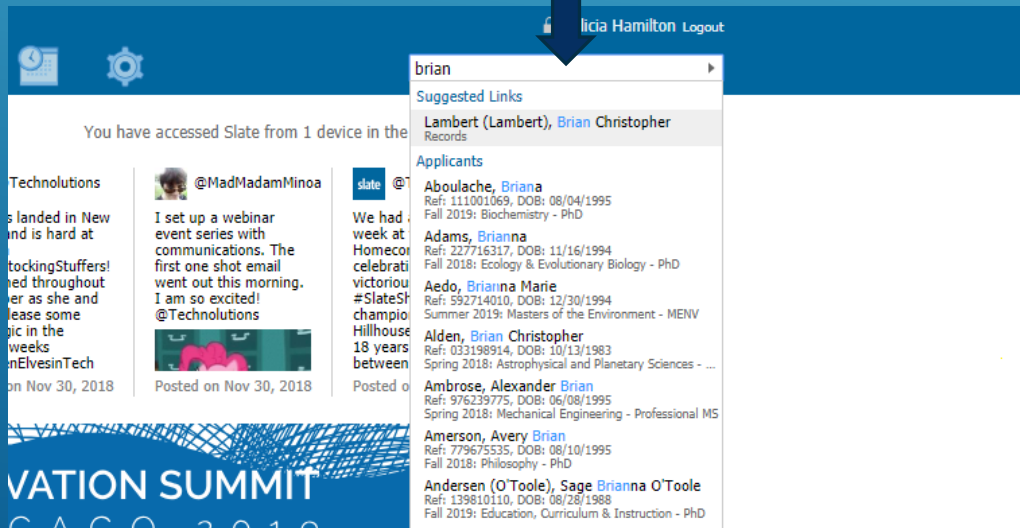


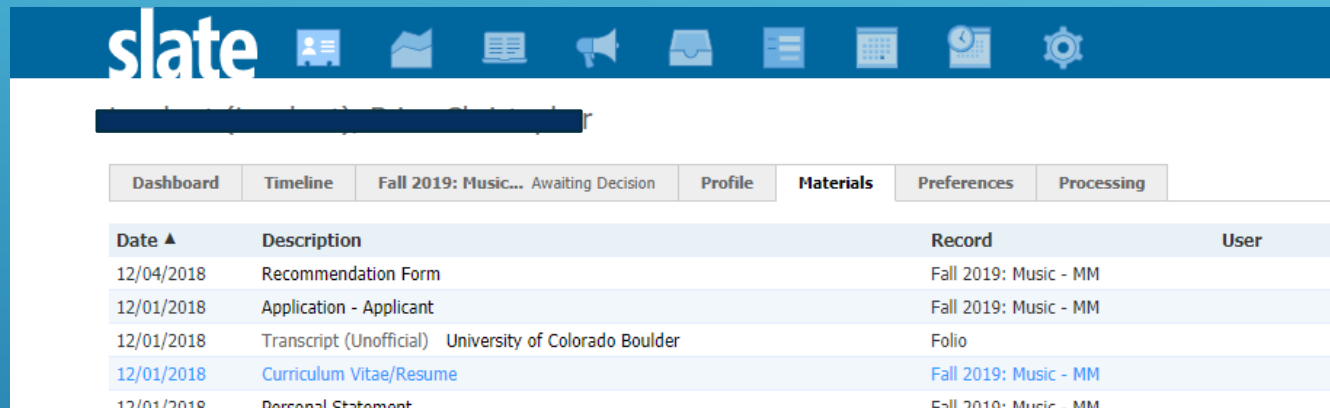
FINDING A FILE THAT IS **NOT** IN YOUR QUEUE

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.





The screenshot shows the Slate application interface. At the top is a dark blue header with the 'slate' logo and several icons. Below the header is a white navigation bar with tabs: Dashboard, Timeline, Fall 2019: Music... Awaiting Decision, Profile, **Materials**, Preferences, and Processing. The 'Materials' tab is active, displaying a table of documents.

Date ▲	Description	Record	User
12/04/2018	Recommendation Form	Fall 2019: Music - MM	
12/01/2018	Application - Applicant	Fall 2019: Music - MM	
12/01/2018	Transcript (Unofficial) University of Colorado Boulder	Folio	
12/01/2018	Curriculum Vitae/Resume	Fall 2019: Music - MM	
12/01/2018	Personal Statement	Fall 2019: Music - MM	

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



☒ MUSIC Faculty Review Form

MUSIC Faculty Review Form

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

Academic Ability

- ☐ 1
☐ 2
☐ 3
☐ 4
☐ 5

Comments

Musical or Research
Aptitude

- ☐ 1
☐ 2
☐ 3
☐ 4
☐ 5

Comments

Is this a pre-
screening review
or an audition
review?

- ☐ Pre-screening
review
☐ Audition Review

My Review of this Application is Complete

- ☐ Yes
☐ No

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

The current readers include:

- Felicia Hamilton
- Justin Bartels
- Michael Dunn
- Ryan Gardner

Current Bin
E. Faculty Review

Send

Draft Saved



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



Tel:		Cum. Grad GPA:	
<u>Institution</u>	<u>Degree</u>	<u>Major</u>	<u>GPA</u> <u>Date</u>
iv Houston Main Campus*	Bachelor of Arts	Bachelor of Music, Vocal P	3.677 05/2019
stin Community College Tx		General Studies	3

ed Test Scores							
Percentile	Date	TOEFL	Score	Date	IELTS	Score	Date
		Total:			Total:		
		Listening:			Listening:		
		Reading:			Reading:		
		Writing:			Writing:		
		Speaking:			Speaking:		

S	
<u>Title</u>	<u>Organization</u>
Professor of Music and Di	University of Houston Moores School of I
Director of Moores Opera	University of Houston Moores School of N
Professor of Voice	University of Houston Moores School of M
Professor of Voice and Di	Texas

Music - MM	Voice Performance & Pedagogy
------------	------------------------------

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.

Passed Pre-Screen

☒ MUSIC Faculty Review Form

MUSIC Faculty Review Form

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

Academic Ability

☒ 1
 ☐ 2
 ☐ 3
 ☐ 4
 ☐ 5

Comments

Good grades in relevant subjects.

Musical or Research Aptitude

☐ 1
 ☒ 2
 ☐ 3
 ☐ 4
 ☐ 5

Comments

Plays well, but could improve in certain ways.

Is this a pre-screening review or an audition review?

☒ Pre-screening review
 ☐ Audition Review

Recommend for Audition?

☒ Yes
 ☐ No

My Review of this Application is Complete

☐ Yes
 ☒ No

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

The current readers include:

- Felicia Hamilton
- Justin Bartels
- Michael Dunn
- Ryan Gardner

Current Bin
E. Faculty Review

Send

Saving in 8s...

Failed Pre-Screen

☒ MUSIC Faculty Review Form

MUSIC Faculty Review Form

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

Academic Ability

☐ 1
 ☐ 2
 ☐ 3
 ☐ 4
 ☒ 5

Comments

Did not pass any Theory or History courses.

Musical or Research Aptitude

☐ 1
 ☐ 2
 ☐ 3
 ☒ 4
 ☐ 5

Comments

Does not play at the graduate level.

Is this a pre-screening review or an audition review?

☐ Pre-screening review
 ☐ Audition Review

Recommend for Audition?

☐ Yes
 ☒ No

My Review of this Application is Complete

☐ Yes
 ☒ No

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

The current readers include:

- Felicia Hamilton
- Justin Bartels
- Michael Dunn
- Ryan Gardner

Current Bin
E. Faculty Review

Send

Saving in 3s...

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"

Audition Pass

☒ MUSIC Faculty Review Form

MUSIC Faculty Review Form

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

Academic Ability

☒ 1
☐ 2
☐ 3
☐ 4
☐ 5

Comments
Good grades in relevant subjects.

Musical or Research Aptitude

☐ 1
☒ 2
☐ 3
☐ 4
☐ 5

Comments
Plays well but could improve in certain ways.

Is this a pre-screening review or an audition review?

☐ Pre-screening review
☒ Audition Review

My Review of this Application is Complete

☒ Yes
☐ No

Recommend for Admission?

☒ Yes
☐ No

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

The current readers include:

- Felicia Hamilton
- Justin Bartels
- Michael Dunn
- Ryan Gardner

Current Bin
E. Faculty Review

Audition Fail

☒ MUSIC Faculty Review Form

MUSIC Faculty Review Form

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

Academic Ability

☐ 1
☐ 2
☐ 3
☐ 4
☒ 5

Comments
Did not pass any Theory or History courses.

Musical or Research Aptitude

☐ 1
☐ 2
☐ 3
☒ 4
☐ 5

Comments
Does not play at the graduate level.

Is this a pre-screening review or an audition review?

☐ Pre-screening review
☒ Audition Review

My Review of this Application is Complete

☒ Yes
☐ No

Recommend for Admission?

☐ Yes
☒ No

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

The current readers include:

- Felicia Hamilton
- Justin Bartels
- Michael Dunn
- Ryan Gardner

Current Bin
E. Faculty Review

AUDITION REVIEWS

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

