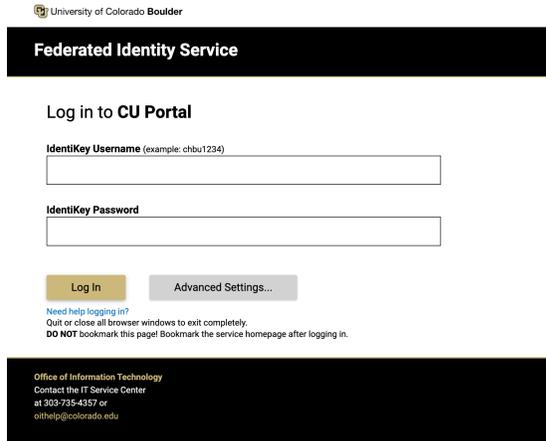


## SLATE Faculty Review Instructions (Undergraduate)

Slate is the primary admissions system used for first year and off-campus transfer applicants. It makes reviewing applications and auditions a breeze!

### Step One: Log In

1. Log into [MyCUInfo](#).



University of Colorado Boulder

**Federated Identity Service**

Log in to CU Portal

IdentKey Username (example: chbu1234)

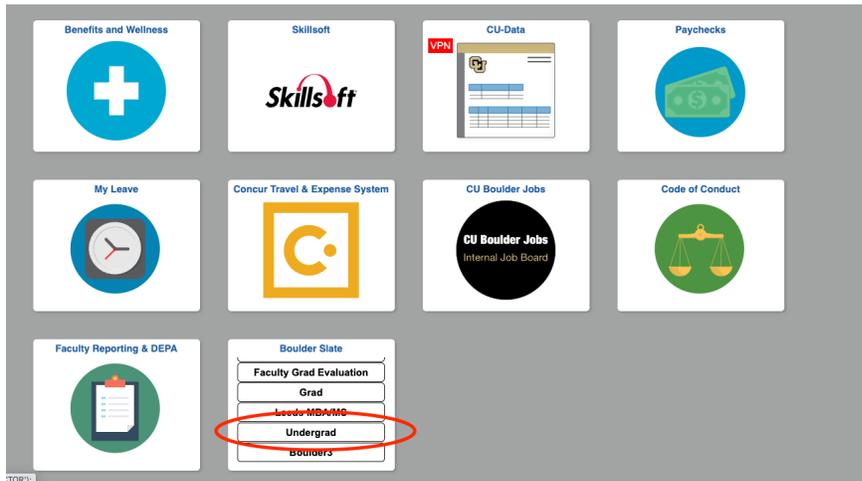
IdentKey Password

Log In    Advanced Settings...

Need help logging in?  
Quit or close all browser windows to exit completely.  
DO NOT bookmark this page! Bookmark the service homepage after logging in.

Office of Information Technology  
Contact the IT Service Center  
at 303-735-4357 or  
oithelp@colorado.edu

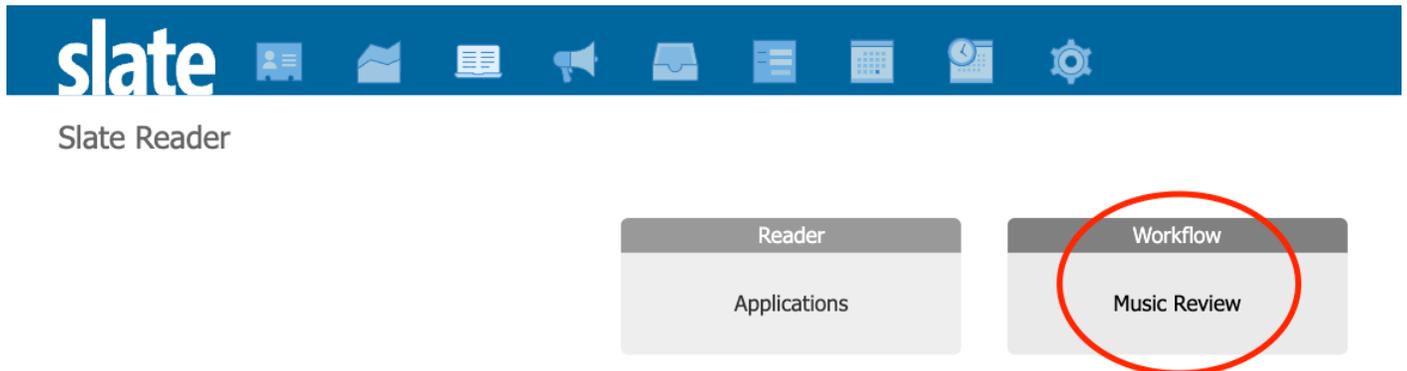
2. Find the “Boulder Slate” tile. Click Undergrad.



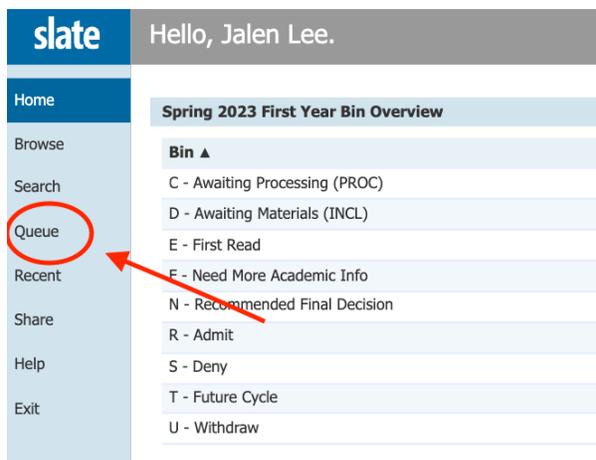
3. On the Slate home page, click the third icon from the left to open the **Slate Reader**.



4. Click the “Music Review” tile.



5. Now click “Queue” on the left-hand side. Your Queue will show you all applicants who have been specifically assigned to you for review!



## Step Two: View Applicant Materials and Recordings

1. When looking at your Queue, you will see a list of applicants with information in various columns. A special view has been created for music reviewers! To select this view, click the second drop-down menu on the left. Select "Music Legacy Workflow Default." Now you'll see Primary Instrument and Music Degree columns.

Queue (92) Build Query Classify Refresh Remove from Queue (0)

Name	Round Key	EA/RD	Entry Term	College	Major	HS GPA	College GPA	Bin Timestamp	Current Bin	Primary Instrument	Intended Music Degree
Jensen, Au... ▶ Abigail Nims, Jennifer Bird-Arvidsson, Matthew Chellis, Mutsumi Moteki	FR	Early action	2023 Fall	MUSCU	XXMU	4.000		10/24/2022	E - First Re...	Voice - Sop...	BME - Chor...
Currie, Tim...	TR		2023 Fall	MUSCU	XXMU	3.048		10/13/2022	C - Awaitin...	Saxophone	BM - Comp...
Rohan, Mia... ▶ Matthew Chellis	FR	Early action	2023 Fall	ARSCU	THTR-BA	4.000		10/15/2022	N - Recom...	Voice - Sop...	BM - Music...
Feldman, J... ▶ Matthew Chellis	FR	Early action	2023 Fall	MUSCU	XXMU	4.000		10/27/2022	E - First Re...	Voice - Bari...	BM - Perfor...
Hirte, Emm... ▶ Abigail	ED	Early action	2023 Fall	MUSCU	XXMU	3.804		11/13/2022	E - First Re...	Voice - Sop...	BM - Perfor...

Search...

All Bins

Music Legacy Workflow Default

Filter NOT ( OR )

Tag NOT IN Test Record

2. Click each column heading to sort the list of applicants (for example, sort by voice type). Then click each applicant's name to view their materials.

https://ugrad.apply.colorado.edu/manage/reader/?f=%2fmanage%2f&b=at2e8575-33ce-4817-9943-2d3ef71c1b31&tab=queue

Queue (1) Build Query

Name	Round Key	Applicant Academic College	Applicant Academic Interest	Bin	Bin Entry Timestamp
Dylan TEST (Zimmerma... ▶ Jessica Oppen	TR	MUSCU	XXMU	D - Awaiting Materials (I...	09/11/2018 02:15 PM



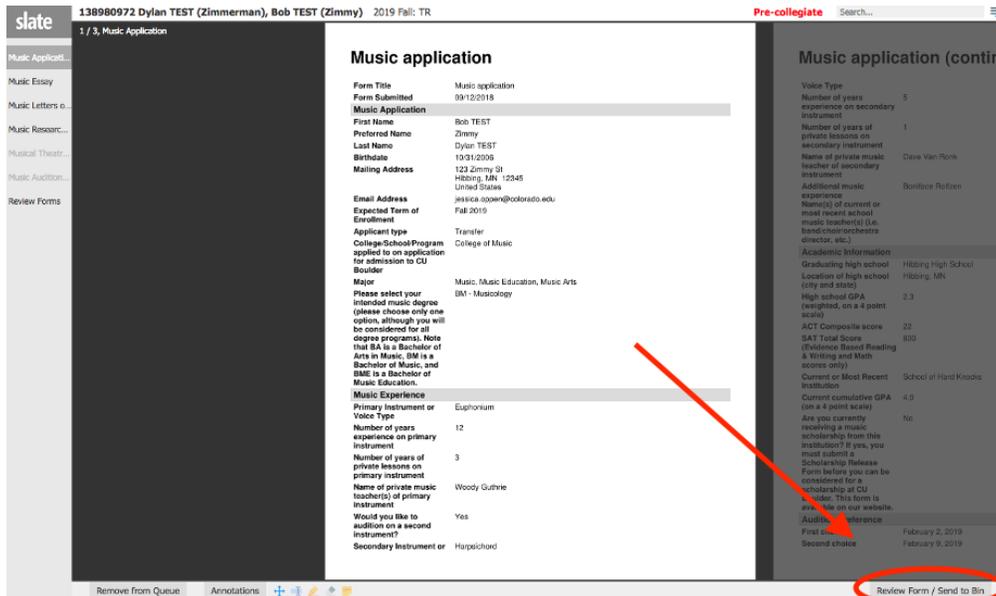
3. Within each student file, use the tabs on the left to view various materials (essay, letters of rec, recordings). **TIP:** You can listen to audio on the Audition tab while browsing other tabs!

The screenshot shows a web interface for a student file. On the left is a dark sidebar with the 'slate' logo at the top. Below the logo are several navigation tabs: 'Music Applcati...', 'Music Essay', 'Music Letters o...', 'Music Researc...', 'Musical Theatr...', 'Music Auditon...', and 'Review Forms'. A red circle highlights the 'Review Forms' tab. The main content area is white and displays the title '138980972 Dylan TEST (Zimmerman), Bob TEST (Zimmy) 2019 Fall: TR' and '1 / 3, Music Application'. Below this is a section titled 'Music application' with a form containing the following fields:

Form Title	Music application
Form Submitted	09/12/2018
<b>Music Application</b>	
First Name	Bob TEST
Preferred Name	Zimmy
Last Name	Dylan TEST
Birthdate	10/31/2006
Mailing Address	123 Zimmy St Hibbing, MN 12345 United States
Email Address	jessica.oppem@colorado.edu
Expected Term of Enrollment	Fall 2019
Applicant type	Transfer
College/School/Program applied to on application for admission to CU Boulder	College of Music
Major	Music, Music Education, Music Arts
Please select your intended music degree (please choose only one option, although you will be considered for all degree programs). Note that BA is a Bachelor of Arts in Music, BM is a Bachelor of Music, and BME is a Bachelor of Music Education.	BM - Musicology
<b>Music Experience</b>	
Primary Instrument or Voice Type	Euphonium
Number of years experience on primary instrument	12
Number of years of private lessons on	3

## Step Three: Submit Your Review

1. When you've gotten to know this applicant, it's time to submit your review. In the bottom right corner of an applicant file, click the button labeled "Review Form / Send to Bin."



This will bring up the **Review Form** on the right. Complete the form from top to bottom (additional questions may appear depending on your selections). Please complete this form with as much detail as you can. When you click SEND, your review will be complete and the applicant will leave your queue.

**TIP:** Don't click SEND until your review is final! If you need to step away and come back to a review, your responses will auto-save every 15 seconds.

## NEED HELP?

Call or email Jalen with any questions.

[Jalen.lee@colorado.edu](mailto:Jalen.lee@colorado.edu)  
 303-492-8468

