



Fall 2019 Slate Tutorial:

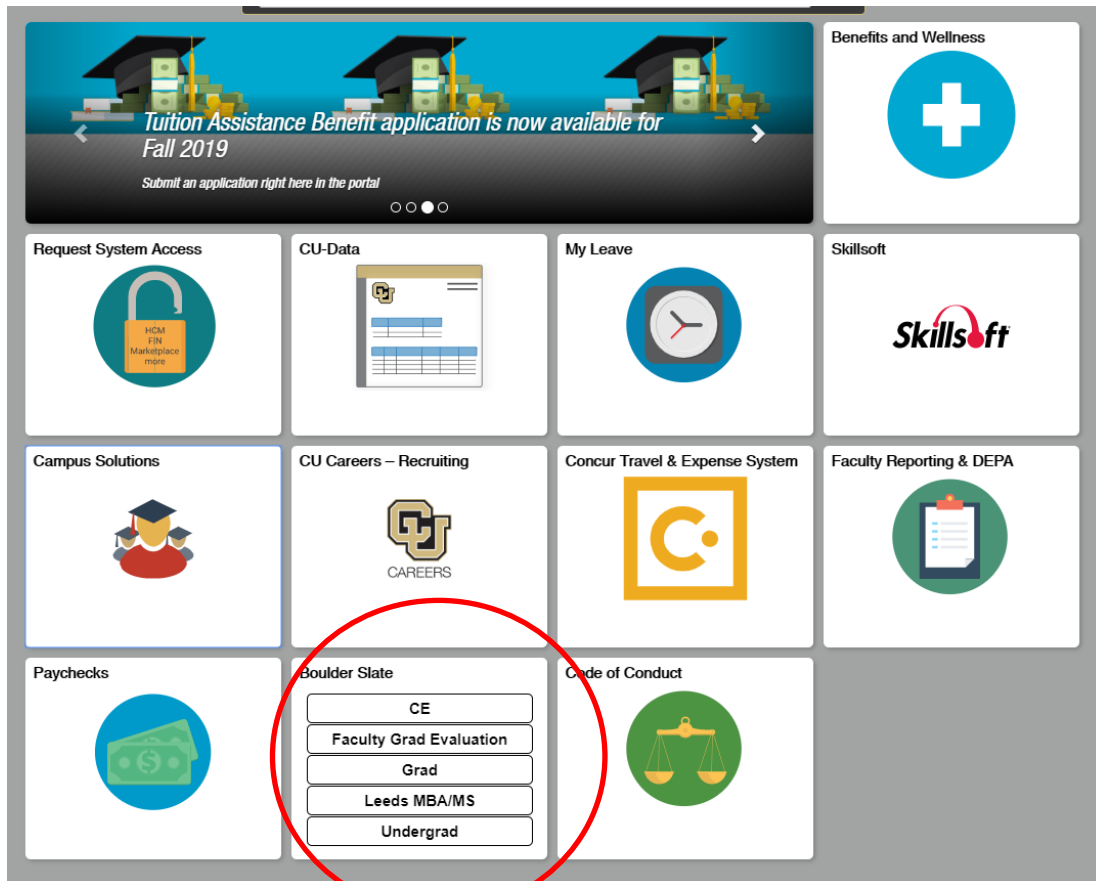
Part 1: Finding Student Records

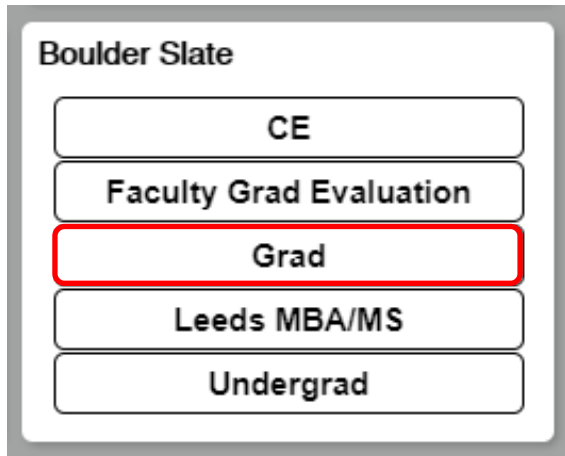
When to use this function:

- ⇒ An applicant is **not** in your queue and you need to view their prescreening video
- ⇒ You have already submitted a Faculty Review Form for an applicant and need to check their application
- ⇒ You need to see a checklist of what materials an applicant has submitted

Step 1: Accessing Slate

Log into your MyCUInfo and locate the **Boulder Slate** tile in the My CU Resources home page:

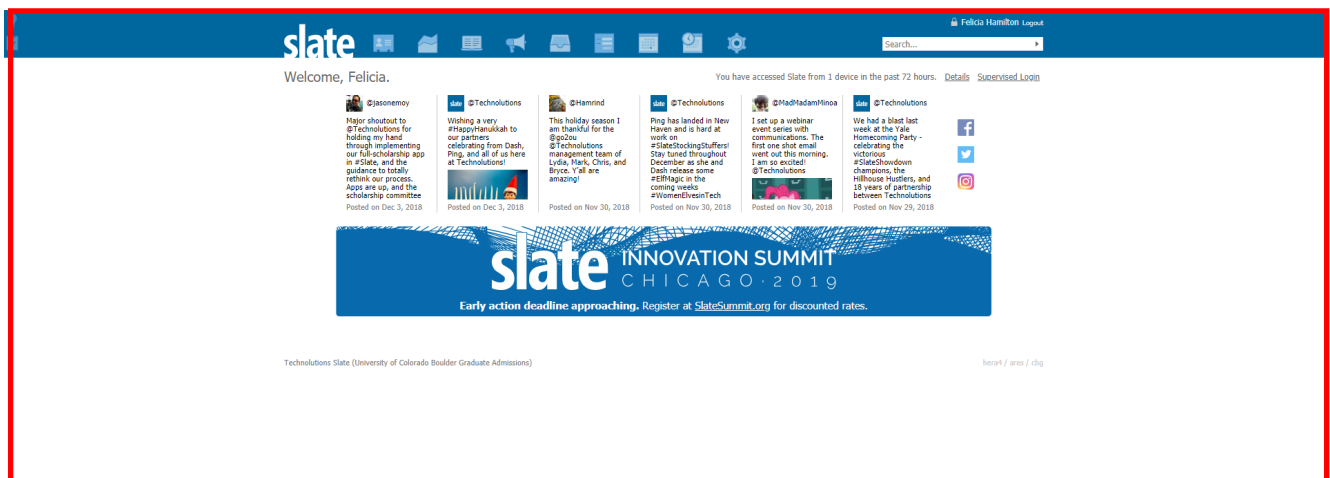




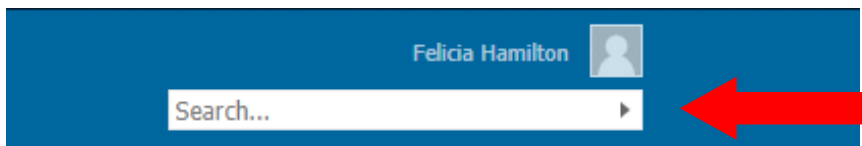
Note that **Faculty Grad Evaluation** will take you straight to your personal queue of assigned applications.

Grad will take you to the Slate home page. Click this link.

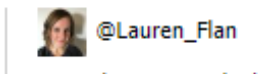
Your Slate home page should appear as below:

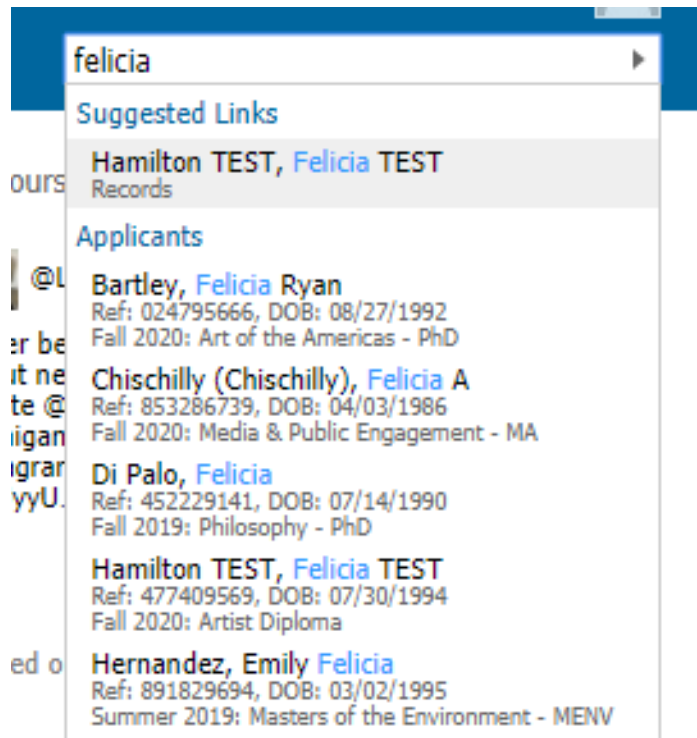


The top right is a search bar. Click on this to type in the name of the applicant you are looking for:



e past 72 hours. [Details](#) [Your Profile](#) [Supervised Login](#)





Wait for the drop-down menu to populate below the typed name, then click on the desired record.

Each record should list the degree level and entry term directly below the name.

Do not type the name and hit "Enter" on the keyboard without waiting for names to populate below the search bar. This will create a search with 0 results.

The screenshot shows the Slate Student Record page for Felicia Hamilton. The page includes a navigation bar with the 'slate' logo and various icons. The main content area is titled 'Hamilton TEST, Felicia TEST' and 'Applicant 477409569'. Below this, there are tabs for 'Dashboard', 'Timeline', 'Fall 2020: Artis...', 'Grad', 'Fall 2019: Music...', 'Profile', 'Materials', 'Preferences', and 'Processing'. The 'Dashboard' tab is active, showing a progress bar for the application process: A. Awaiting Submission (highlighted), B. Awaiting Payment, C. Processing (PRODC), D. Awaiting Materials (INCL), E. Faculty Review, F. Committee Review, G. GS Admit Check. The page also displays personal information, biographic details, and academic history.

The Student Record page is a hub for student information. The Dashboard contains the student's name and personal information, the degree they are applying to, and their stage in the application submission and review process.

The student record has several tabs. Depending on your Slate permissions, you may see 6-9 tabs, including:

- Timeline
- Application tab (this will list the student’s application year and degree level; above it appears as “Fall 2020: Artis.... Awaiting Submission”)
- Profile
- Materials
- Processing

Take some time to get to know these tabs if you have time! However, the most important for your review purposes are the **Application tab** and **Materials tab**.

Fall 2019: Music - MM

Decided
Submitted January 7, 2019
Last updated August 23, 2019

Intention to Matriculate
Status: Received

Department: Musical Arts
Degree: Music - MM
Subplan: Jazz Performance & Pedagogy

Citizenship: US Citizen
Citizenship Country: United States

CU Student ID : 109589099

Checklist

[Insert Requirement](#)

✓	01/08/2019	Recommendation (Arthur Bouton, University of De	
✓	01/20/2019	Recommendation (Dan Menchey, Performance Pla	
✓	01/06/2019	Recommendation (Joe Anderies, Alexander Dawson, Denver	Received
✓	01/06/2019	Recommendation (Sudha Chandrasekharan, LearnSkillz)	Received
✓	07/15/2019	Transcript (Chandler Gilbert Community College)	Received
✓	01/07/2019	Transcript (Scottsdale Community College)	Received
✓	07/15/2019	Transcript (University of Denver)	Received
✓	07/11/2019	Transcript (University of Denver)	Received
✓	04/14/2019	Reply to Offer of Admission	Form Received

This image shows the Application tab. Here, you will see a student checklist and a list of the materials they have submitted. You will be able to see if letters of recommendation and transcripts have been received or waived.

Materials

Date ▲	Description	Record
	New Material	
07/15/2019	Transcript (Official) Chandler Gilbert Community College	Folio
07/11/2019	Transcript (Official) University of Denver	Folio

Processing

On the right side of the Application tab, you should see a menu of links.

Read Application will take you to a PDF of the application, which will include pre-screening materials.

Download PDF will download a PDF of the full application to your computer.

Overview

[Financial Aid](#)

[Workflows](#)

[Portfolio](#)

[Populations](#)

[Read Application](#)

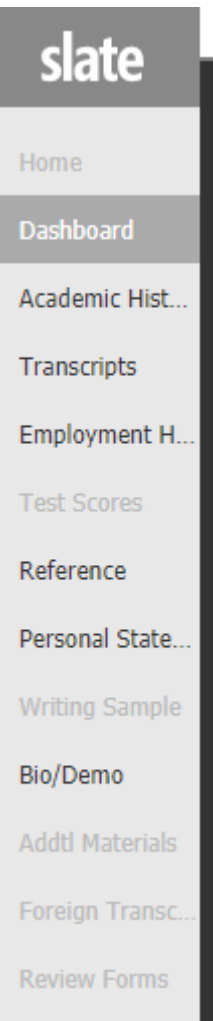
[Download PDF](#)

[Edit Application Details](#)

[Department Comments](#)

[Processing](#)

[Tuition classification](#)



When you are redirected to a student's application, you will see a menu along the left that shows the application sections. You can access parts of an application by clicking them on this menu, or you can navigate through the application with the arrow keys.

You can exit the Slate Reader and go back to the student record by clicking your browser's "Back" button.

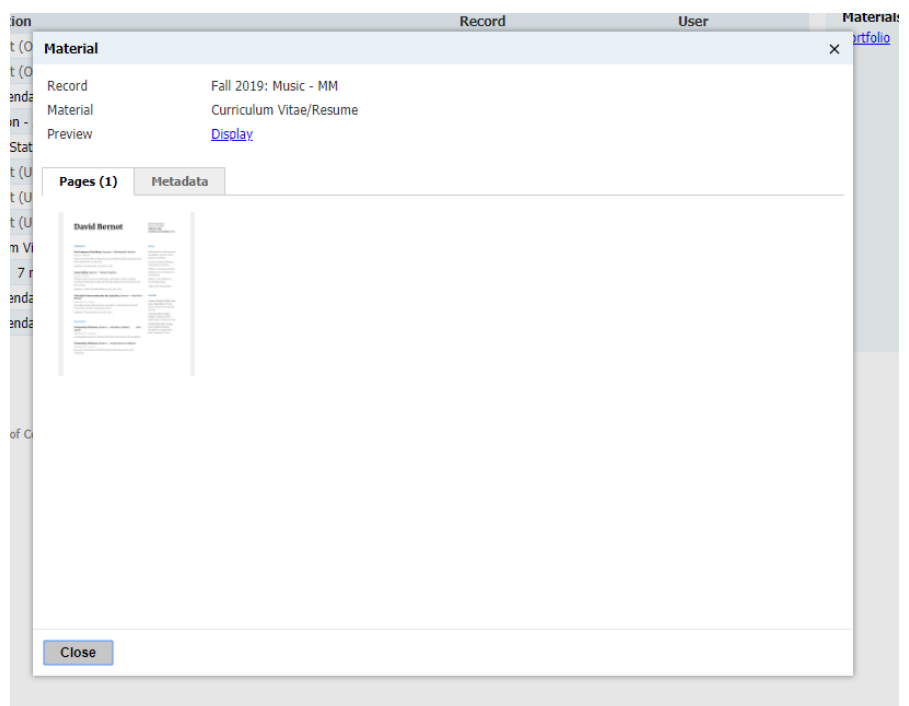
Going back to the student record, click the “Materials” tab to see the below information.

Date ▲	Description	Record
07/15/2019	Transcript (Official) Chandler Gilbert Community College	Folio
07/11/2019	Transcript (Official) University of Denver	Folio
01/20/2019	Recommendation Form	Fall 2019: Music - MM
01/07/2019	Application - Applicant	Fall 2019: Music - MM
01/07/2019	Personal Statement	Fall 2019: Music - MM
01/07/2019	Transcript (Unofficial) University of Denver	
01/07/2019	Transcript (Unofficial) Scottsdale Community College	
01/07/2019	Transcript (Unofficial) University of Denver	
01/07/2019	Curriculum Vitae/Resume	
01/06/2019	Portfolio 7 media submitted	
01/06/2019	Recommendation Form	
01/06/2019	Recommendation Form	

The Materials tab allows you to see a list of **all** materials the applicant has uploaded, including personal statements, writing samples, transcripts, and **portfolio items**—i.e. pre-screening recordings or composition scores.

Clicking on any listed materials will bring up a pop-up.

Within this pop-up you will have the option to either **Display** or **Download** the selected material.



This is all you need to be able to access pre-screening materials! Once you have made a decision about whether or not to invite a student to audition, email Felicia Hamilton (Felicia.hamilton@colorado.edu) with your decision and she will enter the decision in the Applicant Tracking spreadsheet.

This is all you need to be able to access pre-screening materials! Once you have made a decision about whether or not to invite a student to audition, send Felicia Hamilton (Felicia.hamilton@colorado.edu) your decision and she will enter the decision in the Applicant Tracking spreadsheet.