Fall 2021 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

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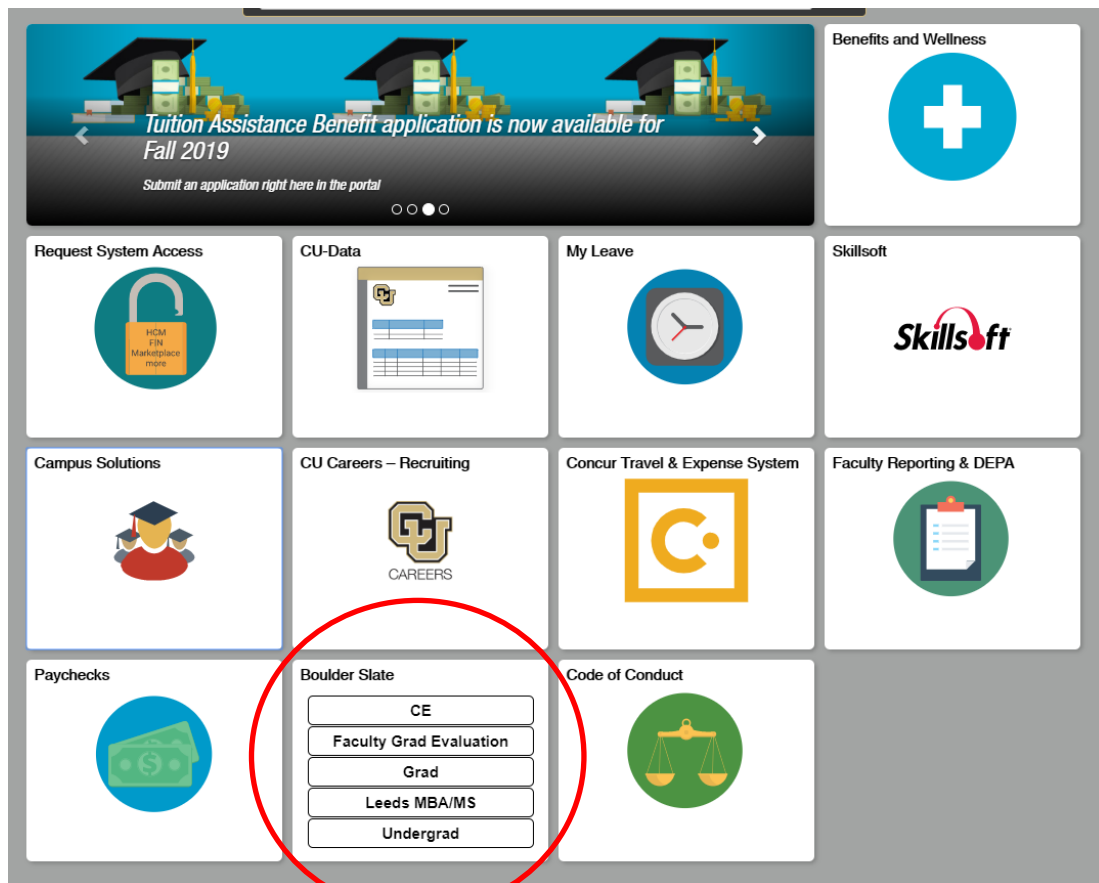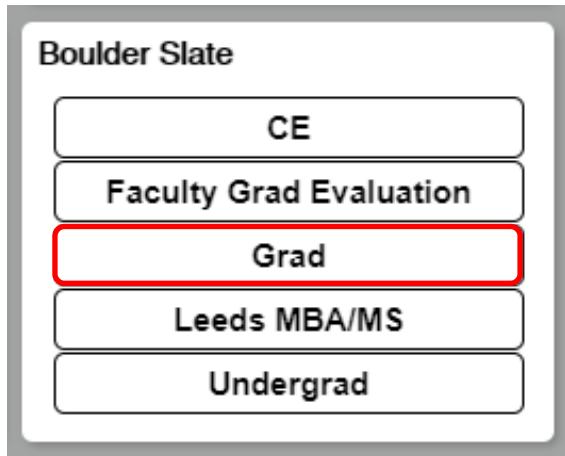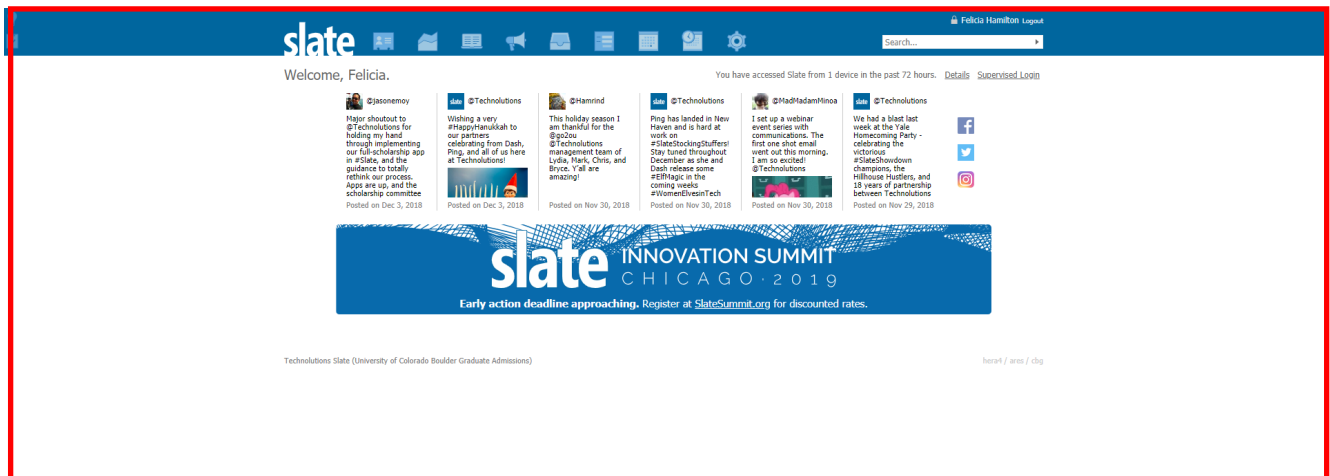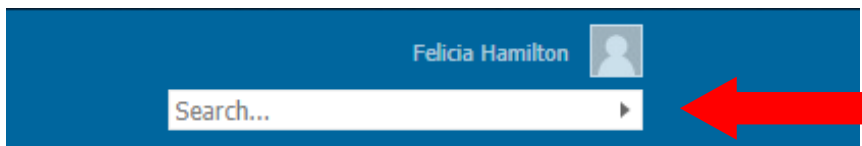
Note that **Faculty Grad Evaluation** will take you straight to your personal queue of assigned applications.

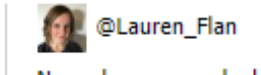**Grad** will take you to the Slate home page. Click this link.
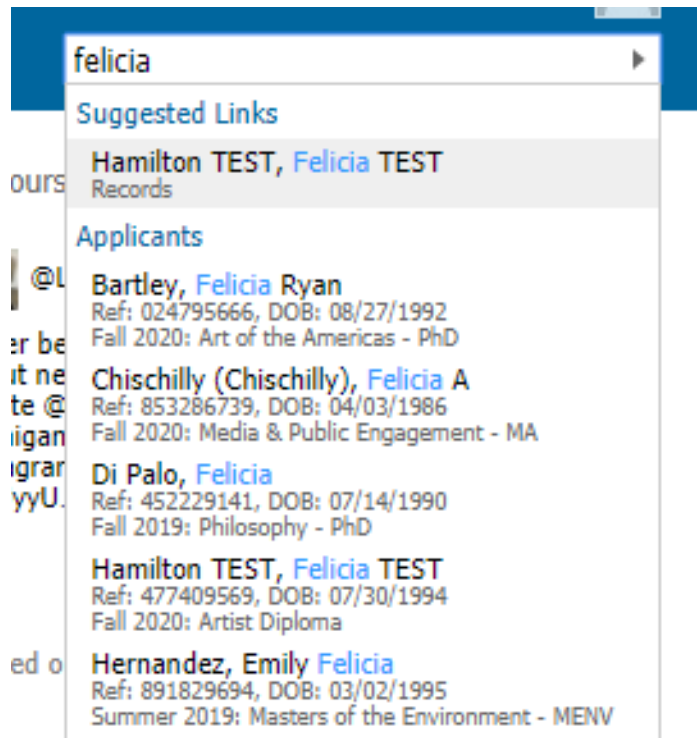
Your Slate home page should appear as below:

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

Type applicant name

felicia ▶

Suggested Links

Hamilton TEST, Felicia TEST
Records

Applicants

Bartley, Felicia Ryan
Ref: 024795666, DOB: 08/27/1992
Fall 2020: Art of the Americas - PhD

Chischilly (Chischilly), Felicia A
Ref: 853286739, DOB: 04/03/1986
Fall 2020: Media & Public Engagement - MA

Di Palo, Felicia
Ref: 452229141, DOB: 07/14/1990
Fall 2019: Philosophy - PhD

Hamilton TEST, Felicia TEST
Ref: 477409569, DOB: 07/30/1994
Fall 2020: Artist Diploma

Hernandez, Emily Felicia
Ref: 891829694, DOB: 03/02/1995
Summer 2019: Masters of the Environment - MENV

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.

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slate 👤 📈 📰 📣 ✉ ☰ 📅 🗓 ⚙️   Felicia Hamilton 👤

Search... ▶

Hamilton TEST, Felicia TEST   Applicant   477409569

| Dashboard | Timeline | Fall 2020: Artis... Awaiting Submission | Grad | Fall 2019: Music... | Profile | Materials | Preferences | Processing |

Dashboard

CU-SIS ID:

Biographic

Female
Born 07/30/1994, age 25
Citizen of United States
White

Fall 2020: Artist Diploma

Awaiting Submission
Started 07/11/2019

Awaiting Review	Program Review	Decision Review
A. Awaiting Submission	E. Faculty Review	G. GS Admit Check
B. Awaiting Payment	F. Committee Review	
C. Processing (PROC)		
D. Awaiting Materials (INCL)		

Activity History

9/1/2018 10/1/2018 11/1/2018 12/1/2018 1/1/2019 2/1/2019 3/1/2019
● Interaction ● Event ● Login ● Email Sent

Academic History

University of Oregon, Bachelor of Arts, 06/2016
Romance Languages
GPA 3.8 / 4.0
Eugene, OR
Geomarket: OR-04 Southern Valley

Longmont, CO
CO-02 Metro Denver & Northeastern Colorado

766 S Martin St Apt A323
Longmont, CO 80501-6137

Contact

Email felicia.hamilton@colorado.edu

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.

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.

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

slate

Home

Dashboard

Academic Hist...

Transcripts

Employment H...

Test Scores

Reference

Personal State...

Writing Sample

Bio/Demo

Addtl Materials

Foreign Transc...

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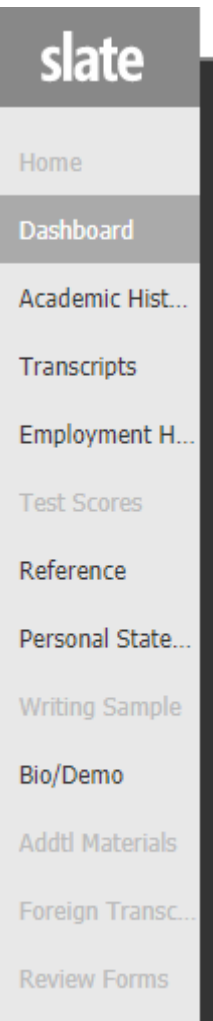
When you are redirected to a student's application, you will see a menu along the left that shows the application sections. You can access parts of an application by clicking them on this menu, or you can navigate through the application with the arrow keys.

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

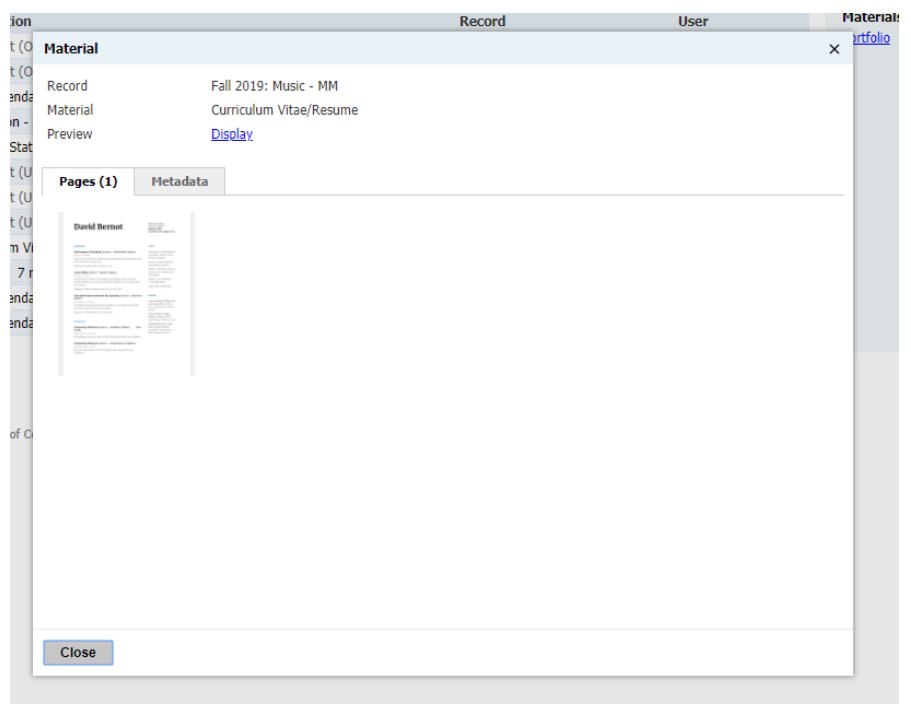Going back to the student record, click the "Materials" tab to see the below information.

| Dashboard | Timeline | ☐ Fall 2019: Music… | Profile | **Materials** | Preferences | Processing |

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.

Material		×
Record	Fall 2019: Music - MM	
Material	Curriculum Vitae/Resume	
Preview	Display	

Pages (1)   Metadata

David Bernot

Close

This is all you need to be able to access pre-screening materials!