School of Graduate Studies – Slate

Faculty instructions for reviewing and processing applications

1. Log in to Slate using your uww.edu Net-ID and password along with Duo for MFA.

2. When applications are in your queue, you will see a yellow bell on the "**Reader**" icon. Select the "**Reader**" icon to get started. When you hover over this icon, it will tell you how many applications are available for review in parentheses.
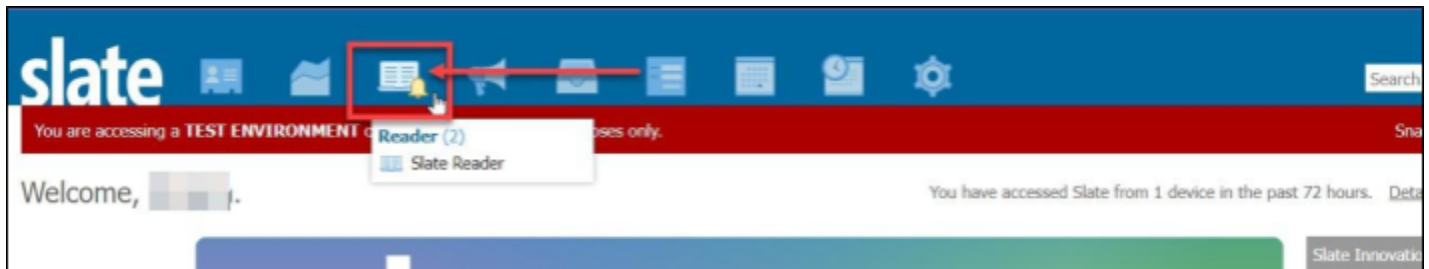
3. The Slate Reader page will display three tiles. The tile with the bell icon indicates what needs your attention – generally this will be "**Graduate Applications**."

   Select the "**Graduate Applications**" tile to begin reviewing.
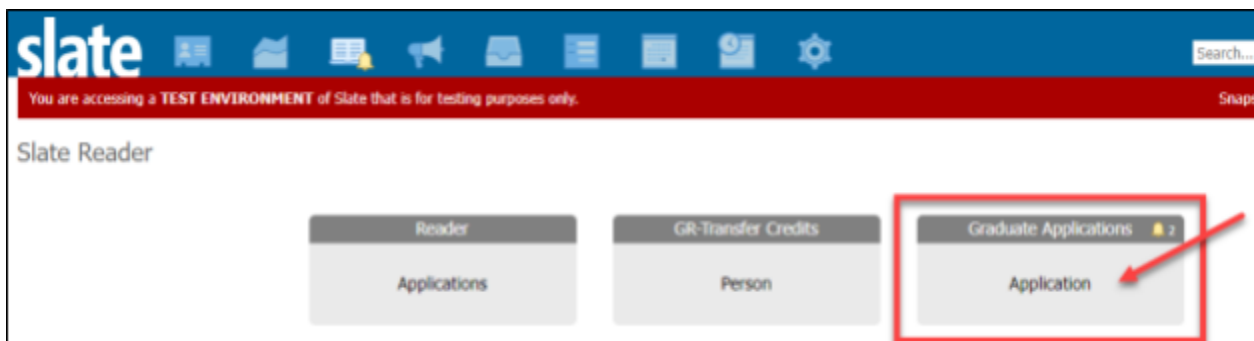
4. Review the keyboard shortcuts on the Slate Reader homepage as these will prove useful for moving through applications quickly.
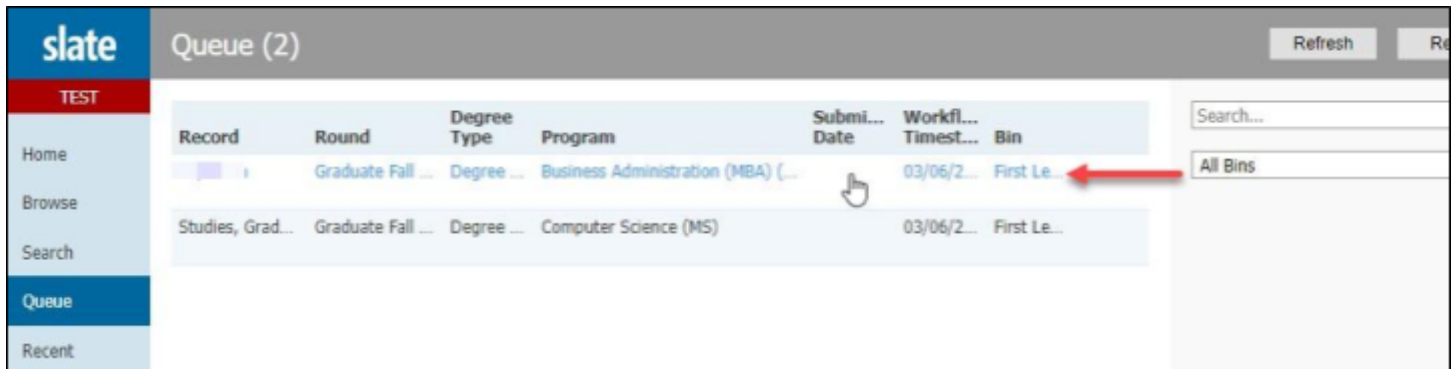
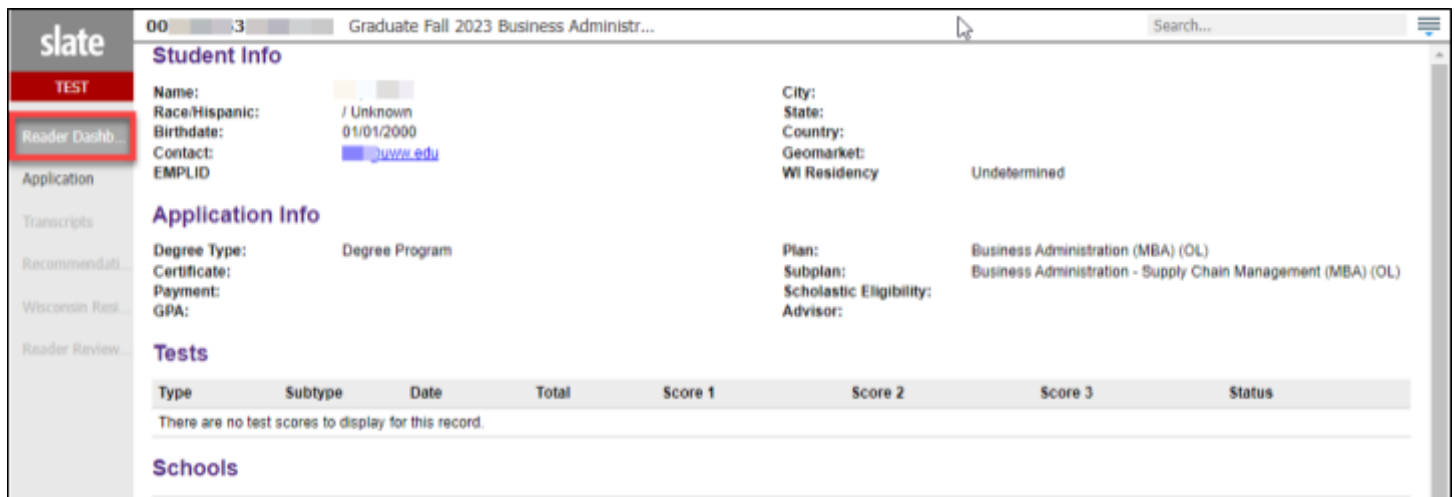   From the left navigation menu, select "**Queue**," which holds applications assigned to you.
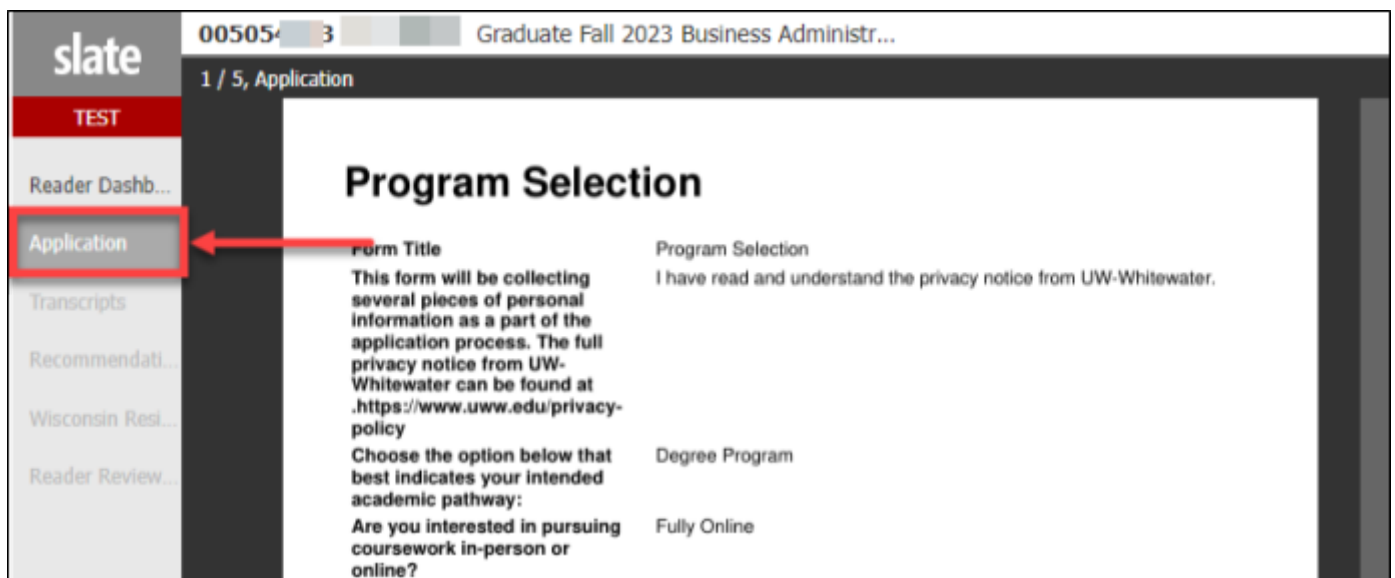
5. From your "Queue," select the application you wish to review.

6. Begin at "**Reader Dashboard**" for an overview of the applicant.

7. Review applicant materials by moving through the categories accessed by the left navigation, like "Application," "Transcripts," "Recommendations," etc. This is where the keyboard shortcuts like the arrow keys and others will come in handy.

8. When ready to decide on applicant next steps, select "**Review Form**" from bottom right or use the keyboard shortcut "R."
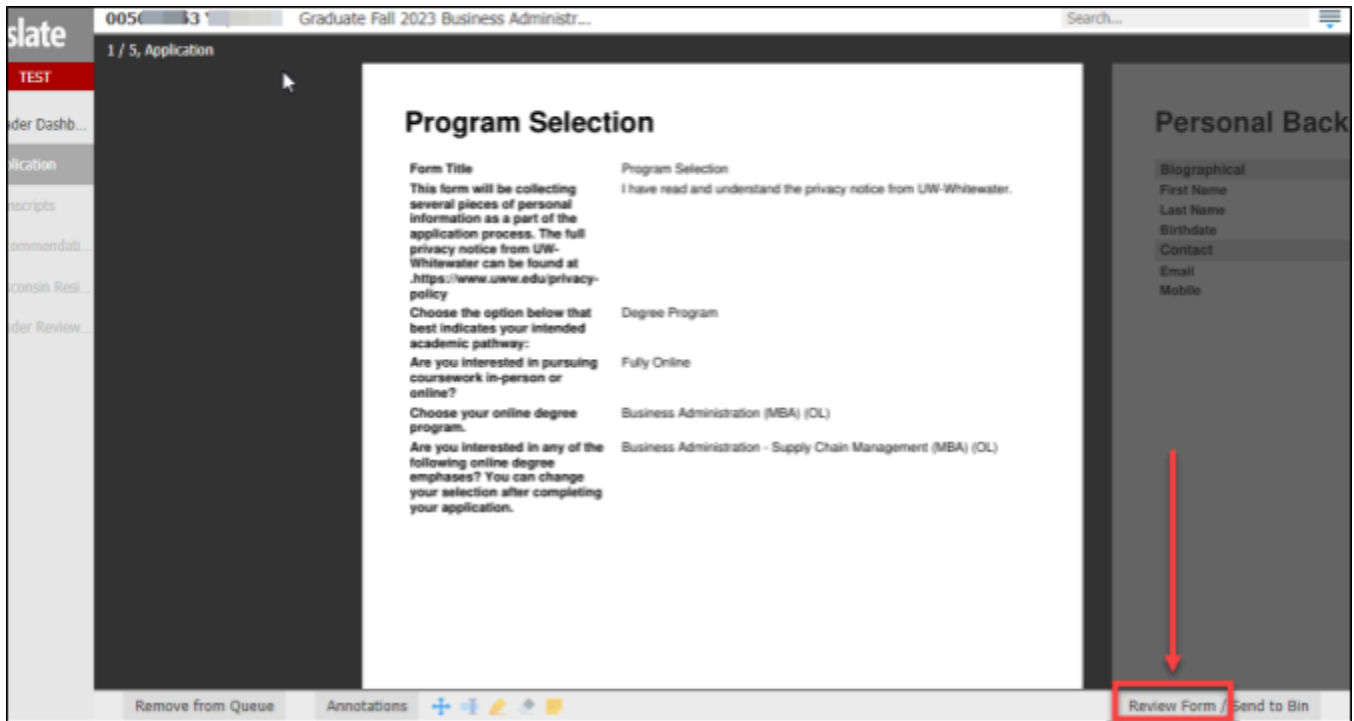
9. "**First Level Reader Review Form**" fields:
    a. "**Comments**:" Optional. Comments will appear on the review form but **should not be relied upon** as a communication channel. Communication channels will be covered in next steps.
    b. "**Recommend Decision:**" Required. **Make a recommendation by selecting from the drop-down**.
        i. Admit
        ii. Contingent Admit
   iii. Deny
        iv. Committee Review

10. Based on your selection in "Recommend Decision," complete the appropriate steps:
    a. **Admit**: Select an "Advisor" (required) from the list organized by college (the contact identified on their admission letter) and move to step 11. "Advisor 2" and "Advisor 3" are optional fields.
    b. **Contingent Admit**: Select an "Advisor" from the list organized by college (the contact identified on their admission letter) and move to step 11. "Advisor 2" and "Advisor 3" are optional fields.
    c. **Deny**: Move to step 11.
    d. **Committee Review**: Move to step 11.
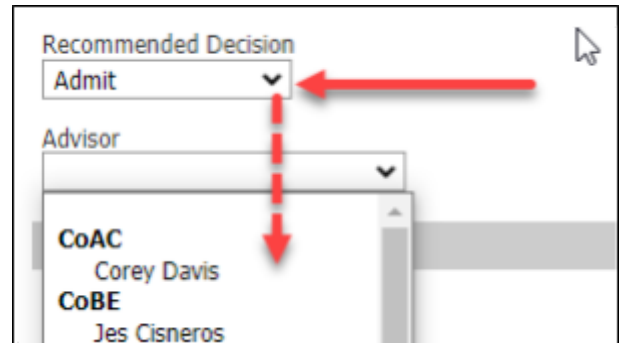
11. **"Send to Bin"** actions
    a. **"Next Bin:"** Required. **Select the same field as "Recommend Decision"**
    b. **"Next Reader:"** Required. Type "Sally Lange" (Current School of Graduate Studies Graduate Admission Processor). **Select** name/email as it auto fills.
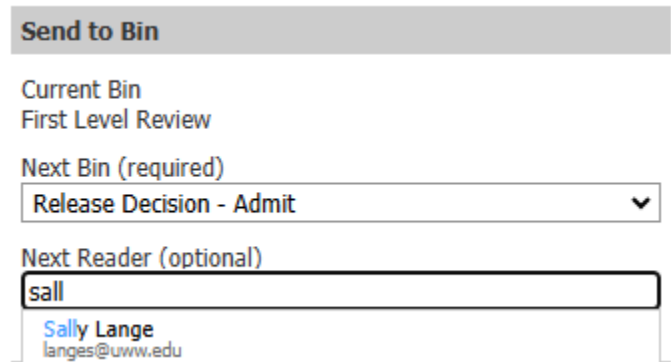
12. After selecting the "Next Reader" you will be prompted to add "**Next Reader Notes**," an optional field that will be used for communication. Use this field to draw attention to "see comments" if you placed comments in the "**First Level Reader Review Form**" or if there is anything else to note. These will be seen as a note to the next reviewer.

Note: As changes are made to the "First Level Reader Review Form" and "Send to Bin" fields, you will see changes auto-saved.

13. Select "**Send**" to move the application along to the next step.
14. You will be brought back to your "Queue" and will no longer see that application in your list.

Helpful Information when reviewing applications

Once in an application, select the Slate ID# at upper left for an additional menu of options.
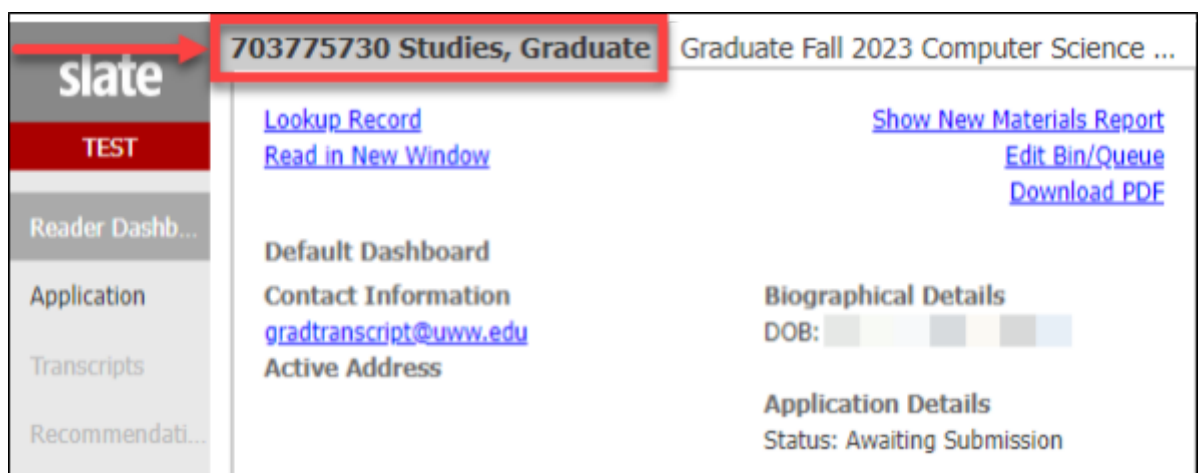
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Use "**Lookup Record,**" which will open a new window to view and print individual "**Materials**" like transcripts using the "**Display**" option and then the printer icon.

Returning to previously processed applications

To return to an application you have moved forward with, start at your Dashboard and use the first icon: "Records" to pull up the applicant using "Recently Reviewed," "Pin," or click the icon and search using their name or ID#. After pulling up their record, click on their name to show options to see materials, etc.