Faculty instructions for reviewing and processing applications

- 1. Log in to <u>Slate</u> 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.

slate 💻 🛎	-	9	\$	Search
You are accessing a TEST ENVIRONMEN	oses only.			Sna
Welcome,			You have accessed Slate from 1 device in the past 72	hours. <u>Deta</u> ate Innovatio

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.

slate 🎫 🛎	🗖 🗖	a 🗉		9	\$	Search
You are accessing a TEST ENVIRONM						Snap
Slate Reader						
	Rea	der	GR	Transfer C	redits	Graduate Applications 🔒 2
	Applic	ations		Person		Application

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.

slate	Hello, Hell
TEST	Slate Reader
Home	Navigating the Interface
Browse	Slate Reader is designed to be navigated using both the mouse and keyboard. While some users may be
Search	accustomed to using only the mouse to navigate web pages, using keyboard shortcuts enables faster navigation, and we've included several keyboard shortcuts in Slate
Queue	Reader to help you move through records quickly.
Recent	Using the Mouse
Share	 Click tabs in the left panel to change sections Double-click on a page to zoom in
Help	 Right-click on a page to zoom out Click-and-drag to move within/between pages
Exit	Using the Keyboard
EAR	 Arrow Keys: move up/down/left/right Pg Up/Pg Down: page up, page down
	 +y oppry bown, page by, page bown +/-: zoom int, zoom out This page section in infor

Faculty instructions for reviewing and processing applications

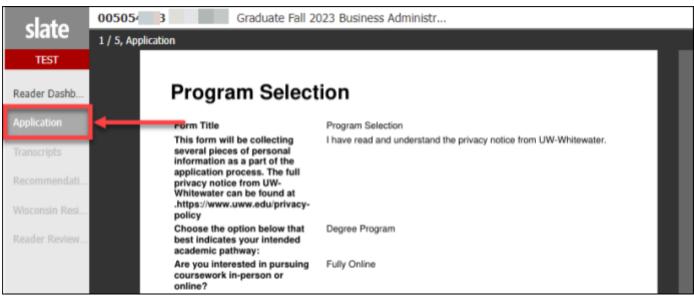
5. From your "Queue," select the application you wish to review.

slate	Queue (2)							Refre	ish Ri
TEST	Record	Round	Degree Type	Program	Submi Date	Workfl Timest	Bin	Search	
Home Browse	, 1	Graduate Fall	Degree	Business Administration (MBA) (Ь	03/06/2	First Le	All Bins	
Search	Studies, Grad	Graduate Fall	Degree	Computer Science (MS)		03/06/2	First Le		
Queue									
Recent									

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

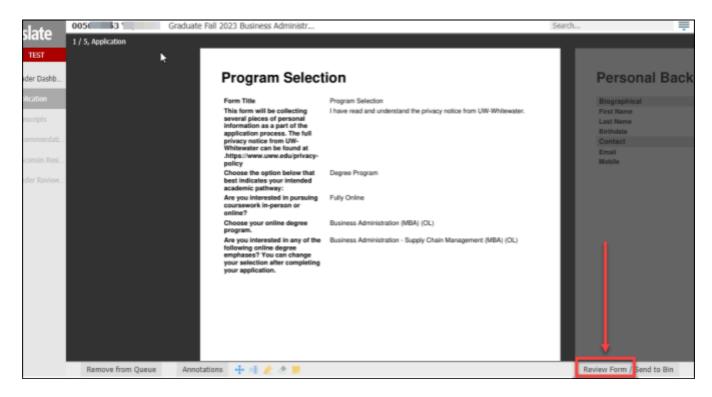
slate	00 3	Grad	luate Fall 2023	Business Administ	r		2	Search	Ţ
slate	Student Inf	0							-
TEST	Name:					City:			
Reader Dashb	Race/Hispanic: Birthdate: Contact:	/ Unkr 01/01/				State: Country: Geomarket:			
Application	EMPLID					WI Residency	Undetermined		
Transcripts	Application	Info							
Recommendati	Degree Type: Certificate: Payment:	Degre	e Program			Plan: Subplan: Scholastic Eligibility:	Business Administration (N Business Administration - 8	IBA) (OL) Supply Chain Management (MBA) (O	L)
Wisconsin Resi	GPA:					Advisor:			
Reader Review	Tests								
	Туре	Subtype	Date	Total	Score 1	Score 2	Score 3	Status	
	There are no test	scores to display	for this record.						
	Schools								

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.



Faculty instructions for reviewing and processing applications

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

slate	00505 Graduate Fall	2023 Business Administr	Search	=
slate	1 / 5, Application			
TEST			First Level Reader Review Form	
Reader Dashb	Program Selec	tion	Comments	_
Application	Form Title	Program Selection		
Transcripts	This form will be collecting several pieces of personal information as a part of the	I have read and understand the privacy notice from UW-Whitewater.		
Recommendati	application process. The full privacy notice from UW- Whitewater can be found at		Recommended Decision	_
Wisconsin Resi	.https://www.uww.edu/privacy policy		Atrice Atrice	_
Reader Review	Choose the option below that best indicates your intended academic pathway:	Degree Program	Contingent Admit Deny	
	Are you interested in pursuin coursework in-person or online?	Fully Online	Committee Review Next Bin (required)	
	Choose your online degree program.	Business Administration (MBA) (OL)	Next Reader (optional)	v
	Are you interested in any of the following online degree emphases? You can change your selection after completin your application.			
			Send Dratt S	aved

Faculty instructions for reviewing and processing applications

10. Based on your selection in "Recommend Decision," complete the appropriate steps:

- 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.

Recommended Decision		G-
Admit 🖌	<u> </u>	
Advisor		
	~	
	-	
CoAC 🚽		
Corey Davis		
CoBE		
Jes Cisneros		

Send to Bin

Current Bin First Level Review

Next Bin (required)

Release Decision - Admit

Next Reader (optional)

sall

Sally Lange langes@uww.edu

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 autosaved.

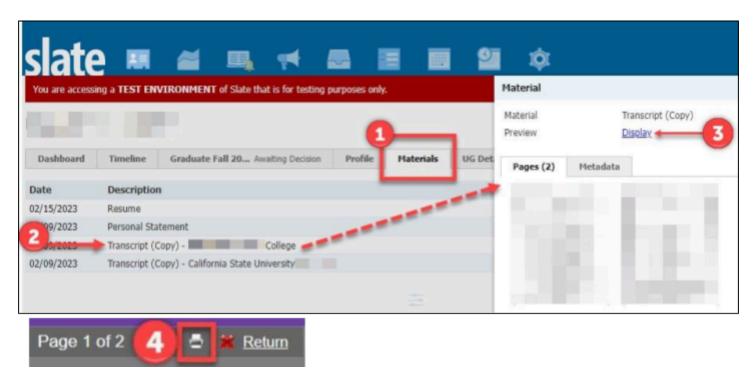
- 13. Select "Send" to move the application along to the next step.
- 14. You will be brought back to your "Queue" and will no longer see that application in your list.

Helpful Information	slate	703775730 Studies, Graduate	Graduate Fall 2023 Computer Science
when reviewing applications	TEST	Lookup Record Read in New Window	Show New Materials Report Edit Bin/Queue Download PDF
Once in an	Reader Dashb	Default Dashboard	Download PDT
application, select the Slate ID# at upper left for an additional menu of	Application Transcripts	Contact Information gradtranscript@uww.edu Active Address	Biographical Details DOB:
options.	Recommendati		Application Details Status: Awaiting Submission

10/28/2024

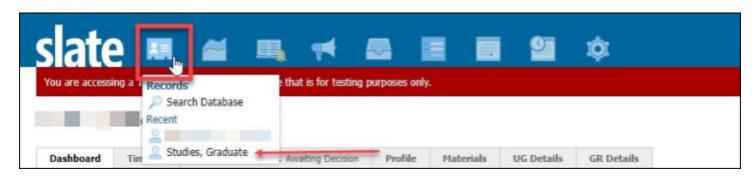
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Use "Lookup Record," which will open a new window to view and print individual "Materials" like transcripts using the "Display" option and then the printer icon.



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.



slate		R											ürsten Mortimer 📃	
State Image:														
Studies, Graduate Applicant 70										703775730				
Dashboard	Timeline	Grad Appli	cation Awai	ting Submissio	on Gra	d Applicatio	Awaiting	Submission	Graduate Fall 20	Profile	Haterials	UG Details	GR Details	
Biographic Connect														