

Slate - Committee Review Instructions

- 1) You will receive an email in the morning when someone has been added to your Queue. Click the **Login to Reader** link in the email and use Single Sign-On to access the site. (Alternatively, you can login directly to Slate and go to the Reader <https://applygrad.case.edu/manage/reader/>)
 - Subject: Reader Queue Reminder. Sender: CWRU Graduate Enrollment.
 - You will continue getting this email until all applicants are out of your Queue.
- 2) Click **Queue** on the left menu to view the list of applicants placed there for review.
 - Click any of the headers to sort the applicants. Bin Entry Date is the date they went into your Queue.
 - You can filter and make the inside of the bins more user-friendly by using the Default arrow button on the right menu and selecting your appropriate prompt such as CAS All, NUR PhD, or CSE Masters.
- 3) **Click on the applicant's name to bring up their application.**
 - It will default to the Dashboard, but you can read through the entire application using your arrow keys, clicking through the left navigation menu, or dragging your mouse.
 - Double click to zoom in and right click to zoom out.
 - Sections on the left menu that show up in black can be clicked, any in grey are not applicable.
 - Any time after the first Form is filled out, readers can also see a Review Forms tab on the left side of the application. This will help you determine who has completed their reviews prior to you, what they filled out, and who still needs to complete the form.
 - You can use the ribbon at the bottom of the page to highlight or add sticky notes anywhere in the application.
- 4) Click **Review Form/Send to Bin** in the lower right corner.
- 5) **Fill out the form appropriately and make any notes.** The form will cycle around in the Committee Review bin until all readers have completed their reviews. ** You can determine when and who filled out their review forms in two places. You can click Review Forms in the bottom left corner of their application; or by clicking on the applicant's bolded name at the top of their application. This will show the times, readers, and bins the application has passed through. There are two options for sending the application to the next reader:*
 - All readers (except the last) will just need to **click Send**.
 - The last reader will be prompted to set **Next Bin: Final Faculty Review** and the **Next Reader: [Department/Committee Chair or whoever makes the final decision]**.
- 7) **Click Send.**
- 8) The application will now go to the committee chair and department chair for a final review.

Tip: By clicking the Review Forms button again, it will minimize the form so you can see the full application screen.

Tip: If you begin filling out a form, it will Auto-Save. You can leave and come back later and your information will stay in the form.

** To get back to your list of applicants in your Queue, click the Slate button in the upper left corner.*

If you need assistance, contact the School of Graduate Studies.

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