

Running Slate Queries

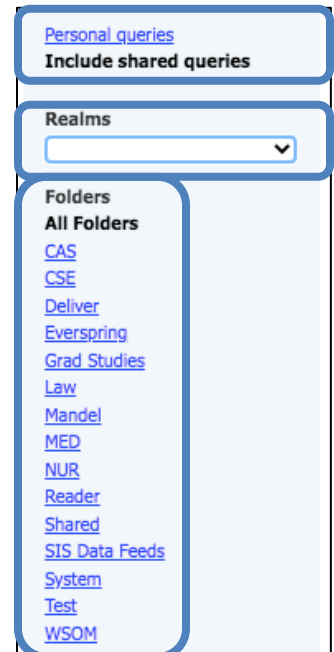
If you need a special query or any other columns added to your query, contact Graduate Studies and we can work on filling your request.

Login to Slate <https://applygrad.case.edu/manage/> and use Single Sign-On to access the site. Navigate to the Queries/Reports on the top ribbon.



1) Along the right side menus:

- Click Include Shared Queries
- Choose your Realm (your school)
- To narrow it down, click on your Folder (your school), and this will open up with all departments, click your department.



2) Graduate Studies has created some basic queries to capture all of your applicants in a few formats. These are split up between Masters, Doctoral, BS/MS or IGS (depending on what your department offers), and All.

- **In-Progress Applications** – Applicants who have not yet submitted the application. Basic informational columns including First Name, Last Name, Bin, Program, Plan, Term, and Submitted Date. This could be used as a general query to quickly see who your applicants are.
- **Submitted Applications** - Applicants who have submitted the application. Basic informational columns including First Name, Last Name, Bin, Program, Plan, Term, and Submitted Date. This could be used as a general query to quickly see who your applicants are.
- **Review** – Comprehensive columns of submitted applicants which includes First Name, Last Name, Program, Plan, Term, language scores, GRE scores, Colleges, Citizenship, Birthdate, Email. This could be used to send to the faculty review committee since it contains more valuable information.

- 3) When you click on a query, the following page will show up and display how many results are in that query (Matching Rows). Click Run Query.

Biomedical Engineering Masters Review

| | |
|--------------------|--|
| Folder | CSE / Biomedical Engineering |
| User | William Collier |
| Realm | Case School of Engineering |
| Base | Applications |
| Execution Mode | Retrieve all records each time query is run |
| Filters | CSE: Academic Program (App) IN Biomedical Engineering (MS) |
| Tag | NOT IN Test Record |
| Application Status | IN Awaiting Materials, Awaiting Decision, Awaiting Confirmation, Decided |
| Matching Rows | 19 |

- 4) Slate will return your results on the screen and you can scroll through up and down, left and right. *Note that you unfortunately cannot sort the columns on the screen by clicking the column names. If you want to sort, you will need to download the Excel spreadsheet.*
- 5) You can export the results to an Excel spreadsheet by clicking Export at the top. This will download an Excel spreadsheet to your computer.

If you need assistance, contact the [School of Graduate Studies](#).

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