Navigating Reader and the Bins

This training will review how applications move through the bin structure in the Slate Reader. **The Reader is the place where applications are reviewed, applicants are rated/scored, and decisions are recorded.**

(Note that throughout this training, the terms “Department Assistant (DA), Director, and Faculty” are used loosely and can be interpreted as you see fit. The names of the bins are also used loosely and should be used based on your department’s process).

To follow along, log in to Slate using Single Sign-On at [applygrad.case.edu/manage](applygrad.case.edu/manage) and navigate to the Reader icon at the top of the page. Alternatively, you can navigate directly to Reader by going to [https://applygrad.case.edu/manage/reader/](https://applygrad.case.edu/manage/reader/)

On the left navigation menu, click to Browse. This will bring up all of your bins. The number in the bottom right hand corner of each bin represents how many applicants are currently in that bin. No applicant can be in more than one bin – each number is an individual applicant.

The bin structure is divided up into 4 columns comprised of the stages of the application cycle.

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If you need assistance, contact the School of Graduate Studies
Phone: 216.368.4390
Email: gradadmit@case.edu
We are happy to review your department processes with you to determine the best bin movement.

Note that each bin has a Form associated with it. The Initial Review, Committee Review, and Interview Forms all ask the Reader to rate the applicant in various categories and make comments. The Final Faculty Review and Final Program Review Forms are administrative in function.

PRE-REVIEW

1) In-Progress Applications - Slate automatically puts applicants here as soon as they begin an application and indicate a program.

2) Awaiting Payment - Once they finish filling everything out and only need to submit the application fee and sign, Slate will automatically move the file here.

Once the application has been submitted, Slate will automatically move the file to one of two bins below:

3) Awaiting Materials - Some documentation has not been uploaded onto the application yet, most likely Letters of Recommendations (LORs).

4) Materials Review - All of the documents and necessary LORs have been uploaded and the application is ready for department review. The Department Assistant will pull applicants from this bin and send them to the appropriate Step 5 bin based on your department process.

REVIEW

This column is dependent on the process in each department, but the application MUST pass through Final Faculty Review and Final Program Review (bins 6 & 7) so a final Admit/Deny decision can be recorded.

5) These next three bins are optional and will be dependent on your individual department review process.
   a) Initial Review - Where the director or faculty rate and review the application and choose to admit/deny the student or send it on for further review.
   b) Committee Review - Multiple faculty can review and make their recommendations. The last reviewer will send it on to the next bin.
   c) Interview - If your department conducts interviews, applicants can be moved to this bin and faculty can rate the interview.

6) Final Faculty Review - Applications need to pass through this bin for the Committee Chair, Department Chair, or Director to make the final admission recommendation to pass on to the Department Assistant. This includes choosing Admit/Deny, whether they will be a TA, the advisor, if they will receive funding, any provisions, and if they will be granted advanced standing (PhD applicants only).

7) Final Program Review - The Department Assistant makes the final department recommendation which includes choosing Admit/Deny, whether they will be a TA, the advisor, if they will receive funding, any provisions, and if they will be granted advanced standing. From here, the DA will always send it to the Graduate Studies Review bin.

GRADUATE STUDIES

8) Graduate Studies Review - The School of Graduate Studies will review the application, materials, and department recommendation and will then process the final decision for the applicant.

FINAL DECISION

9) Admit/Deny - Once a final decision has been made, Graduate Studies will move the applicant to Accept to Deny and simultaneously send the applicant their official offer letter for review.
The Application

Clicking the applicant’s bolded name will open a menu which contains all previous bins and reviewers, contact information, and their application status. Click Lookup Application to search through the application for key words.

Click the Slate button to bring you back to the bins and review information.

Search through the application status. Click Lookup Application to go to their profile page. Click Show New Materials Report to see if any new materials have been added to the application. Click their name again to close the menu.

Add sticky notes or highlights to the application. Click Annotations to view any sticky notes or highlights placed in the application.

GPAs on the dashboard have been converted to a 4.0 scale.

Self-Reported are unofficial scores uploaded by the applicant. Verified scores have been received officially.

Review Form/Send To Bin will only appear if an applicant is in your Queue. Click again to minimize.

Add to Queue to work on the review form.

Review Forms will display any forms previously filled out for any bin.