# Slate – Administrator Instructions and Navigation

***Note 1:*** *Throughout this training, the terms "Department Assistant (DA) / Director / Chair / Committee Chair / 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.*
***Note 2:*** *You can view applicants, but cannot fill out a Review Form unless the applicant is in your Queue. Applicants are moved to your Queue via a form, directly by the Department Assistant, or if you click Add to Queue.*
***Note 3:*** *Each bin has a form associated with it that needs filled out. The Initial Review, Committee Review, and Interview Forms all ask the Reader to rate the applicant in various categories and make comments. The Materials Review, Final Faculty Review, and Final Program Review Forms are administrative in function.*

## READER

1. **[START HERE] Login to Slate https://applygrad.case.edu/manage/ and use Single Sign-On to access the site. Navigate to the Reader on the top ribbon. Alternatively, go directly to the Reader using this link: https://applygrad.case.edu/manage/reader/**



2. On the left-side of the Reader you will see Browse (displays all of your bins), Queue (your applicants to work on), Recent (those you have recently accessed), and Exit (returns to the Slate homepage). **Click Browse on the left menu to display your bins.**
3. Your bins will be displayed on the screen in 4 columns. The In-Progress and Awaiting Payment bins should not be evaluated yet since these applications have not been officially submitted, but they can be viewed. [See Navigating Reader and the Bins PDF for more detailed descriptions of the bins.]

**\* If you want to filter your search to be more user-friendly, you can click the Default arrow button on the right menu and select your appropriate prompt such as Mandel PhD, CAS All, or CSE Masters to adjust your columns.**

## AWAITING MATERIALS BIN (Department Assistant)

*\* This bin contains applicants which Slate deems are missing materials, usually letters of recommendation. Once those materials are submitted, Slate will automatically move the applicant to Materials Review or you can move them yourself.*

1. The application 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.**
2. If you want to move these applicants ahead anyways to the Materials Review bin to start the formal review, you can **while in their application, click Add to Queue on the bottom left. Then click Review Form/Send To Bin on the bottom right. Set the Next Bin: Materials Review. Click Send.**

> *Tip: Click on any of the column headers to sort the applicants. Bin Entry Date is the date the applicant entered that bin.*

> *Tip: To get back to the bin structure at any time, click Slate in the upper left corner.*

## MATERIALS REVIEW BIN (Department Assistant)

1. **[THE FORMAL REVIEW PROCESS BEGINS HERE] Click on the Materials Review bin to view the list of applicants ready to be evaluated.** Once again, 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 or CSE Masters.

2. Click on an applicant's name to open and **read through their application by 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. You can use the ribbon at the bottom of the page to highlight or add sticky notes anywhere in the application.**

> *Tip: You can add mutiple applicants to your Queue. While in the Materials Review bin, click to highlight multiple names, then click Add To Queue in the upper right corner.*

3. Once it is verified that this applicant can be reviewed, click **Add to Queue at the bottom left, then Review Form/Send To Bin on the bottom right.** This form just allows you to check box if certain materials have been received, but it is not required. **Set the Bin: Initial Review and Next Reader: [department chair or whoever does the initial review of the applicant]. Click Save.**

> *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.*

## INITIAL REVIEW BIN (Department Chair/Director/Committee Chair)

*[Optional – skip ahead based on your department process]*

1. **The Chair/Director will receive an email in the morning when an applicant has been added to their Queue. Click the link in the email to be directed straight to Reader, or simply log in to Slate and navigate to Reader.** Email Subject: Reader Queue Reminder. Sender: CWRU Graduate Enrollment. You will continue getting this email until all applicants are out of your Queue.

2. **The Chair/Director should click Queue on the left menu to view the list of applicants placed there for review by the Department Assistant.**

3. **Click on the applicant's name to bring up their application.**

4. It will default to the Dashboard, but you can **read through their application by 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. You can use the ribbon at the bottom of the page to highlight or add sticky notes anywhere in the application.**

5. **Click Review Form/Send to Bin in the lower right corner.** This form asks the initial reviewer to complete a simple rating of the applicant across various categories. **Fill out the form appropriately and make any notes**. *This is where your department process will need to be set up to determine the next bin to use.* **Set the Next Bin: Committee Review and Next Reader: [Department Assistant]. Click Send.**

## COMMITTEE REVIEW BIN (Department Assistant + Committee Chair + committee members)

*[Optional – skip ahead based on your department process]*

    **PART ONE: The Department Assistant will need to add the committee members.**

1. **Once in the application in Reader, go to your Queue and click on an applicant to work on. Click the applicant's bold name at the very top. Click Edit Bin/Queue.**
2. The applicant should already be in the Committee Review bin. **In the Add Reader section, start typing the committee member's name, it will generate their full name, click it. Then Add Reader again until you have all committee members.**
3. **Click Save.** The applicant's file will go into the Queues of all of the committee members.

*\* Edit Bin/Queue is also where you can adjust the bin if you sent it to the wrong spot. You can move it to Materials Review, Initial Review, Committee Review, Final Faculty Review, or Final Program Review but NEVER send it directly to Graduate Studies Review, Admit, or Deny. Edit Bin/Queue should not be used to circumvent filling out the forms or to skip ahead.*

    **PART TWO: The committee members review the application and fill out the rating form.**

1. The following morning, each member will get an email with the subject Reader Queue Reminder prompting them to log into Reader.
2. **[See Committee Review Instructions PDF for step-by-step instructions to provide to committee members.]** This form asks the reader to rate the applicant across various categories.

*\* 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.*

## INTERVIEW BIN (Department Assistant + Committee Chair + committee members)

*[Optional – skip ahead based on your department process]*

1. This form asks the reader to rate the applicant across various categories.
2. **[Repeat steps from Committee Review Bin - Department Assistant will assign all Interview members, then the final interview member will set Next Reader: Department Chair/Committee Chair and Next Bin: Final Faculty Review.]**

## FINAL FACULTY REVIEW BIN (Department Chair/Director)

1. **The following morning, the Department Chair/Director will get an email with the subject Reader Queue Reminder prompting them to log into Reader (or they can go directly to their Queue).**
2. **The Chair/Director should click Queue on the left menu to view the list of applicants placed there for a final review.**
3. **Click on the applicant's name to bring up their application. In the application, they can see all of the committee's ratings by clicking Review Forms on the bottom left.**
4. **Click Review Form/Send To Bin in the lower right corner.** The final faculty form is when the Chair will inform the department assistant whether the applicant will be admitted or denied. They will answer questions about the admission status, advisor, if they will be a teaching assistant, funding, etc. **Set Next Bin: Final Program Review and Next Reader: [Department Assistant]**
5. **Click Send.**

## FINAL PROGRAM REVIEW BIN (Department Assistant)

1. **The following morning, the Department Assistant will get an email with the subject Reader Queue Reminder prompting them to log into Reader (or they can go directly to their Queue).**
2. **The Department Assistant should click Queue on the left menu to view the list of applicants placed there for the final decision data.**
3. **Click on the applicant's name to bring up their application. In the application, they can see the Final Faculty Review Form by clicking Review Forms on the bottom left.**
4. **Click Review Form/Send To Bin in the lower right corner.** The final program form is when the Department Assistant will inform Graduate Studies whether the applicant will be admitted or denied. They will answer questions about the admission status, advisor, if they will be a teaching assistant, funding, etc. **Fill out the review form in the lower right corner and click Next Bin: Graduate Studies Review**
5. **Click Send.**

## GRADUATE STUDIES REVIEW BIN (Graduate Studies)
 *\* The file will now leave your Queue and will go into the Graduate Studies Review bin for a final review. Graduate Studies will review the file and will move them to the Admit or Deny bin and send out their official offer letter.*

## ADMIT/DENY BINS (Graduate Studies)
\* Once an applicant has been processed, you may want to see their official offer letter.

1. **Go into the Admit bin and click their name to bring up their application.**
2. **Click on their bolded name at the top of their application and click Lookup Application.** This will open a new browser tab.
3. **Scroll down to the Decisions section and click on their Grad Admit letter.** Unfortunately, clicking Download PDF in the upper right corner will prompt you to log in as an applicant. Instead, **highlight the text and copy/paste it into a separate Word document.**

If you need assistance, contact the School of Graduate Studies.
Phone: 216.368.4390
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