

## 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 are all optional and ask the Reader to rate the applicant in various categories and make comments. The Materials Review Form and required Final Faculty Review and Final Program Review Forms are administrative in function.

### READER

#### [START HERE]

1. 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 5 columns. The In-Progress and Awaiting Payment bins in the left column should not be evaluated yet since these applications have not been officially submitted. However, they can be viewed. [See the *Navigating Reader and the Bins* PDF for more detailed descriptions of the bins.]

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

\* 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 the applications you see.

### AWAITING MATERIALS BIN (Department Assistant)

This bin contains applications that Slate deems are missing materials, usually letters of recommendation. Once those materials are submitted, Slate will automatically move the application to Materials Review, or you can move it yourself.

1. The application will default to the Dashboard, but you can **select the application on the left and read through it entirely 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.*

## MATERIALS REVIEW BIN (Department Assistant)

[THE FORMAL REVIEW PROCESS BEGINS HERE]

1. 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 the dashboard. Select application on the left and read through it 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.
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 select the next reviewers. Click Save.

*Tip: You can add multiple 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.*

Other Comments

Do you need to select multiple readers for the next bin?  
 Yes  
 No

Select Reviewers (only if you are the last reviewer):

  
  
  

## INITIAL REVIEW BIN (Department Assistant, Committee Chair, and/or Committee Members)

[Optional – skip ahead based on your department process]

1. Reviewers 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. Reviewers should click Queue on the left menu to view the list of applicants to review placed there 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 select the application on the left to read through it 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 reviewer to complete a simple rating of the applicant across various categories. Fill out the form appropriately and make any notes. Similar to the Materials Review form, you can select multiple readers if you need to. If there is a yellow box, do not answer "Do you need to select multiple readers for the next review bin." If there is not a yellow box, answer Yes or No. Select the next reviewers and set the Next Bin to one of the following: Committee Review, Interview, or Final Faculty Review. If you would like the application to be in your queue in the next bin, add your name to the Next Reader (Optional) field.

*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.*

**If there is a yellow box below listing multiple readers, please do not answer the following question.**

Do you need to select multiple readers for the next review bin ?  
 Yes  
 No

This application currently resides in more than one queue. The application cannot be sent to a different bin or user until the other reviews have been completed.

The current readers include:

⋮

### COMMITTEE REVIEW BIN (Department Assistant, Committee Chair, and/or Committee Members)

[Optional – skip ahead based on your department process]

1. The following morning, the reviewers will get an email with the subject “Reader Queue Reminder” prompting them to log into Reader.
2. This form asks the reviewer to rate the applicant across various categories. [Repeat steps from the Initial Review Bin.]

*\* 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, and/or Committee Members)

[Optional – skip ahead based on your department process]

1. The following morning, the reviewers will get an email with the subject “Reader Queue Reminder” prompting them to log into Reader.
2. This form asks the reviewers to rate the applicant across various categories. [Repeat steps from Initial Review Bin. The final interview member will set Next Bin: Final Faculty Review and Next Reader: Department Chair/Director/Committee Chair.]

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

1. The following morning, the Department Chair / Director / Committee Chair will get an email with the subject “Reader Queue Reminder” prompting them to log into Reader.
2. Click on the applicant’s name to bring up their application. In the application, you can see all of the previous ratings by clicking Review Forms on the bottom left.
3. 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]. 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.
2. The Department Assistant should click Queue on the left menu to view the list of applicants placed there and the final decision data.
3. Click on the applicant’s name to bring up their application. In the application, clicking Review Forms on the bottom left will display the Final Faculty Review Form.
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 is recommended to be admitted or denied. They will answer questions about the admission status, advisor, any provisions for the applicant, if they will be a teaching assistant, funding, etc. Fill out the review form in the lower right corner and set Next Bin: Graduate Studies Review. 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 by Graduate Studies, 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 would like to save a copy.**

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

**Phone: 216.368.4390 • Email: [gradadmit@case.edu](mailto:gradadmit@case.edu)**