Slate – 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.
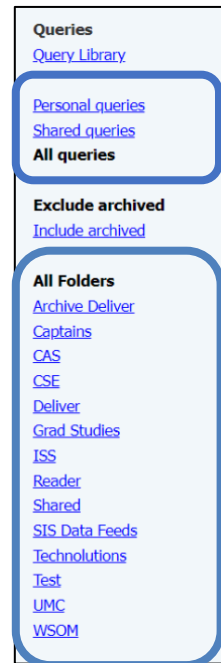
1. Along the right-side menus*:*
   - Select All queries.
   - To narrow it down, click on your Folder (your school), and this will open up with all departments. Click your department.

2. Graduate Studies has created some basic queries to capture all of your applicants in a few formats.
   - **App In Progress –** Applicants who have not yet submitted the application. Basic informational columns include First Name, Last Name, Program, Plan, Subplan, Term, and Email. These have not been submitted and **cannot be reviewed.**

   - **Submitted Applications –** All applicants who have submitted the application. Basic informational columns include First Name, Last Name, Program, Plan, Subplan, Term and Submitted Date, plus demographic and academic information. This could be used as a general query to quickly see who your applicants are.

   - **Department Decision Needed –** Applications without a recommendation to admit or deny. Contains the same columns as Submitted Applications. These must be reviewed by the department.

   - **Admits –** All applicants with a recommendation to admit. Contains columns such as First Name, Last Name, Program, Plan, Subplan, Term, Email, Decision, and CWRU identification information.

   - **Accepted The Offer –** All admitted applicants who accepted the offer and matriculated. Contains First Name, Last Name, Program, Plan, Subplan, Term, demographic information, decision information, and CWRU identification and matriculation 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.

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 by clicking Export at the top.

If you need assistance, contact the School of Graduate Studies.
Phone: 216.368.4390 • Email: gradadmit@case.edu