

SLATE – EVALUATING AN APPLICATION (for faculty)

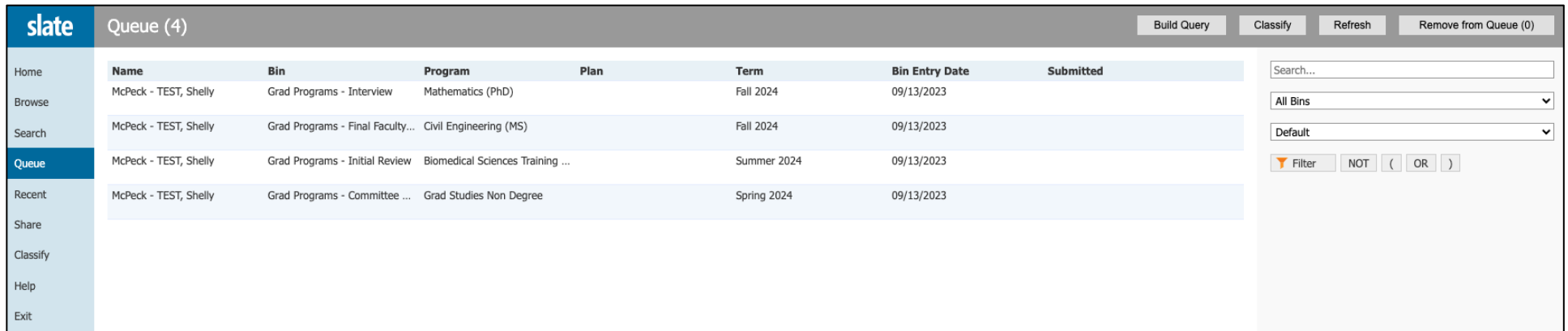
This guide will walk through how to evaluate an application in the Slate Reader. **The Reader is the place where applications are reviewed, applicants are rated/scored, and decisions are recorded.**

Contents of this Guide

- Log into Slate
- The Dashboard of an application
- Evaluating an application
- Sending the application to the next reviewer
- Tips and tricks

Log into Slate and pull up the Queue

1. Log into Slate at <https://applygrad.case.edu/manage/reader/> and use Single Sign-On to access the site. Alternately, go to <http://www.case.edu/gradstudies/> and navigate to Faculty & Staff on the right side. Choose Slate Resources and click the blue Slate Reader (for Reviewers) button on the right.
2. Select the Queue on the blue, left side menu.



The screenshot shows the Slate Queue interface. On the left is a navigation menu with options: Home, Browse, Search, Queue (selected), Recent, Share, Classify, Help, and Exit. The main area displays a table with 4 items. The table has columns: Name, Bin, Program, Plan, Term, Bin Entry Date, and Submitted. The right sidebar contains a search bar, a dropdown menu for 'All Bins', another dropdown for 'Default', and a filter section with a 'Filter' button and logical operators: NOT, (, OR,).

Name	Bin	Program	Plan	Term	Bin Entry Date	Submitted
McPeck - TEST, Shelly	Grad Programs - Interview	Mathematics (PhD)		Fall 2024	09/13/2023	
McPeck - TEST, Shelly	Grad Programs - Final Faculty...	Civil Engineering (MS)		Fall 2024	09/13/2023	
McPeck - TEST, Shelly	Grad Programs - Initial Review	Biomedical Sciences Training ...		Summer 2024	09/13/2023	
McPeck - TEST, Shelly	Grad Programs - Committee ...	Grad Studies Non Degree		Spring 2024	09/13/2023	

The queue lists individual applications. Clicking on one will open the application and bring you to the dashboard.

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The Application Dashboard

The application dashboard collects and displays information from various parts of the application, including information about the applicant, GPA, and test scores.

Clicking the applicant's bolded name at the top will open a menu that contains all previous bins and reviewers, contact info, and their applicant status. Click their name again to close the menu.

Click the Slate button to bring you back to your queue.

Click Download PDF to download a PDF.

Click the Show New Materials Report to see if any new materials have been added to the application.

Search for other applications in Reader.

Exit Reader or open in a new tab or window.

The screenshot shows the application dashboard for Moss - TEST, Ryker (RJ) in Fall 2021: Biomedical Engineering (PhD). The dashboard includes a sidebar with navigation options like Dashboard, Application, Materials Review, Transcripts, Statement/Essay, Resume, Recommendations, Test Scores, Writing Samples, Thesis Proposal, Research/Teaching, Other Materials, International Studies, and Interview Reports. The main content area is divided into several sections: Student Info, Application Info, Tests, Schools, Prerequisites, and Review Forms. Annotations with arrows point to various elements: the applicant's name, the Slate button, the Download PDF button, the Show New Materials Report button, the Search bar, the Exit Reader button, the Status column in the Tests table, the Language, GPA, and Transcript columns in the Schools table, the Review Forms button, the Add to Queue button, the Annotations button, and the Review Form / Send to Bin button.

“Was your degree taught primarily in English?” English indicates it was taught in English. No Language indicates either A) the degree wasn't taught in English or B) the applicant didn't answer.

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

GPA's have been converted to a 4.0 scale.

Received Official transcripts have been received by CWRU.

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

Add to Queue to work on the review form.

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

Review Form/Send To Bin will only appear if an applicant is in your Queue. A menu with a form will pop up. Click again to minimize.

slate
Dashboard
Application
Materials Review
Transcripts
Statement/Essay
Resume
Recommendati...
Test Score Mat...
Writing Samples
Thesis Proposal
Research/Teac...
Other Materials
Interview Repo...
Review Forms

The Application's Contents

All parts of the application are accessible through Reader. Click on links on the left menu to access each section, and scroll through them with the mouse or arrow keys. The sections in gray do not apply or have no materials associated with them.

Sections of the application include:

1. Transcripts
2. Statement of Purpose/Essay
3. Resume/CV
4. Letters of Recommendation
5. Test Scores*
6. Other Materials* (e.g., writing samples, thesis proposals, research/teaching details, etc.)

*not all of these apply to every program

The Application Evaluation Process

Applications move through a series of "bins," each with its own unique function based on the application process. These include Initial Review, Committee Review, Interview, and Final Faculty Review. Each bin has a form associated with it with questions to evaluate the applicant. To fill out the form:

1. Select the application from the Queue
2. Click the Review Form/Send to Bin button in the bottom *right*
3. Complete the form
4. If there is no yellow box, select which faculty member should view it next
5. Click Send

If you would like to view previously filled out forms from other faculty members, click Review Forms in the bottom *left*.

Not all programs use each of these bins. Final Faculty Review, however, is required.

Sending the Application to the Next Reviewer

At the end of each form is a question about which bin and to whom the application should go.

If there is no yellow box:

1. Select whether you need to send it to one person or more than one person
2. Select the next reviewer(s) from the list (alphabetical by first name)
3. Select the next bin in the process
4. If you would like to be a reader for the next bin, add your name under the Next Reader (optional) field
5. Click Send

If there is a yellow box:

1. Do not answer the first question
2. Click Send

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:

•

•

Current Bin
Initial Review

Send Draft Saved

Tips and Tricks

- To zoom in on a document such as a transcript, double click. Right click to zoom out.
- To annotate a document such as a statement of purpose, use the annotation bar at the bottom of the Reader.
- View additional Slate reference materials on the Grad Studies website under Faculty & Staff > Slate Resources.
- Contact gradadmit@case.edu with any questions—no matter how big or small.