

SLATE – 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.**

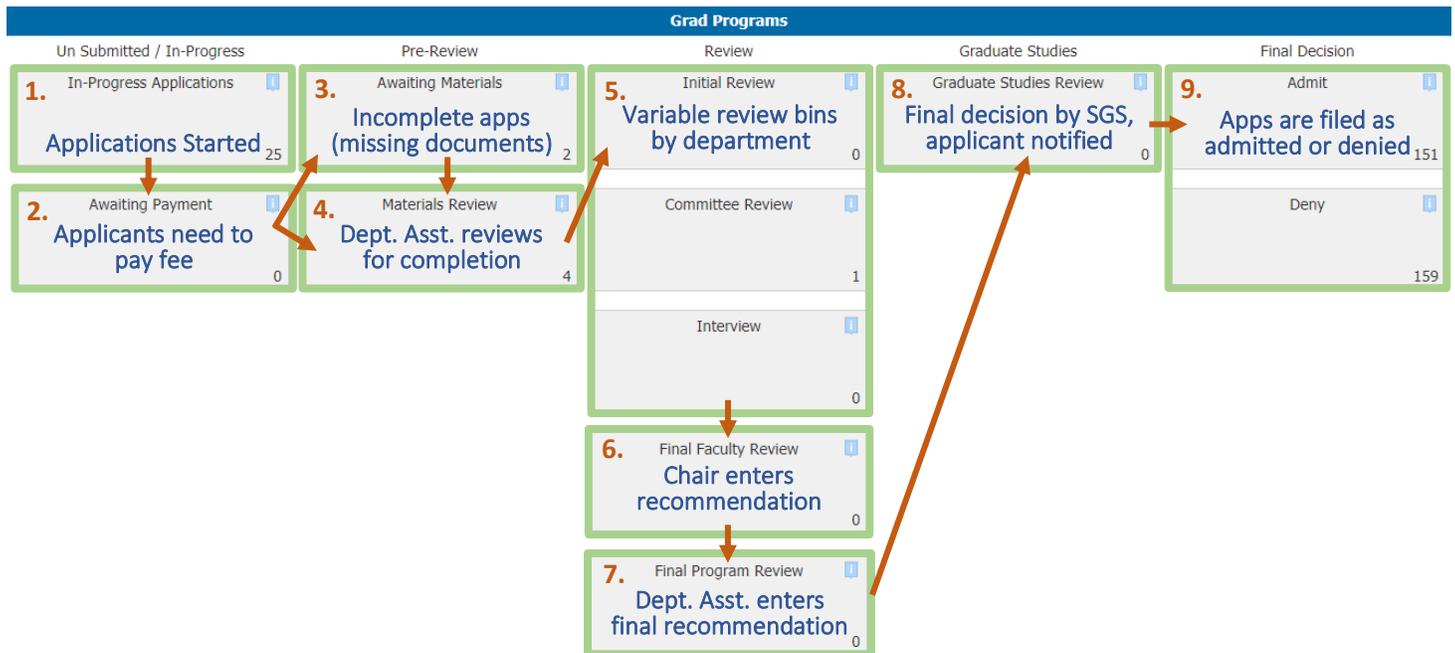
* Throughout this training, the terms “Department Assistant (DA) / Director / Chair / Committee Chair / Faculty” are used loosely and can be interpreted as you see fit. The names of the bins are also used loosely and should be used based on your department’s process.

To follow along, log in to Slate using Single Sign-On at <https://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/>.



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

The bin structure is divided into 5 columns comprised of the stages of the application cycle.



We are happy to review your department processes with you to determine the best bin movement.

* 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.

Un-Submitted / In-Progress

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 in the next column.

Pre-Review

3. **Awaiting Materials:** This bin contains applications that Slate deems are missing materials, usually letters of recommendation (LORs). Once these materials are submitted, Slate will automatically move the application to Materials review, or you can move it yourself.
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 applications from this bin and send them to the appropriate Step 5 bin based on your department's 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 and 7) so a final Admit/Deny decision can be recorded.

5. These next three bins are optional and will be dependent upon your individual department review process.
 - a. **Initial Review:** 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 that will be passed on to the Department Assistant in the Final Program Review bin. This includes choosing Admit/Deny, whether they will be a TA, if they will receive funding, any provisions, the advisor, and if they will be granted advanced standing (PhD applicants only).
7. **Final Program Review:** The Department Assistant makes the final department recommendation that includes choosing Admit/Deny, whether they will be a TA, if they will receive funding, any provisions, the advisor, 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 application to Accept or Deny and simultaneously send the applicant their official letter for review.

(Continued on next page: Application)

THE APPLICATION DASHBOARD

Clicking the applicant's bolded name 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 Lookup Application to go to their application page.

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.

Exit Reader or open in a new tab or window.

Click the Slate button to bring you back to the bin structure.

Search for other applications in Reader.

The screenshot shows the application dashboard for Moss - TEST, Ryker (RJ) in the Fall 2021 Biomedical Engineering (PhD) bin. The interface includes a sidebar with navigation options like Dashboard, Application, and Materials Review. The main content area is divided into several sections: Student Info, Application Info, Tests, Schools, and Prerequisites. Annotations with arrows point to specific elements: the 'Slate' button, the applicant's name, the 'Search...' field, the 'Status' column in the Tests table, the 'Language' column in the Schools table, the 'GPA' column, the 'Transcript' column, the 'Review Form / Send to Bin' button, and the 'Add to Queue' 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. Click again to minimize.

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