HOW TO USE SLATE

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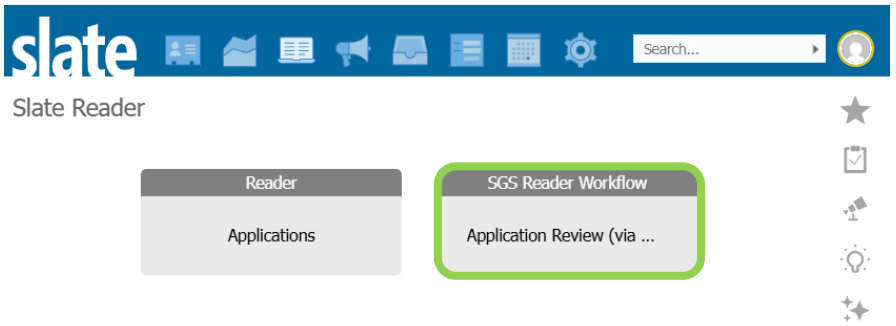
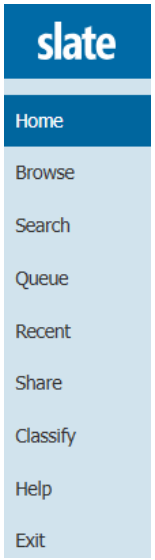
1. Logging In



- www.case.edu/gradstudies Faculty & Staff > Slate Resources and then select the Slate Reader (for Reviewers) button or go directly to applygrad.case.edu/manage/reader
- Select SGS Reader Workflow

2. Navigating Workflow



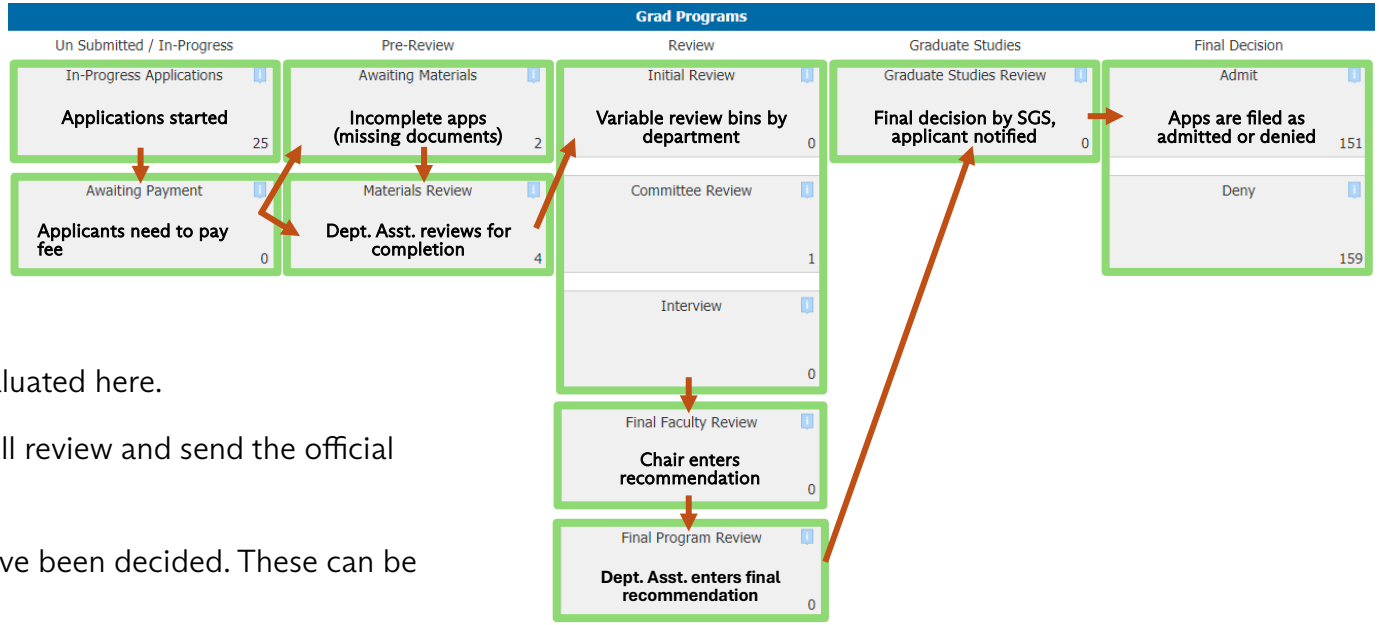
Navigate Workflow via the blue menu on the left.

- **Home** provides tips on using Workflow.
- **Browse** displays the bin structure, indicating where in the process an application is.
- **Search** shows a list of applications based on the bin selection.
- **Queue** contains the applications selected and ready for review.
- The other tabs are not used.

3. Bin Structure

Under Browse, view the bin structure. Each bin serves a specific purpose in the review process, but only **Materials Review, Final Faculty Review, and Final Program Review are required.** All bins have a form attached to fill out.

- **Column 1:** Applications that have not been submitted. *These cannot be reviewed.*
- **Column 2:** Bins to hold applications that are incompelete or are ready for review.
- **Column 3:** Applications are evaluated here.
- **Column 4:** Graduate Studies will review and send the official decision letter.
- **Column 5:** Applications that have been decided. These can be viewed but not moved.



An application in **Materials Review** indicates that it is ready to be reviewed. This form is typically completed by the department assistant.

Initial Review, Committee Review, and Interview are optional bins with ranking forms to evaluate an application.

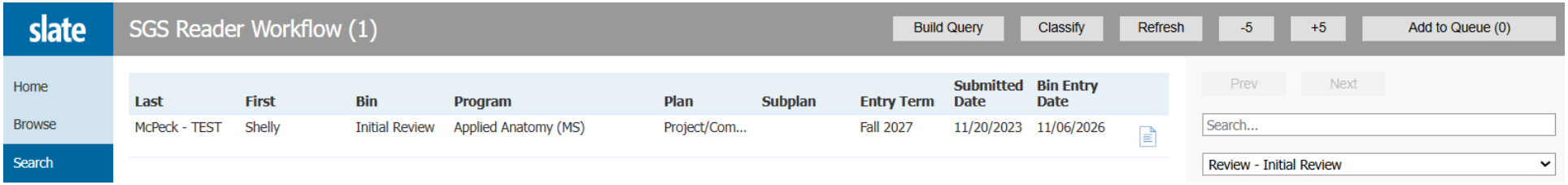
Final Faculty Review is the bin in which the faculty member indicates whether an applicant is to be admitted or denied, what funding they may be receiving (if any), whether they will be a TA, and the preferred advisor.

The department assistant then uses the **Final Program Review** bin/form to communicate the department's recommendation to Graduate Studies.

4. The Queue

An application must be in your queue in order to be evaluated. An application in the queue means a form can be filled out. Forms are the only way to move an application from one bin to the next.

To add an application to your queue, select the application in the bin and click **Add to Queue in the top right.** A department assistant or previous reader may also add applications to your queue for you to review.



Once an application is in your queue, click it to open it.

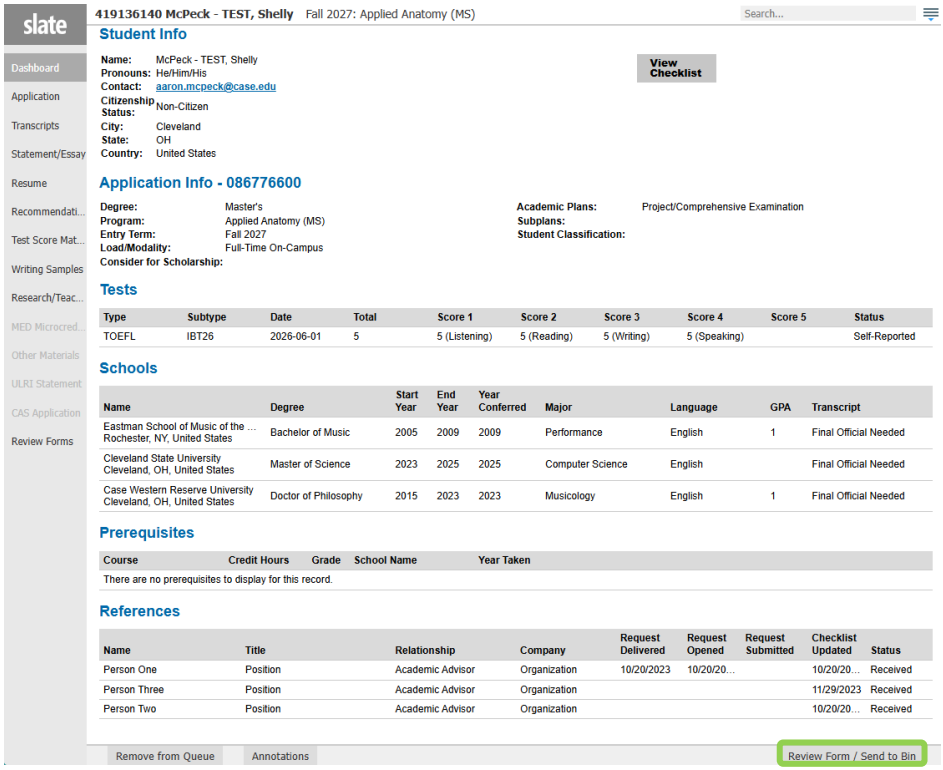
5. The Application

Opening the application will bring up the **Dashboard.** This is an overview of the application, including student information, application information, test scores, schools attended (including degree and GPA), prerequisites, and whether references have been received.

Use the **menu on the left** to view pieces of the application, including:

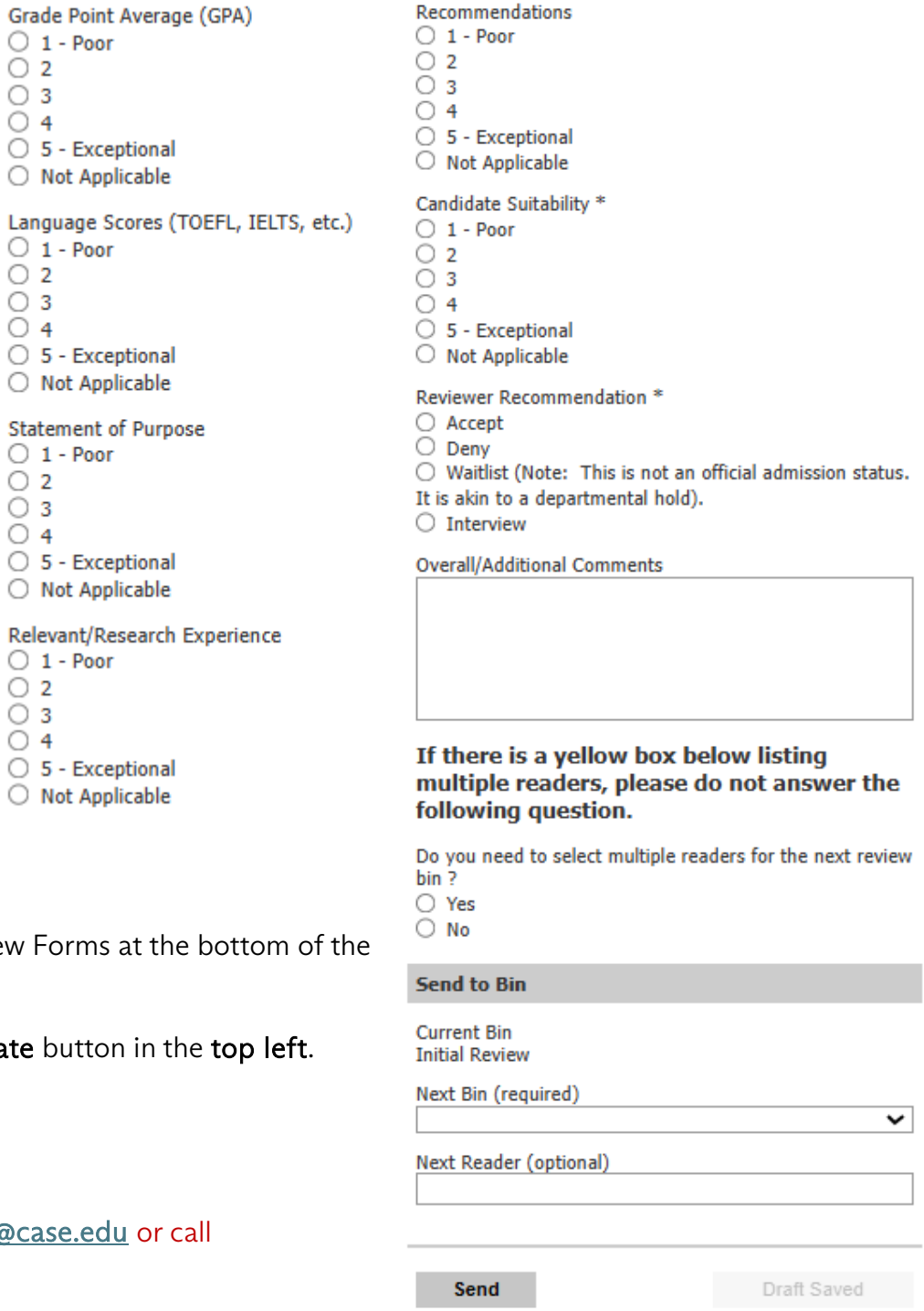
- Transcripts
- Statement of purpose/personal statement
- Resume/CV
- Test score reports
- Writing samples
- Research/teaching statement
- Microcredentials
- Review forms*

*these are forms filled out by previous readers



6. Evaluating an Application

- To evaluate an application, bring up the form by clicking the **Review Form / Send to Bin** button in the **bottom right** of the application.
- Fill out the rating form. Each bin's form is different. (The example here is the standard, but Graduate Studies can alter the form to suit the department's needs.)
- If there is a yellow box, do not answer the question "Do you need to select multiple readers for the next review bin." If there is no yellow box, answer yes or no.
- Select the next bin. Optionally, add the application to another person's queue by entering them in the Next Reader field.
- Click Send.



7. Tips and Tricks

- To Zoom in, double click. Right click to zoom out.
- To view the forms filled out by previous readers, click Review Forms at the bottom of the gray bar.
- To get back to your queue from an application, click the **Slate** button in the **top left**.

8. Contacting Graduate Studies

For any questions—no matter how big or small—email gradadmit@case.edu or call **216.368.4390**. We would be more than happy to help!