

The Reader



This section will provide you with a brief overview of the Reader.



Our Best Advice

Learn about the basics of the Reader first! Once you fully understand the basic structure and the navigational tools in the Reader, then you should begin constructing the different Reader elements for your institution (e.g., your Reader Bins).

1 The **Home** screen displays navigational resources and customizable reports:

The Home screen displays helpful Reader navigation resources.

The screenshot shows the Slate Reader interface. At the top left is the 'slate' logo. To its right, it says 'Hello, Slate User'. Below the logo is a vertical navigation menu with items: Home, Browse, Search, Queue, Recent, Share, Classify, Help, and Exit. The main content area is titled 'The Slate Reader' and 'Navigating the Interface'. It contains two tables: 'Applications' and 'Applications by Counselor'. The 'Applications' table has columns 'Round' and 'Count', with rows for '2015 Early Decision' (10), '2015 Regular Decision' (20), and '2015 Transfer' (2). The 'Applications by Counselor' table has columns 'Staff Assigned' and 'Count', with rows for 'Alex Evans' (3), 'Sam Green' (6), 'Lucy Nickel' (4), and 'Jessica Chao' (11). Annotations with red boxes and arrows point to the navigation menu, the tables, and the right-hand text area.

Applications	
Round ▼	Count
2015 Early Decision	10
2015 Regular Decision	20
2015 Transfer	2

Applications by Counselor	
Staff Assigned ▼	Count
Alex Evans	3
Sam Green	6
Lucy Nickel	4
Jessica Chao	11

The Slate Reader
Navigating the Interface

The Slate Reader is designed to be navigated using both the mouse and the keyboard. While some users may be accustomed to using only the mouse to navigate web pages, using keyboard shortcuts enables faster navigation, and

It's possible to create charts and graphs to display on the Home screen. these features are not available to grad programs at this time.

See next page for an overview of the navigational resources in this column.

The Reader (continued)



What are the Reader navigational options?

When you open the Reader, the following navigational options display in the left-hand column of the page:

Option	Explanation
Home	Return to the Reader home page.
Browse	View all Reader Bins, including the total number of applications within each Reader bin.
Search	View applications in a list view and add filters to narrow the results.
Queue	View applications that are currently assigned to your queue. This feature is user specific.
Recent	View a list of the most recently viewed applications. This feature is user specific.
Share	Allows the leader of a reading meeting to broadcast their screen to all the other viewers in the meeting.
Classify	Move application files to a pending bin.
Help	Access helpful Reader resources like documentation and webinars.
Exit	Exit the Reader and return to the student record view in Slate.



Our Best Advice

When an institution is just getting started with learning about the Reader and setting up the basic Reader configurations, it is best to keep the focus on understanding how the **Browse**, **Search**, and **Queue** options behave.

The Reader (continued)

2 The **Browse** button will display Reader Bins including the total number of applications within each bin:

The screenshot displays the Slate application interface. At the top left is the 'slate' logo. To its right is the 'Browse' button. In the top right corner is a 'Refresh' button. A vertical navigation menu on the left includes: Home, Browse (highlighted), Search, Queue, Recent, Share, Classify, Help, and Exit. The main content area is a grid of Reader Bins organized into five columns: Pre-Review, Review, Committee, and Decision. The Pre-Review column contains 'Awaiting Submission' (32), 'Awaiting Payment' (8), and 'Awaiting Materials' (20). The Review column contains 'Read 1' (16) and 'Read 2' (12). The Committee column contains 'Committee' (3). The Decision column contains 'Admit' (6), 'Deny' (13), and 'Waitlist' (2). The number '12' in the 'Read 2' bin is highlighted with a red box. To the right of the grid is a filter sidebar with a dropdown menu and buttons for 'Filter', 'NOT', '(', 'OR', and ')'. Three red callout boxes provide instructions: the first explains how to use filters to isolate applications (e.g., Sex filter set to Female); the second notes that OR and NOT operators should be used with parentheses; the third states that there are 12 total applications in the Read 2 Bin in the Review column.

Pre-Review	Review	Committee	Decision
Awaiting Submission 32	Read 1 16	Committee 3	Admit 6
Awaiting Payment 8	Read 2 12		Deny 13
Awaiting Materials 20			Waitlist 2

Filter NOT (OR)

Add filters to isolate particular applications within your Reader Bins. For example, adding the Sex filter and selecting Female will result in only your female applicants displaying in this view.


When necessary, add OR and NOT logic operators. If you do this, remember to use parentheses when necessary!













Optionally, you may build preset filters. Contact Grad Admissions for help!

There are 12 total applications in the Read 2 Bin in the Review column.

The Reader (continued)

- 3 Click on a Reader Bin to display a list of the applications that you have permission to view in that bin. You may take the same action by clicking on the **Search** option in the navigation and then adding a Bin filter:

 Applications (12) Build Query Classify Refresh -5 +5 Add to Queue (0)

Applicant	Bin	Ref	
Allen, Nicolas Jay	Read 2	849164467	
Bradley, Samantha Terry	Read 2	462764863	
Dennis, Kelsey W	Read 2	145236218	
Denford, Wilford Edward	Read 2	478425638	
Fritzgerald, Harold Jefferson	Read 2	594872631	
Gratis, Monica S	Read 2	641245456	
Moby, Charles F	Read 2	231254234	
Nichols, John Henry	Read 2	325698741	
Richards, Benjamin Allen	Read 2	145236789	
Terry, Aaron F	Read 2	225466315	
Willis, Franklin Harold	Read 2	332155478	
Willis, Henry S	Read 2	145677215	

Prev Next


Filter NOT (OR)

Clicking on a Bin automatically adds the Bin filter. You may further refine your list of applications by adding more filters.

All of these applications are currently in the Read 2 Bin.

Can I remove a filter?

You may add or remove any filter to find particular application records. For example, removing the Bin filter above would display the full list of applications in all Bins.

Hover over any filter box. Click the  icon or double click to edit the filter configuration. Click the **X** icon to delete a filter.

The Reader (continued)

4 Click on the applications that you would like to review, then add them to your queue so that you can review the application:

slate Applications (12) Build Query Classify Refresh -5 +5 Add to Queue (0)

Applicant	Bin	Ref	
Allen, Nicolas Jay	Read 2	849164467	
Bradley, Samantha Terry	Read 2	462764863	
Dennis, Kelsey W	Read 2	145236218	
Denford, Wilford Edward	Read 2	478425638	
Fitzgerald, Harold Jefferson	Read 2	594872631	
Gratis, Monica S	Read 2	641245456	
Moby, Charles F	Read 2	231254234	
Nichols, John Henry	Read 2	325698741	
Richards, Benjamin Allen	Read 2	145236789	
Terry, Aaron F	Read 2	225466315	
Willis, Franklin Harold	Read 2	332155478	
Willis, Henry S	Read 2	145677215	

Prev Next
Search...
Filter NOT (OR)
Bin IN Read 2

After selecting the applications that you would like to review, add them to your queue by clicking the Add to Queue button.

Click on the Display Copy icon to view the application **without** adding it to your queue. You are able to add the application to your queue from the Display Copy view, too.



Want a random selection? Use the +5 button!

Clicking the **+5** button will add five random applications from the list to your queue. Clicking the **-5** button will remove five random applications from your queue.



Automated Queues!

Queue management can be accomplished automatically in some cases. Contact grad admissions for help!

The Reader (continued)

5 The **Queue** resource will display the applications that are currently in your queue:

The screenshot shows the Slate Queue interface. On the left is a navigation menu with 'Queue' selected. The main area displays a table of applications with columns for Applicant, Bin, and Ref. On the right is a sidebar with a search box and filter buttons. Three red callout boxes provide instructions: one pointing to the filter buttons, one pointing to the Bin column, and one pointing to a specific application row.

Applicant	Bin	Ref
Allen, Nicolas Jay	Read 2	849164467
Bowman, Jason Francis	Read 1	145354012
Bronowitz, Adam Sparrow	Read 1	774533216
Denford, Wilford Edward	Read 2	478425638
Nichols, John Henry	Read 2	325698741
Willis, Franklin Harold	Read 2	332155478
Yu, Xiang	Read 1	886277126
Zicha, John Henry	Read 1	945678290

Search...

Filter NOT (OR)

Add filters to isolate particular applications within your Queue.

Your queue may contain applications from various bins.

Click on an application in your queue to read and review the application.

! Remove from Queue!

In order to remove one or more applications from your queue:

1. Click the **Remove from Queue** button.
2. Select the applications you would like to remove.
3. Click the **Remove from Queue** button again.

The Reader (continued)

6 When reading an application, Reader Tabs will appear in the left column. Materials associated with each tab will display in the Reader:

The screenshot shows the Slate application reader interface. On the left is a vertical navigation menu with the following items: slate (logo), Dashboard, Application, Supplement, Recommend..., Essays, Transcripts, Interview, and School Report. The main content area displays the application details for 332155478 Willis, Franklin Harold. At the top right of the main area is a search bar labeled "Search...". Below the navigation menu, the application details are organized into sections: Student Information and School Information. The Student Information section includes fields for Student Name, Email, Home Address, Birthdate, Phone, Gender, Ethnicity, and Citizenship. The School Information section includes fields for School Name, Category, Type, and School Location. At the bottom of the main content area, there is a horizontal toolbar with the following buttons: Remove from Queue, Annotations, and Review Form / Send to Bin. The Annotations button contains icons for a hand, a mouse cursor, a pencil, and a highlighter. The Review Form / Send to Bin button is highlighted with a red box.

slate 332155478 Willis, Franklin Harold Search...

Dashboard

Application

Supplement

Recommend...

Essays

Transcripts

Interview

School Report

slate UNIVERSITY Round: 2016 EA Bin: Read 2
Entry Term: Fall 2016 Last Decision:
Student Type: Freshman Ref: 332155478

STUDENT INFORMATION

Student Name: Franklin Harold Willis Birthdate: 12/28/1997
Email: frank@email.com Phone: 203-555-4534
Home Address: 100 Main Street Lafayette, Colorado 80027 Gender: M

Hispanic:
Ethnicity: White Citizenship: United States
Majors: English, Philosophy

SCHOOL INFORMATION

School Name: Centaurus High School School Location:
Category: High School 10300 S Boulder Rd Lafayette, CO 80026-1402 United States
Type: Public

Remove from Queue Annotations Review Form / Send to Bin

Navigate through the different parts of the application by clicking on the Reader Tabs.

Helpful Hint: Click the Slate logo to toggle back and forth between the application and the main Reader navigational items.

Remove an application from your queue by clicking the Remove from Queue button.

Important: Annotation tools and the Review Form/Send to Bin button are **only** available for applications in your queue. You will learn more about these resources on the next few pages.

The Reader (continued)

7 Click the ID and applicant name in the upper-left corner to see a snapshot history of the application:

The screenshot shows the Slate application interface for applicant 332155478, Willis, Franklin Harold. The interface includes a sidebar with navigation options, a search bar, and a main content area with several sections: Contact Information, Biographical Details, Active Address, Application Details, and a Snapshot History table. A red box highlights the 'Lookup Application' link in the Application Details section. Another red box highlights the 'Review Form' row in the Snapshot History table. A third red box highlights the 'Review Form / Send to Bin' button at the bottom right. A fourth red box highlights the 'Previously submitted review forms will display here...' message at the bottom center.

332155478 Willis, Franklin Harold Search...

Contact Information
frank@email.com
+1 203-555-4534 (mobile)

Biographical Details
Sex: Male
DOB: December 28, 1996 (Age 18)
Citizenship: United States

Active Address
100 Main Street
Lafayette, Colorado
80027

Application Details
Status: Awaiting Decision
Submitted: January 12, 2015

[Lookup Application](#)
[Read Application in New Window](#)
[Show New Materials Report](#)
[Edit Bin/Queue](#)
[Download PDF](#)

Timestamp	Reader	Bin	Form
2/15 11:07 am	John Smith	Read 1	Review Form

Remove from Queue Annotations Review Form / Send to Bin

Previously submitted review forms will display here. Click on the data row to show the data that was submitted.

You Need Permission!

Many of the items in this view are permission-dependent. You will learn more about this later in Phase II.

The Reader (continued)

8 Fill out the Reader Review Form:

The screenshot displays the Slate application interface. On the left is a navigation sidebar with the 'slate' logo and menu items: Dashboard, Application, Supplement, Recommend..., Essays, Transcripts, Interview, and School Report. The main content area is titled '332155478 Willis, Franklin Harold' and features a search bar. Below the title is a 'slate UNIVERSITY' logo and application details: Round: 2016 EA, Bin: Read 2, Entry Term: Fall 2016, Last Decision: (blank), Student Type: Freshman, Ref: 332155478. The 'STUDENT INFORMATION' section includes: Student Name: Franklin Harold Willis, Birthdate: 12/28/1997, Email: frank@email.com, Phone: 203-555-4534, Home Address: 100 Main Street, Lafayette, Colorado 80027, Gender: M, Hispanic: (blank), Ethnicity: White, Citizenship: United States, and Majors: English, Philosophy. The 'SCHOOL INFORMATION' section includes: School Name: Centaurus High School, School Location: 10300 S Boulder Rd, Lafayette, CO 80026-1402, United States, Category: High School, and Type: Public. On the right, the 'Review Form' is displayed with 'Academic Rating' (radio buttons 1-5, 5 selected), 'Academic Comments' (text box: 'Very strong record. All As and all AP courses senior year.'), 'Extracurricular Rating' (radio buttons 1-5, 4 selected), and 'Extracurricular Comments' (text box: 'Leadership positions; reduced involvement senior year.'). At the bottom, a toolbar contains buttons: 'Remove from Queue', 'Annotations' (with icons for hand, cursor, highlighter, and eraser), and 'Review Form / Send to Bin'.

Use Annotations and highlighting resources to notate the application.

Click the Review Form / Send to Bin button to display the Reader Review Form.

The Reader (continued)

9 Submit the Reader Review Form and send the application to the next Reader Bin by clicking the Send button:

slate 332155478 Willis, Franklin Harold

Search...

Dashboard

Application

Supplement

Recommend...

Essays

Transcripts

Interview

School Report

slate UNIVERSITY

Round: 2016 EA Bin: Read 2

Entry Term: Fall 2016 Last Decision:

Student Type: Freshmen Ref: 332155478

STUDENT INFORMATION

Student Name: Franklin Harold Willis Birthdate: 12/28/1997

Email: frank@email.com Phone: 203-555-4534

Home Address: 100 Main Street Lafayette, Colorado 80027 Gender: M

Hispanic:

Ethnicity: White Citizenship: United States

Majors: English, Philosophy

SCHOOL INFORMATION

School Name: Centaurus High School School Location: 10300 S Boulder Rd Lafayette, CO 80026-1402 United States

Category: High School

Type: Public

Extracurricular Rating

1
2
3
4
5

Extracurricular Comments

Leadership positions; reduced involvement senior year.

Send to Bin

Current Bin
Read 2

Next Bin (required)
Committee

Next Reader (optional)

Send Clicking Send will submit your review form and remove this application from your queue.

Remove from Queue Annotations Review Form / Send to Bin

Select the next Reader Bin for the application. (GPC role only!)

Optional: Assign the application to another reader's queue.

Click the Send button to submit the Reader Review Form and remove the application from your queue.

If you are a GPC, "Send" will also move the application to a new bin if you have selected one.