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

Hello, Slate User

1 The Home screen displays navigational resources and customizable reports:

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).

The Home screen displays helpful Reader navigation resources.

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.
What are the Reader navigational options?

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

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

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

- **Awaiting Submission**: 32
- **Read 1**: 16
- **Committee**: 3
- **Admit**: 6
- **Awaiting Payment**: 8
- **Read 2**: 12
- **Deny**: 13
- **Waitlist**: 2

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.
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:

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

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 icon to delete a filter.
Click on the applications that you would like to review; then add them to your queue so that you can review the application:

1. **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.

2. **Automated Queues!**
   - Queue management can be accomplished automatically in some cases. Contact grad admissions for help!
The Queue resource will display the applications that are currently in your queue:

Your queue may contain applications from various bins. Add filters to isolate particular applications within your Queue.

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

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332155478 Willis, Franklin Harold

STUDENT INFORMATION

Student Name: Franklin Harold Willis
Email: frank@email.com
Home Address: 100 Main Street
           Lafayette, Colorado 80027
Birthdate: 12/28/1997
Gender: M
Ethnicity: White
Majors: English, Philosophy
Citizenship: United States

SCHOOL INFORMATION

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

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

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

332155478 Willis, Franklin Harold

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

Active Address
100 Main Street
Lafayette, Colorado 80027

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

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

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

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.
Fill out the Reader Review Form:

332155478 Willis, Franklin Harold

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

SCHOOL INFORMATION
- School Name: Centaurus High School
- Category: High School
- Type: Public

Academic Rating
- Rating: 5
- Comments: Very strong record. All As and all AP courses senior year.

Extracurricular Rating
- Rating: 3
- Comments: Leadership positions; reduced involvement senior year.

Use Annotations and highlighting resources to notate the application.
Click the Review Form / Send to Bin button to display the Reader Review Form.
Submit the Reader Review Form and send the application to the next Reader Bin by clicking the Send button:

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Franklin Harold Willis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td><a href="mailto:frank@email.com">frank@email.com</a></td>
</tr>
<tr>
<td>Home Address:</td>
<td>100 Main Street</td>
</tr>
<tr>
<td></td>
<td>Lafayette, Colorado 80027</td>
</tr>
<tr>
<td>Birthdate:</td>
<td>12/28/1997</td>
</tr>
<tr>
<td>Phone:</td>
<td>203-555-4534</td>
</tr>
<tr>
<td>Gender:</td>
<td>M</td>
</tr>
<tr>
<td>Majors:</td>
<td>English, Philosophy</td>
</tr>
<tr>
<td>School Name:</td>
<td>Centaurus High School</td>
</tr>
<tr>
<td>Category:</td>
<td>High School</td>
</tr>
<tr>
<td>Type:</td>
<td>Public</td>
</tr>
<tr>
<td>School Location:</td>
<td>10300 S Boulder Rd</td>
</tr>
<tr>
<td></td>
<td>Lafayette, CO 80026-1402</td>
</tr>
</tbody>
</table>

**Student Information**

<table>
<thead>
<tr>
<th>Extracurricular Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
</tbody>
</table>

**Extracurricular Comments**

Leadership positions; reduced involvement senior year.

**Send to Bin**

Current Bin: Read 2

Next Bin (required):

Committee

Next Reader (optional):

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

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

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