

## Slate User Instructions: Administrator

### Access Slate

Slate is the online system in which applications are submitted by applicants and reviewed by evaluators. It is highly recommended that you use the most recent version of Google Chrome to access Slate.

1. Open your web browser
2. Visit Slate website: <http://applycentral.virginia.edu/manage>
3. Log-in through NetBadge

**Note:** Administrators log-in to Slate with **/manage** link; evaluators log-in with **/reader** link

### Access Records

Look-up person-scoped and application-scoped information. This feature is available to users with administrator privileges only.

1. Select the "Records" icon in the toolbar



2. Locate the individual whose information you would like to view by typing in name/email address

#### Lookup

Partial Match

Estimated Rows

Add Filter   (  )

3. Toggle through the different tabs to view information

Tab	Explanation
Dashboard	Basic biographical information, bin location, decision status, activity history
Timeline	Communication history (messages sent from Slate to applicant)
Application	Application status checklist, bin location, decision status, residency status
Profile	Biographical information, contact information, academic history, test scores
Materials	Documents that have been uploaded to the applicant's record
Prospect Details	GSAS does not have a Request for Information form, so this will be blank

**Note:** To download an application as a PDF, select the Application tab, click the "Download PDF" link on the right-hand side of the screen, select the materials you would like to include in the PDF, and click "Download"

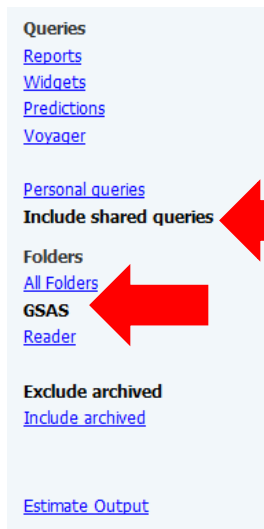
## Access Queries/Reports

View application data by running pre-built queries. This feature is available to users with administrator privileges only. Instructions for building your own queries will be available separately in the future.

1. Select the “Queries / Reports” icon in the toolbar



2. Be sure “Include shared queries” and the “GSAS” folder are selected



**Note:** If the available queries do not provide the information that you need, please contact the GSAS Admission Office at [gsasadmission@virginia.edu](mailto:gsasadmission@virginia.edu)

3. Select the query you wish to run
4. If you wish to edit the “pinned” fields, click on the one you wish to edit and select the information you would like to include in the results

Application Status **PINNED** IN Awaiting Materials, Awaiting Decision, Awaiting Confirmation, Decided  
 Degree UVA Application **PINNED** IN MA, MFA, MS, PhD  
 Term Application **PINNED** IN Fall 2018, Spring 2018

5. Click “Run Query”

All Queries

### GSAS Submitted Applications

Folder	GSAS
User	<a href="#">Laura Drummond</a>
Population	Population Reader
Execution Mode	Retrieve all records each time query is run
Filters	<a href="#">Round</a> IN Graduate School of Arts and Sciences <a href="#">Tag</a> NOT IN Test Record <a href="#">Application Status</a> <b>PINNED</b> IN Awaiting Materials, Awaiting Decision, Awaiting Confirmation, Decided <a href="#">Degree UVA Application</a> <b>PINNED</b> IN MA, MFA, MS, PhD <a href="#">Term Application</a> <b>PINNED</b> IN Fall 2018, Spring 2018
Estimated Rows	8

Run Query

## Export Queries

This will allow you to view and sort the results of the query in an Excel spreadsheet.

1. Once you have the results of the query, select Output: Excel Spreadsheet
2. Click “Export”

[All Queries](#) > [GSAS Submitted Applications](#)

### GSAS Submitted Applications

Output

## Assign Evaluators Using Queries

This will allow you to assign one or more evaluators to multiple applications at once.

1. Once you have the results of the query, select Output: Bin
2. Click “Export”

[All Queries](#) > [GSAS Submitted Applications](#)

### GSAS Submitted Applications

Output

3. In the Bin Management screen, you will see the results of the query
4. Be sure the Bin Action is “Leave Current”
5. Be sure the Queue Action is “Add Readers”
6. Add one or more readers by typing in the names of evaluators in the “Add Reader” field

[All Queries](#) > [GSAS Submitted Applications](#) > [Results](#)

### Bin Management

Bin Action

Queue Action

Add Reader

7. Select the applications that you wish to assign to the evaluators
8. Click “Update Selected”

Rows 1-8 of 8 Prev Next Search...

<input type="checkbox"/>	Bin Management: App...	Bin Management: Bin	Bin Management: Rea...	Application Slate ID	Name	Program	Degree	Dual Degree	Term	Research
<input type="checkbox"/>										
<input checked="" type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										

## Remove Assigned Evaluators Using Queries

*This will allow you to remove assigned readers from multiple applications at once.*

1. Once you have the results of the query, select Output: Bin
2. Click "Export"

[All Queries](#) > [GSAS Submitted Applications](#)

### GSAS Submitted Applications

Output:

3. In the Bin Management screen, you will see the results of the query
4. Be sure the Bin Action is "Leave Current"
5. Be sure the Queue Action is "Clear Readers"

[All Queries](#) > [SEAS Submitted Applications](#) > [Results](#)

### Bin Management

Bin Action:

Queue Action:

Add Reader:

6. Select the applications that you wish to remove all assigned readers from
7. Click "Update Selected"

Rows 1-8 of 8	Bin Management: App...	Bin Management: Bin	Bin Management: Rea...	Application Slate ID	Name	Program	Degree	Dual Degree	Term	Resear
<input type="checkbox"/>										
<input type="checkbox"/>										
<input checked="" type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										

## Set Bin Using Queries

*This will allow you to move applications from one Reader Bin to another.*

1. Once you have the results of the query, select Output: Bin
2. Click "Export"

[All Queries](#) > [GSAS Submitted Applications](#)

### GSAS Submitted Applications

Output:

1. In the Bin Management screen, you will see the results of the query
2. Change the Bin Action to “Set Bin”
3. In “Bin” select the bin that you wish to move the selected applications to
4. **A. If you *do not want* to also assign readers to the selected applications,** leave the Queue Action “Add Readers” and the Add Reader field blank

Bin Management

Bin Action: Set Bin  
 Bin: Interview  
 Queue Action: Add Readers  
 Add Reader:

Update Selected (1)    Update All (18)

Rows 1-1 of 1    Prev    Next    test

<input type="checkbox"/>	Bin Management: Appl...	Bin Management: Bin	Bin Management: Rea...	Name	Term	Degree	Email	Citizenship Status	Sex	Race	Financi
<input type="checkbox"/>	Haney Test, Jacki Test	Interview		Haney Test, Jacki Test	Spring 2018	PhD	jm4gb@virginia.edu	US Citizen	F	White	

**B. If you *want* to also assign readers to the selected applications,** leave the Queue Action “Add Readers” and add one or more readers by typing in the names of evaluators in the “Add Reader” field

Bin Management

Bin Action: Set Bin  
 Bin: Interview  
 Queue Action: Add Readers  
 Add Reader: Jacquelyn Haney

Update Selected (1)    Update All (18)

Rows 1-1 of 1    Prev    Next    test

<input type="checkbox"/>	Bin Management: Appl...	Bin Management: Bin	Bin Management: Rea...	Name	Term	Degree	Email	Citizenship Status	Sex	Race	Financi
<input type="checkbox"/>	Haney Test, Jacki Test	Interview		Haney Test, Jacki Test	Spring 2018	PhD	jm4gb@virginia.edu	US Citizen	F	White	

5. Select the applications that you wish to move (\*\*please review the applications’ current bin before moving)
6. Click “Update Selected”

Update Selected (1)    Update All (8)

Rows 1-8 of 8    Prev    Next    Search...

<input type="checkbox"/>	Bin Management: App...	Bin Management: Bin	Bin Management: Rea...	Application Slate ID	Name	Program	Degree	Dual Degree	Term	Resear
<input type="checkbox"/>										
<input checked="" type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										

## Access the Reader

View and evaluate applications in the Slate Reader. This feature is available to users with administrator privileges and evaluator privileges.

### Slate Reader Home Page

The screenshot displays the Slate Reader Home Page interface. On the left is a vertical navigation menu with options: Home, Browse, Search, Queue, Recent, Share, Help, and Exit. The main content area features two pie charts: 'Application Status' and 'Bin Status'. Below these is a 'Decision Status' section. A 'Navigational Options' callout box points to the left menu. A 'Application Data' callout box points to the 'Decision Status' section. A 'Navigational Resources' callout box points to the 'The Slate Reader' sidebar on the right.

**Application Status**

Status	Percentage
Awaiting Decision	68.4%
Awaiting Materials	31.6%

**Bin Status**

Status	Percentage
Awaiting Submission	95.2%
Read 1	4.8%
Program Decision	0%

**Decision Status**

**The Slate Reader**

**Navigating the Interface**

The Slate Reader is designed to be navigated using both the mouse and keyboard. While some users may be accustomed to using only the mouse to navigate web pages, using keyboard shortcuts enables faster navigation, and we've included several keyboard shortcuts in the Slate Reader to help you move through applications quickly.

**Using the Mouse**

- Click tabs in the left panel to change sections
- Double-click on a page to zoom in
- Right-click on a page to zoom out
- Click-and-drag to move within/between pages

**Using the Keyboard**

- Arrow Keys: move up/down/left/right
- Pg Up/Pg Down: page up, page down
- +/-: zoom in, zoom out
- Tab: next section in index
- Shift + Tab: previous section in index
- 1-9: display 1st tab, 2nd tab, etc. in index
- Ctrl + Left/Right Arrow: rotate page (PC)
- Cmd + Left/Right Arrow: rotate page (Mac)
- Q: toggle display of queue
- R: toggle display of Review Form / Send to Bin
- S: toggle display of search
- Esc: close open panels, return to first section

### Quick Reference Guide for Navigational Options

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
Recent	View a list of your most recently viewed applications
Share	Allows the leader of a reading meeting to broadcast their screen to all the other viewers in the meeting
Help	Access helpful Reader resources like documentation and webinars
Exit	Exit the Reader and log-out of Slate

## Search for Applications

The “Search” function within the Slate Reader allows you to look up individual applications or multiple applications at once. You may find this useful before and/or after the evaluation process takes place. **Searching for applications is a required step prior to application review if your department does not assign applications to evaluators.**

1. Select “Search” from the menu of navigational options

2. To search for a particular application, type in the applicant’s name in the Search bar

3. To search for multiple applications at once, select “Arts and Sciences” from the drop-down menu

- Select the filter criteria you would like the applications to meet from the options provided

#### Information for Selecting Filters

*Filters default to include all submitted applications. You may remove a filter by clicking the red X that appears when you hover over the selection or change the filters as indicated below.*

**Round:** Keep IN Graduate School of Arts and Sciences

**Degree UVA Application:** Click the “Edit” icon, and select one or more degree types

**Term Application:** Click the “Edit” icon, and select one or more terms

**Bin:** Click the “Edit” icon, and select one or more bin locations, focusing on ones with the “App Review” label

- To look at an application without completing an evaluation, click on the paper icon to the right of the application listing



### Mark Applications for Review

*This will prepare you to see applications in your “queue” and evaluate them. **Marking applications for review is a required step prior to application review if your department does not assign applications to evaluators.***

- Once the appropriate applications are in your search results, click on the names of the applicants whose applications you plan to review
- Select “Add to Queue”

Name	Bin	Program	Degree	Terms
	Read 1	Economics	PhD	Fall 2018
	Read 1	Religious Studies	MA	Fall 2018
	Read 1	Chemistry	PhD	Fall 2018
	Read 1	Chemistry	PhD	Fall 2018
	Read 1	Chemistry	PhD	Fall 2018
	Read 1	Art and Architectural History	PhD	Fall 2018
	Read 1	English	MA	Fall 2018

- To randomly assign applications to your queue, select the “+5” button



## Review Application Materials

Evaluation takes place in your “queue.” Regardless of whether your department assigns evaluators, you will access applications for the purpose of review in the Slate Reader Queue.

1. Select “Queue,” located on the left column of your page



2. Select the application you would like to review from the list
3. Using the arrow keys on your keyboard, navigate from page to page to review the materials
4. Annotate portions of the document using the tools along the bottom of the screen; revisit your notes by selecting “Annotations”

## Reader Tabs

Tab	Explanation
Application	View the application as submitted by the applicant, the CV the applicant submitted, and transcripts that were uploaded
Statement of Purpose	View the statement of purpose that was uploaded by the applicant
Writing Sample	If your program requires a writing sample, any that were uploaded will be visible here
References	View evaluations and letters submitted by recommendation providers
Review Forms	View evaluation feedback previously submitted by you or other evaluators

## Provide Feedback

Submit your evaluation feedback about an individual application in the Slate Reader Queue.

1. Select the “Review Form / Send to Bin” link at the bottom of the screen
2. Enter your response to each of the prompts/questions; responses will be saved automatically
3. Once you have completed the form, you will have the option to submit your feedback and/or send the application forward to a new bin
4. Unless directed otherwise by your department, select the **current bin** from the “Next Bin” drop-down menu
5. Select “Send” to submit your feedback

**Note:** Once you select “Send,” you will be unable to edit your feedback

- The application will be removed from your queue upon submission of your feedback

**Note:** If you do not select “Send,” the application will remain in your queue and will not move through the evaluation and decision process

## Enter Final Decisions

*Entering decisions takes place in your “queue.” Administrative users for the departments will enter final decisions in the “Program Decision” bin of the Slate Reader.*

- Once a final decision has been determined, move the application to the “Program Decision” bin
- Make sure the application is in the queue of the person entering the decisions (see **Mark Applications for Review** instructions)
- In the application, select the “Review Form / Send to Bin” tab at the bottom right-hand side of the screen
- Enter the program decision and complete any other supplemental information; responses will be saved automatically
- Once the form has been completed and reviewed, select the “Program Decision Complete” bin from the “Next Bin” drop-down menu, and select “Send”

**Note:** Selections for supplemental information on the “Program Decision” form will directly impact the information displayed to the applicant in the decision letter

### Send to Bin

Current Bin

Program Decision

Next Bin (required)

Program Decision Complete

**Note:** Decisions will continue to be processed through the system automatically based on the selections made by the department, so be sure to review decisions prior to submission

- If an application is marked with a decision of “waitlist” in the “Program Bin,” then the application will be moved from the “Program Decision Complete” bin to the “Waitlist” bin, and a waitlist decision letter will be sent to the applicant
- The application will remain in the “Waitlist” bin until a decision of “admit” or “deny” has been reached
- Once a decision of “admit” or “deny” has been reached for an application marked “waitlist,” then complete steps 2-5 above to enter a final decision on a waitlisted application