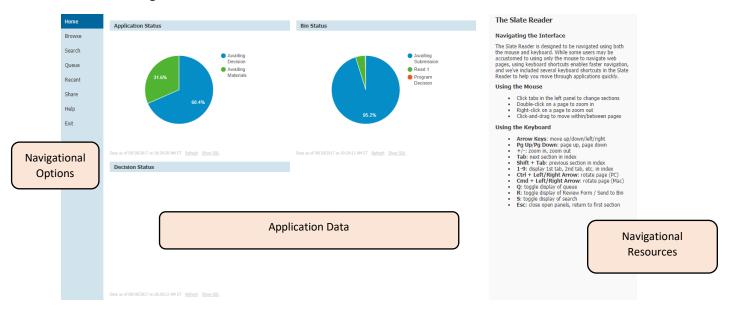# Slate User Instructions: Evaluator

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/reader
3. Log-in through NetBadge

Slate Home Page

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

Browse Applications

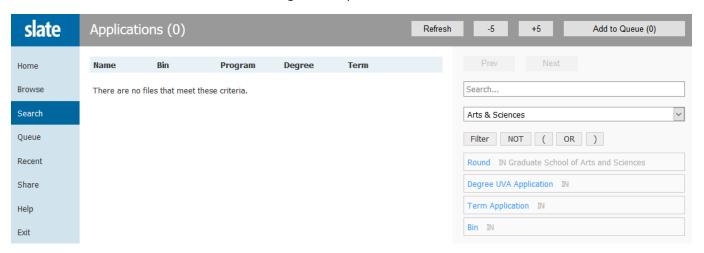*The "Browse" function allows you to quickly see how many applicants you have in each bin.*

1) You can exam the applications within the bin that you are interested in by clicking on it. This will take you straight to the "Search" feature.
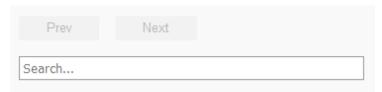
Search for Applications

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.**

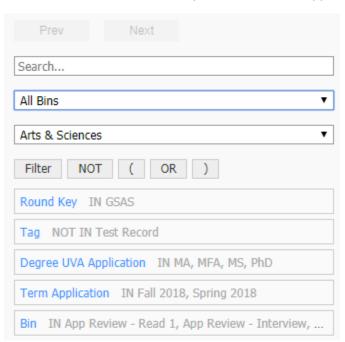1. Select "Search" from the menu of navigational options

2. **To search for a particular application**, type in the applicant's name in the Search bar
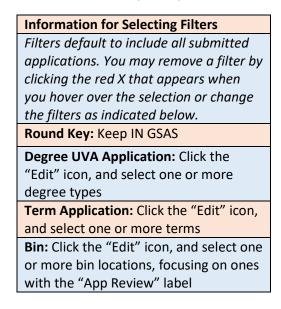
Prev	Next

Search...

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

Prev	Next

Search...

Arts & Sciences ⌄

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

Prev	Next

Search...

All Bins ▾

Arts & Sciences ▾

Filter   NOT   (OR   )

Round Key   IN GSAS

Tag   NOT IN Test Record

Degree UVA Application   IN MA, MFA, MS, PhD

Term Application   IN Fall 2018, Spring 2018

Bin   IN App Review - Read 1, App Review - Interview, ...

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 Key: Keep IN GSAS
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

5. 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.***

1. Once the appropriate applications are in your search results, click on the names of the applicants whose applications you plan to review
2. Select "Add to Queue"

3. 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.

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. **Please remember that all comments are searchable and are subject to UVA data retention policies.**
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

6. 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