

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

The screenshot shows the Slate 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 is divided into three sections: 'Application Status', 'Bin Status', and 'Decision Status'. Each section contains a pie chart and a legend. The 'Application Status' chart shows 68.4% (Awaiting Decision) and 31.6% (Awaiting Materials). The 'Bin Status' chart shows 95.2% (Awaiting Submission), 4.8% (Read 1), and 0% (Program Decision). The 'Decision Status' section is currently empty. A callout box labeled 'Navigational Options' points to the left menu. Another callout box labeled 'Navigational Resources' points to a sidebar on the right titled 'The Slate Reader' which contains instructions for navigating the interface using mouse and keyboard. A third callout box labeled 'Application Data' points to a button at the bottom of the main content area.

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.

slate	Browse			
Home	Incomplete Apps Awaiting Submission	App Review Read 1	Assign Decision Admit	Released Decision Admit Released
Browse	5525	551	2	107
Search	Awaiting Materials	Interview	Conditional Admit	Conditional Admit Released
Queue	97	24	0	4
Recent		Committee Review	Deny	Deny Released
Share		3	4	37
Classify		Review Hold	Withdrawal	Withdrawal Released
Help		0	0	1
Exit		Direct Admit/Master's Promotion	Program Decision Complete	Deferral Released
		5	0	35
		Program Decision		
		18		
		Waitlist		
		0		

- 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

slate	Applications (0)	Refresh	-5	+5	Add to Queue (0)
Home	Name Bin Program Degree Term				
Browse	There are no files that meet these criteria.				
Search					
Queue					
Recent					
Share					
Help					
Exit					

Prev Next

Search...

Arts & Sciences

Filter NOT (OR)

Round IN Graduate School of Arts and Sciences

Degree UVA Application IN

Term Application IN

Bin IN

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”

Name	Bin	Program	Degree	Term
	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

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

Name	Bin	Ref	Round	Program	Degree	Term
		125192548	Graduate School o...	Economics	PHD	Fall 2018
		084076982	Graduate School o...	Religious Studies	MA	Fall 2018
		876645333	Graduate School o...	Chemistry	PHD	Fall 2018

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

Note: Once you select "Send," you will be unable to edit 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