

Slate 102

A How-To Guide for:

- Using Reader
- Sending and Creating Deliver Mailings



Graduate College

Menu

- [Reviewing Applications in Reader](#)
- [Reviewing Petitions/Registration Forms in Reader](#)
- [Using Deliver for Communications](#)
- [Creating Deliver Mailings](#)
- [Creating HTML Mailings](#)

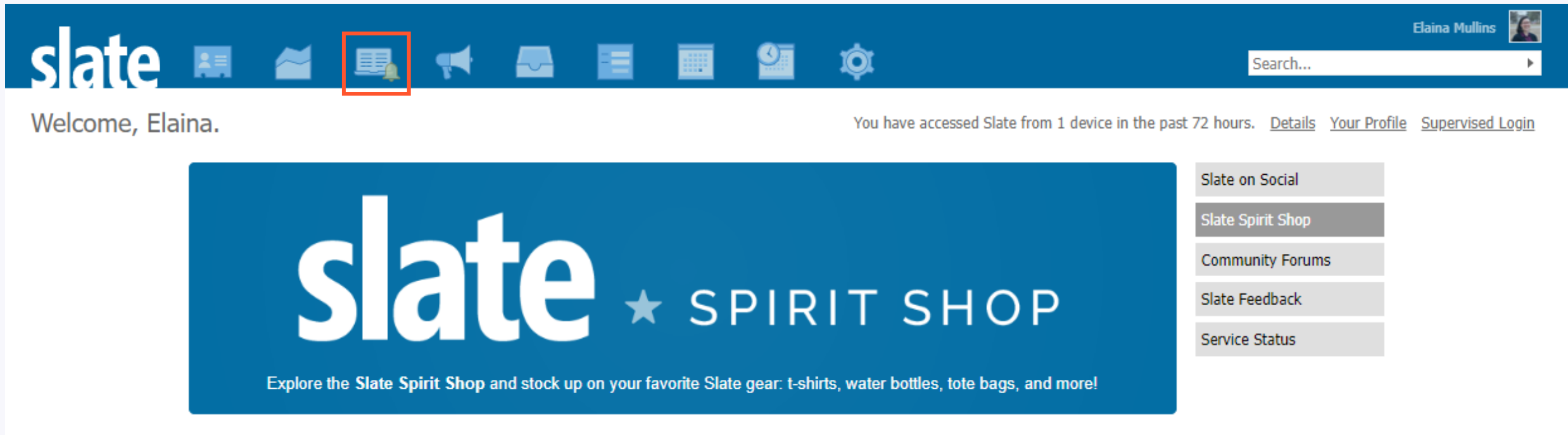
Reviewing Applications in Reader

- Access Reader through Slate as described above, or
 - Navigating to <https://www.choose.Illinois.edu/manage/reader>
 - Following the link in the queue notification email
- Review applications and complete review forms
 - Add applications to your queue to access and complete review forms
- Assign applications to faculty members for review
 - Manual or automatic process
- Move applications through Bins (application review process)
 - Manual or automatic process
- Bins and review forms are customizable
- **Note: Previous terms' applications will be cleared out of Reader after that application cycle is complete (approx. mid fall)**

Reviewing Applications

- Move applications through the bins until they arrive in the Admit, Deny, or Waitlist Bins
 - Fill out referrals and send Admission Letters, send Deny Letters, or revisit waitlisted applicants
- Once a referral is submitted the application will automatically move into the Graduate College Review column
- Bins in the Graduate College Review column are the final stop for applications in Reader

- Click the **book icon** at the top of page to access **Reader** (or follow the link in the Reader queue notification email)
- A bell icon indicates that an application, petition, or registration form is currently in your queue



The screenshot shows the top navigation bar of the Slate website. The bar is dark blue and contains the 'slate' logo on the left. To the right of the logo are several icons: a person, an envelope, a book with a bell (highlighted by a red box), a megaphone, a folder, a list, a calendar, a clock, and a gear. On the far right of the bar, the user's name 'Elaina Mullins' and a profile picture are visible, along with a search bar containing the text 'Search...'. Below the navigation bar, the main content area is white. On the left, it says 'Welcome, Elaina.' On the right, it says 'You have accessed Slate from 1 device in the past 72 hours.' followed by links for 'Details', 'Your Profile', and 'Supervised Login'. In the center, there is a large blue banner for 'slate ★ SPIRIT SHOP' with the text 'Explore the Slate Spirit Shop and stock up on your favorite Slate gear: t-shirts, water bottles, tote bags, and more!'. On the right side of the main content area, there is a vertical list of links: 'Slate on Social', 'Slate Spirit Shop', 'Community Forums', 'Slate Feedback', and 'Service Status'.

Slate Reader

Reader

Program Access - Applica...

Workflow

Late Registration Forms

Workflow  1

Petitions

Applications Reader

Late Registration Forms Reader

Petitions Reader

Homepage View

slate Hello, TestNick TestMullins.

Home

- Browse
- Search
- Queue
- Recent
- Share
- Classify
- Help
- Exit

Use the menu on the left to navigate to your bins (Browse), your Queue, or your recently viewed applications

Slate Reader

Navigating the Interface

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 Slate Reader to help you move through records 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)
- **Shift + H:** toggle highlight remover
- **H:** toggle highlighter
- **N:** toggle note editor
- **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

Browse View – Applications

The screenshot shows the 'Browse' view in the 'slate' application. The interface includes a sidebar on the left with navigation options: Home, Browse (selected), Search, Queue, Recent, Share, Classify, Help, and Exit. The main content area is titled 'Browse' and features a grid of application stages. The stages are organized into four columns: 'InProgress Applica...', 'Department Revie...', 'Department Decision', and 'Graduate College R...'. The stages are as follows:

InProgress Applica...	Department Revie...	Department Decision	Graduate College R...
Awaiting Submission	Initial Review	Admit	GC Under Review
Awaiting Fee Waiver Approval	Sent for GC Evaluation	Deny	GC Incomplete
Awaiting Payment	Final Review	Denied and Notified	GC Admitted
Awaiting Letters		Waitlist / Discuss	Student Accepted Offer
		Waitlisted and Notified	Student Declined Offer

On the right side of the interface, there is a search and filter section. It includes a dropdown menu set to 'Default', a 'Filter' button, and logical operators: 'NOT', '(', 'OR', and ')'. Below this, there are three lines of red text providing instructions:

Bins are a visual representation of the stages of the application process.




Click on each bin to view applications in that bin/stage.

NOTE: Queries can show you lists of applications in each stage outside of Reader.



Bin View – Applications

slate Applications *Sort applications by bin headers* Build Query Classify Refresh -5 +5 Add to Queue (0)

Name	Bin	Bin Date	Citizenship Status	Degree	Term	Specialization	Student Acceptance
 You have this file in your queue.  TestNick TestMullins ▶ Elaina Mullins	Awaiting Submission	9/14/2022	Foreign National	Digital Ag Online ...			

See who has reviewed the application, and who currently has the application in their queue

Open applications by clicking on the "Display Copy" icon

Prev Next

Search...

InProgress Applicants - Awaiting Submission

Default

Filter NOT (OR)



Application View

729700911 TestBazor, TestEric GDPR International Non-Degree Program Online Program Self-Supporting Program Search...

1 / 1, Dashboard

slate

- Review Forms
- GC Evaluations
- Dashboard
- Application
- Resume
- Essays
- Statements
- Transcripts
- References
- Scholarship Es...
- Post-Submissio...

Click the name/ID bar to see additional information and actions

Graduate College
UNIVERSITY OF ILLINOIS SPRINGFIELD

Name: TestEric TestBazor
REF ID: 729700911
Citizenship: US Citizen
Degree: Digital Agriculture Non-Degree (Online)-N
Specialization:
Term: UIN:

Academic History

Institution: Seattle Pacific Univ
Location: Seattle, WA Major
Degree: Doctoral Degree Degree Date: 06/2010

Institution: Washington State Univ
Location: Pullman, WA Major
Degree: No Degree Awarded or Expected Degree Date:

Institution: Oregon State Univ
Location: Corvallis, OR Major
Degree: Master's Degree Degree Date: 06/2001

Graduate Applicant Test Scores

GRE	GRE Subject	GMAT Date
Verbal %	Subject %	Verbal %
Quantitative %	Total Score %	Quantitative %
Analytical Writing %		Analytical %
		Total Score %

English Proficiency Test Scores

TOEFL	IELTS	Duolingo
Listening	Listening	Literacy
Writing	Writing	Conversation
Reading	Reading	Comprehension
Speaking	Speaking	Production
Total Score	Total Score	Total Score

Application Status

Application Status: Awaiting Decision
Dept Admit Decision:
Graduate College Decision:

Use the menu above to navigate to different sections of the application

Click the "Add to Queue" button to access the review form

Add to Queue Displaying Copy

ege

Review Form View

729700911 TestBazor, TestEric Domestic GDPR Non-Degree Program Online Program Self-Supporting Program Search...

1 / 1, Dashboard

Review Forms
GC Evaluations
Dashboard
Application
Resume
Essays
Statements
Transcripts
References
Scholarship Es...
Post-Submissio...

Graduate College
UNIVERSITY OF ILLINOIS URBANA CHAMPAIGN

Name: TestEric TestBazor
REF ID: 729700911
Citizenship: US Citizen
Degree: Digital Agriculture Non-Degree (Online)-N
Specialization:
Term: UIN:

Academic History

Institution: Seattle Pacific Univ
Location: Seattle, WA Major
Degree: Doctoral Degree Degree Date: 06/2010

Institution: Washington State Univ
Location: Pullman, WA Major
Degree: No Degree Awarded or Expected Degree Date:

Institution: Oregon State Univ
Location: Corvallis, OR Major
Degree: Master's Degree Degree Date: 06/2001

Graduate Applicant Test Scores

GRE	GRE Subject	GMAT Date
Verbal %	Subject %	Verbal %
Quantitative %	Total Score %	Quantitative %
Analytical Writing %		Analytical %
		Total Score %

English Proficiency Test Scores

TOEFL	IELTS	Duolingo
Listening	Listening	Literacy
Writing	Writing	Conversation
Reading	Reading	Comprehension
Speaking	Speaking	Production
Total Score	Total Score	Total Score

Application Status

Application Status: Awaiting Decision
Dept Admit Decision:
Graduate College Decision:

GPA Information

GPA:
GPA Scale:
GPA Minimum:
GPA Conversion:

Review and Rating

Academic Rating (1 = lowest, 5 = highest)

1
 2
 3
 4
 5

Academic Rating Comments:

Admission Recommendation

Admit
 Admit with Funding
 Deny
 Waitlist

Admission and Financial Aid Recommendation

Move application to new bin and assign next reviewer when submitting the review form

Send to Bin

Current Bin: Initial Review
Next Bin (required):
Next Reader (optional):

Send Draft Saved

Click "Remove from Queue" to remove application without submitting a review form

Remove from Queue Annotations

Review Form / Send to Bin

llege

Reviewing Petitions/Registration Forms

- Access Reader through Slate as described above, or
 - Navigating to <https://www.choose.illinois.edu/manage/reader>
 - Following the link in the queue notification email
- Select the appropriate workflow for the request type
- Complete the review form with your approvals/comments
- Forward to the Graduate College for processing

Slate Reader

Reader

Program Access - Applica...

Admissions Reader

Workflow

Late Registration Forms

Late Registration Forms Reader

Workflow

Petitions

Petitions Reader

Homepage View

slate Hello, TestNick TestMullins.

Home

- Browse
- Search
- Queue
- Recent
- Share
- Classify
- Help
- Exit

Department admin users/DGSs only – Use Browse to view your bins and requests

Faculty reviewers must access assigned requests via Queue

Slate Reader

Navigating the Interface

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- **Cmd + Left/Right Arrow:** rotate page (Mac)
- **Shift + H:** toggle highlight remover
- **H:** toggle highlighter
- **N:** toggle note editor
- **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

Browse View – Late Registration Forms

slate Browse Refresh

	Program Review	GC Incomplete Forms	GC Review
Home			
Browse			
Search			
Queue			
Recent			
Share			
Classify			
Help			
Exit			

Program Review	GC Incomplete	GC Under Review
44	19	59

Faculty Review	GC Approved & Notified
32	1256

Final Review	GC Denied & Notified
10	44

Program Denied Forms
114

Default

Filter NOT (OR)


Bins represent the stages of the petition or LRC request review process.

NOTE: Requests for faculty review MUST be placed in the Faculty Review bin AND assigned to the faculty member's queue.



Bin View – Late Registration Forms

slate Late Registration Forms *Sort requests by bin headers* Build Query Classify Refresh -5 +5 Add to Queue (0)

Submitted	Name	Bin Date	Program	Request 1	Request 2	Request 3	Request 4	Request 5	Request 6	
10/14/2023	TestBazor, TestEric	11/7/2023	MatSE MS	Add						

Names of current and previous reviewers will be displayed beneath student's name

Open requests by clicking on the "Display Copy" icon

Prev Next

testeric

All Bins

LRC Preset

Filter NOT (OR)

Round Key IN LRC




Request View – Late Registration Forms



slate **729700911 TestBazor, TestEric** 10/14/23 LRC **Domestic** Search...

1 / 2, LRC *Click the name/ID bar to see additional information and actions*

LRC Form

 **Graduate College**
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

UIN: 456456456
Last Name: TestBazor
First Name: TestEric
Current Program: Materials Science and Engineering-MS

Late Registration Form Request **Term:**

Request #1

Request Type: Add	Instructor Name: Elaina Mullins
CRN: 12345	Instructor Net ID: emullins
Course: MATH 501	Instructor Approval:
Section: A	Instructor Approval Date:
Credit Hours: 3	
New Credit Hours:	

Request #2

Request Type:	Instructor Name:
CRN:	Instructor Net ID:
Course:	Instructor Approval:
Section:	Instructor Approval Date:
Credit Hours:	
New Credit Hours:	



Request #3

Request Type:	Instructor Name:
CRN:	Instructor Net ID:
Course:	Instructor Approval:
Section:	Instructor Approval Date:
Credit Hours:	
New Credit Hours:	

Request #4

Name:
Net ID:
Approval:

Click the "Add to Queue" button to access the review form

Add to Queue Displaying Copy  

Review Form View – Late Registration Forms



729700911 TestBazor, TestEric 10/14/23 LRC Domestic Search...

1 / 2, LRC Form

Graduate College
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

UIN: 456456456
Last Name: TestBazor
First Name: TestEric
Current Program: Materials Science and Engineering-MS

Late Registration Form Request

Request #	Request Details	Instructor Details
Request #1	Request Type: Add CRN: 12345 Course: MATH 501 Section: A Credit Hours: 3 New Credit Hours:	Instructor Name: Elaina Mullins Instructor Net ID: emullns Instructor Approval: Instructor Approval Date:
Request #2	Request Type: CRN: Course: Section: Credit Hours: New Credit Hours:	Instructor Name: Instructor Net ID: Instructor Approval: Instructor Approval Date:
Request #3	Request Type: CRN: Course: Section: Credit Hours: New Credit Hours:	Instructor Name: Instructor Net ID: Instructor Approval: Instructor Approval Date:
Request #4	Request Type: CRN: Course: Section:	Instructor Name: Instructor Net ID: Instructor Approval: Instructor Approval Date:

Remove from Queue Annotations

Dept LRC Faculty Form

FACULTY REVIEW INSTRUCTIONS:
Please review the student request(s) below and approve or deny the add or credit change request(s) identified with your Name or Net ID below.

When complete, please click Send at the bottom of this page.

Graduate Program Contact Comments:

Student Request

Please select the term in which you are requesting registration changes to be made below.

Summer 2023
 Fall 2023

All fields listed below are required for submission.

REQUEST #1

Request
 Add *Move request to new bin and assign next reviewer when submitting the review form*
 Drop
 Credit

Send to Bin

Current Bin
Faculty Review

Next Bin (required)
Final Review

Next Reader (optional)

Send Draft Saved

Review Form / Send to Bin

Click "Remove from Queue" to remove request without submitting a review form

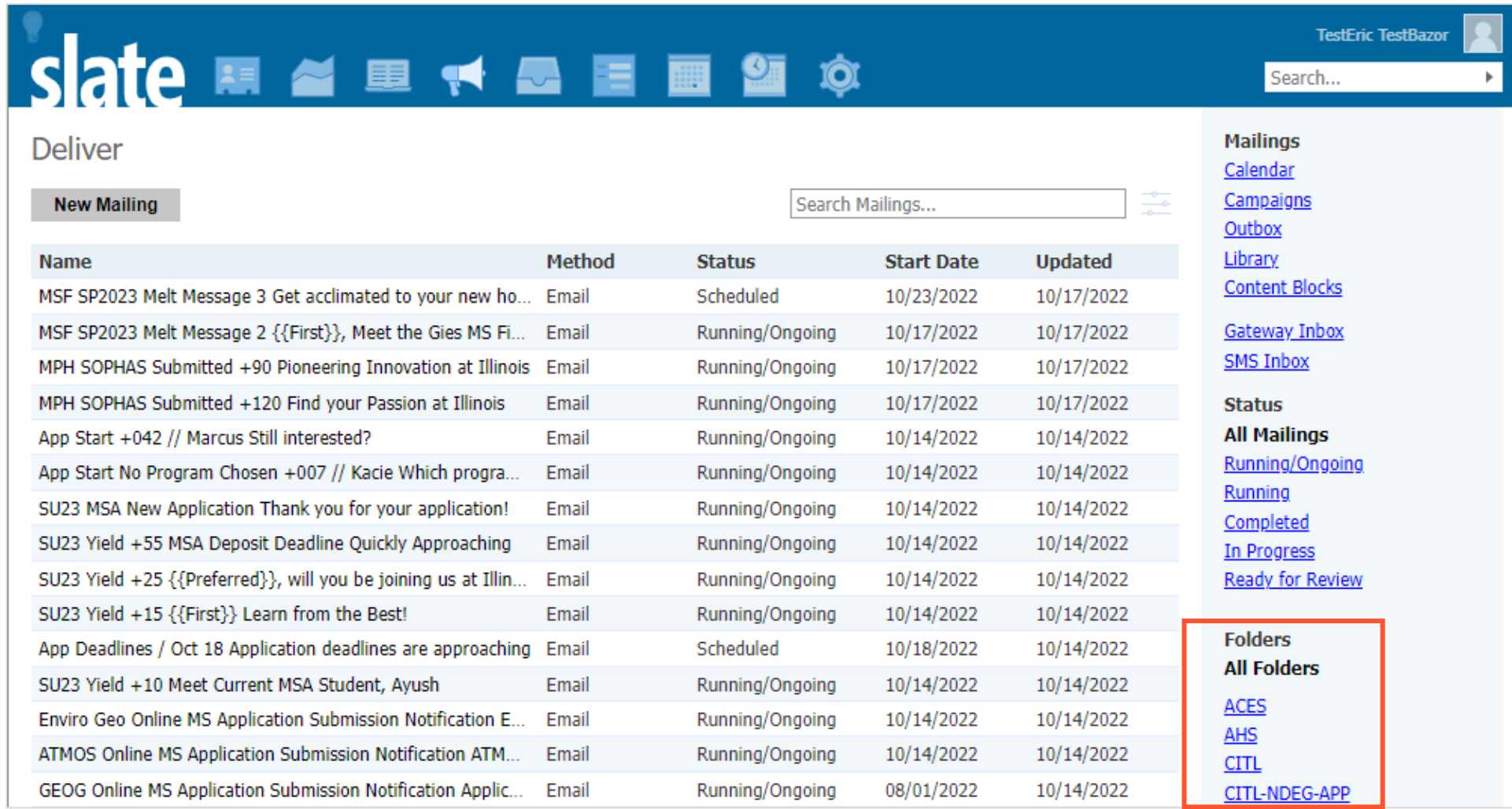
Using Deliver for Communications

- Click on the **Deliver** icon at the top of the page

The screenshot shows the top navigation bar of the Slate website. The word "slate" is displayed in white on a blue background. To the right of the logo are several icons: a lightbulb, a checkmark, a person icon, a folder, a document, a megaphone (the Deliver icon, highlighted with a red box), a briefcase, a list, a calendar, a clock, and a gear. Further right, the user's name "Elaina Mullins" and a profile picture are visible, along with a search bar containing the text "Search...". Below the navigation bar, the text "Welcome, Elaina." is on the left, and "You have accessed Slate from 1 device in the past 72 hours." is in the center, with links for "Details", "Your Profile", and "Supervised Login". A large blue banner features the "slate" logo and "SPIRIT SHOP" with a star icon. Below the banner, it says "Explore the Slate Spirit Shop and stock up on your favorite Slate gear: t-shirts, water bottles, tote bags, and more!". On the right side, there is a vertical menu with buttons for "Slate on Social", "Slate Spirit Shop", "Community Forums", "Slate Feedback", and "Service Status".

Using Deliver

- Use **Folder Navigation** to access your mailings
- Important! All mailings viewable to all users*



The screenshot shows the Slate Deliver interface. At the top, there is a navigation bar with the 'slate' logo, several icons, and a search bar. Below the navigation bar, the main content area is titled 'Deliver' and contains a 'New Mailing' button and a 'Search Mailings...' search bar. A table of mailings is displayed with columns for Name, Method, Status, Start Date, and Updated. To the right of the table is a sidebar with navigation links for Mailings, Status, and Folders. The Folders section is highlighted with a red box and contains links for ACES, AHS, CITL, and CITL-NDEG-APP.

Deliver

[New Mailing](#)

Name	Method	Status	Start Date	Updated
MSF SP2023 Melt Message 3 Get acclimated to your new ho...	Email	Scheduled	10/23/2022	10/17/2022
MSF SP2023 Melt Message 2 {{First}}, Meet the Gies MS Fi...	Email	Running/Ongoing	10/17/2022	10/17/2022
MPH SOPHAS Submitted +90 Pioneering Innovation at Illinois	Email	Running/Ongoing	10/17/2022	10/17/2022
MPH SOPHAS Submitted +120 Find your Passion at Illinois	Email	Running/Ongoing	10/17/2022	10/17/2022
App Start +042 // Marcus Still interested?	Email	Running/Ongoing	10/14/2022	10/14/2022
App Start No Program Chosen +007 // Kacie Which progra...	Email	Running/Ongoing	10/14/2022	10/14/2022
SU23 MSA New Application Thank you for your application!	Email	Running/Ongoing	10/14/2022	10/14/2022
SU23 Yield +55 MSA Deposit Deadline Quickly Approaching	Email	Running/Ongoing	10/14/2022	10/14/2022
SU23 Yield +25 {{Preferred}}, will you be joining us at Illin...	Email	Running/Ongoing	10/14/2022	10/14/2022
SU23 Yield +15 {{First}} Learn from the Best!	Email	Running/Ongoing	10/14/2022	10/14/2022
App Deadlines / Oct 18 Application deadlines are approaching	Email	Scheduled	10/18/2022	10/14/2022
SU23 Yield +10 Meet Current MSA Student, Ayush	Email	Running/Ongoing	10/14/2022	10/14/2022
Enviro Geo Online MS Application Submission Notification E...	Email	Running/Ongoing	10/14/2022	10/14/2022
ATMOS Online MS Application Submission Notification ATM...	Email	Running/Ongoing	10/14/2022	10/14/2022
GEOG Online MS Application Submission Notification Applic...	Email	Running/Ongoing	08/01/2022	10/14/2022

Mailings

- [Calendar](#)
- [Campaigns](#)
- [Outbox](#)
- [Library](#)
- [Content Blocks](#)
- [Gateway Inbox](#)
- [SMS Inbox](#)

Status

All Mailings

- [Running/Ongoing](#)
- [Running](#)
- [Completed](#)
- [In Progress](#)
- [Ready for Review](#)

Folders

All Folders

- [ACES](#)
- [AHS](#)
- [CITL](#)
- [CITL-NDEG-APP](#)

- Navigate to your **department's folder** to access your mailings; save all new mailings in your department's folder
- Department folders are saved under the **GC** folder
- Create a folder when creating a new mailing if you don't currently have a departmental folder

Accy PhD Early App Submission Email t...	Email	Running/Ongoing	08/31/2022	08/31/2022
Accy PhD Complete App Notification Un...	Email	Running/Ongoing	08/31/2022	08/31/2022
MCB MS Application Submission Notific...	Email	Running/Ongoing	08/29/2022	08/29/2022
SOCW 1st Stg - Ineligible for Fast App ...	Email	Running/Ongoing	08/29/2022	08/29/2022
SOCW 1st Stg - Fellowship consideratio...	Email	Running/Ongoing	08/29/2022	08/29/2022
SOCW 1st Stg - Eligible for Fast App So...	Email	Running/Ongoing	08/29/2022	08/29/2022
European Union Studies Application Cr...	Email	Running/Ongoing	08/29/2022	08/29/2022
African Studies Application Submission ...	Email	Running/Ongoing	08/25/2022	08/25/2022
MSFE IL Resident Prospect Email New I...	Email	Running/Ongoing	08/04/2022	08/04/2022
AnSci CAN Cetificate - Welcome Congra...	Email	Running/Ongoing	07/14/2022	07/14/2022
Crop Sciences Non-Degree Thank You f...	Email	Running/Ongoing	09/26/2022	07/12/2022
iSchool Application Incomplete, Additio...	Email	Running/Ongoing	05/25/2022	05/25/2022
iSchool Application Incomplete, Initial ...	Email	Running/Ongoing	05/25/2022	05/25/2022
iSchool Application Complete - 2022 To...	Email	Running/Ongoing	05/25/2022	05/25/2022

Folders

[All Folders](#)

[ACES](#)

[AHS](#)

[CITL](#)

[CITL-NDEG-APP](#)

[COB](#)

[COE](#)

[ENGG](#)

[EPI](#)

[FAA](#)

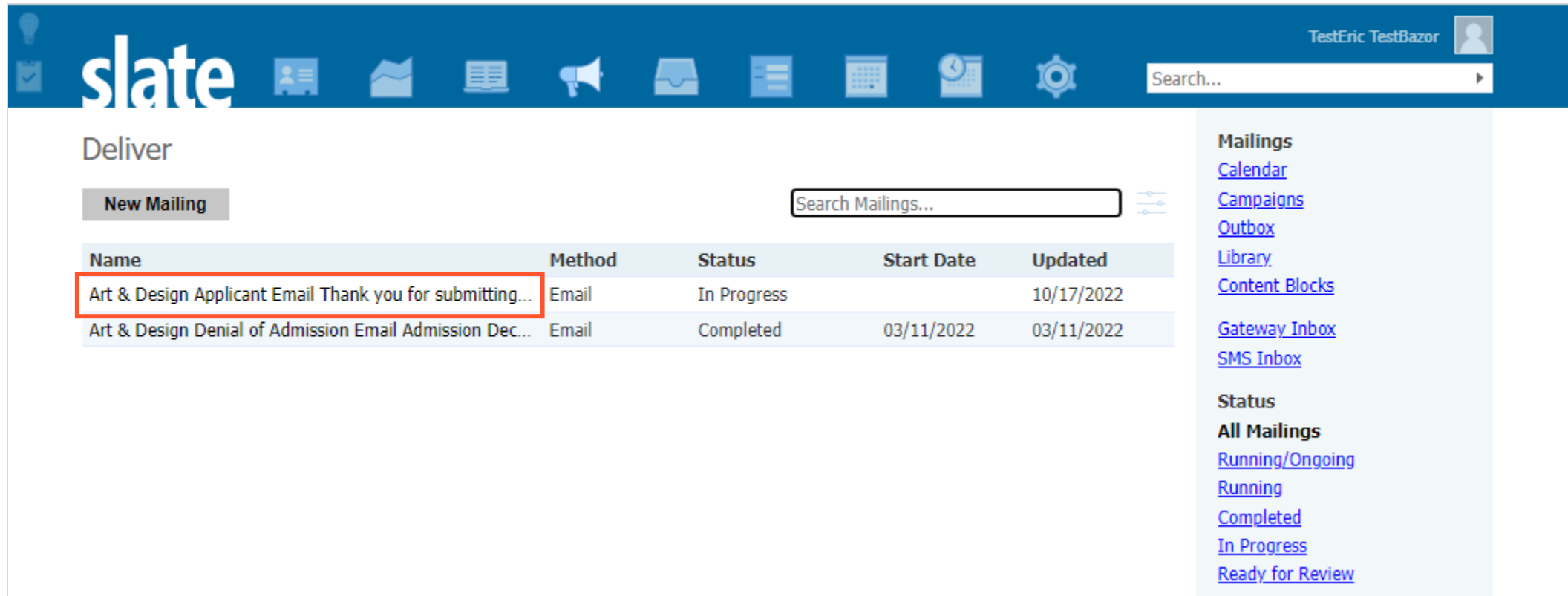
GC

[Accy PhD](#)

[ACE](#)

[Aerospace Engineering](#)

- Click on the **name of your mailing** to access, edit, and/or send the mailing



The screenshot shows the Slate email marketing dashboard. At the top, there is a blue header with the 'slate' logo, navigation icons, and a search bar. Below the header, the main content area is titled 'Deliver' and contains a 'New Mailing' button and a 'Search Mailings...' search bar. A table lists the mailings, with the first row highlighted in red. The table has columns for Name, Method, Status, Start Date, and Updated. On the right side, there is a sidebar with navigation links for Mailings, Status, and All Mailings.

Name	Method	Status	Start Date	Updated
Art & Design Applicant Email Thank you for submitting...	Email	In Progress		10/17/2022
Art & Design Denial of Admission Email Admission Dec...	Email	Completed	03/11/2022	03/11/2022

Mailings

- [Calendar](#)
- [Campaigns](#)
- [Outbox](#)
- [Library](#)
- [Content Blocks](#)
- [Gateway Inbox](#)
- [SMS Inbox](#)

Status

All Mailings

- [Running/Ongoing](#)
- [Running](#)
- [Completed](#)
- [In Progress](#)
- [Ready for Review](#)

- **Edit:** change the name or folder of your mailing, or delete or archive the mailing
- **Edit Recipient Lists:** edit existing or create new recipient lists for your mailing
- **Edit Message:** edit the message (body text, sender, subject, etc.)
- **Send Mailing:** send mailing now, schedule mailing to send in the future, or set to send continuously

The screenshot shows the Slate email marketing interface. At the top, there is a blue header with the 'slate' logo, navigation icons, and a search bar. The main content area displays the configuration for a mailing titled 'Art & Design Applicant Email'. The configuration includes details such as Method (Email), Folder (GC / Art & Design), User (Elaina Mullins), and Recipient Lists (Applicants (live query)). The current status is 'Not Running'. Below the configuration, there is a 'Message' section showing the sender as 'School of Art and Design' and the recipient as 'mortbort@gmail.com'. On the right side, there are several action buttons: 'Edit' (highlighted with a red box), 'Edit Recipient Lists', 'Edit Message', 'Send Mailing', 'Display Sample Message', and 'Send Test Message'.

slate TestEric TestBazor Search...

All Mailings

Art & Design Applicant Email **Edit**

Method Email
 Folder GC / Art & Design
 User [Elaina Mullins](#)
 Recipient Lists [Applicants](#) (live query)
[Degree](#) IN Art and Design Advanced Design Thinking-CE...
[Term](#) IN Fall 2023
[Test Record](#)

Current Status Not Running
 Start Date/Time
 Stop Date/Time
 Opt Out No Unsubscribe (disregard opt out; transactional mailings only)

Message

Sender "School of Art and Design" <art@illinois.edu>
 Recipient mortbort@gmail.com

Edit Recipient Lists
 Edit Message
 Send Mailing
 Display Sample Message
 Send Test Message

Send Mailing

- **Pre-Flight Checks** make sure your mailing is free from errors
 - **Green** = Ready to Send
 - **Yellow** = Warning, double check mailing before sending
 - **Red** = Error, must correct before sending
- Check **Ongoing** box to run mailing continuously (can set frequency)
- Set **Start Date/Time** to send in the future
- Set **Deduping**
- Click **Send Mailing** to send or **Save Settings** to return later

The screenshot shows the 'Send Mailing' dialog box for an email campaign titled 'Art & Design Applicant Email'. The background interface includes fields for Method (Email), Folder (GC / Art & Design), User (Elaina Mullins), and Recipient Lists (Applicants (live query), Degree IN Art and Design Advanced Design Thinking-CE..., Term IN Fall 2023, Test Record). Buttons for 'Edit Recipient Lists', 'Edit Message', and 'Send Mailing' are visible in the top right.

The 'Send Mailing' dialog box contains the following information:

- Pre-Flight Checks:** No errors have been found. Pre-flight checks identify only the most common issues, so please still review your mailing before sending.
- Estimated Recipients:** 2 recipients eligible for immediate delivery. The recipient count is determined from the following lists:
 1. Applicants (live) - 2 recipients
- Recipient Lists:** Applicants (live)
- Batch Size (optional):** Send max [] messages and suspend.
- Review:** This message is ready for review.
- Outbox:** Send to outbox and do not deliver automatically.
- Ongoing:** Continue running mailing indefinitely.
- Start Date/Time:** [] Time: [] Eastern Time
- Deduping:** Send only one message/recipient
- Delay Delivery:** Delay delivery until a specific time.

At the bottom of the dialog, there are three buttons: 'Send Mailing' (highlighted in green), 'Save Settings', and 'Cancel'.

Send Mailing

- **Current Status** updates to “Scheduled/Running” once the send has been initiated
- **Current Status** updates to “Completed” once mailing sends, and deliver statistics will appear just above message

The screenshot shows the Slate email marketing interface. At the top, there is a navigation bar with the 'slate' logo and various icons. The user is logged in as 'TestEric TestBazor'. Below the navigation bar, the page title is 'All Mailings'. The main content area displays details for a mailing titled 'Art & Design Applicant Email'. The mailing is currently in a 'Scheduled/Running' status, which is highlighted with a red box. The interface includes buttons for 'Edit', 'Display Message', 'Stop Mailing', 'Display Sample Message', and 'Send Test Message'. A green notification message states: 'This mailing is active. To edit the recipient lists or message, stop the mailing.' The mailing details include: Method: Email; Folder: GC / Art & Design; User: Elaina Mullins; Recipient Lists: Applicants (live query), Degree IN Art and Design Advanced Design Thinking-C..., Term IN Fall 2023, Test Record; Start Date/Time: 10/17/2022 03:43 PM; Stop Date/Time: (empty); Opt Out: No Unsubscribe (disregard opt out; transactional mailings only). The message details section shows: Sender: "School of Art and Design" <art@illinois.edu>; Recipient: mortbort@gmail.com; CC: (empty); Subject: Thank you for submitting your application!; Preheader: (empty). At the bottom right, there are icons for desktop and mobile views.

Method	Email
Folder	GC / Art & Design
User	Elaina Mullins
Recipient Lists	Applicants (live query) Degree IN Art and Design Advanced Design Thinking-C... Term IN Fall 2023 Test Record
Current Status	Scheduled/Running
Start Date/Time	10/17/2022 03:43 PM
Stop Date/Time	
Opt Out	No Unsubscribe (disregard opt out; transactional mailings only)

Message

Sender	"School of Art and Design" <art@illinois.edu>
Recipient	mortbort@gmail.com
CC	
Subject	Thank you for submitting your application!
Preheader	

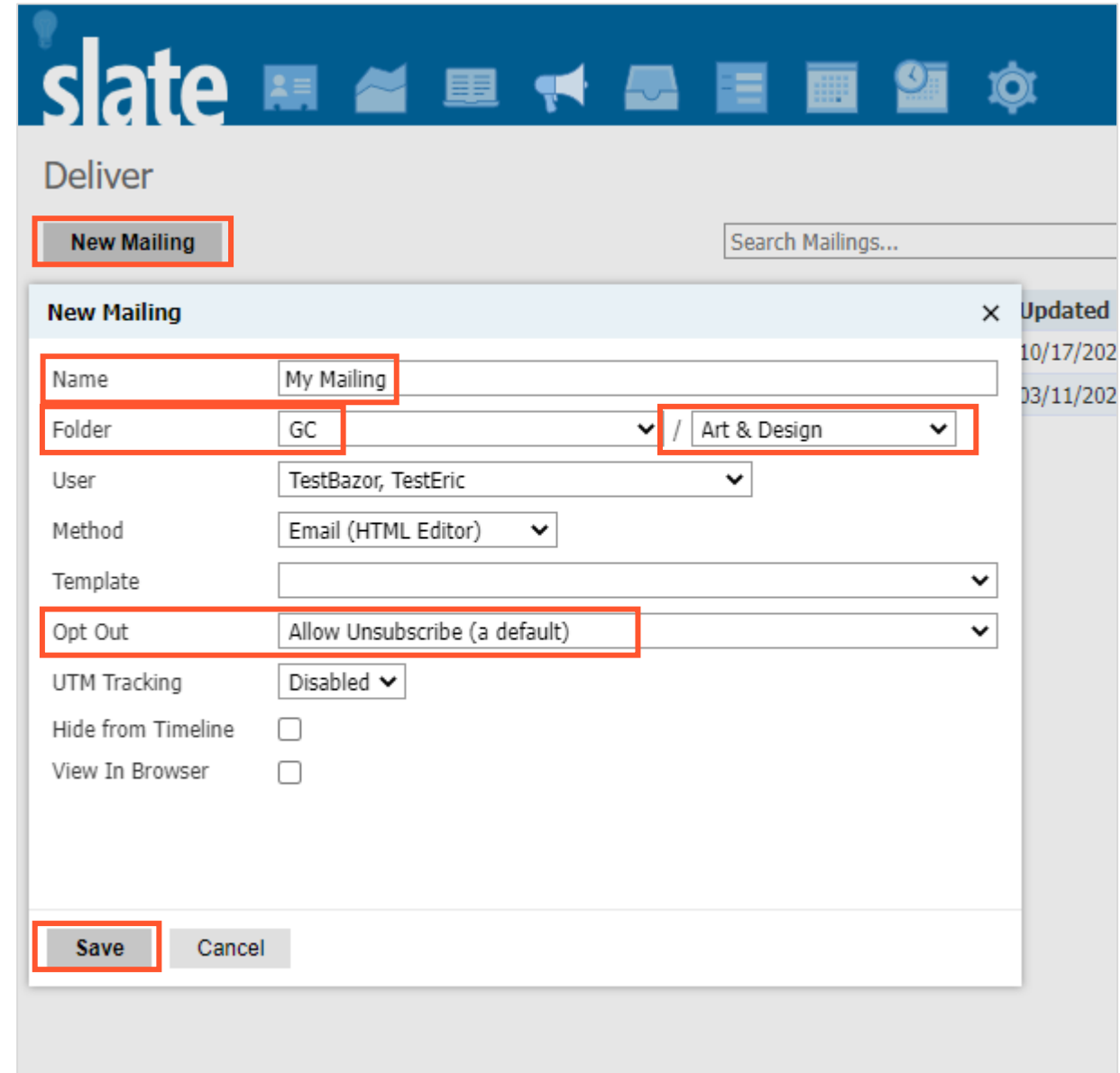
Creating Deliver Mailings

- Three parts to creating mailings:
 - **Define** your recipients
 - **Create** the message
 - **Determine** when/how your message should be sent
- Create **recipient list queries** to target your audience, or upload spreadsheets
- Use **merge fields** to populate prospect/applicant information in mailings (name, email, degree, etc.)
- Mailings can be **plain text or HTML**
- Use for **general communications/notifications and letters**, or for **internal departmental notifications** (for example, when applications are submitted for your program)

Create a Mailing

Click **New Mailing**

- **Name** mailing
- Select department **Folder**
 - Folder = GC
 - Subfolder = *your dept.*
 - To create a dept. folder, choose “Other” as the subfolder and then enter your dept.’s name
- Ensure an **Opt Out** setting is selected (must allow people to opt out of your mailings)
- Click **Save**



The screenshot shows the 'New Mailing' form in the Slate interface. The form is titled 'New Mailing' and has a close button (X) in the top right corner. The form fields are as follows:

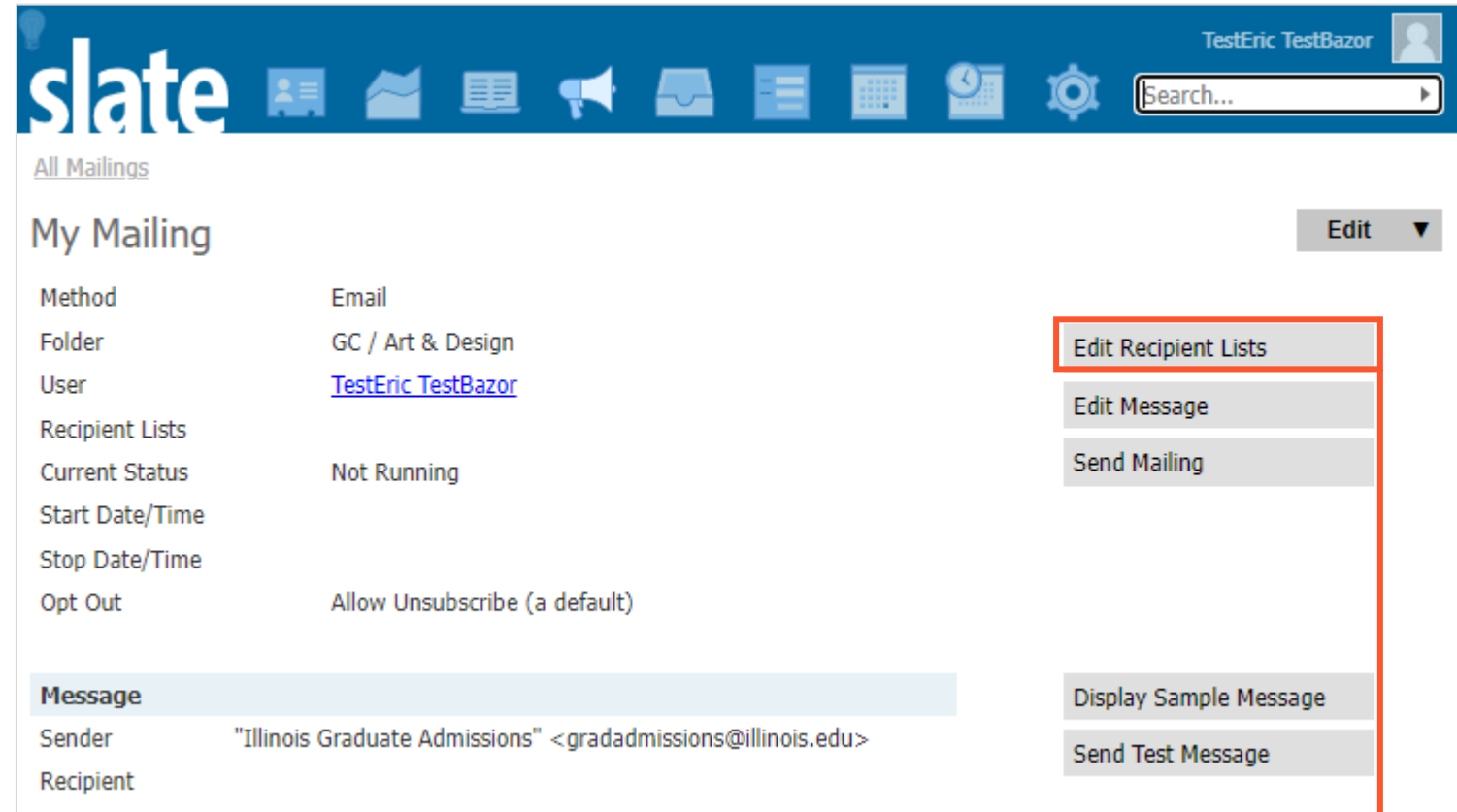
- Name:** My Mailing
- Folder:** GC / Art & Design
- User:** TestBazor, TestEric
- Method:** Email (HTML Editor)
- Template:** (empty)
- Opt Out:** Allow Unsubscribe (a default)
- UTM Tracking:** Disabled
- Hide from Timeline:**
- View In Browser:**

At the bottom of the form, there are two buttons: **Save** and **Cancel**.

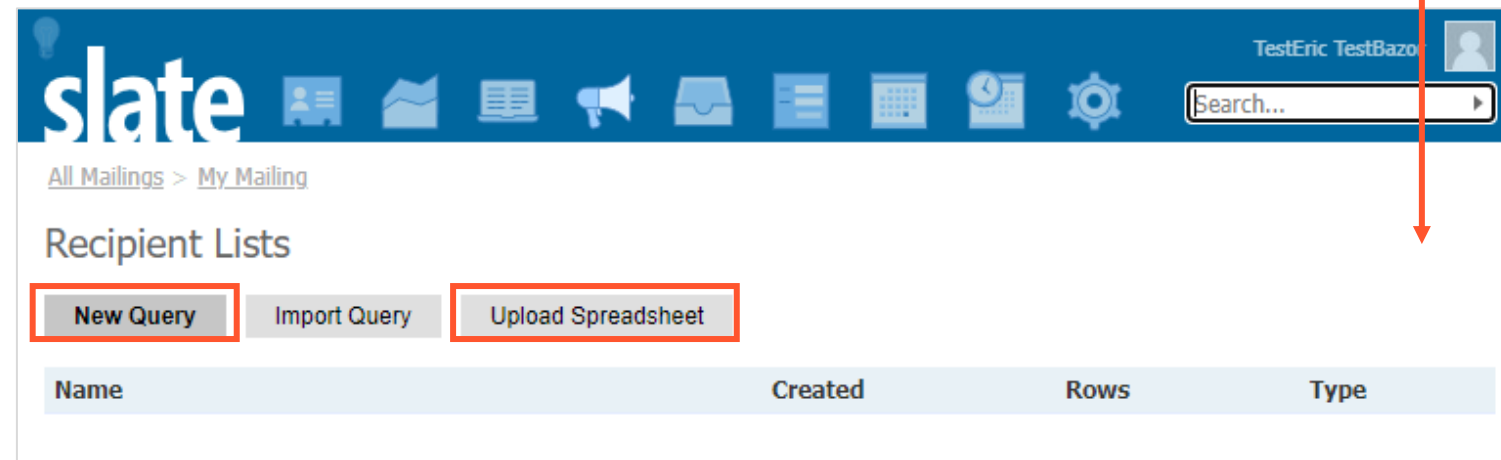
Click **Edit Recipient Lists**

- **New Query:** create a recipient list query to target your audience
- **Upload Spreadsheet:** upload a spreadsheet of recipients

Instructions on how to create a recipient list query follow below



The screenshot shows the 'My Mailing' page in the Slate interface. The page header includes the 'slate' logo, navigation icons, and a search bar. The main content area displays details for a mailing, including Method (Email), Folder (GC / Art & Design), User (TestEric TestBazor), Recipient Lists, Current Status (Not Running), Start Date/Time, Stop Date/Time, and Opt Out (Allow Unsubscribe (a default)). A 'Message' section shows the Sender as 'Illinois Graduate Admissions' <gradadmissions@illinois.edu> and the Recipient field. On the right side, there is a vertical menu with buttons: 'Edit Recipient Lists' (highlighted with a red box), 'Edit Message', 'Send Mailing', 'Display Sample Message', and 'Send Test Message'. An 'Edit' dropdown menu is also visible at the top right.



The screenshot shows the 'Recipient Lists' page in the Slate interface. The page header is identical to the first screenshot. The main content area displays the 'Recipient Lists' section with three buttons: 'New Query' (highlighted with a red box), 'Import Query', and 'Upload Spreadsheet' (highlighted with a red box). Below the buttons is a table with columns: 'Name', 'Created', 'Rows', and 'Type'. A red arrow from the 'Edit Recipient Lists' button in the first screenshot points to the 'New Query' button.

Click **New Query**

- **Name** recipient list
- Select **Type** – Configurable Joins
- Select **Base**
- Click **Save**

Recipient Lists

New Query Import Query Upload Spreadsheet

New Query ×

Name	My Recipient List Query
Sharing	<input type="checkbox"/> Share query with other users with the query and query base permissions
List Type	Include ▾
Type	Configurable Joins ▾
Category	Records ▾
Base	Application ▾

Save Cancel

Build the recipient list query like a regular query

- Select **Filters** to target your audience
- Select **Exports** to use as **Merge Fields** in your message
 - Email is required at the very least
- **Slate Best Practice:** Change the names of your Exports to contain all lowercase letters
- Click the name of your mailing in the **breadcrumb links** to return to the main menu and edit your message

[All Mailings](#) > [My Mailing](#) > [Recipient Lists](#) > [My Recipient List Query](#)

Edit Query

User [TestEric TestBazor](#)
Base Configurable Joins - Application
Execution Mode Retrieve only the new records since query was last run

[Edit Properties](#)
[Edit Permissions](#)
[Set Interaction](#)
[Preview Results](#)
[Display SQL](#)
[Save Copy](#)

Exports

preferred	Export
email	Literal
degree	Rename Exports
term	

Filters

[Check Logic](#) Matching Rows: 2

Degree IN Art and Design Advanced Design Thinking-CERT, Art and Design Design for Responsible Inn...	Filter
Term IN Fall 2023	OR
Test Record Exists	NOT
	(
)

Joins

Person	Join
------------------------	----------------------

Click **Edit Message**

- Edit Sender and Subject, add “email” **Merge Field** as Recipient
- Compose your message using the **Toolbar** to format text, add links, etc.
- Use **Merge Fields** to populate information in your message
- Click **Save** when finished

The screenshot displays the 'My Mailing' application interface. At the top, a header shows 'My Mailing' and an 'Edit' button. Below this, a summary table provides details: Method (Email), Folder (GC / Art & Design), User (TestEric TestBazor), and Recipient Lists (My Recipient List Query (live query)). To the right of this table are buttons for 'Edit Recipient Lists' and 'Edit Message'. The 'Edit Message' dialog box is open, featuring a header with 'Edit Message' and a close button. The dialog contains several input fields: 'Sender' (set to 'Art and Design' <art@illinois.edu>), 'Recipient' (set to '{{email}}'), 'CC', and 'Subject' (set to 'Thank you for submitting your application!'). A 'Reply To' field is also present. A dropdown menu shows 'Version 1'. A 'Preheader' field is at the bottom of the header section. A rich text toolbar is visible, containing icons for text editing, links, and source code. The main body of the dialog shows the email content, which includes a salutation 'Dear {{preferred}}.', a thank-you message with merge fields for 'degree' and 'term', and a closing signature 'Sincerely, School of Art and Design'. At the bottom of the dialog, 'Save' and 'Cancel' buttons are present.

- Review your message before sending
- Ensure **Merge Fields** are pulling the correct information
- Send a **Test Message** to yourself to check formatting, links, etc.
- Click **Send Mailing** when ready to send

My Mailing

Method Email
Folder GC / Art & Design
User [TestEric TestBazor](#)
Recipient Lists [My Recipient List Query](#) (live query)
Degree IN Art and Design Advanced Design Thinking-C...
Term IN Fall 2023
Test Record

Current Status Not Running
Start Date/Time
Stop Date/Time
Opt Out Allow Unsubscribe (a default)

Message

Sender "Art and Design" <art@illinois.edu>
Recipient mortbort@yahoo.com
CC
Subject Thank you for submitting your application!
Preheader

Display Sample Message
Send Test Message

Send Mailing

Dear [TestMarie.](#)

Thank you for submitting your application to the [Art History-MA](#) program for the [Fall 2023](#) term! We will begin our review soon and will be in touch if anything is missing.

Please don't hesitate to reach out to us if you have questions about the application review process.

Sincerely,

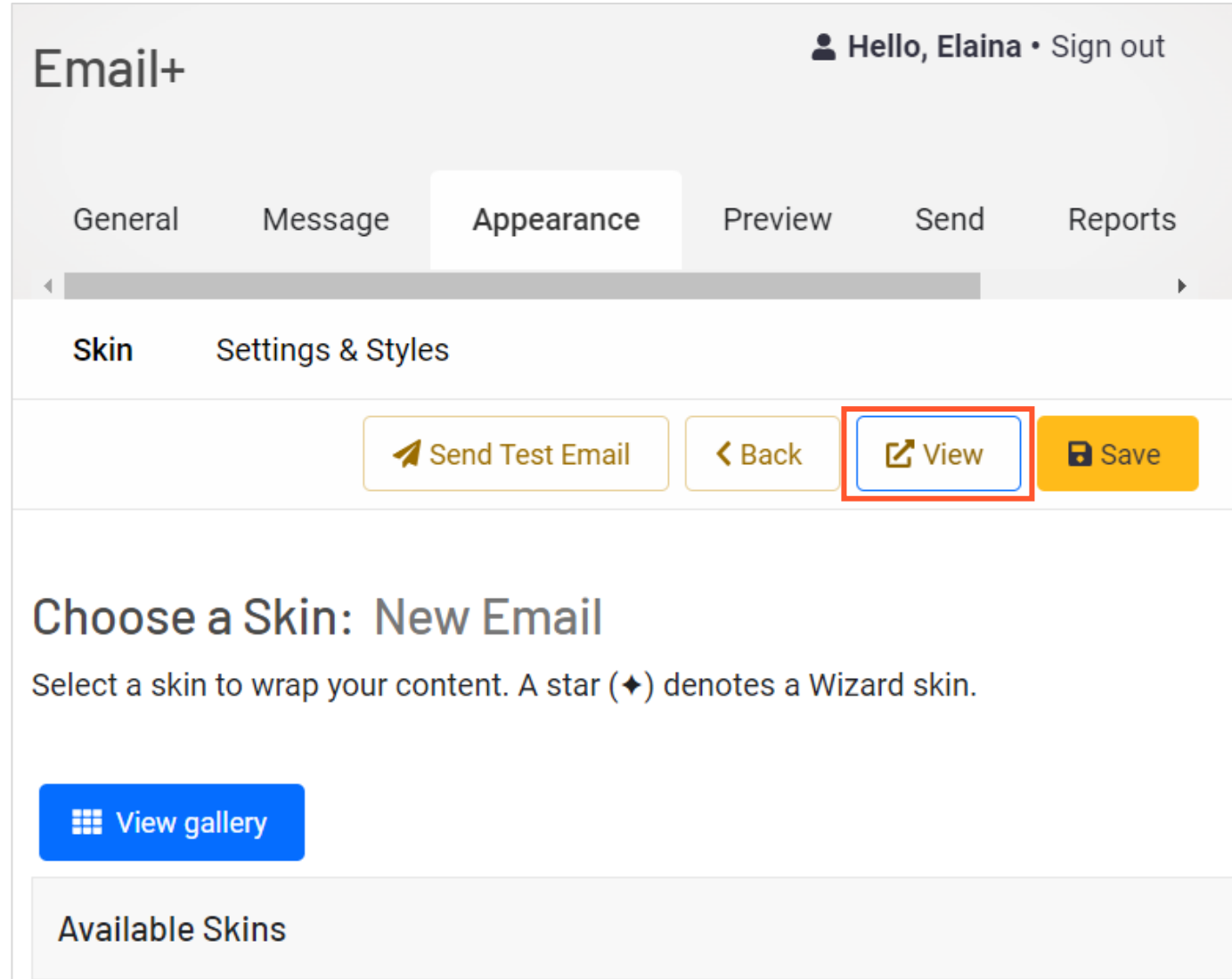
School of Art and Design

This email was sent to mortbort@yahoo.com by "Art and Design" <art@illinois.edu>. [Unsubscribe](#) from University of Illinois Graduate College.

Create an HTML Deliver Mailing

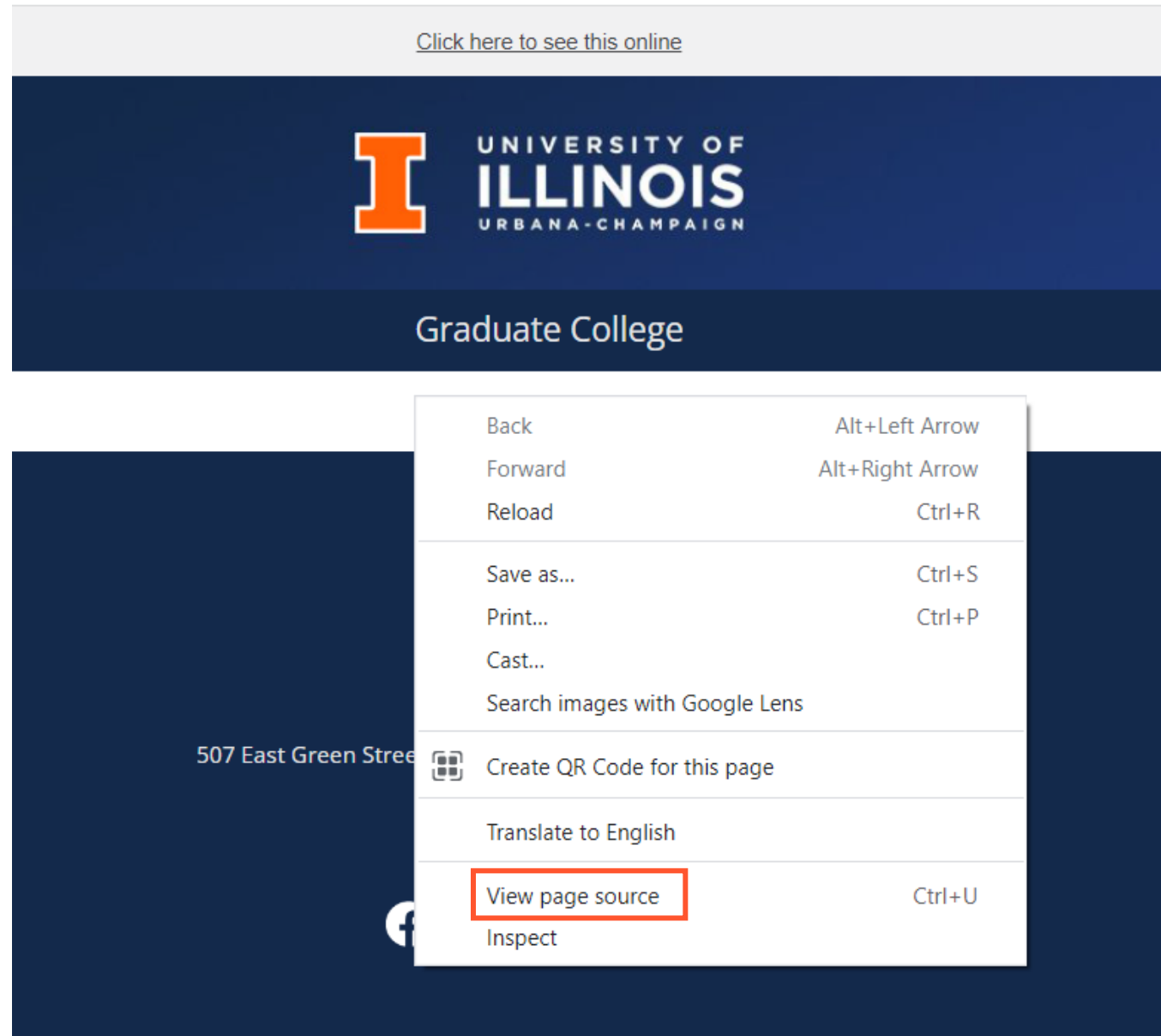
Copying the HTML source code from an email skin in **Webtools** is an easy way to create HTML emails in Slate

- Create an email in Webtools or view previous email
- Select the **Appearance** tab, select your skin, and click **View**
- The email will open in a new browser tab or window



The screenshot shows the 'Email+' interface. At the top right, it says 'Hello, Elaina • Sign out'. Below this is a navigation bar with tabs: 'General', 'Message', 'Appearance' (which is selected and highlighted), 'Preview', 'Send', and 'Reports'. Underneath the tabs, there are two sub-sections: 'Skin' and 'Settings & Styles'. A row of action buttons is visible: 'Send Test Email' (with a paper plane icon), 'Back' (with a left arrow icon), 'View' (with a document icon and a red border around it), and 'Save' (with a floppy disk icon). Below the buttons, the text reads 'Choose a Skin: New Email' followed by 'Select a skin to wrap your content. A star (★) denotes a Wizard skin.' At the bottom left, there is a blue button labeled 'View gallery'. The bottom section of the interface is titled 'Available Skins'.

- Right click on the opened email skin and select “**View Page Source**” or “**Page Source**”
- Copy the **HTML code** that is displayed



- Return to your mailing in Slate and click **Edit Message**
- Click the **Source** icon in the top row of tools
- Delete any existing code
- Paste in the HTML code from Webtools

Note: Add the HTML code *before* any body text, otherwise your text will be deleted

The screenshot shows the 'My Mailing' interface in Slate. The 'Edit Message' dialog box is open, displaying the following details:

- Method:** Email
- Folder:** GC / Art & Design
- User:** TestEric TestBazor
- Recipient Lists:** My Recipient List Query (live query)

The 'Edit Message' dialog box contains the following fields:

- Sender:** "Art and Design" <art@illinois.edu>
- Recipient:** {{email}}
- CC:** (empty)
- Subject:** Thank you for submitting your application! (Version 1)
- Preheader:** (empty)

The top toolbar includes a 'Source' icon, which is highlighted with a red box. The message content is as follows:

Dear {{preferred}},

Thank you for submitting your application to the {{degree}} program for the {{term}} term! We will begin our review soon and will be in touch if anything is missing.

Please don't hesitate to reach out to us if you have questions about the application review process.

Sincerely,
School of Art and Design

At the bottom of the dialog box, there are 'Save' and 'Cancel' buttons.

- Make edits as usual before sending
- **Note:** It is recommended to remove the “Click here to see this online” row from the source code

There are other ways to create emails with headers, footers, and images.

The Grad College can assist departments in creating these emails or provide training for departmental staff to create the emails.

