

SLATE APPLICATION HOW TO GUIDES

Accessing and Navigating Slate

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- How to find an application in Slate
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- Slate Record Overview – The Timeline Tab
- Slate Record Overview – The Application Tab

International Evaluation Requests

- How to request an international evaluation
- How to view international evaluation results
- Completed International Evaluation Request Example

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- How to complete an admissions referral
- How to upload materials
- Completed Referral Example

Queries and Exports

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- How to export query results to a spreadsheet
- How to export PDFs for query results
- How to set up a program-specific (custom) query or export

HOW TO LOG INTO SLATE

- Go to <https://choose.illinois.edu/manage>
- User your Net ID and Password to login

HOW TO FIND AN APPLICATION IN SLATE

- Click on the Records Icon or Use the Search Omni Box to Search for individual applicants (see images below)
- Partial Match – You can search by Name, Date of Birth, REF, UIN, or Email
- For Name searches –
 - Search by first, last, middle, former last, or preferred first name
 - No Wildcards, only searches from the beginning of each name
- Date of Birth searches – search mm/dd/yyyy
- REF and UIN searches – search for one REF or UIN at one time (Ref is the Slate Person ID)
- Email searches –
 - Search by full or partial email address
 - No Wildcards, only searches from the beginning of email address

Records Icon



Search Omni Box



HOW TO VIEW AN APPLICANT'S PDF

- Log into Slate
- Find the Applicant
- Click on the 2018 GC App Tab
- On the right navigation, click "Download PDF"
- Insert Part – Select Graduate College Application PDF (if not already listed)
- Click Download

Slate Record Overview – The Dashboard Tab



Myranda Crist Exit Impersonation

Testspark (Kibler), Testelizabeth Testmarla (Beth)

Applicant 135313935

Slate Person ID or REF

- Dashboard
- Timeline
- 2018 GC App**
- Awaiting Decision
- GC Interest Page

Biographic

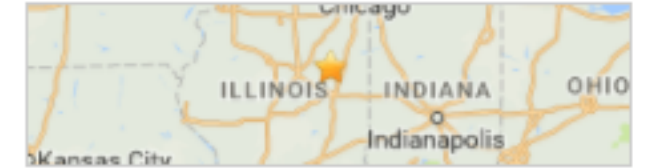
Female
 Born 05/01/1980, age 37
 Foreign National, France / Canada

Race/Ethnicity would show here.....
 2018 GC App

Awaiting Decision
 Submitted 10/09/2017; Started 08/31/2017

InProgress Applicants	Department Review (General)	Education Review	Department Decision
Awaiting Submission	Initial Review	EDU Initial Review	Admit
Awaiting Fee Waiver Approval	Sent for GC Evaluation	EDU Sent for GC Evaluation	Deny
Awaiting Payment	Final Review	EDU Faculty Review	Waitlist / Discuss
Awaiting Materials		EDU Program/Division Review	
		EDU Department Final Review	

Fisher, IL
 IL-05 Decatur & Champaign



404 Betty Ct Apt 2
 Fisher, IL 61843-9490

Contact

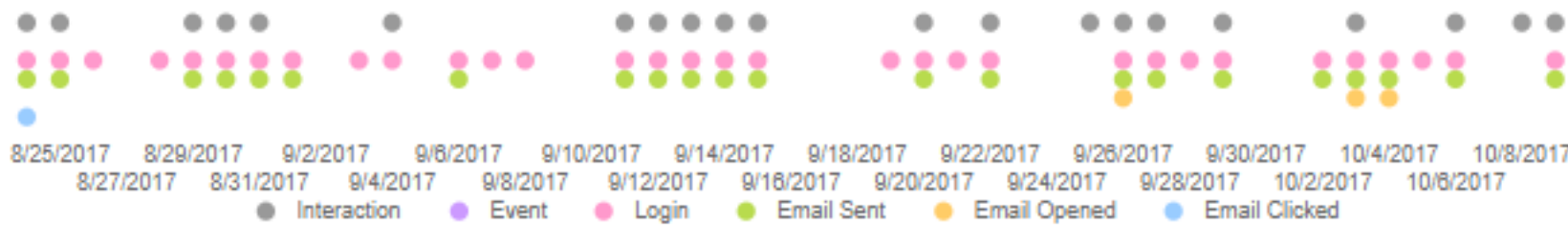
Email bspark@illinois.edu
 Phone +1 217-244-4637
 Mobile +1 217-244-4637

Tags *Tags auto assigned*

Domestic **International** Opt Out Petition

Test Record URM

Activity History



Status History

08/24/2017 Applicant

Origins

08/24/2017 Data Upload - Source (First Source)

Test Scores

TOEFL
 120 Total Score
 30 Listening
 30 Writing
 30 Reading
 30 Speaking

Official Test Scores show here!

Interactions

- 10/03/2017 Received
Received Copy: American Univ of Paris
- 09/29/2017 Received
Received: Transcript (American Univ of Paris), Certified Facsimile
- 09/25/2017 Received
Received Copy: Transcript (Purdue U All Campuses), Facsimile

Academic History

[American Univ of Paris](#), Master's Degree, 05/2015
 Education
 GPA 16 / 20.0 (3.20 / 4.0)
 Avignon, France

[Purdue U All Campuses](#), Bachelor's Degree, 05/2013
 Education
 GPA 4 / 4.0
 Fort Wayne, IN
 Geomarket: IN-04 Northeast Indiana

[Parkland Coll](#), Associate's Degree, 05/2009
 Education
 GPA 4.25 / 4.5 (3.78 / 4.0)
 Champaign, IL
 Geomarket: IL-05 Decatur & Champaign

Academic History Snapshot of Schools Ranked 1-3

*Ranking By:
 Graduate Schools First*

*Then Ranked by:
 Degrees Awarded and then in Chronological Order*

*Slate Citizenship Status Options: Foreign National, US Citizen, US Permanent Resident

*Citizenship Status**

Application Status

Reader Bin Tracking

Slate Record Overview – The Timeline Tab

slate Myranda C Search...

Testspark (Kibler), Testelizabeth Testmarla (Beth) Applicant

Dashboard Timeline 2018 GC App Awaiting Decision GC Interest Page

Timeline Interactions

2017 Oct 2017 Sep 2017 Sep 2017 Aug 2017 Aug 2017 Jul 2017 Jul 2017 Jul 2017 Jun 2017 Jun 2017 May 2017 May 2017 Apr

2017 October

10/09 4:48:11 PM Sent Message Application Fee Email - Please Disregard!

10/09 3:12:11 PM Ping (+1, 1m 6s) choose.illinois.edu/apply/status Chrome Urbana, IL, United States

10/09 3:11:49 PM Ping (+2, 52s) choose.illinois.edu/apply/frm?4fbd3f91-dd74-4b85-bbfc-98b53019c9... Chrome Urbana, IL, United States

10/09 3:11:44 PM Ping (+2, 23s) choose.illinois.edu/apply/ Chrome Urbana, IL, United States

10/09 3:10:48 PM Ping (34s) choose.illinois.edu/apply/review Chrome Urbana, IL, United States

10/09 3:10:13 PM Ping (+1, 1m 15s) choose.illinois.edu/apply/ref Chrome Urbana, IL, United States

10/09 3:08:56 PM Ping (21s) choose.illinois.edu/apply/job Chrome Urbana, IL, United States

10/09 3:08:34 PM Ping (10s) choose.illinois.edu/apply/frm?73decee2-e236-4599-912e-e56b3c697f... Chrome Urbana, IL, United States

10/09 3:08:23 PM Ping (11s) choose.illinois.edu/apply/frm?c2cbd96d-d31f-461a-92fb-1f8dfb1ffe... Chrome Urbana, IL, United States

10/09 3:08:12 PM Ping (9s) choose.illinois.edu/apply/aca Chrome Urbana, IL, United States

10/09 3:08:03 PM Ping (3m 14s) choose.illinois.edu/apply/frm?7b945433-fcef-492f-8063-d42ab51d87... Chrome Urbana, IL, United States

10/09 3:04:48 PM Ping (+1, 1m 32s) choose.illinois.edu/apply/per Chrome Urbana, IL, United States

10/09 3:04:10 PM Ping (5s) choose.illinois.edu/apply/frm?9dc8e62e-4969-4891-98f6-76490cc87c... Chrome Urbana, IL, United States

10/09 3:02:24 PM Ping (1s) choose.illinois.edu/apply?id=23755456-09ae-42f1-ae8e-ac7a4e166a... Chrome Urbana, IL, United States

10/09 3:02:23 PM Sent Message The Illinois Difference

10/09 3:02:04 PM Login (+1) Chrome Urbana, IL, United States

New Interaction

Interaction

User Crist, Myranda

Code Email

Timestamp 10/09/2017 05:47:11 PM

Subject

Private Comments

Public Post to online status (includes subject and public comments)

Save Cancel

Timeline shows a log of all Interactions for an applicant:

- Login Info
- Emails Received
- Emails Opened
- Links Clicked in Emails

You can record New Interactions on the Timeline:

- Emails
- Phone Calls
- Walk Ins
- Recruitment Events
- Social Media Inquiries

TIP: Don't click on Post to Online Status!!

Slate Record Overview – The Application Tab

Testspark (Kibler), Testelizabeth Testmarla (Beth) Rule execution successfully queued as of 0m ago. [Preview pending actions](#) Applicant 135313935

Dashboard | Timeline | **2018 GC App** Awaiting Decision | GC Interest Page

2018 GC App
Awaiting Decision
Submitted October 9, 2017
Last updated October 9, 2017

Current Bin: Initial Review
Reader Status

Graduate College Admit
Reason: 58
Status: Released
GC Admit Status**

Application Status*

Tags: International, Test Record, Doctoral Program, On Campus Program

Recoded App Status:

UIN: **DOB:** 05/01/1980 **Term:** Fall 2018

Program: Education Policy, Organization and Leadership
Degree: Education Policy, Organization and Leadership-PHD
Specialization: Global Studies in Education

Citizenship Type: International **Citizenship Country:** France **IL Residency:** International
Veteran: **Hispanic/Latino:**

Race:

GC Admit Status: Complete **Transcript Status:** Pending Final Credentials

Incomplete Comments:
Pending Credentials Comments:

SEVIS Review Status: Complete
Incomplete Reasons:
Short Funding Amount:
Incomplete Comments:

Checklist

Date	Description	Record	User
09/11/2017	Recommendation (Rec One, UIUC)	Received	
09/11/2017	Recommendation (Rec Three, UIUC)	Received	
09/11/2017	Recommendation (Rec Two, UIUC)	Received	
10/03/2017	Transcript (American Univ of Paris)	Received Copy	
09/11/2017	Transcript (Illinois State Univ)	Received Copy	
08/29/2017	Transcript (Parkland Coll)	Received Copy	
09/25/2017	Transcript (Purdue U All Campuses)	Received Copy	
09/11/2017	Transcript (Richland Cmty Coll)	Received Copy	
X	Grad College Admission Offer Acceptance Form	Form	Awaiting

Materials

Date	Description	Record	User
09/27/2017	Dept LOJ Uploads	Folio	Penny
09/25/2017	Transcript (Copy) Purdue U All Campuses	Folio	Penny
09/11/2017	Personal Statement	This Application	
09/11/2017	Resume	This Application	
09/06/2017	Test Score Report (Unofficial Copy)	This Application	

Decisions

Effective	Decision	Released	Received	User
10/09/2017	Graduate College Admit 58 GC Admit Decision Letter effective 06/15/2017	10/09/2017		Beth

Activities

Date	Code	Subject	User
10/09/2017	Payment	Payment Due: 90.00 USD	Beth
10/03/2017	Received	Received Copy: American Univ of Paris	Beth
09/29/2017	Received	Received: Transcript (American Univ of Paris)	

*Application Status Options:

- Awaiting Submission
- Awaiting Payment
- Awaiting App Fee Waiver Approval
- Awaiting Decision
- Admit (When GC Admits)

**GC Admit Status Options:

- Confirmed
- Released
- Received

Checklists used only for:

- Recommendations
- Unofficial Transcripts for App Submission
- GC Admit Acceptance Form

Materials can be uploaded here!

GC Admit Letters can be viewed here!

Activities used only for:

- Application Fees
- Record Transcript Uploads
- Record Reference Uploads
- GC USE ONLY

Overview

- [Financial Aid](#)
- [Read Application](#)
- [Download PDF](#)
- [Edit Application Details](#)
- [Dept Int'l Eval Request Form](#)
- [Dept Referral](#)

Use this menu to:

- Download PDF
- Int'l Evals
- Referrals

DO NOT USE "EDIT APPLICATION DETAILS"!!

HOW TO REQUEST AN INT'L EVALUATION

- Log into Slate
- Find the Applicant
- Click on the GC App Tab
- On the right navigation, click "Dept Int'l Eval Request Form"
- Scroll to the bottom of the page and click "Edit"
- Department Contact Name – Enter your name
- Department Contact Email – Select your email OR a department email address if you've listed one
- Today's Date – Enter Today's Date
- Exchange Student – Mark Yes if an Exchange Student
- Department Comments – Enter any applicable comments
- Click Save, which will submit the evaluation request to the GC

HOW TO VIEW THE INT'L EVALUATION RESULTS

- Log into Slate
- Find the Applicant
- Click on the GC App Tab
- On the right navigation, click "Download PDF"
- Insert Part – Select Graduate College Application PDF (if not already listed)
- Click Download
- Page 2 will show you the detailed results of the evaluation completed by the GC

Completed International Evaluation Request Example

Department International Evaluation Request

Department Contact
Name

Myranda Crist

Department Contact Email

mjlyons@illinois.edu ▼

Today's Date

10/09/2017

Exchange Student

Yes
 No

Department Comments

GC Academic Eligibility Evaluation Assessment

Grad College Use Only:

GC Assigned Staff

▼

Academic Eligibility
Decision

Eligible
 Not Eligible
 Cannot Determine - Missing Documents
 Cannot Determine - Possible Duplicate Degree

Eval Completed Date

GC Source

▼

GC Evaluation Comments

Save

Cancel

HOW TO COMPLETE AN ADMISSIONS REFERRAL

- Log into Slate
- Find the Applicant
- Click on the GC App Tab
- On the right navigation, click “Dept Referral”
- Scroll to the bottom of the page and click “Edit”
- Department Contact Information
 - Primary Contact Name – Enter your name
 - Contact Email – Select your email OR use a department email address if you’ve listed one
- Recode Requests
 - Recode – Yes
 - Today’s Date – Today’s date
 - Recode Option –
 - Select Automatic Admit to recode the application and request an admission (also need to follow Department Admission Decision steps below)
 - Select Consideration to recode the application only
 - Recode Type –
 - Select Request and complete the appropriate fields
 - Recode to New Program
 - Recode to New Term
 - Recode to New Program and New Term
 - Recode to New Concentration
 - If only requesting a recode, scroll to the bottom and click Save to submit recode request to the GC
- Department Admission Decisions
 - Admit Decision –
 - Select Admit or Admit Limited Status to admit
 - If Denying, only need to select Deny, enter in Today’s Date and your Source, then scroll to the bottom and click Save
 - Today’s Date – Today’s date
 - Source – Select your email
 - Concentration – this field will show if appropriate for your program, fill out if applicable
 - Joint Program Admit – this field will show if appropriate for your program, fill out if applicable
 - Dept Deficiencies Admit – Mark Yes if you want us to admit limited status for department deficiencies
 - Exchange Student – Mark Yes if exchange
 - 3+2 Exchange – Mark Yes if 3+2
 - Length – If non-degree, list 1 semester or 2
 - Partner Institution – list for all exchanges
 - Department Funding –
 - This section will only show for international students requesting an I-20 or DS-2019
 - Assistantship – Mark yes if applicable
 - Complete Appt %, Annual Stipend, and Terms Included
 - Fellowship – Mark yes if applicable
 - Complete Annual Stipend, and Terms Included
 - Stand Alone Tuition Waiver – Mark yes if applicable
 - Complete Terms Included
 - Scholarship – Mark yes if applicable
 - Complete Annual Stipend, and Terms Included
- Referral Comments – enter in any applicable comments
- Click Save, which will submit the referral to the GC

If need to upload a LOJ (letter of justification), Exchange Agreement, or Change of Program Prior Department Approval – see the “HOW TO UPLOAD MATERIALS” instructions

Completed Referral Example

Department Contact Information

Primary Contact Name
Contact Email

The email listed above will receive all automated communications regarding this applicant.

Recode Requests

Recode? Yes
 No
Today's Date (mm/dd/yyyy)
Recode Option Recode for Automatic Admit
 Recode for Consideration

*Automatic Admit = we will recode the application and process an official admission.
Consideration = we will recode the application only and wait for a new referral before admitting.*

Recode Type
New Program
New Term

Grad College Use Only:

Recode Completed Date (mm/dd/yyyy):

Department Admission Decisions

Don't forget to upload any necessary Letters of Justification in the Materials section of this student's record!

Admit Decision Admit
 Admit Limited Status
 Deny
Today's Date (mm/dd/yyyy)
Source
Concentration
Dept Deficiencies Admit? Yes
 No
Exchange Student? Yes
 No

Department Funding - International Admits Only

Assistantship Yes
 No
Appointment %
Annual Stipend
Terms Included Fall
 Spring
 Summer
Fellowship Yes
 No
Annual Stipend
Terms Included Fall
 Spring
 Summer
Stand Alone Tuition Waiver Yes
 No
Scholarship Yes
 No

Referral Comments

Please provide any comments that you would like us to consider as we process the application.

HOW TO UPLOAD MATERIALS

- Log into Slate
- Find the Applicant
- Click on the GC App Tab
- In the middle of the page is a section called, “Materials”
- Click “New Material” – the blue hyperlink
- In the “Record” dropdown field, choose the appropriate material category
 - Applications
 - LOJs, citizenship documentation, statements, resumes, additional materials, etc.
 - References
 - Names of all references
 - Schools
 - Names of institutions all listed in Academic History of application
 - Tests
 - Any test scores reported in application
- In the “Material” dropdown field, choose the appropriate type
 - LOJs, citizenship documentation, statements, resumes, additional materials, etc. for Applications
 - Reference for References
 - Transcript (copy) for Schools
 - Note: There is no material type for Tests; the dropdown field will be blank
 - **DO NOT USE THESE MATERIAL TYPES:**
 - GC Use Only – Official Academic Credentials (under Schools)
 - PA Report (under Applications)
 - SEVIS Report (under Applications)
- Leave Memo blank
- Click “Choose File” to upload PDF from your computer
- Click the grey “Upload” button at the bottom of the page
- If you are uploading any material as you are referring the record, no extra emails to us are needed, as it’ll pull over with the referral
- If you are uploading any material after a file has been made incomplete, you will need to email us at grad@illinois.edu to let us know that you’ve taken action on the file

****We strongly encourage you to have your applicants upload their own additional materials (transcripts, test score reports, resumes, passports, proof of funding, writing samples, etc.) They can do this by logging back into their application account!***

HOW TO RUN A QUERY

- Click on the Queries Icon (2nd Icon from the left – see image below)
- On the right navigation, click “Include shared queries”
- Click a Query Folder
 - GC Term Queries – Search for submitted applicants by term
 - Slate ID Queries – Search for multiple applicants by Slate IDs
 - GC In-Progress Applicant Queries – Search for all in-progress applicants for your program
 - GC Dept Queries – Search using program specific (custom) queries
- Click a Query
- Click Run Query



HOW TO EXPORT QUERY RESULTS TO A SPREADSHEET

- After you have run your query, you are presented with your results with an Output field above these results
- Output – Defaults to Excel Spreadsheet
- Click Export to open your results in an Excel Spreadsheet

HOW TO EXPORT PDFS FOR QUERY RESULTS

- After you have run your query, you are presented with your results with an Output field above these results
- Output – Change to PDF Document Export
- Format – Choose either “Export as a single PDF” or “Export as individual PDFs within a ZIP archive”
- Insert Part – Select Graduate College Application PDF (if not already listed)
- Click Export to open a single PDF as a batch of PDFs for all applicants in your query results

HOW TO SET UP A PROGRAM SPECIFIC (CUSTOM) QUERY OR EXPORT

- Graduate College should create all queries and exports for you at this time
- When setting up any query, you will need to identify the population/group of applicants you want to search for. Here are some examples:
 - Submitted vs In-Progress
 - Masters vs Doctoral
 - Fall vs Spring
 - International vs Domestic
 - Any other program specific population requests
- You need to also identify what fields you wish to be able to export for your query results
- If you want multiple export templates, but use the same query, this can be done, just ask!
- If you want multiple queries, but with the same export template, this can also be done, just ask!