Workshop Agenda

1. Accessing and Navigating the System
2. Finding Applicants and Reviewing Materials
3. Uploading Materials and Requesting International Evaluations
4. Completing Admissions Referrals
Accessing and Navigating the System

Use your netID and password to login to Slate at: https://choose.Illinois.edu/manage
Accessing and Navigating the System

- Click on the icons at the top of the page to access the different Slate modules (click the SLATE logo to return to the home page)
Accessing and Navigating the System

- Records – Search for applicants
- Queries/Reports – Access and create queries and reports
- Reader – Review applications and complete review forms
- Deliver – Create emails and campaigns
- Forms – Create application and inquiry forms (administrators only)
- Events – Create registration forms and communications for events (campus visits, recruiting fairs, etc.)
- Scheduler – Create registration forms and communications for interviews and auditions
- Database – Administrators’ functions
Finding Applicants

- How to find records in Slate
  - Click on the Records Icon or use the Search Omni Box at the top of the screen
  - Enter the applicant’s name, email, Ref (Slate) ID, or date of birth
    - Name searches – search by first, last, or preferred. But! No wildcards, only searches the beginning of names
    - DOB searches – use mm/dd/yyyy format
    - Ref ID searches – search for only one at a time
    - Email searches – search by full or partial email address. But! No wildcards, only searches the beginning of email addresses.
  - Click on the applicant’s name to open the record and view the application
Finding Applicants

- After opening an applicant’s record you will see the Dashboard, which shows an overview of the applicant.
- Click on the “…GC App” tab to view the application.
- The application tab shows an overview of the app and provides links to view the app pdf and access the referral and int’l eval request form.

![Slate application screenshot](image-url)
Reviewing Materials

- In the “...GC App” tab click on the Download PDF link, then click Download in the box that appears to view the pdf
  - If Graduate College Application PDF is not already selected, choose this under Insert Part

- The pdf will include:
  - Dashboard page (overview of the app)
  - Credential eval results (if requested)
  - Application pages
  - Uploaded materials (transcripts, statements, passports, etc.)
Uploading Materials

- If an applicant has sent something to you instead of uploading themselves in the application
  - Click on the “…GC App” tab
  - Click New Material (middle of the page)
  - Choose the appropriate material type in the dropdown
    - DO NOT use “GC Use Only – Official Academic Credentials…”
  - Click Choose File to upload the document from your computer
  - Click Upload at the bottom of the box to add the material to the applicant’s record

- Applicants can log back into their applications at any time to upload additional materials! We strongly encourage you to instruct your applicants to do this!
Requesting and Viewing International Evaluations

- In the “… GC App” tab click on the Dept Int’l Eval Requests link
- Edit the form that appears at the bottom with the required information:
  - Dept contact name and email
  - Today’s date
  - Whether or not the student is an exchange student
  - Comments
- Click Save at the bottom of the form to submit

- You will be notified by email when the eval is complete. View the results by downloading application pdf
### Int’l Eval Request Section

<table>
<thead>
<tr>
<th>Department International Evaluation Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Contact Name</td>
</tr>
<tr>
<td>Department Contact Email</td>
</tr>
<tr>
<td>Today’s Date</td>
</tr>
<tr>
<td>Exchange Student</td>
</tr>
<tr>
<td>Department Comments</td>
</tr>
</tbody>
</table>

### GC Academic Eligibility Evaluation Assessment

- **Grad College Use Only:**
  - GC assigned Staff
  - Academic Eligibility Decision
  - Eval Completed Date
  - GC Source
  - GC Evaluation Comments

### Incomplete Reasons:

- Short Funding Amount:
- Incomplete Comments:
Completing Admissions Referrals

- In the “... GC App” tab click on the Dept Referral link
- Edit the form that appears at the bottom with the required information:
  - Dept contact name and email
  - If Recode mark “Yes” and complete the section that appears
  - Department Admission Decision
  - Today’s date
  - Source (your email)
  - Comments
- Click Save at the bottom of the page to submit the form
Completing Admissions Referrals

- Some sections of the referral only show if relevant to your program/applicant:
  - Exchange student - Mark Yes or No
    - Indicate 3 + 2 exchange, length of exchange, partner institution
  - Department funding – shows only for international applicants requesting visa eligibility documents (I-20/DS-2019)
    - Assistantship – complete apt %, stipend, terms
    - Fellowship – complete stipend, terms
    - Stand-Alone Tuition Waiver – complete terms
    - Scholarship – complete stipend, terms
- Upload any LOJs (if needed) under Materials (click Overview in the menu on the right to return to this section)