Slate 101

A How-To Guide for:

• Accessing and Navigating the System
• Uploading and Reviewing Materials
• Requesting Evals and Submitting Referrals
Menu

• Accessing and Navigating the System
• Finding Records
• Uploading Materials
• Reviewing Materials
• Requesting International Evaluations
• Completing and Submitting Referrals
Accessing and Navigating the System

- Use your netID and password to login to Slate at: https://choose.illinois.edu/manage (FERPA training required)
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 homepage)
Module Descriptions

• **Records** – Search for records (prospects, applicants, students)
• **Queries/Reports** – Access and create queries and reports
• **Reader** – Review applications and complete review forms
• **Deliver** – Create emails and send decision letters
• **Inbox** – Email service through Slate for prospects (request from CITL)
• **Forms** – Create application and inquiry forms (restricted access)
• **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 and Knowledge Base access
Finding Records

• Click on the Records icon or use the Search Box at the top of the screen

• Enter the person’s name, email, ref (Slate) ID, UIN, or date of birth

Name searches – search by first, last, or preferred (no wildcard searches)
DOB searches – mm/dd/yyyy
Slate ID (Ref) and UIN searches
Email searches – search by full or partial email address (no wildcard searches)
Can even search by phone number! (if the number exists in Slate)
Slate Records

- After opening an applicant’s record, you will see the **Dashboard Tab**, which is an overview of the applicant.
  - Contact information
  - General bio/demo data
  - Tags
  - Most recently submitted application
  - Current application bin
  - Official test scores
Record status and ref (Slate) ID

Most recently submitted application and current bin

Contact information

Tags

Any official test scores appear below Tags
Slate Records

• The next tab in a person’s record is the **Timeline Tab**
  • History of communications with the person
  • History of person’s logins
  • Other interactions recorded to a person’s record
Click on individual emails to view content and/or resend the message

See recent logins

View individual interactions by clicking on the Interactions link above
Slate Records

• The next tab in a person’s record is the **Application Tab**
  • One tab for each application
  • Program information
  • Uploaded materials
  • Graduate College decision letter
  • PDF download
  • Access admissions referral and international evaluation request

• Petitions/registration forms for enrolled students will appear before any previously submitted applications
Application status, bin, and GC decision information

Application details

Tags: Test Record, Masters Program, Online Program, Self-Supporting Program

Recoded App Status:

Term: Fall 2023

DOB: 11/12/1975

Deferral Term:

Applicant Email: mortbort@yahoo.com

Current Bin: Admit open Reader

Program: Digital Agriculture

Banner Program Code: 1PKS6120MENU

Specialization:

Scroll below details to see uploaded materials and GC decision letter (if any)
Slate Records

• Records for **Enrolled Students** contain additional data
  • Graduate Student Dashboard with a snapshot of current program information
  • Petitions
  • Registration Forms
  • Prelim and Final Exam Requests
  • Student tab
Current program snapshot

This button will take you directly to the Student tab above
Graduate Student Petition
Awaiting Submission
In Progress
Last updated September 14, 2022

Student Information:
Current Degree Program: Digital Agriculture (Online)-MENG
EGD: 8/10/2024        Status: Active        Catalog Term: Fall 2022
UIN: 456456456

Petition Information:
Petition Type(s): Transfer Credit
Request: I want to transfer credits from courses I took at University of Washington
Student on Degree List: No
10/14/23 LRC Decided

Graduate College Forms
Reason: Approved and Processed
Status: Confirmed

Late Registration Request Form Information:

UIN: 456456456
Program: Digital Agriculture (Online)-MENG

Dept Decision: Approve
Date: 09/25/2023
Comments:

GC Decision: Approved and Processed
Date: 09/27/2023
Comments:
Current program information, academic standing, enrollment status, EGD, and holds
Uploading Materials

• You may upload materials into applications and petitions/registration forms, if needed
  
  • Click on the application, petition, or registration form tab
  • Click the blue New Material link under the Materials section
  • Choose the appropriate option from the Record menu (application/petition/registration form, reference, or school)
  • Choose the appropriate material type from the Material menu
Uploading Materials

• Click Choose File to upload the document from your computer
• Click Upload at the bottom of the window to add the material to the applicant’s record
• Click Display to preview the uploaded material (optional)
• Click Save in the new window

Applicants can log back into their applications/status portals at any time to upload additional application materials! We strongly encourage you to instruct your applicants to do this!
Uploading New Materials

- Material: 2023 Graduate College Application (for 2023 terms)
- Material: Academic Statement of Purpose

Upload Document button is highlighted.
Uploading New Materials
Uploading Materials – Rec Letters

• If a recommender is unable to upload their letter, you may do this on their behalf
  • Request that the recommender send the letter to you
  • Click the New Material link
  • Choose the Recommender’s name under the Record menu
  • Select Reference under the Material menu
  • Click Choose File to select the file from your computer
  • Click Upload, then click Save in the new window

• The applicant will see the recommendation marked as “Received” in their status portal
Uploading Recommendation Letters
From the application tab click the “Download PDF” link, then click Download in the box that appears to view the pdf

**NOTE:** If Graduate College Application PDF is not already selected, choose this under Insert Part

GC App PDF includes:
- Dashboard page
- Int’l eval (if requested)
- All app pages
- Uploaded materials and rec letters
Reviewing Materials

• Other materials are available for download in addition to the GC App PDF:
  • Resumes only
  • Statements only
  • Transcripts
  • International eval results
  • GC App PDF with no test score information
  • Petition PDF
  • Registration Forms (CNC, GC 599, IAR, LRC)
  • PER and FER PDFs
Reviewing Application Materials in Reader

- Application materials may be reviewed in Reader instead of a PDF
  - Open the application in Reader
  - Use the arrow keys on your keyboard to navigate through the materials
  - Click on material links to be taken directly to the specific material
• Click the book icon at the top of page to access Reader
Use the menu on the left to navigate to your bins (Browse)
Bins are a visual representation of the stages of the application process.

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

#### Sort applications by bin headers

<table>
<thead>
<tr>
<th>Name</th>
<th>Bin</th>
<th>Bin Date</th>
<th>Citizenship Status</th>
<th>Degree</th>
<th>Term</th>
<th>Specialization</th>
<th>Student Acceptance</th>
</tr>
</thead>
<tbody>
<tr>
<td>TestBrecht, TestErik</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TestMullins</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You have this file in your queue.

#### Open applications by clicking on the “Display Copy” icon
Use the arrow keys on your keyboard to navigate through the materials.

Click on a link in the menu to be taken directly to that material.
Requesting and Viewing International Evaluations

- In the application tab click on the Dept Int’l Eval Requests link
- Edit the form that appears at the bottom of the tab 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 the application pdf or GC Evaluation pdf
### Illinois Email:

<table>
<thead>
<tr>
<th>Tags: GDPR, International, Test Record, Non-Degree Program, Online Program, Self-Supporting Program</th>
<th>Recoded App Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>UIN:</td>
<td>Term:</td>
</tr>
<tr>
<td>DOB: 11/12/1975</td>
<td>Deferral Term:</td>
</tr>
<tr>
<td>Applicant Email: <a href="mailto:elaina.mullins@gmail.com">elaina.mullins@gmail.com</a></td>
<td>Acceptance:</td>
</tr>
<tr>
<td>Program: Digital Agriculture</td>
<td>Current Bin: Initial Review</td>
</tr>
<tr>
<td>Degree: Digital Agriculture Non-Degree (Online): NDEG</td>
<td>open Reader</td>
</tr>
<tr>
<td>Banner Program Code: 1PKS612ONDEU</td>
<td></td>
</tr>
<tr>
<td>Specialization:</td>
<td></td>
</tr>
<tr>
<td>Citizenship Type: US Citizen</td>
<td>Citizenship Country: United Kingdom</td>
</tr>
<tr>
<td>Veteran: Hispanic/Latino:</td>
<td>IL Residency:</td>
</tr>
<tr>
<td>Race: Gender: M</td>
<td></td>
</tr>
<tr>
<td>GC Admit Status:</td>
<td>Eval Completed:</td>
</tr>
<tr>
<td>Incomplete Comments:</td>
<td>Transcript Status: FCR</td>
</tr>
<tr>
<td>Pending Credentials Comments:</td>
<td>Hold Date:</td>
</tr>
<tr>
<td>SEVIS Status:</td>
<td>SEVIS Review Date:</td>
</tr>
<tr>
<td>I-20 Type:</td>
<td>I-20 Issued Date:</td>
</tr>
<tr>
<td>SEVIS Number:</td>
<td>I-20 Ship Date:</td>
</tr>
<tr>
<td>SEVIS Status:</td>
<td>Category:</td>
</tr>
<tr>
<td>I-20 Type:</td>
<td>Transfer I-20 Issued Date:</td>
</tr>
<tr>
<td>I-20 Number:</td>
<td>UPS Tracking ID:</td>
</tr>
</tbody>
</table>

**Incomplete Reasons:**
- Short Funding Amount
- Incomplete Comments:

---

**Department International Evaluation Request**

**Department Contact**
- Name
- Department Contact Email
- Today’s Date
- Exchange Student
- Department Comments

---

**Click the Edit button at the bottom of the form or the edit icon at the top of the form to open it**
Int’l Eval Request

Complete the top portion of the form

Click the Submit button to submit the form and request the evaluation
Completing Admissions Referrals

• In the application tab click on the Dept Referral link
• Edit the form that appears at the bottom of the tab with the required information:
  • Dept contact name and contact email (can be a general dept email)
  • If Recode, mark “Yes” and complete the section that appears
  • Department Admission Decision
  • Today’s date
  • Source (must be your email, **not** a general dept email)
  • Comments, if any
  • Indicate whether applicant has declined dept offer, if applicable
Completing Admissions Referrals

• Some sections of the referral only show if relevant to your program/applicant (such as department funding for international applicants)

• Click Submit at the bottom of the page to submit the referral

• Upload any LOJs (if needed) under Materials (click the linked “Materials section” text to return to that section of the app)
Referral

Click the Edit button at the bottom of the form or the edit icon at the top of the form to open it.
Enter a name and a contact email (can be a general dept email)

Recodes may be submitted on their own OR while completing the Department Admission Decisions section

Click the Submit button to submit the recode request
Referral

Admit Decision

Enter a name and a contact email (can be a general business email)

Click the Submit button to submit the referral

Don’t forget to upload any necessary Letters of Justification in the Materials section of this app tab.

Click the linked text to return to the overview of the app and upload LOJs
Referral

Department Funding Section

Department funding section shows ONLY for international applicants requesting an I-20 or DS-2019