Workshop Agenda

1. Accessing and Navigating the System
2. Finding Applicants and Reviewing Materials
3. Reviewing Applications in Reader
4. Uploading Materials and Requesting International Evals
5. 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 homepage)
• Records – Search for applicants/prospects
• 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 (CITL sets this up)
• 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 Applicants

• Find records in Slate
  • Click on the Records icon or use the Search Box at the top of the screen

• Enter the applicant’s name, email, ref (Slate) ID, UIN, 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 and UIN 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
  • Can even search by phone number! (if the number exists in Slate)
Finding Applicants

• After opening an applicant’s record, you will see the Dashboard tab, which is an overview of the applicant.

• Click on the 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.
### Dashboard Tab

**TestBazor, TestEric**

<table>
<thead>
<tr>
<th>Dashboard</th>
<th>Timeline</th>
<th>Fall 2021 Health... Awaiting Materials</th>
</tr>
</thead>
</table>

**Prospect Forms**

02/10/2020 - iMBA In-Progress Applicants: Post-Submission Deadline

**Biographic**

Male  
Born 11/12/1975, age 44  
Citizen of United States  
White

**Fall 2021 Health Tech MS**

Awaiting Materials  
Submitted 10/08/2020; Started 09/22/2020

### Application Tab

**TestBazor, TestEric**

<table>
<thead>
<tr>
<th>Dashboard</th>
<th>Timeline</th>
<th>Fall 2021 Health... Awaiting Materials</th>
</tr>
</thead>
</table>

**Fall 2021 Health Tech MS**

Awaiting Materials  
Submitted October 8, 2020  
Last updated November 5, 2020

**Tags:** Domestic, Test Record, Masters Program, On Campus Program, Self-Supporting Program

<table>
<thead>
<tr>
<th>UIN:</th>
<th>DOB: 11/12/1975</th>
<th>Term: Fall 2021</th>
</tr>
</thead>
</table>

**Program:** Health Technology
In the app tab click on 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 (starting early spring 2022)
Uploading Materials

• If an applicant has sent something to you instead of uploading it themselves in the application:
  • Click on the app tab
  • Click the New Material link (middle of the page)
  • Choose the appropriate record (application, reference, or school) and material type

NOTE: DO NOT use any material types labeled “GC Use Only...”
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 Save in the new window that appears

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!
Uploading Materials – Rec Letters

• If an applicant’s recommender is unable to upload his/her letter, you may do this on recommender’s behalf
  • Request that the recommender send the letter to you
  • Click the New Material link OR click the arrow next to the Recommender’s name and select Scan
  • Choose the Recommender’s name under the Record dropdown menu
  • Select Reference under the Material dropdown menu (this is the only option)
  • Click Choose File to select the file from your computer
  • Click Upload to save it to the Recommender, then click Save in the new window
• The applicant will see the recommendation marked as “Received” in their status portal
## Uploading Recommendation Letters

<table>
<thead>
<tr>
<th>Checklist</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Insert Requirement</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/19/2019 Recommendation (E Mullins, UIUC)</td>
<td>Received</td>
<td></td>
</tr>
<tr>
<td>X 09/19/2019 Recommendation (Elaine Mullins, UIUC)</td>
<td>Amending</td>
<td></td>
</tr>
<tr>
<td>X 06/10/2019 Transcript (Oklahoma State University)</td>
<td>Received Copy</td>
<td></td>
</tr>
</tbody>
</table>

### Materials

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Record</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/19/2019</td>
<td>Reference E Mullins</td>
<td>The Application</td>
<td>Rebekka</td>
</tr>
<tr>
<td>06/10/2019</td>
<td>Transcript (Copy) Oklahoma State University</td>
<td>Rejected</td>
<td></td>
</tr>
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</table>

### Decisions

<table>
<thead>
<tr>
<th>Date</th>
<th>Effective</th>
<th>Decision</th>
<th>Released</th>
<th>Received</th>
<th>User</th>
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</thead>
</table>

### Activities

<table>
<thead>
<tr>
<th>Date</th>
<th>Code</th>
<th>Subject</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/10/2019</td>
<td>Received</td>
<td>Received Copy; Transcript (Oklahoma State University)</td>
<td></td>
</tr>
</tbody>
</table>

### Compute Document

- **Record**: 2020 GC App - Eliza Mullins
- **Material**: Reference
- Source: PDF/Document
- **Upload Document**: Choose File
Requesting and Viewing International Evaluations

• In the 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 or the GC Evaluation pdf
Int’l Eval Request Section

Incomplete Reasons:
Short Funding Amount:
Incomplete Comments:

Department International Evaluation Request
Department Contact Name
Department Contact Email
Today’s Date
Exchange Student
Department Comments

Department Academic Eligibility Evaluation Assessment
Grad College Use Only:
GC Academic Eligibility Decision
 Eval Completed Date
GC Source
GC Evaluation Comments

GC Academic Eligibility Evaluation Assessment
Grad College Use Only:
GC Academic Staff
Academic Eligibility Decision
 Eval Completed Date
GC Source
GC Evaluation Comments
Reviewing Applications in Reader

• Access Reader either through Slate or directly at https://www.choose.Illinois.edu/manage/reader

• 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 in Reader

• 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, and then move automatically through the bins as we review/process the application
• Bins in the Graduate College Review column are the final stop for applications in Reader
Reviewing Applications in Reader

Welcome, Elaina.

@jasonamoy
@Technolutions
@Technolutions brought in the nice to make some Slate Classroom lesson videos. Awesome feature, my staff love it.

Posted on Oct 22, 2018

@date
@Technolutions
It's a #FarewellFriday for some of our Portland staff who were on exchange to the East Coast. We loved having Brian, Christina, Colby, and Katie visit the New Haven office this week! Safe travels back to Oregon! 😊

Posted on Oct 19, 2018

@scootsdada
@Technolutions and just like that, Slate is up and running at Etown! Beyond excited to see how Slate is gonna launch @EtownCollege into a bright, bright future.

Posted on Oct 19, 2018

@Tara12211
One more shoutout to @jacobmttssons, and now a HUGE thank you to Cody & Sara with the Automation Team for walking me through my rules and helping calm my anxieties before our fee goes live! You all are

Posted on Oct 19, 2018

@abbythebluehen
Needed some zen in my life today so I blocked out two hours to work exclusively on reports #fave #slategreat @Technolutions

Posted on Oct 18, 2018

@dubyadette
Nearly four months ago we began our @Technolutions #Slate implementation journey. Today we are fully operational - apps and all. ~100000 kudos to our entire team Slate team. Though there’s tons to

Posted on Oct 17, 2018

Technolutions Slate (University of Illinois at Urbana-Champaign)

hra4 / area / uio
Reviewing Applications in Reader

Homepage View

Browse View (bins)
## Reviewing Applications in Reader

### Bin View

<table>
<thead>
<tr>
<th>Name</th>
<th>Bin</th>
<th>Bin Date</th>
<th>Citizenship</th>
<th>Degree</th>
<th>Term</th>
<th>Specialization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Test, Music</td>
<td>Awaiting Submission</td>
<td>10/18/2018</td>
<td>US Citizen</td>
<td>Music Education-PH.D</td>
<td>Fall 2019</td>
<td></td>
</tr>
<tr>
<td>Again, Test</td>
<td>Awaiting Submission</td>
<td>10/06/2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Albin test, Erika Test</td>
<td>Awaiting Submission</td>
<td>08/28/2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>App (Mosley), Jess test</td>
<td>Awaiting Submission</td>
<td>10/27/2017</td>
<td>Foreign National</td>
<td>Speech and Hearing Science-MA</td>
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<td></td>
</tr>
<tr>
<td>App (Mosley), Jess test</td>
<td>Awaiting Submission</td>
<td>09/13/2018</td>
<td>Foreign National</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>App (Mosley), Jess test</td>
<td>Awaiting Submission</td>
<td>12/21/2017</td>
<td>Foreign National</td>
<td>Education Policy, Organization and L..</td>
<td>Learning Design and Lead..</td>
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</tr>
<tr>
<td>App (Mosley), Jess test</td>
<td>Awaiting Submission</td>
<td>03/07/2018</td>
<td>Foreign National</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>App (Mosley), Jess test</td>
<td>Awaiting Submission</td>
<td>08/25/2018</td>
<td>Foreign National</td>
<td>Agricultural Education-MS</td>
<td>Spring 2010</td>
<td>Teacher Certification</td>
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<tr>
<td>Applicant, Test</td>
<td>Awaiting Submission</td>
<td>01/14/2018</td>
<td>Foreign National</td>
<td>Accountancy-MAS</td>
<td>Fall 2016</td>
<td>Audit</td>
</tr>
<tr>
<td>Application, Test</td>
<td>Awaiting Submission</td>
<td>10/31/2018</td>
<td>US Citizen</td>
<td>Accountancy-MAS</td>
<td>Fall 2019</td>
<td>Audit</td>
</tr>
<tr>
<td>Application, Test</td>
<td>Awaiting Submission</td>
<td>08/07/2017</td>
<td>US Citizen</td>
<td>Accountancy-PH.D</td>
<td>Fall 2019</td>
<td>Audit</td>
</tr>
<tr>
<td>Bailey (Bailey), Brian</td>
<td>Awaiting Submission</td>
<td>10/14/2017</td>
<td>US Citizen</td>
<td>Computer Science-PH.D</td>
<td>Fall 2016</td>
<td>Audit</td>
</tr>
</tbody>
</table>
Completing Admissions Referrals

• In the app tab click on the Dept Referral link
• Edit the form that appears at the bottom with the required information:
  • Dept contact name and contact email (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:
  • Exchange student – shows only for exchanges
  • Department funding – shows only for international applicants requesting visa eligibility documents (I-20/DS-2019)

• Click Save at the bottom of the page to submit the form

• Upload any LOJs (if needed) under Materials (click Overview at the top of the menu on the right to return to this section)
Department Funding Section (international admits only)

```plaintext
<table>
<thead>
<tr>
<th>Recode Requests</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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
  - Deny, Incomplete Application
  - Deny, Rec'd to New Program for Consideration
  - Withdraw
  - Withdraw, Rec'd to New Term for Consideration

- **Today's Date**
  - (mm/dd/yyyy)

- **Source**
  - [Select]

- **Dept Deficiencies Admit?**
  - Yes
  - No

- **Exchange Student?**
  - Yes
  - No

**Department Funding - International Admits Only**

- **Assistantship**
  - Yes
  - No

- **Appointment %**
  - [Enter]

- **Annual Stipend**
  - [Enter]

- **Terms Included**
  - Fall
  - Spring
  - Summer

- **Fellowship**
  - Yes
  - No

- **Annual Stipend**
  - [Enter]

- **Terms Included**
  - Fall
  - Spring
  - Summer

- **Stand Alone Tuition Waiver**
  - Yes
  - No

- **Terms Included**
  - Fall
  - Spring
  - Summer

- **Scholarship**
  - Yes
  - No

- **Annual Scholarship Amount**
  - [Enter]

- **Terms Included**
  - Fall
  - Spring
  - Summer
```

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**Graduate College**