Slate 101

A How-To Guide for:

• Accessing and Navigating the System
• Finding and Reviewing Applicants
• Uploading and Reviewing Materials
Menu

• Accessing and Navigating the System
• Finding Records
• Uploading Materials
• Reviewing Materials
• Reviewing Applications in Reader
• 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
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 (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 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. 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)
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

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
Click on individual emails to view content and/or resend the message

2022 September
09/12 1:13:51 PM  Login
09/12 1:13:02 PM  Sent Message  Illinois Graduate Application - Password Reset
09/10 10:35:24 AM  Message Bounced  Need help selecting the right grad certificate for you?

2022 August
08/31 9:25:10 AM  Sent Message  Thank you for applying to Illinois
08/23 1:59:42 PM  Sent Message  Thank you for applying to Illinois
08/23 1:56:49 PM  Sent Message  Thank you for starting your application
08/23 12:53:06 PM  Sent Message  Thank you for applying to Illinois
08/19 2:22:55 AM  Message Bounced  Harness your power, start your UIUC journey
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 for enrolled students will appear before any previously submitted applications
Application status, bin, and GC decision information

Fall 2023 Digital Ag Online MENG
Awaiting Submission
Current Bin: Admit
In Progress
Last updated September 13, 2022

Application details

Illinois Email: 

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

Recoded App Status:

Term: Fall 2023

Deferral Term:

Acceptance:

Current Bin: Admit

PDF download, referral, and int’l eval request

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
  - Prelim and Final Exam Requests
  - Student tab
Current program snapshot

UIN: 45646456
Illinois Email: testerictb@illinois.edu
Total Grad Hours: 50
Grad Cumulative GPA: 3.96
Ac Standing: 13 Good Standing

Current Term Status: Not Enrolled
Previous Term Registration: No
EGD: 8/10/2024
EGD Status: Active

Program Information

Program: Digital Agriculture (Online)-MENG
Concentration(s):

Catalog Term: Fall 2022

Additional Student Data Available:

Enrolled Student Data

This button will take you directly to the Student tab above
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
Current program information and standing, enrollment status, EGD, and holds

Current Curriculum

Catalog Term: Fall 2022
Program: Digital Agriculture (Online)-MENG

Student Status

Registration Status
Current Term: Fall 2022
Current Term Status: Not Enrolled
Previous Term: Summer 2022
Previous Term Registered: No
Student Holds: 9D - Bursar Refund Hold
IM - Immunization
TR - Transcript not received

Time to Degree
EGD: 8/10/2024
EGD Status: Active
Current Doctoral Stage:

Academic Standing
Academic Standing: 13 Good Standing
Cumulative Grad GPA: 3.96
Total Grad Hours: 50
Uploading Materials

• If an applicant has trouble uploading materials into their application, you can do this on their behalf

  • Click on the application tab
  • Click the blue New Material link under the Materials section
  • Choose the appropriate option from the Record menu (application, 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 materials! We strongly encourage you to instruct your applicants to do this!
Uploading New Materials

### Record
- **Material:** 2023 Graduate College Application (for 2023 terms)

### Source
- **Material:** Academic Statement of Purpose

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### Checklist
- **Insert Requirement:**
  - 07/01/2021
  - 07/01/2021
  - 07/01/2021
  - 08/01/2021
  - 08/01/2021
  - 08/01/2021
  - 08/01/2021
  - 07/01/2021
  - 07/01/2021
  - 08/05/2022

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### Decision
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<tr>
<th>Date</th>
<th>Decision</th>
<th>Released</th>
<th>Received</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/11/2021</td>
<td>T</td>
<td>T</td>
<td>T</td>
<td></td>
</tr>
<tr>
<td>07/03/2021</td>
<td>T</td>
<td>T</td>
<td>T</td>
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</tr>
<tr>
<td>07/01/2021</td>
<td>T</td>
<td>T</td>
<td>T</td>
<td></td>
</tr>
<tr>
<td>05/04/2020</td>
<td>T</td>
<td>T</td>
<td>T</td>
<td></td>
</tr>
</tbody>
</table>
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

Record: 2023 Graduate College Application (for 2023 terms) - Elaina Mullins
Material: Reference
Source: PDF / Document
Upload Document: Choose File
No file chosen

Materials

Date
10/11/2021
07/01/2021
07/01/2021
07/01/2021
05/04/2020
01/28/2020

New Material

Upload

Decisions
Effective: Decision
Released: Received: User
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
  • PER and FER PDFs
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

• 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
• A bell icon indicates that an application or petition is currently in your queue
Admissions Reader

Petitions Reader
Use the menu on the left to navigate to your bins (Browse), your Queue, or your recently viewed applications.
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.
Bin View

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

Open applications by clicking on the “Display Copy” icon.
Click the name/ID bar to see additional information and actions.

Click the "Add to Queue" button to access the review form.
Click “Remove from Queue” to remove application without submitting a review form.

Move application to new bin and assign next reviewer when submitting the review form.
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
# 2023 Graduate College Application (for 2023 terms)

**Int’l Eval Request**

- **Admitted Decision**: Submitted August 10, 2023
- **Last updated**: September 14, 2022

## Illinois Email

- **Tags**: GDPR, International, Test Record, Non-Degree Program, Online Program, Self-Supporting Program
- **UIN**:
- **DOB**: 11/12/1975
- **Applicant Email**: elaina.mullins@gmail.com
- **Program**: Digital Agriculture
- **Degree**: Digital Agriculture Non-Degree (Online)-NDEG
- **Banner Program Code**: IPKS6120NDEU
- **Specialization**:
- **Citizenship Type**: US Citizen
- **Citizenship Country**: United Kingdom
- **Hispanic/Latino**:
- **Gender**: M
- **Race**:
- **GC Admit Status**:
- **Eval Completed**:
- **Transcript Status**: FCR
- **Incomplete Comments**: Pending Credentials Comments
- **SEVIS Status**: I-20 Type: SEVIS Review Date: Category: Transfer I-20 Issued Date:
- **SEVIS Number**: I-20 Issued Date: UPS Tracking ID:
- **Incomplete Reasons**: Short Funding Amount: Incomplete Comments:

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**Department International Evaluation Request**

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

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**Click the Edit button at the bottom of the form or the edit icon at the top of the form to open it**
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 Save at the bottom of the page to submit the form

• 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 form
Referral

Admit Decision

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

Click the Submit button to submit the form

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

<table>
<thead>
<tr>
<th>Department Contact Information</th>
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</thead>
<tbody>
<tr>
<td>Primary Contact Name</td>
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<tr>
<td>Contact Email</td>
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</tbody>
</table>
| The email listed above will receive all automated communications regarding this applicant.

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

<table>
<thead>
<tr>
<th>Department Admission Decisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admit Decision</td>
</tr>
<tr>
<td>Admit Limited Status</td>
</tr>
<tr>
<td>Deny</td>
</tr>
<tr>
<td>Deny, Incomplete Application</td>
</tr>
<tr>
<td>Deny, Receded to New Program for Consideration</td>
</tr>
<tr>
<td>Withdraw</td>
</tr>
<tr>
<td>Withdraw, Receded to New Term for Consideration</td>
</tr>
<tr>
<td>Today's Date</td>
</tr>
<tr>
<td>Source</td>
</tr>
<tr>
<td>Dept Deficiencies Admit?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
<tr>
<td>Exchange Student?</td>
</tr>
<tr>
<td>Yes</td>
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<tr>
<td>No</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Referral Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please provide any comments that you would like us to consider as we process the application.</td>
</tr>
<tr>
<td>Has this applicant already declined the departmental admission offer?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
</tbody>
</table>

Click the Submit button to submit the form

Materials section of this app tab.

Don't forget to upload any necessary Letters of Justification in the Materials section of this app tab.
Department funding section shows ONLY for international applicants requesting an I-20 or DS-2019.