Slate 101

Admissions, Registration, & Enrollment Services
2020-2021
Workshop Agenda

Accessing and Navigating the System

Finding Applicants and Reviewing Materials

Reviewing Applications in Reader

Uploading Materials and Requesting International Evaluations

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)
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
- Inbox – Email service through Slate for prospects (CITL sets this up)
- 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 and Knowledge Base access
Finding Applicants

- 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, UIN, 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 it will return the record

- 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 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.
Reviewing Materials

- In the 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 it themselves in the application
  - Click on the app tab
  - Click New Material (middle of the page)
  - Choose the appropriate record and material type
    - 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
  - 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, cont.
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
Reviewing Applications in Reader

- Access Reader either through Slate or directly at [https://www.choose.Illinois.edu/manage/reader](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 and process the application
- Bins in the Graduate College Review column are the final stop for applications in Reader
Reviewing Applications in Reader
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-PhD</td>
<td>Fall 2019</td>
<td></td>
</tr>
<tr>
<td>Again, Test</td>
<td>Awaiting Submission</td>
<td>10/16/2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alix Test, Erika Test</td>
<td>Awaiting Submission</td>
<td>08/28/2017</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>App (Mosley), Jesstest</td>
<td>Awaiting Submission</td>
<td>10/27/2017</td>
<td>Foreign National</td>
<td>Speech and Hearing Science-MA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>App (Mosley), Jesstest</td>
<td>Awaiting Submission</td>
<td>09/13/2017</td>
<td>Foreign National</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>App (Mosley), Jesstest</td>
<td>Awaiting Submission</td>
<td>12/21/2017</td>
<td>Foreign National</td>
<td>Education Policy, Organization and Leadership</td>
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<td></td>
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<tr>
<td>App (Mosley), Jesstest</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), Jesstest</td>
<td>Awaiting Submission</td>
<td>09/25/2018</td>
<td>Foreign National</td>
<td>Agricultural Education-MAS</td>
<td>Spring 2019</td>
<td>Teacher Certification</td>
</tr>
<tr>
<td>Applicant, Test</td>
<td>Awaiting Submission</td>
<td>01/14/2018</td>
<td>US Citizen</td>
<td>Accountancy-MAG</td>
<td>Fall 2018</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-MAG</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-PhD</td>
<td>Fall 2019</td>
<td></td>
</tr>
<tr>
<td>Bailey (Bailey), Brian</td>
<td>Awaiting Submission</td>
<td>10/14/2017</td>
<td>US Citizen</td>
<td>Computer Science-PhD</td>
<td>Fall 2018</td>
<td></td>
</tr>
</tbody>
</table>

Search...

In Progress Applicants - Awaiting Submission

Filter:

NOT (OR) (Join)
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 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
- 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 at the top of the menu on the right to return to this section)
Recode Section

Dept Admission Decision Section
Department Funding Section (international admits only)

- Department Admission Decisions
  - Admit Decision: choices include Admit, Admit Limited Status, Deny, Withdraw, Withdraw Reconsidered
  - Today's Date (mm/dd/yy)
  - Source
  - Concentration
  - Dept. Deficiencies Admit: Yes/No
  - Exchange Student: Yes/No

- Department Funding - International Admits Only
  - Assistantship: Yes/No
  - Appointment %
  - Annual Stipend
  - Terms Included: options include Fall, Spring, Summer
  - Fellowship: Yes/No
  - Annual Stipend
  - Terms Included: options include Fall, Spring, Summer
  - Stand Alone Tuition Waiver: Yes/No
  - Terms Included: options include Fall, Spring, Summer
  - Scholarship: Yes/No
  - Annual Scholarship Amount
  - Terms Included: options include Fall, Spring, Summer

- Referral Comments

[Image of the form with fillable fields]