Viewing Applications and Making Evaluations: College of Business

Contents

Viewing Applications and Making Evaluations

If you experience difficulty accessing Slate or need to request Slate permissions, please contact your department chair. For general Slate questions contact **slatehelp@govst.edu**.

## Searching for Applications to Review for a Decision

Slate Reader Overview

Slate Reader is used by admissions and program faculty for reviewing and evaluating applications, making admission decisions, and tracking application progress. Within the Reader tab, applications are sorted into bins. Each bin is representative of a different status within the application process and contains only applications with that status.

1. To access Slate reader, locate and click on the "Reader" icon within the task bar.

2. Several tabs will appear on the left side of your screen which can be used to further navigate within the Reader tool. Click on the "Browse" tab to see the processing bins for your college.
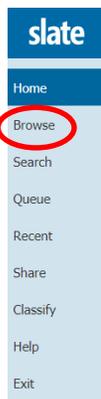

3. Once in the Browse tab (pictured below), click on the **"Program Review"** bin in the second column under "First Read" to review applications within your Slate Permissions.

Note: Between Pre-Review and First Read, all applications must be reviewed by admissions, therefore, evaluations may only be completed for applications under "Program Review" with all of their checklist items completed. Applications in the Awaiting Materials, Awaiting Payment, and Awaiting Submission bins are incomplete.

Some applications, however, may appear in the Program Review bin with incomplete checklist items for reasons related to the applicant's international status. This may indicate that items have not been submitted, or have been submitted incorrectly (ex. letters of recommendation which have been submitted under Supplemental Materials, due to the applicant having only physical copies of the documents). Similarly, official transcripts may not be available for some international applicants and may be listed as "Submitted Copy".

Reader Bin Progression and Definitions
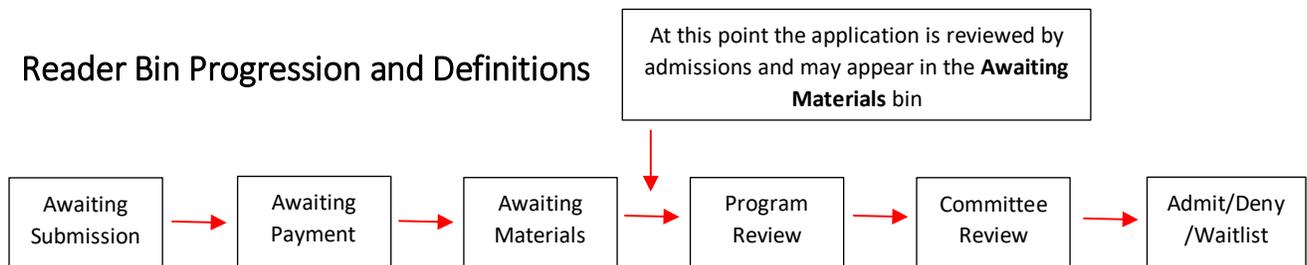
Reader Bins	
Awaiting Submission	Application has been started by the applicant but not submitted
Awaiting Payment	Application is submitted but the applicant has not paid their application fees or submitted their fee waiver

Awaiting Materials	Application is submitted but waiting on the submission of required materials including transcripts, letters of recommendation, statements of character/purpose, etc.
Program Review	Applicant has paid their fees, submitted their required materials, and completed their application, application is now under review by program faculty
Committee Review	Application has advanced to be reviewed by a program committee
Admit/Deny/Waitlist	Applicant has been admitted, denied, or waitlisted

4. After clicking on Program Review, you will be taken to the "Search" tab (shown below) where a list of all the applications ready for evaluation within your permissions will be visible.

Names listed below the applicant's name indicate the admissions reviewer, immigration specialist, program faculty, etc. who have already completed a review form for the application (initial admissions, program review forms, etc.)

Identifying the Program an Applicant Has Applied To

The program an applicant has applied to can be found within Slate Reader, listed under "Program" in the Search tab.

However, the program can also be found by searching for the applicant using the Lookup bar.

- Once you have found the applicant's profile, click on their Application tab (shown below), then select "App Details" from the menu on the right side of the screen.

- Available information about the application (including the program the applicant has applied to), waivers, orientation information, and comments/notes will then be visible.

The program the applicant has applied to can be found here under "Application Academic Information"

View Applicant GPA and Previously Completed Rating Forms

The applicant's cumulative GPA and GPA based on their last 60 credit hours (for domestic applicants), as determined by admissions, can also be found within Slate Reader, under the "Review Forms" tab.

1. Click on the application you would like to view the GPA of from within the Search tab of Slate Reader.

2. Then, click on the "Review Forms" tab within the applicant's Reader profile.

3. The Initial Admissions Review screen will then appear, which lists the applicant's precalculated cumulative GPA and last 60 GPA (for domestic applicants).

4. Any additional forms which have been completed for this applicant, including rating forms completed by the other faculty reviewer, can also be found under Review Forms.

- Use your mouse or arrow keys to scroll through the available documents within this tab.

Viewing Applications Without Making an Evaluation

1. If you **are not ready** to begin making evaluations, but would like to view a particular application and its supporting materials, find the application you would like to view within the Reader Search tab, then click on the "Display Copy" icon (shown below) on the application you would like to view.

Note: If this icon is not visible, you may either need to scroll to the right or to change your view by clicking on the third drop-down menu on the right side of your screen (shown below).

Click here to change your view
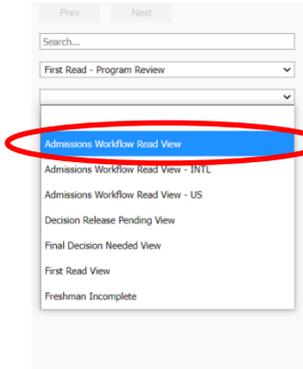
Select **"Admissions Workflow Read View"** from the third drop-down menu

2. The application you have selected will then be visible.

   - You may add the application to your queue at any time by clicking on "Add to Queue" at the bottom left of the page.

Only add an application to your queue when you are ready to begin reviewing it. **While the application is in your queue, other reviewers will not be able to add that application to their queue or complete an evaluation for it.**

3. When you are done browsing the application, click on the Slate icon at the top of the Reader navigation bar to return to the Reader Search tab.
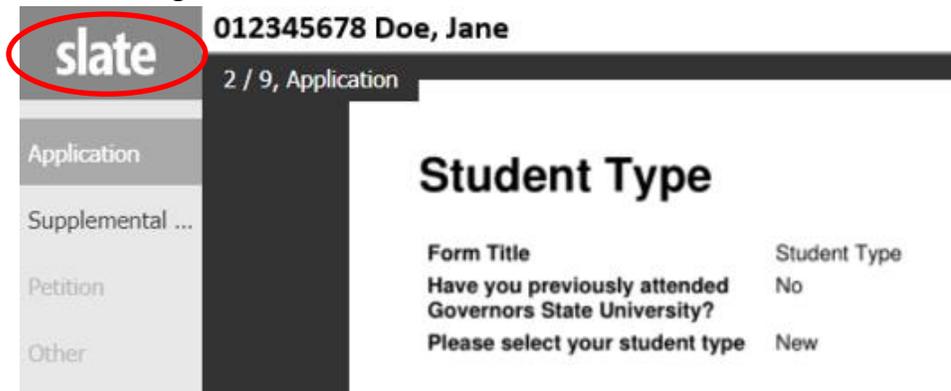
Making Evaluations

You may receive an email notification informing you when an application has entered the Program Review bin and is ready for faculty evaluation.

1. If you **are ready** to begin your evaluations, click on the application(s) you would like to review within the Search tab **(Note: you may select more than one application a time)**.

   - Once selected, the item(s) you have chosen should be highlighted dark blue.

2. Click on "Add to Queue" in the upper right corner of the webpage to add the selected application(s) to your queue.
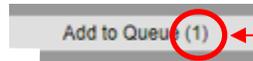
Indicates how many items will be added to your queue

3. You will then be directed to the Queue tab (shown below), where all the applications you have added will be visible.
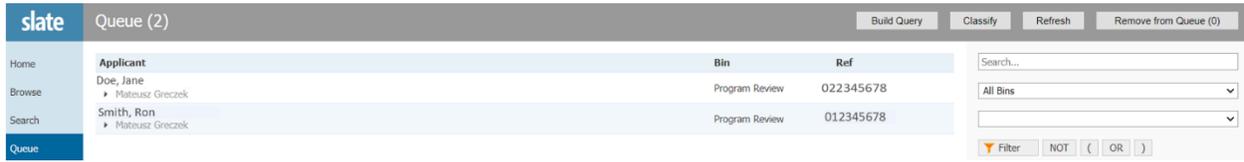
- To remove one or more items from your queue tab, click on "Remove from Queue" in the upper right corner of your screen.
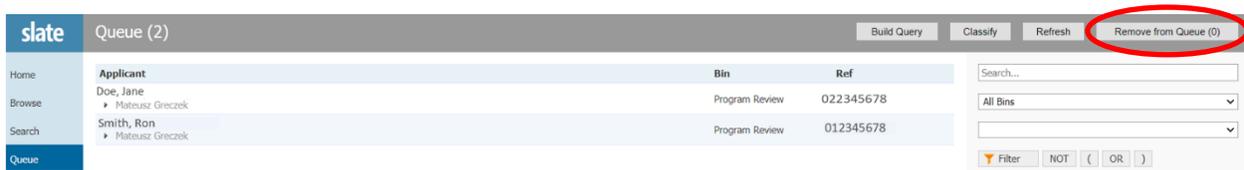
- Then, select the items you would like to remove.

Selected items will become highlighted dark blue

- After you have selected the items you would like to remove, click on Remove from Queue again and the items will no longer appear within your queue.

4. Once the item(s) you would like to review have been added to your queue, click on the application you would like to begin evaluating.

5. You will then be taken to the application screen (shown below) where you will be able to see and click through the various components of that application, including any documents that have been submitted by the applicant (supplemental materials, petitions, test scores, official transcripts, writing samples, etc.).

- Several tools are available at the bottom of the application screen which can also be used to navigate the application/supporting materials and add notes to the documents.

Note: Any comments made on the application with the Annotation/Note tools may be visible to other reviewers.

6. After reviewing the selected application, click on "Review Form/Send to Bin" on the bottom right side of the webpage.

7. The COB Rating Form (pictured below) will then appear on the right side of the screen.

- **Complete all applicable fields** of the Rating Form, but **do not** change or complete fields under Send to Bin, including "Next Bin" and "Next Reader", as Slate will automatically advance the application where/when needed.

COB Rating Form

GPA from Last 60 Hours

Calculated GPA Score
(GPA Last 60 hours X 200)
0

GMAT Equivalent Score
(GMAT score; or GRE score converted to GMAT equivalent; or flat 450 points if waived)

Work Experience/Career Growth Score
(0-100 points)

Motivation/Leadership Potential Score
(0-200 points)

Communication Ability Score
(0-200 points)

Grand Total
(Calculated GPA Score + GMAT Equivalent Score + Work Experience/Career Growth Score + Motivation/Leadership Potential Score + Communication Ability Score)
0

Reviewer Decision
○ Accepted
○ Denied
○ Conditional

Notes

I vote to admit this student:
○ Yes
○ No

Send to Bin

Current Bin
Program Review

Next Bin (required)
Program Review (current)

Next Reader (optional)

Send   Draft Saved

> Be sure to complete all fields prior to submitting the evaluation

> Complete both questions to confirm your decision

> Keep application in Program Review bin so it may be reviewed by the other faculty reviewer, completing Next Reader field is not necessary

> Click on Send once you have completed the review form

8. Once the Review Form is completed click on "Send" to submit your evaluation.

Send

13
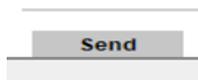
- The application will remain in the "Program Review" bin until both reviewers submit their decisions.

Note: In the event that the faculty reviewers submit conflicting decisions of admission for a particular application, the application will then be automatically sent for Committee Review, where a final decision will be made by the dean of the college.

- The application will then be moved to the appropriate Admit/Deny/Waitlist bin.

9. If you have multiple applications in your queue, return to your queue and select the next application you would like to evaluate.

10. Once you have completed all your evaluations, click on the "Exit" tab within Reader (shown below).
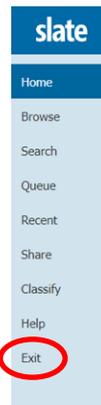
- After clicking on the Exit tab, you will then be returned to the Reader home tab.

Slate Tips, Tricks, and Shortcuts

Mouse and Keyboard Shortcuts

Easily navigate through applications and supporting materials within Slate Reader with your keyboard or mouse by using the following shortcuts.

Using the Keyboard

- **Arrow Keys**: move up/down/left/right
- **Pg Up/Pg Down**: page up, page down
- **+/-**: zoom in, zoom out
- **Tab**: next section in index
- **Shift + Tab**: previous section in index
- **1-9**: display 1st tab, 2nd tab, etc. in index
- **Ctrl + Left/Right Arrow**: rotate page (PC)
- **Cmd + Left/Right Arrow**: rotate page (Mac)
- **Shift + H**: toggle highlight remover
- **H**: toggle highlighter
- **N**: toggle note editor
- **Q**: toggle display of queue
- **R**: toggle display of Review Form / Send to Bin
- **S**: toggle display of search
- **Esc**: close open panels, return to first section

- It may also be useful to open Slate Reader in a new window by holding down the "Ctrl" (PC) or "Cmd" (Mac) keys while clicking on Reader.

Impersonating an Applicant

The Impersonate function may be useful to faculty reviewers, as it can be used to view the application screen as it appears on the student's end.

1. Locate the student's profile you would like to impersonate by using the Lookup bar, then click on the Application tab within their profile.

   Note: If the student has not submitted their application, you will not be able to impersonate their application until they do so.

2. Locate and click on "Impersonate > Applications" from the menu on the right side of the screen.

Smith, Ron   Rule execution successfully queued 19m ago. Preview pending actions   Applicant 012345678

| Dashboard | Timeline | 2022 Graduate Awaiting Decision | 2021 Graduate | Profile | Materials | Additional Info | Fin Aid |

2022 Graduate

Awaiting Decision	Current Bin: Program Review	No decision on file.
Submitted September 3, 2021		
Last updated December 9, 2021		

Overview
Financial Aid
Workflows
Portfolio
Populations

Read Application
Download PDF

Checklist

Insert Requirement

| ✔ 11/30/2021 | Transcript (Governors State) | | Waived | ⌄ |
✔ 09/01/2021	Transcript (Governors State University)		Received	⌄
✔ 09/07/2021	Transcript (Moraine Valley Community College)		Received	⌄
✔ 11/30/2021	Transcript (Moraine Valley Community College)		Waived	⌄

Impersonate > Applications
Impersonate > Status Page
Edit Application Details

App Details
International Details

- A box will then appear on your screen containing information about the application details including the date the application was started and the current application status.
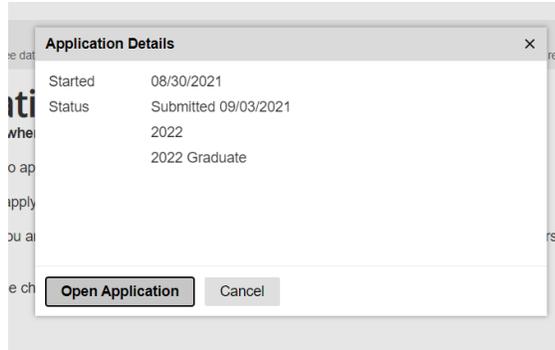
- Then, click on "Open Application" to view the student's application screen as they see it.
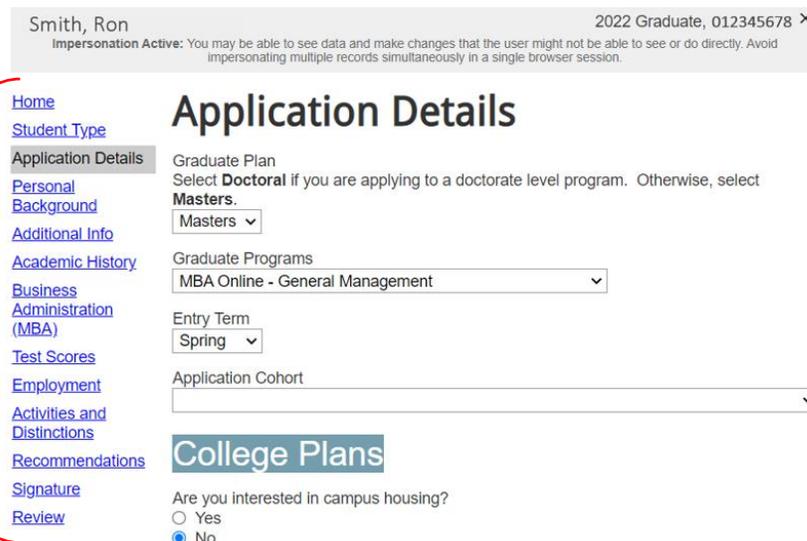
Click through the various tabs to view what the applicant has completed from each section of the application

3. Once you are ready to stop impersonating the applicant, click on the "x" within the grey bar at the top of the screen to exit the application and stop impersonating the student.
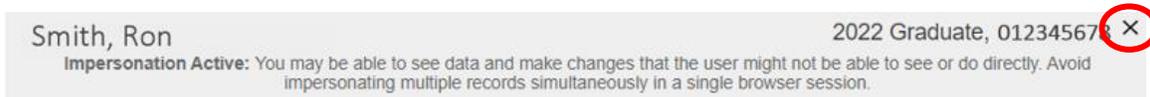
- You will then be returned to the student's dashboard tab.