

Graduate Faculty Guide to the Slate Reader

Welcome to the Reader – the new application review system powered by Slate, Technolutions. Graduate applications are made available for review here once they become complete.

The following types of applications will be sent for review:

- Regular admission applications
- Deferred admission applications
- Readmission (or re-enrollment) applications


Once they reach the Reader, applications can be accessed by all designated reviewers at the same time. To make an admission recommendation/decision, you will need to move the application in your *review queue*. Only one reviewer at a time can make an admission recommendation/decision. Make sure to only move the application in your review queue when you are ready to make a decision.

The following roles have been created in Reader:

1. **Head Reviewer:** there is only one head reviewer role for each program and only their admission recommendation/decision will be forwarded to Graduate Admissions for processing.
2. **Reviewer Faculty:** multiple reviewer roles can be created for each program. Faculty reviewers will be able to access the applications and supporting materials to make an admission recommendation by completing a review form.
3. **Reviewer/Admin:** admin reviewers can access the application and supporting materials, and administer the application during and after the admission process.

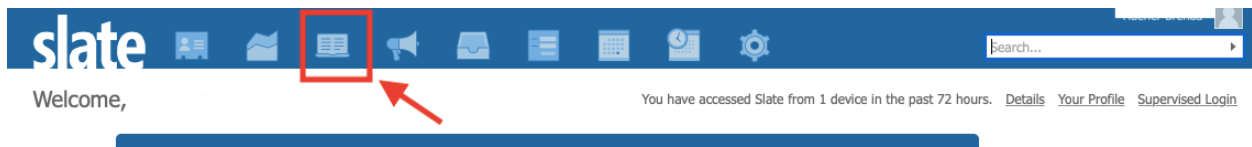
Applications will be held in folders (also called Bins). Bins are a visual representation of the admissions workflow. Each application stage corresponds to a Bin. Remember that applications can only reside in one bin at the time. Once the Head Reviewer has made the admission decision, the application will be moving from the Departmental Review bin to subsequent bins, according to each specific decision. It may take 15-20 minutes for the application to move to the next bin. Please allow the necessary processing time before reporting any errors.

The menu on the left-hand side of the page shows you how the reader is organized:

	⇒ Click the Slate button to go 'back' instead of clicking your browser's back button.
Home	⇒ The Home button will bring you back to the 'home' page of the reader.
Browse	⇒ The Browse button will show processing 'bins' and how many applications are in each.
Search	⇒ The Search button allows you to search through your applications, filter your applications, or create a query.
Queue	⇒ The Recent button shows the applications you have recently viewed.
Recent	⇒ The Share button allows you to share a current application view and work on a single file together.
Share	⇒ The Help button shows information about the reader.
Help	⇒ The Exit button will bring you back to the main Slate interface, thus exiting the Reader.
Exit	

To log into the Reader, please use the following link: <https://futurevandals.uidaho.edu/manage/reader/>

If you are not redirected to the Reader, use the book symbol to access it instead.

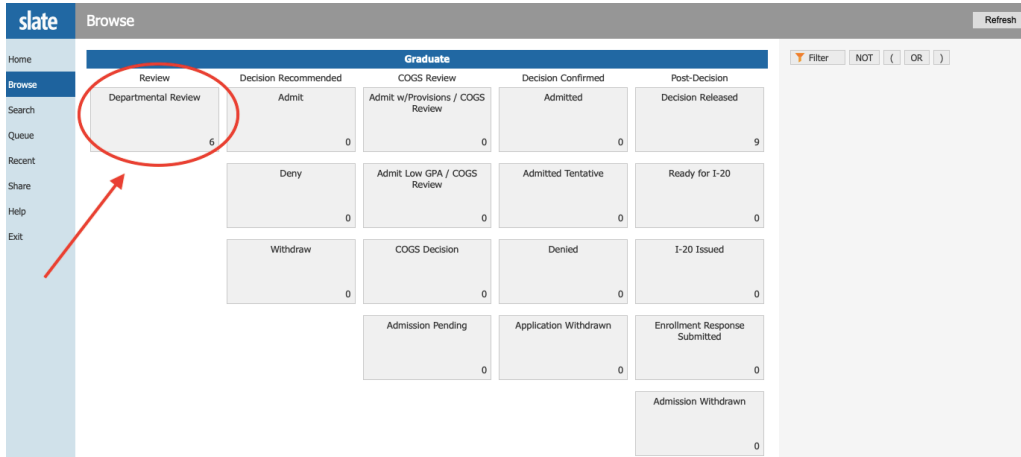


To locate the review Bins, select the "Browse" tab on the left hand side navigation bar. This will display all the available Bins.



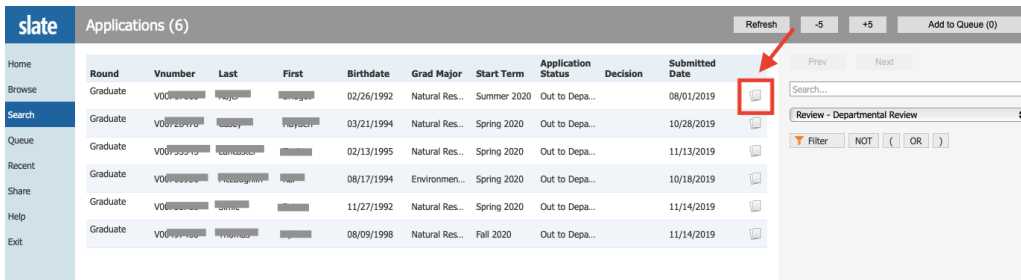
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The application ready for review will be located in the Departmental Review Bin. After the Head Reviewer makes the final decision on admission, the application will automatically move to their respective bin. Remember that applications will travel through the bins as they are continued to be processed. An application can only be in one bin at the time.



The screenshot shows the 'Browse' page in the Slate system. The 'Graduate' section is expanded, showing several review bins. The 'Departmental Review' bin is circled in red, and a red arrow points to it. Other bins include 'Admit', 'Admission Pending', 'Admission Withdrawn', 'COGS Review', 'COGS Decision', 'COGS Review', 'Deny', 'Admission Pending', 'Application Withdrawn', 'Enrollment Response Submitted', 'Admission Withdrawn', 'Decision Recommended', 'Admitted', 'Admitted Tentative', 'Denied', 'I-20 Issued', 'I-20 Released', 'Ready for I-20', and 'I-20 Issued'. The 'Departmental Review' bin shows a count of 6.

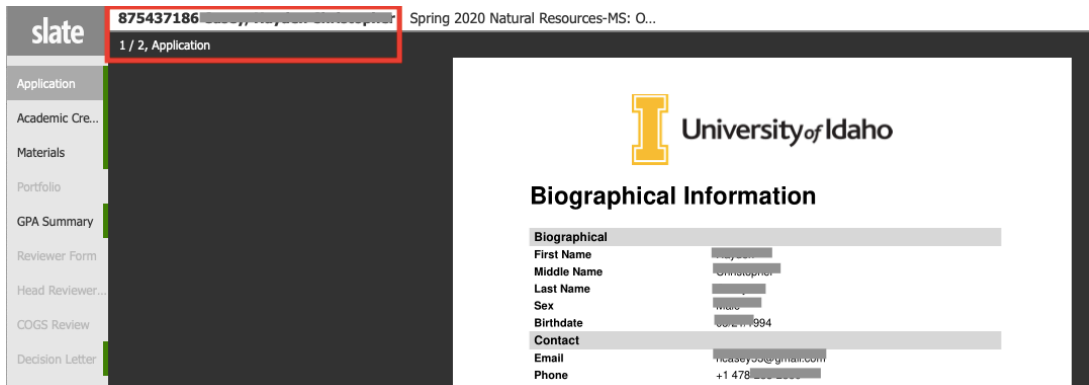
To start reading an application, select the Departmental Review Bin, click on the paper symbol on the right hand side of the screen.



The screenshot shows the 'Applications (6)' page in the Slate system. A table lists applications with columns for Round, Vnumber, Last, First, Birthdate, Grad Major, Start Term, Application Status, Decision, and Submitted Date. A red box highlights the paper icon on the right side of the first application row.

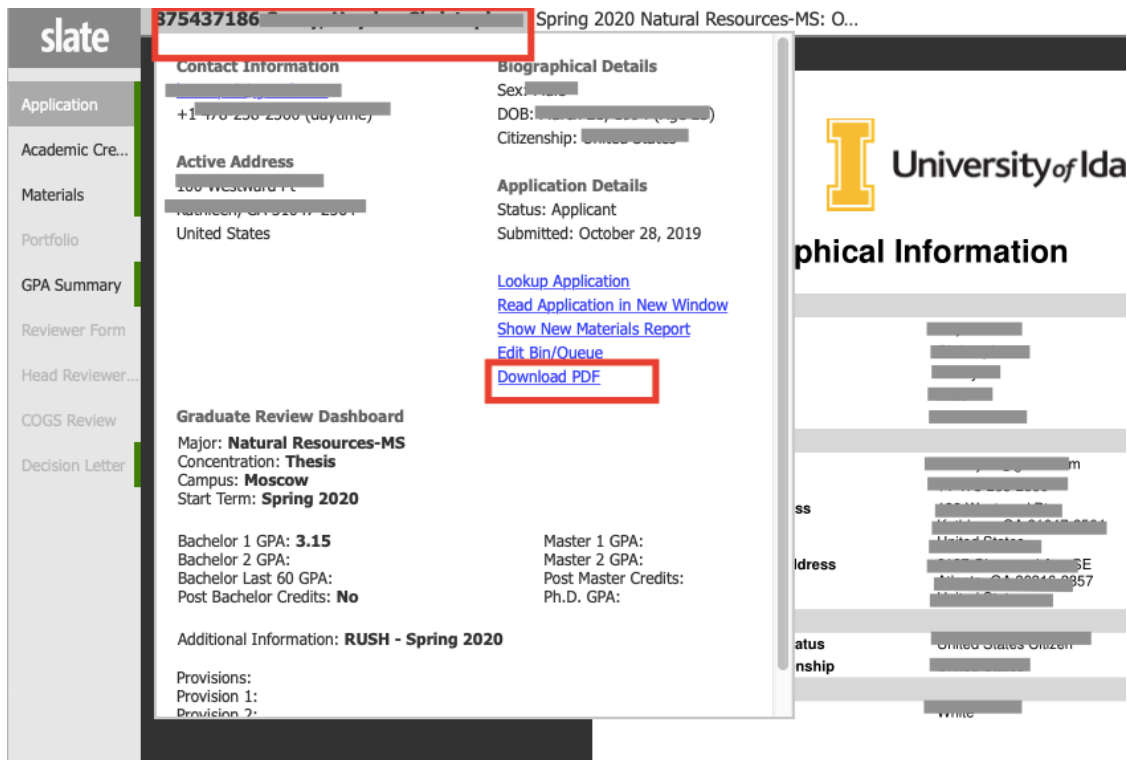
Round	Vnumber	Last	First	Birthdate	Grad Major	Start Term	Application Status	Decision	Submitted Date
Graduate	V00000000	Wright	Wright	02/26/1992	Natural Res...	Summer 2020	Out to Depa...		08/01/2019
Graduate	V00000000	Wright	Wright	03/21/1994	Natural Res...	Spring 2020	Out to Depa...		10/28/2019
Graduate	V00000000	Wright	Wright	02/13/1995	Natural Res...	Spring 2020	Out to Depa...		11/13/2019
Graduate	V00000000	Wright	Wright	08/17/1994	Environmen...	Spring 2020	Out to Depa...		10/18/2019
Graduate	V00000000	Wright	Wright	11/27/1992	Natural Res...	Spring 2020	Out to Depa...		11/14/2019
Graduate	V00000000	Wright	Wright	08/09/1998	Natural Res...	Fall 2020	Out to Depa...		11/14/2019

Before starting to read the application information and supporting materials, you may glance at the summary of that application by selecting the applicant's name on the upper left side of the screen.



The screenshot shows the application summary page in the Slate system. The applicant's name '875437186' is highlighted in a red box. The page shows the University of Idaho logo and the title 'Biographical Information'. The applicant's name is '875437186' and the application is for 'Spring 2020 Natural Resources-MS: O...'. The page shows a list of application materials on the left side, including 'Application', 'Academic Cre...', 'Materials', 'Portfolio', 'GPA Summary', 'Reviewer Form', 'Head Reviewer...', 'COGS Review', and 'Decision Letter'. The main content area shows the 'Biographical Information' section with fields for First Name, Middle Name, Last Name, Sex, Birthdate, Contact, Email, and Phone.

Specific information pertaining to the application will populate in this pop-up window. GPA information, as well as additional information about the applicant will also be available in the application review form.



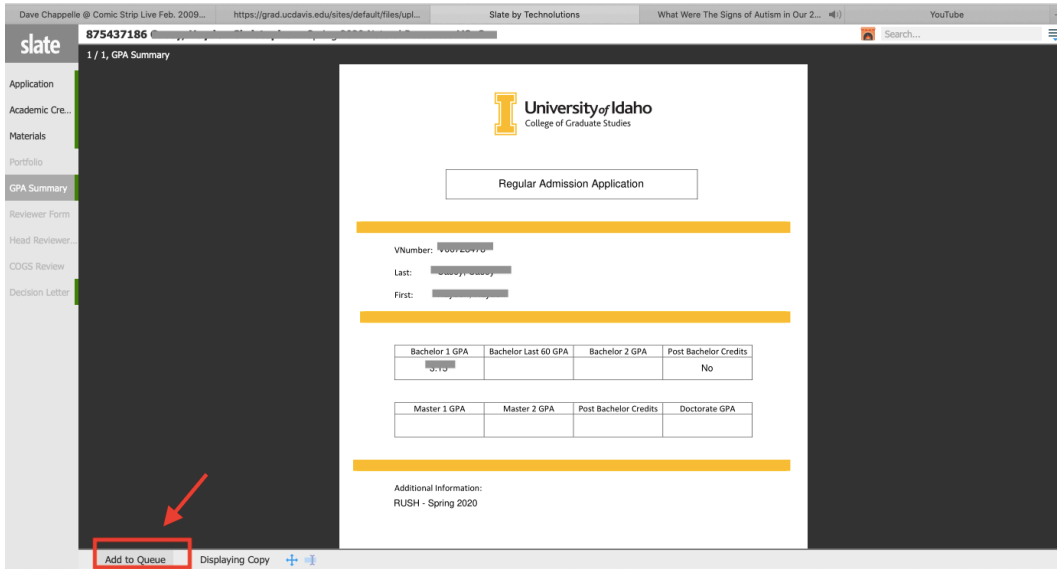
The screenshot displays the Slate application review interface. On the left is a navigation menu with items like 'Application', 'Academic Cre...', 'Materials', 'Portfolio', 'GPA Summary', 'Reviewer Form', 'Head Reviewer...', 'COGS Review', and 'Decision Letter'. The main content area is divided into several sections:

- Contact Information:** Includes a phone number (+1-476-236-2500) and an active address (100 Westward Pk, Moscow, ID 83842, United States).
- Biographical Details:** Lists Sex, DOB, and Citizenship.
- Application Details:** Shows Status as 'Applicant' and Submitted on 'October 28, 2019'. It includes links for 'Lookup Application', 'Read Application in New Window', 'Show New Materials Report', 'Edit Bin/Queue', and 'Download PDF'.
- Graduate Review Dashboard:** Displays Major: 'Natural Resources-MS', Concentration: 'Thesis', Campus: 'Moscow', and Start Term: 'Spring 2020'. It also lists GPA information: Bachelor 1 GPA: 3.15, Bachelor 2 GPA, Bachelor Last 60 GPA, and Post Bachelor Credits: No. Master 1 GPA, Master 2 GPA, Post Master Credits, and Ph.D. GPA are also listed.
- Additional Information:** Shows 'RUSH - Spring 2020' and a list of Provisions.

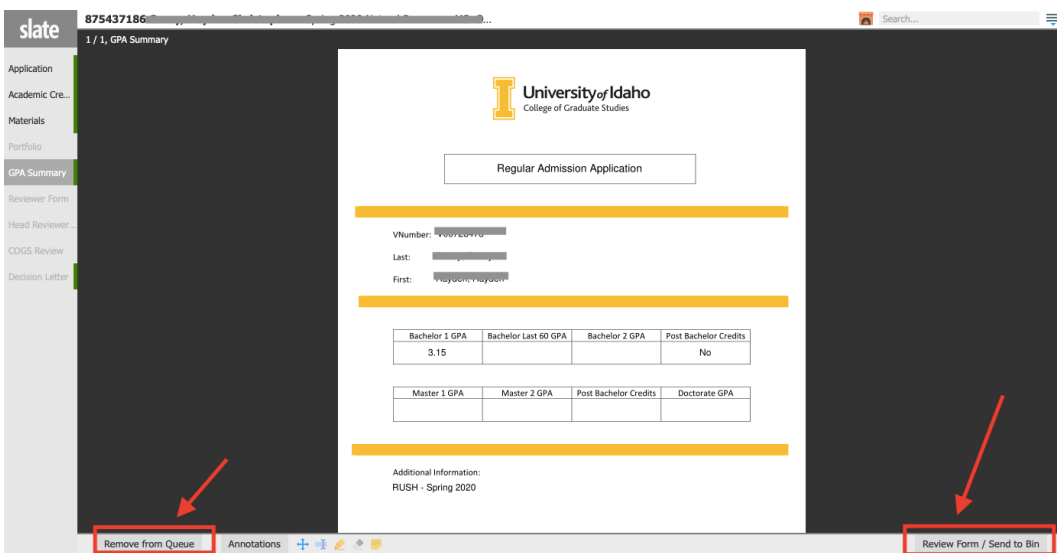
On the right side, there is a 'Biographical Information' section with a University of Idaho logo and various fields for personal details, some of which are redacted with grey bars.

When you are ready to submit a decision, you may add the application to your queue. Please remember that you will not be able to make a decision if the application is currently in a different reviewer's queue.

Note: Remember to add the application to your queue only when you are ready to submit a decision. The application review form will not be accessible to other reviewers for submitting admission decisions until the application is released from your queue (either by making a decision or by manually removing it).



To submit your decision, please access the *Review Form/Send to Bin* tab on the lower right side of the screen. This will display the review form specific to your review role.



After you make your decision, click *Send* (although the application appears to be sent to the same Bin, it will actually be moved to the next bin, respective to the decision recommended). The information provided in the review form will be available to all other reviewers in the same review pool.

If additional information or documentation is needed, please email graduateadmissions@uidaho.edu. In the email indicate the students Name and VNumber. If you have questions, please call 5-4001.

Recommended Decision (Head Reviewer)

Decision Recommendation

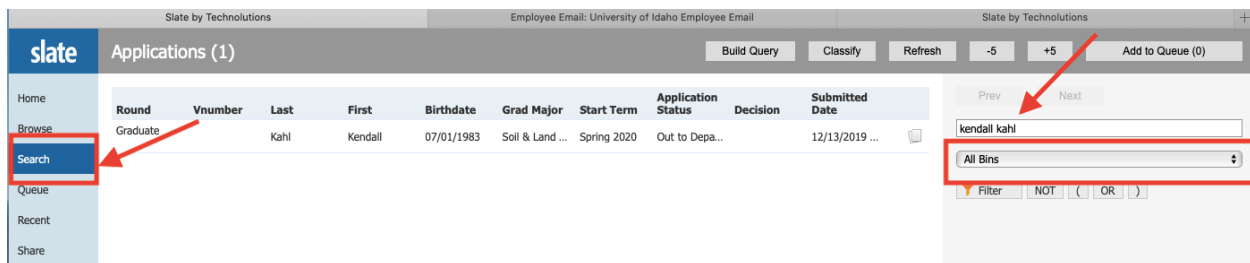
Send to Bin

Current Bin
 Departmental Review

Next Bin (required)

Next Reader (optional)

To check the status of the application after the decision has been submitted, select the Search tab on the left hand side navigation bar and use the query field to search the student’s name.

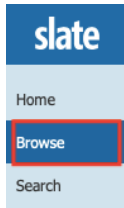


***Remember:**

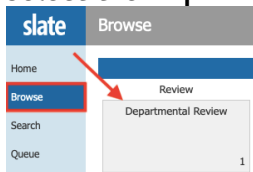
- Once the Head Reviewer has submitted the admission decision, Graduate Admissions will process the decision accordingly and the application will no longer be available for review.
- If the application is in a different reviewer’s queue, the decision submission tab will not be available. You may want to contact that person and remind them to either make a decision or manually remove the application from their queue to allow you to submit your recommendation.
- After the final decision is made by the Head Reviewer, it may take 15-20 minutes for the application to move to the next bin. Please allow the necessary processing time before reporting any errors.

Basic Slate Reader Navigation at a Glance

1. Log into the Reader by using your university single sign on here:
<https://futurevandals.uidaho.edu/manage/reader/>
2. Click “Browse” to find the folder containing applications ready for review:



3. Select the **Departmental Review Bin**:



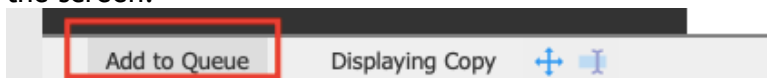
4. Click on the paper symbol to select an application you would like to read:



5. Click on the applicant ID (a sequence on numbers next to the Slate button) to access the application summary. The print pdf option can also be found here:



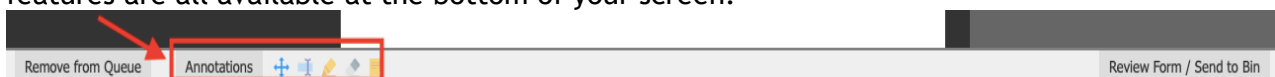
6. Start reading the application and supportive materials by using the arrows ← and →
7. When you are ready to make a decision, click on the “Add to Queue” tab on the lower hand side of the screen:




8. To submit your decision, simple click on the “Review Form / Send to Bin” button on the lower right hand of the screen to expand the form:



9. Throughout the review process, you can take notes, highlight items, etc. - these Annotations features are all available at the bottom of your screen.



10. When you are finished reviewing the application, click the  button on the top left of the page to go back to your queue. From there you can select the next file to review. **Do not click the back button on your browser** - this will take you out of the Slate Reader.