Graduate School

Slate User Manual

Please send questions to christine.sellars@siu.edu

1. Slate Home Screen (https://myfuture.siu.edu/manage/)

(Please note: a test environment was used to create the User Manual.   Your screen will not say Test Environment.

2. From this home screen, you can either search for an applicant by name, run your queries, or go to your reader bin.

3. Reader Bin – go to browse to see a list of all applications awaiting a decision.

The Slate Reader

Navigating the Interface

The Slate Reader is designed to be navigated using both the mouse and keyboard. While some users may be accustomed to using only the mouse to navigate web pages, using keyboard shortcuts enables faster navigation, and we've included several keyboard shortcuts in the Slate Reader to help you move through records quickly.

Using the Mouse

- Click tabs in the left panel to change sections
- Double-click on a page to zoom in
- Right-click on a page to zoom out
- Click-and-drag to move within/between pages

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

4. The Administrative Evaluation is where your submitted applications are. Click on the box to see the list.

5. This is the list of your applications.

6. You select the pages icon at the end of the row to view the application. If you are ready to enter a recommendation of admission or denial, you need to add the application to your queue.

7. Once you click "Add to Queue," the system will automatically take you to your queue. Click on the row to open the application.

8. Application view. There are multiple things you can do in this view.

Personal Information

Form Title	Personal Information
Full Legal Name	
Last/Family Name	TEST Sellars
First/Given Name	Christine
Middle Name	Paula
Preferred Name	Knitter Extraordinaire
Background Information	
Date of Birth	02/28/1978
Birth Country	Germany
Gender	F
Citizenship Information	
Citizenship	International
Country of Legal Permanent Residence	Glorioso Islands
Contact Information	
Email	christine.sellars@siu.edu
Mailing Address	
	Glorioso Islands
Permanent Address	
Please enter your permanent home address in your country of citizenship.	214 Fabulous View Dr Glorioso, 58100 Glorioso Islands

Program Inform

Form Title	
Program Information	
What term are you applying to?	
Which program are you applying to?	
Which Degree are you applying to?	
What is your area of interest?	
Departmental Information	
Do you wish to apply for a Graduate Assistantship?	
Type of Assistantship preferred?	
Can you attend SIU if departmental funding is not available?	
Additional Information	
How did you hear about SIU?	
Would it be possible for you to come to SIU for interviews with our faculty\students?	

slate

TEST

Application

Recommendati...

Personal State...

Resume | Vita

Passport, Visa,...

Driver's Licens...

Experience, Ac...

Transcript

Transcript Offi...

Other

Search...

Remove from Queue | Annotations | Review Form / Send to Bin

a. If you click on the name, you get a drop-down box. You can choose Lookup Application to go to the student's record. The record screen is where you can upload any materials the student emails to you.

b. If you click on Download PDF, it will create one PDF of all of the application materials.

c. You can also choose to enter your recommendation decision by choosing Review Form / Send to Bin.

9. The Departmental Administrative Reader Review Form is where the department can enter their recommendation and assistantship information.

10. To send the application to the Grad School, you need to select the "Next Bin" of "All Recommendations" and hit send. Please do not type a name in "Next Reader" box.

OTHER TASKS

Uploading Documents and Marking Requirements as Received.

Whether you have searched for the student by name or did a "lookup application" from your reader bin, you will see something like the below on the student record.

To upload a document, click on the New Material Link:

A pop-up window will open, on that screen, make your selections and choose your file to upload.

To mark something as received, click on Insert Requirement.

You must add requirement before you can mark it received:

Once you have added the requirement, you can mark it as received.

Please be sure to choose "Received" for official documents only.

This is also where you can mark a requirement as waived.   If the department would like to waive a GRE or GMAT requirement, it is the same process.   Add the requirement and mark it was waived.

Please be sure NOT to waive Graduate School requirements.