Graduate School Slate User Manual

Please send questions to christine.sellars@siu.edu

## 1. Slate Home Screen (<u>https://myfuture.siu.edu/manage/</u>)

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

slat	e 🖩 🗉	<b>I</b>		<b>9 1</b>	3- 0	Search
You are acce	essing a TEST ENVIRONMEN	NT of Slate that is for testin	ng purposes only.			Snapshot Date: 02/04/2020 11:23 AM
Welcome	е,			You have accessed Sla	ite from 1 device in the past 72	hours. Details Your Profile Supervised Login
			COVID-19 Respo	nse: Information & Updates		
TEST TEST TEST	©jasonemoy Using the compare function of configurable pions in @Technolutions = 0.5 on wich time saved! =SlateisGreat United State: 	©jcelis I love the #MayThe4th changes @Technolutions made today. Now the real question: will we see a #RevengeOTheFifth theme tomorrow? Posted on May 4, 2020	©dylangerald The Greater ©Technolutions Community: May the 4th skin, woohoo! Me: SHUT THE FRONT DOOR WE HAVE A CLIENT SUCCESS MANAGER NOW?! Posted on May 4, 2020	Chorgan_ISU What a nice surprise this morning thanks to CTechnolutions! Happy #StarWarsDay, #FutureRedbird	©casadialba7 ©Technolutions May the 4th be with you and me I know this is for Star Wars but ft's my birthday so I'm just going to assume this was personally done for me. Posted on May 4, 2020	Slate School Idea Lab Slate on Social Knowledge Base Community Forums Slate Feedback Service Status
EST	Queries					
ЦЩ	Pre - Complete	Decisions	Requests			
-	Inquiries	Admitted				
TEST	Awaiting Submission	Admitted with Condi	tions			
	Awaiting Payment	Denied				
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2. From this home screen, you can either search for an applicant by name, run your queries, or go to your reader bin.

slat	essing a TEST ENVIRONMEN	Reduci	ses only.	<b>. 9</b> ø	8	Search Snapshot Date: 02/04/2020 11:23 AM
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Ŭ -	@jasonemoy	@jcelis	@dylangerald	@MorganJ_ISU	@casadialba7	Slate School Idea Lab
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EST	= +++++. So much time saved!	today. Now the real question: will we see a	4th skin, woohoo!	#StarWarsDay, #FutureRedbird!	for Star Wars but it's my birthday so I'm just	Knowledge Base
F	#SlateisGreat	#RevengeOfTheFifth theme tomorrow?	Me: SHUT THE FRONT DOOR WE HAVE A CLIENT SUCCESS		going to assume this was personally done for me.	Community Forums
E.	÷		MANAGER NOW?!			Slate Feedback
EST	THERE GAM WARNS					Service Status
F	Posted 20 hours ago	Posted on May 4, 2020	Posted on May 4, 2020	Posted on May 4, 2020	Posted on May 4, 2020	
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F	Awaiting Payment	Denied				
EST	Awaiting Materials	Withdrawn		J		
Ë						
Waiting for soi.test.	technolutions.net					

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

slate	Hello,	
slate TEST Home Browse Search Queue Recent Share Help Exit	Hello, Bin History	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 we be pages, using only the mouse to navigate we be pages, using keyboard shortcuts enables faster navigation, and we've included several keyboard shortcuts in the Slate Reader to help you move togh records quickly.         Using the Mouse <ul> <li>Click tabs in the left panel to change sections</li> <li>Double-click on a page to zoom in</li> <li>Right-click on a page to zoom out</li> <li>Click-and-drag to move within/between pages</li> </ul> Using the Keyboard
	один один один один дош Data as of 05/06/2020 at 3:11:27 РИ ET <u>Ruffred</u> <u>Show 508</u> .	<ul> <li>Pg Up/Pg Down: page up, page down</li> <li>+/-: zoom in, zoom out</li> <li>Tab: next section in index</li> <li>Shift + Tab: previous section in index</li> <li>1-9: display 1st tab, 2nd tab, etc. in index</li> <li>Ctrl + Left/Right Arrow: rotate page (PC)</li> <li>Cmd + Left/Right Arrow: rotate page (Mac)</li> <li>Shift + H: toggle highlighter</li> <li>N: toggle note editor</li> <li>Q: toggle display of Review Form / Send to Bin</li> <li>S: toggle display of search</li> <li>Esc: close open panels, return to first section</li> </ul>

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

slate Brow	se			Refresh
Home	Departmental Evaluation	Departmental Re-Evaluation		•
Browse	Administrative Evaluation	Administrative Re-Evaluation	Tilter NOT ( OR )	
Search				
Queue	23	0		
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## 5. This is the list of your applications.

slate	Applications (	56)				Refresh	-5 +5 Add to Queue (0)
TEST Iome Browse	Name TEST Sellars, Christi	Bin Administrative Eval	Application Program	Application Term Fall 2020	Bin Entry Timestamp ▲ 10/25/2019 04:11 AM		Prev Next Search
earch ueue							Oppartmental Evaluation - Administrative Evaluation       GS - ReaderBin - Column Config       Y Filter       NOT       ( OR )
cent are							Filter NOT ( OR )

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.

slate	Applications (	56)				Refresh	-5 +5 Add to Queue (0)
TEST	Name	Bin	Application Program	Application Term	Bin Entry Timestamp ▲		Prev Next
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Search							GS - ReaderBin - Column Config
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7. Once you click "Add to Queue," the system will automatically take you to your queue. Click on the row to open the application.

slate	Queue (1)			Refresh Remove from Queue (0)
TEST	Applicant	Bin	Ref	Search
Home	TEST Sellars, Christine Paula (Knitter Extraordinaire)	Administrative Evaluation	521779005	All Bins T
Browse				· · · · · · · · · · · · · · · · · · ·
Search				<b>T</b> Filter NOT ( OR )
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Exit				

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

data	521779005 TEST Sellars, Christine P	aula (Knitter Extraordinai	ire)	Search	≡
slate	1 / 7, Application				
TEST Application Recommendation		Personal Inform			Program Inform
The summer summer.		Form Title Full Legal Name	Personal Information		Form Title Program Information
Personal State		Last/Family Name First/Given Name	TEST Sellars Christine		What term are you applying to? Which program are you
Resume   Vita		Middle Name Preferred Name	Paula Knitter Extraordinaire		applying to? Which Degree are you applying
Passport, Visa,		Background Information			to? What is your area of interest?
Driver's Licens		Date of Birth Birth Country	02/28/1978 Germany		Departmental Information Do you wish to apply for a
Experience, Ac		Gender Citizenship Information	F		Graduate Assistantship?
Transcript		Citizenship Country of Legal Permanent Residence	International Glorioso Islands		Type of Assistantship preferred? Can you attend SIU if departmental funding is not
Transcript Offi		Contact Information			available?
and the second se		Email	christine.sellars@siu.edu		Additional Information How did you hear about SIU?
Other		Mailing Address			Would it be possible for you to
		Permanent Address	Glorioso Islands		come to SIU for interviews with our faculty students?
		Please enter your permanent home address in your country of citizenship.	214 Fabulous View Dr Glorioso, 58100 Glorioso Islands	I	
	Remove from Queue Annotation	s 🕂 🕸 🤌 💌			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.

slato	797942103 Alshammari, B	ader Abbas						Search	Ŧ
slate	Contact Information		cal Details						
Application	bader.alshammari@siu.edu +1 618-353-4872 (daytime)	Sex: Male	13, 1996 (Age 23)						
Recommendati			: Saudi Arabia	tion				Program	Informat
Personal State	Active Address Altaif Street	Applicatio	n Details	rsonal Information				Form Title	
	Rafha 00000	Status: App	olicant					Program Informati	
Resume   Vita	Saudi Arabia	Submitted:	November 19, 2019	J854024992				What term are you a Which program are applying to?	pplying to? Fal you Ele
Passport, Visa,		Lookup App	olication					applying to? Which Degree are ye to?	bu applying Ma
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Other				iudi Arabia				Additional Informa	
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				ernational uudi Arabia				Would it be possible come to SIU for inte our faculty students	rviews with
				IUGI Arabia					
				der.alshammari@siu.	edu				
				618-353-4872					
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				Rafha, 00000 Saudi Arabia					
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		home	address in your country enship.	Rafha, Northern Borders Saudi Arabia	s 00000				
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slate	521779005 TEST Sellars, (	Christine Paula (Knitt	er Extraordinaire)		Search	Ę
TEST Application Recommendat Personal State Resume   Vita Passport, Visa, Driver's Licens Experience, Ac	Contact Information christine.sellars@slu.edu Active Address 214 Fabulous View Dr Glorioso 58100 Glorioso Islands	Citizenship: Dual Citizen Applicatio Status: App Submitted: Lookup App Read Applic	a ary 28, 1978 (Age 42) Germany : Austria n Details licant July 12, 2019 <u>lication</u> ation in New Window Materials Report Sue	IN al Information ellars e Extraordinaire 978 IV		Program Inform Form Title Program Information What Ism 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?
Transcript	Application	Status	Submitted	ional > Islands		Type of Assistantship preferred? Can you attend SIU if
Transcript Offi	Graduate Application	Awaiting Payment	07/29/2019	7 10101103	_ 8	departmental funding is not available?
-	Graduate Application	Awaiting Payment	07/12/2019	s.sellars@siu.edu	_	Additional Information
Other				) Islands	_	How did you hear about SIU? Would it be possible for you to
				) Islands	_	come to SIU for Interviews with our faculty/students?
				pulous View Dr 5, 58100 5 Islands		
	Remove from Queue	Annotations 🕂 📋	1 1 1			Review Form / Send to Bin

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.

521779005 TEST Sellars, Christ 1 / 7, Application	Contraction of the second s		Search	
	Personal Inform	nation	Program	n Info
ati	Form Title	Personal Information	Form Title	
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te	Last/Family Name	TEST Sellars	What term are y	
	First/Given Name	Christine	Which program	
ta	Middle Name	Paula	applying to?	ale you
	Preferred Name	Knitter Extraordinaire	Which Degree a	are you apply
	Background Information	Kinter Extraordinare	to?	
	Date of Birth	02/28/1978	What is your an	ea of interes
	Birth Country	Germany	Departmental	Information
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	Residence	Giorioso isianos	departmental fu	
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	Email	christine.sellars@siu.edu	Additional Infe	ormation
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	Permanent Address		come to SIU for our faculty/stud	
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Remove from Queue Anno	tations 🕂 📲 🥢 🤌 📒		Review Form / Se	end to Bin

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

te 521779	9005 TEST Sellars, Christine Pau	la (Knitter Extraordinaire)	Search
1/7, Ap	plication		
ST			Departmental Administrative Reader Review Form
ion	Personal Inform	nation	Departmental Review
nendati	Form Title	Personal Information	Approver Name: Application Decision Date
	Full Legal Name		• •
State	Last/Family Name	TEST Sellars	
	First/Given Name	Christine	
Vita	Middle Name	Paula	International Applicant Department Decision
	Preferred Name	Knitter Extraordinaire	Ves 🗸
, Visa,	Background Information		No No
	Date of Birth	02/28/1978	
Licens	Birth Country	Germany	Assistantship Information
	Gender	F	
ce, Ac	Citizenship Information	15	Assistantship Fall Year Fall Amount (Dept)
	Citizenship	International	(Dept) 25%
pt	Country of Legal Permanent	Glorioso Islands	50%
	Residence	Giorioso islands	None 💭
t Offi	Contact Information		Assistantship Spring Year Spring Amount (Dept)
	Email	christine.sellars@siu.edu	(Dept) 25%
	Mailing Address		50%
	maning Hadrood	Glorioso Islands	None
	Permanent Address		
	Please enter your permanent	214 Fabulous View Dr	Assistantship Summer Year Summer Amount (Dept)
	home address in your country	Glorioso, 58100	(Dept) 25%
	of citizenship.	Glorioso Islands	None
			Will GA be considered TEACHING Ves No
			Notes to Graduate School
			Send to Bin
Rem	nove from Queue Annotations	· 中 · 利 🧶 き 💻	Review Form / Send to B

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.

52177	9005 TEST Sellars, Christine Pa	ıla (Knitter Extraordinaire)	Search	
slate 1/7 AP	plication		EL NO.	
TEST	pication		Assistantship Information	
lication	Personal Inform	nation	Assistantship Fall Year Fall Amount (Dept) (Dept) 25%	
ommendati	Form Title	Personal Information	None	
	Full Legal Name			
nnal State	Last/Family Name	TEST Sellars	Assistantship Spring Year Spring Amount (Dept	ř.
	First/Given Name	Christine	(Dept) 23%	
me   Vita	Middle Name	Paula	None	
	Preferred Name	Knitter Extraordinaire		
oort, Visa,	Background Information		Assistantship Summer Year Summer Amount (De	pt)
	Date of Birth	02/28/1978	(Dept) 25%	
r's Licens	Birth Country	Germany	50%	
	Gender	F	None 🔛	
ience, Ac	Citizenship Information		Will GA be considered TEACHING	
	Citizenship	International	Vill GA be considered TEACHING	
script	Country of Legal Permanent Residence	Glorioso Islands	No	
cript Offi	Contact Information		Notes to Graduate School	
	Email	christine.sellars@siu.edu		
2	Mailing Address			
	hand some and the second secon	Glorioso Islands		
	Permanent Address			
	Please enter your permanent	214 Fabulous View Dr	Send to Bin	
	home address in your country of citizenship.	Glorioso, 58100 Glorioso Islands	Current Bin Administrative Evaluation	
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Ren	nove from Queue Annotations	+ <b>■</b> / <b>* ■</b>	Review Form / Send	to Bi

## 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.

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Dashboard	Timeline	Graduate Applica Awaiting Payment	Graduate Applica Awaiting Submission	Graduate Applica	Profile	Materials	Financial Aid/Schola +
Graduate App	olication						Overview
Awaiting Paymen Submitted July 12 Last updated May	2, 2019	Current Bin: Admini Queue: <u>Andi Russell</u>		on on file.		<u>V</u> E	inancial Aid Vorkflows Yortfolio Yopulations
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Date A	Description	1	Record	U	lser		
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07/12/2019	Resume/Vita	1	This Applicat	ion			
07/12/2019	Passport		This Applicat	ion			
07/12/2019	Marriage Ce	rtificate	This Applicat	ion			
07/12/2019	Visa		This Applicat	ion			
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To upload a document, click on the New Material Link:

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Dashboard	Timeline	Graduate Applica Awaiting Paymer	t Graduate Applic	a Awaiting Submission	Graduate App	ica Profile	Materials	Financial Aid/Schol +
Graduate Ap Awaiting Paymer Submitted July 1 Last updated Ma	nt 2, 2019	Current Bin: Ad Queue: <u>Andi Ru</u>	ninistrative Evaluation ssell	No decis	sion on file.			Overview Financial Aid Workflows Portfolio Populations
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A pop-up window will open, on that screen, make your selections and choose your file to upload.

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		ing a TEST ENV	Material				×	ot Date: 02/04/2020 11:23 AM
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To mark something as received, click on Insert Requirement.

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You must add requirement before you can mark it received:

You are accessing a TEST ENVIRONMENT of Slate that		ţġı	Andi Russell Search
TEST Sellars, Christine Paula (Knitt		eued as of 7m ago. <u>Preview pending actions</u> on Graduate Applica Profile	Applicant 521779005 Materials Financial Aid/Schole +
Graduate Application Awaiting Payment Submitted July 12, 2019 Checklist Insert Requirement Materials Date ▲ Description New Material	Checklist Section English Proficiency Test (TOEFL, IEL: Effective Date I Date 05/06/2020 Time (ET) Expiration Active I Optional I	X TS, Duolingo) • 06:14:41 PM	Overview Financial Aid Workflows Portfolio Populations Read Application Download PDF Edit Application Details UG Paper Application
07/12/2019 Writing Sample 07/12/2019 Resume/Vita 07/12/2019 Resume/Vita 07/12/2019 Passport 07/12/2019 Marriage Certificate 07/12/2019 Visa 07/12/2019 Passport Decisions	Save Close This Appl This Appl This Appl This Appl	ication ication ication	
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07/12/2019	Passport			This Applica					
07/12/2019	Marriage Certificate			This Applica					
07/12/2019	Visa			This Applica					
07/12/2019	Passport			This Applica	tion				
Decisions									

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.

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