

Slate Documentation – Reader



Questions? – ems@list.vanderbilt.edu

<https://www.vanderbilt.edu/aapsi/documentation/slate.php>

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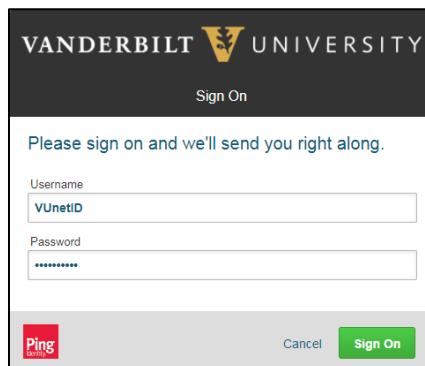
The Slate Reader

Accessing the Slate Reader

Users can access the Slate Reader by clicking on the book icon on the main toolbar.



For quick access, you can also use the following direct URL: <https://apply.vanderbilt.edu/reader>. You will be asked to authenticate using your VUnetID and e-password.



Home Tab

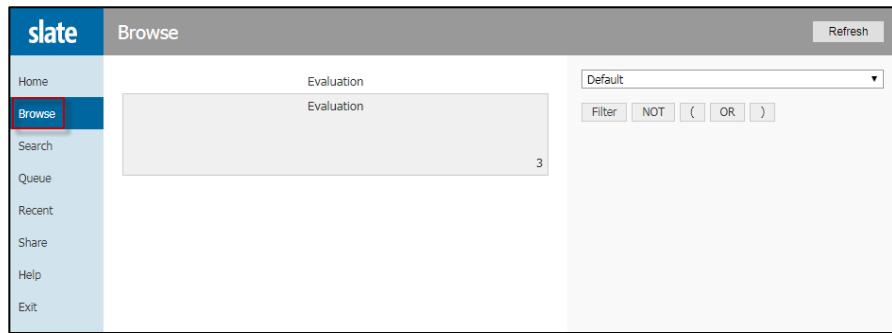
The Home tab is the first screen you will see after accessing the Slate Reader. It contains basic information and tips on how to best navigate the reader while evaluating applications. The Reader menu will always be located on the left side of the screen and can be used to navigate through the various Reader tabs.

A screenshot of the Slate Reader Home tab. The left sidebar has a 'Home' tab selected (highlighted with a red box). Other tabs include 'Browse', 'Search', 'Queue', 'Recent', 'Share', 'Help', and 'Exit'. The main content area has a grey header 'Hello, Beta 1. Alpha.' and a 'The Slate Reader' section. Below it are 'Navigating the Interface', 'Using the Mouse', and 'Using the Keyboard' sections with their respective bullet points.

Browse Tab

The Browse Tab will show you all the bins you have access to. A bin can be thought of as a filing cabinet to store applications. Each application in the Slate Reader must reside in a bin. The number of bins one sees depends on the security access determined by program managers and administrators. Most evaluators will only see a bin or two.

You can click on a specific bin in order to open it and view all applications within it. The number at the bottom right of the bin will give you a count of applications currently there. You can add filters to limit your population by clicking on the Filter button. Once filters are added you might see the number change in the bottom right of each bin. More information on Filters can be found at the end of this document.

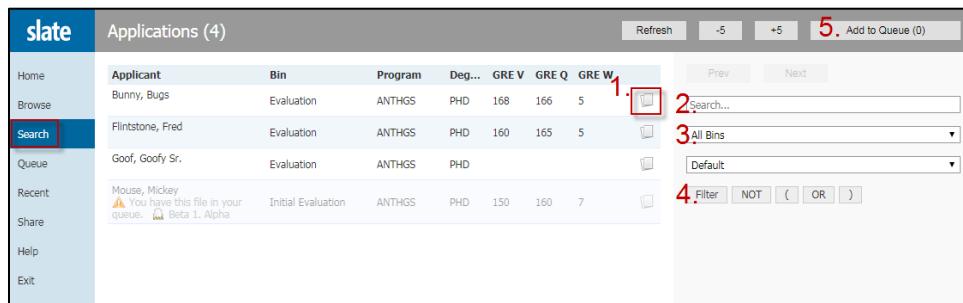


Search Tab

The Search Tab will list all the applications you currently have access to, whether they reside in a bin or they have been assigned to your queue. Additional information regarding Queues is available in the next section.

In the Search tab you have a number of different options:

1. You can open an application and review its contents by clicking the pages icon on the right side.



2. You can use the search box on the right side to search for a specific applicant by name. The application list will update as you type. To revert back to the full list, just remove your search criteria.



3. You can use the Bin drop-down to narrow down your search based on a specific bin. Select the bin you would like to see and your applications list will update accordingly. To revert back to the full list, select All Bins in the drop-down.

4. You can add a filter to limit applications in your search view by clicking on the Filter button. Maybe you have access to multiple programs, but you want to focus on one program at a time. Add a filter of Program IN the program you wish to see. More information on Filters can be found at the end of this document.

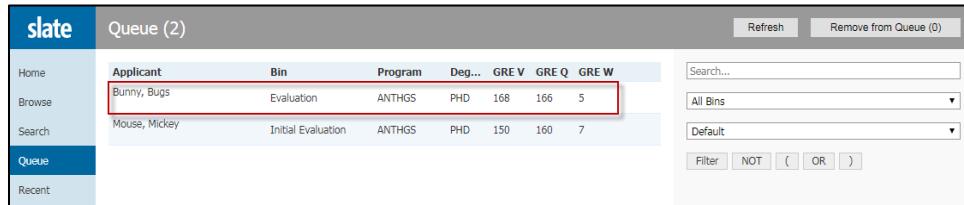
5. You can add one or more applications to your queue by selecting them from the list and clicking on the Add to Queue button, on the top right corner. The number on the button represents how many applications you have selected to add.

Queue Tab

Every user in Slate has a Queue, which should be thought of as your “to-do” list. Your Queue contains applications that you can evaluate. As mentioned before, each application can only reside in a single bin, but can be in multiple queues, as more than one evaluator can review an application at a time. In this tab, you have the same Search box, Bin drop-down, and filter options described above in the Search tab section.

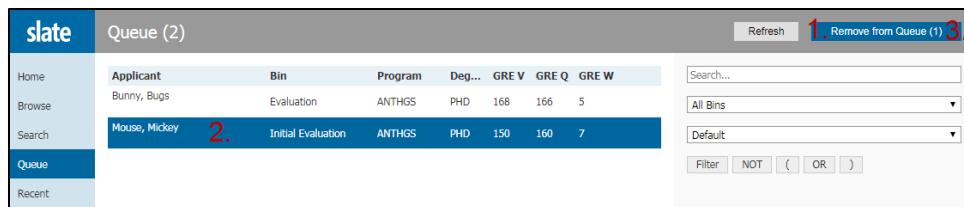
Other options available in the Queue tab:

1. You can view an application by clicking on an item in the list.



The screenshot shows the 'Queue (2)' tab in the slate application. The left sidebar has 'Queue' selected. The main area displays a table with columns: Applicant, Bin, Program, Deg..., GRE V, GRE Q, GRE W. Two rows are listed: 'Bunny, Bugs' (Bin: Evaluation, Program: ANTHGS, Deg...: PHD, GRE V: 168, GRE Q: 166, GRE W: 5) and 'Mouse, Mickey' (Bin: Initial Evaluation, Program: ANTHGS, Deg...: PHD, GRE V: 150, GRE Q: 160, GRE W: 7). The row for 'Bunny, Bugs' is highlighted with a red box. On the right, there are search and filter options: 'Search...', 'All Bins', 'Default', and a 'Filter' button.

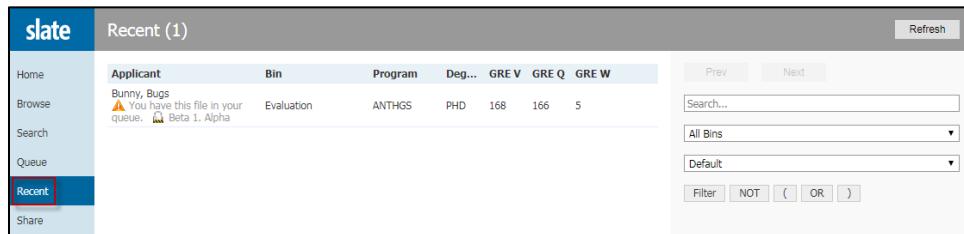
2. You can remove applications from your queue by first clicking on the Remove from Queue button on the top right corner, then selecting one or more applications you want to remove, and finally clicking on the Remove from Queue button again. The number on the button represents how many applications you have selected to remove.



The screenshot shows the 'Queue (2)' tab with the 'Queue' sidebar selected. The 'Bunny, Bugs' row is highlighted with a red box. The 'Remove from Queue (1)' button at the top right is highlighted with a red box. The number '1' is displayed above the button. The 'Remove from Queue (1)' button is highlighted with a red box again. The number '3' is displayed above the button. On the right, there are search and filter options: 'Search...', 'All Bins', 'Default', and a 'Filter' button.

Recent Tab

The Recent tab will show applications which you have opened up recently. In this tab, you have the same Search box, Bin drop-down, and filter options described in prior sections.

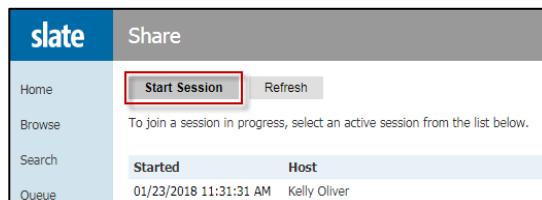


The screenshot shows the 'Recent (1)' tab in the slate application. The left sidebar has 'Recent' selected. The main area displays a table with columns: Applicant, Bin, Program, Deg..., GRE V, GRE Q, GRE W. One row is listed: 'Bunny, Bugs' (Bin: Evaluation, Program: ANTHGS, Deg...: PHD, GRE V: 168, GRE Q: 166, GRE W: 5). A warning message '⚠ You have this file in your queue. 📁 Beta 1. Alpha' is displayed next to the row. On the right, there are search and filter options: 'Search...', 'All Bins', 'Default', and a 'Filter' button.

Share Tab

The Share feature allows an individual to start a screen share session of the Slate Reader and have other evaluators join. This feature is normally used by a committee group that cannot meet in person, this way everyone can review the same applications at a time.

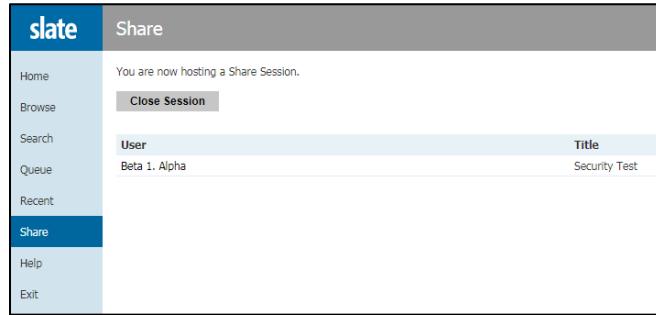
To start a share session, click on the **Start Session** button.



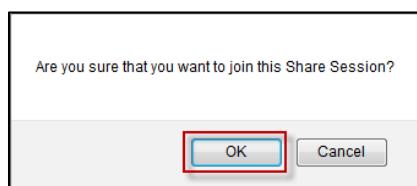
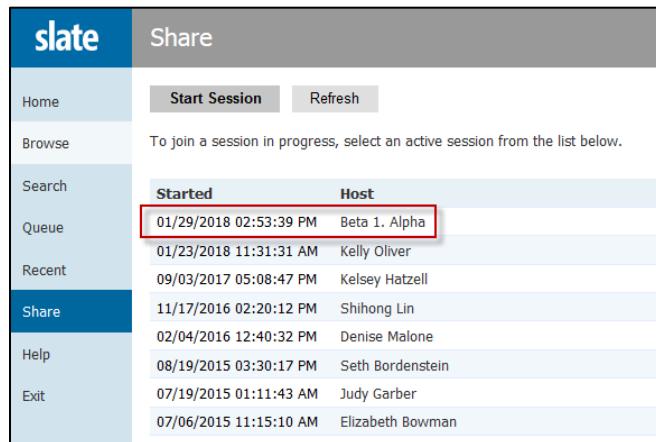
The screenshot shows the 'Share' tab in the slate application. The left sidebar has 'Share' selected. The main area has a 'Start Session' button highlighted with a red box. Below it, a message says 'To join a session in progress, select an active session from the list below.' A table shows a single session: 'Started' 01/23/2018 11:31:31 AM and 'Host' Kelly Oliver.

After a session has started, the originator will see a list of the evaluators who have joined the session. This screen will refresh automatically and will show new evaluators that join. At this point, the originator is sharing their screen, so if they open an application in the Reader, other evaluators will see that application as well.

Please note: Evaluators that have joined a session will not see the originator going to other tabs in the Slate Reader (i.e. Browse, Search, Queue, etc.).



To join a session, go to the Share tab, and select the name of the originator.



When the originator selects an application in the Slate Reader, the other users will see that application as well. Other users can click or scroll through the application at this point; however, if the originator clicks on an application tab, all the other users will jump to that tab.

The originator can end a session by clicking the **Close Session** button on the Share tab. Other users can leave the share session by clicking the **Leave Session** button on the Share tab.

slate							
Home	You are now hosting a Share Session.						
Browse	Close Session						
Search							
Queue							
Recent							
Share							
<table><thead><tr><th>User</th><th>Title</th></tr></thead><tbody><tr><td>Beta 1. Alpha</td><td>Security Test</td></tr><tr><td>Coco 2. Apollo</td><td>Security Test</td></tr></tbody></table>		User	Title	Beta 1. Alpha	Security Test	Coco 2. Apollo	Security Test
User	Title						
Beta 1. Alpha	Security Test						
Coco 2. Apollo	Security Test						
<table><thead><tr><th>User</th><th>Title</th></tr></thead><tbody><tr><td>Beta 1. Alpha</td><td>Security Test</td></tr><tr><td>Coco 2. Apollo</td><td>Security Test</td></tr></tbody></table>		User	Title	Beta 1. Alpha	Security Test	Coco 2. Apollo	Security Test
User	Title						
Beta 1. Alpha	Security Test						
Coco 2. Apollo	Security Test						

Help Tab

The Help tab contains vendor help documentation.

Exit Tab

The Exit tab returns you to the administrative side of Slate or will log you out of the Slate Reader. This depends on how you entered the Slate Reader. If you logged in via the direct link (<https://apply.vanderbilt.edu/reader>), then you will be logged out of Slate. If you accessed the Slate Reader through the administrative side of Slate by clicking on book icon in the toolbar, then you will return to the administrative side of Slate.

Using Filters

As mentioned above, various tabs in the Slate Reader allow you to narrow down the list of applications you see using Filters. Click on Filter and a new window will show you what you can filter by. You can search for a specific filter by using the search bar at the top.

Saving the filter will apply it to the bin you are viewing. Delete the filter by clicking on the red x on the right of the filter.

Prev
Next

Evaluation - Evaluation
 ▼

Default
 ▼

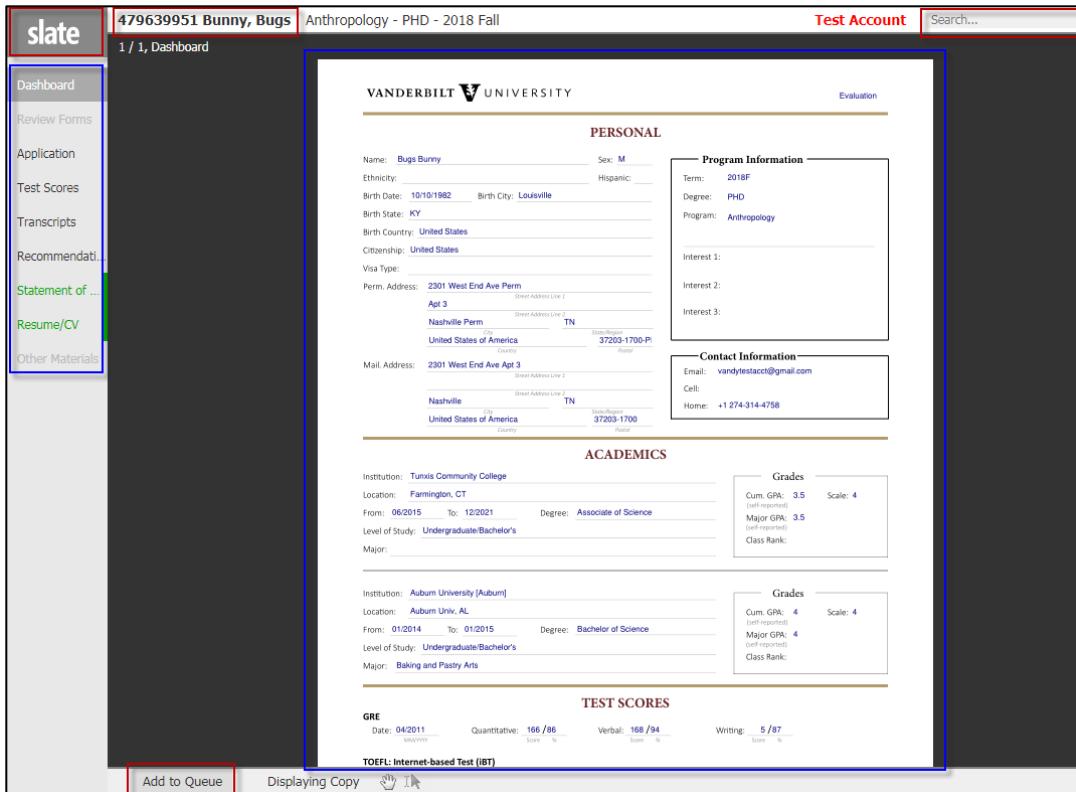
Filter
NOT
(
OR
)

Citizenship
IN US Citizen

Reading an Application

Navigating the Application

When you first open an application, you will be taken to the Dashboard tab. This is a one-page snapshot of the applicant's data. You can view the rest of the application by clicking through the various application tabs on the left of the screen (Application, Test Scores, Transcripts, Recommendations, etc.).



479639951 Bunny, Bugs Anthropology - PHD - 2018 Fall

1 / 1, Dashboard

VANDERBILT UNIVERSITY

PERSONAL

Name: Bugs Bunny Sex: M
Ethnicity: Hispanic
Birth Date: 10/10/1982 Birth City: Louisville
Birth State: KY
Birth Country: United States
Citizenship: United States
Visa Type:
Perm. Address: 2301 West End Ave Apt 3
Nashville, TN 37203-1700-PI
United States of America
Mail Address: 2301 West End Ave Apt 3
Nashville, TN 37203-1700-PI
United States of America

Program Information

Term: 2018F
Degree: PHD
Program: Anthropology

Interest 1:
Interest 2:
Interest 3:

Contact Information

Email: vandytestacct@gmail.com
Cell:
Home: +1 274-314-4758

ACADEMICS

Institution: Tunxis Community College
Location: Farmington, CT
From: 06/2015 To: 12/2021 Degree: Associate of Science
Level of Study: Undergraduate/Bachelor's
Major:

Grades

Cum. GPA: 3.5 (self-reported)
Major GPA: 3.5 (self-reported)
Class Rank:

Institution: Auburn University [Auburn]
Location: Auburn Univ, AL
From: 01/2014 To: 01/2015 Degree: Bachelor of Science
Level of Study: Undergraduate/Bachelor's
Major: Baking and Pastry Arts

Grades

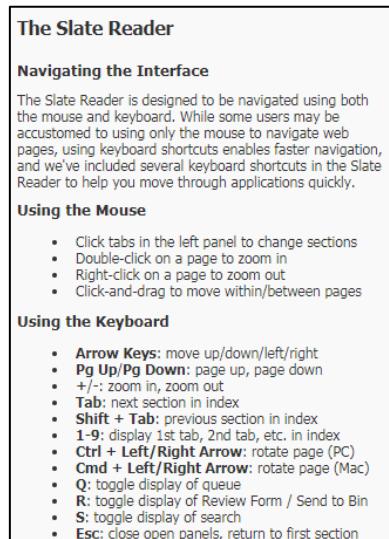
Cum. GPA: 4 (self-reported)
Major GPA: 4 (self-reported)
Class Rank:

TEST SCORES

GRE
Date: 04/2011 Quantitative: 166 / 86 Score: % Verbal: 168 / 94 Score: % Writing: 5 / 87 Score: %
TOEFL: Internet-based Test (iBT)

Add to Queue Displaying Copy

As a reminder, the Home tab provides you with basic information and tips on how to navigate the Reader when evaluating applications. For reference:



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 applications quickly.

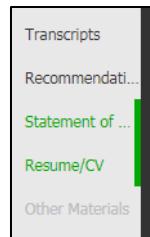
Using the Mouse

- 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

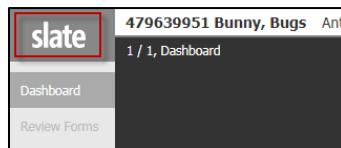
- **Arrow Keys:** move up/down/left/right
- **Pg Up/Pg Down:** page up, page down
- **+/ -:** zoom in, zoom out
- **Tab:** next section in index
- **Shift + Tab:** previous section in index
- **1-9:** display 1st tab, 2nd tab, etc. in index
- **Ctrl + Left/Right Arrow:** rotate page (PC)
- **Cmd + Left/Right Arrow:** rotate page (Mac)
- **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

An application tab will turn green if any new information or materials have been added to it. Tabs which currently do not have any application materials will show in a light gray color.



Other options available once you are viewing an application:

1. The Slate button in the top left will take you back to the Slate Reader home screen.



2. The applicant number and name button will bring up another menu allowing you to download the application as a PDF by clicking **Download PDF**. Also, if you have an access to the administrative side of Slate you can link directly to the application there by clicking on **Lookup Application**. The **Show New Materials Report** will show what and when materials were recently uploaded for tabs that have turned green.



3. The Search box on the top right corner will allow you to search for other applications. This will close the current application you are viewing and will open the new application.

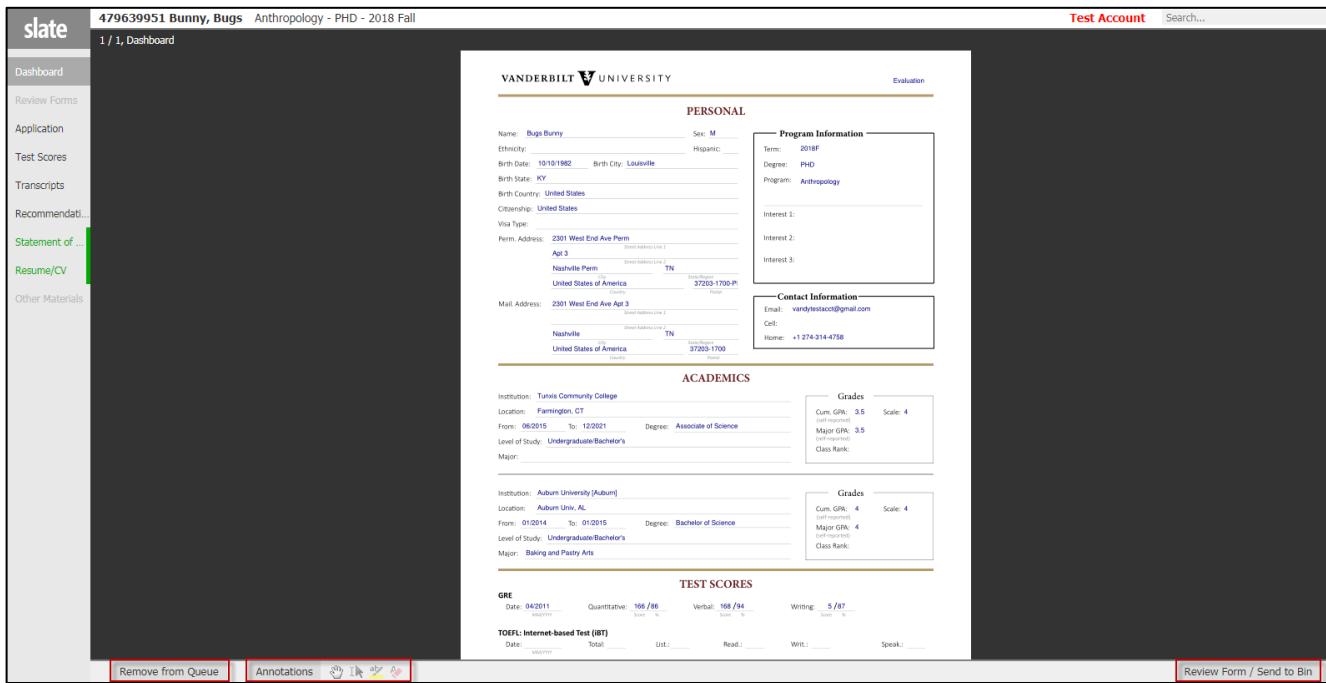


4. To quickly add this application to your queue, you can click the **Add to Queue** button in the bottom left. An application must be in your queue for you to be able to fill out an evaluation form. If you do not see a **Review Form / Send to Bin** button in the bottom right of your screen, then the application is currently not in your queue.



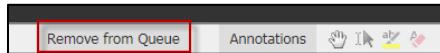
Evaluating the Application

If an application is your queue when viewing an application, you will have a few additional options available as well. As a reminder, an application must be in your queue in order to complete evaluation forms.

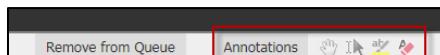


The screenshot shows the slate application interface. On the left is a sidebar with a dark background and light text, listing 'Review Forms', 'Application', 'Test Scores', 'Transcripts', 'Recommendations', 'Statement of Purpose', 'Resume/CV', and 'Other Materials'. The main content area is titled '479639951 Bunny, Bugs Anthropology - PHD - 2018 Fall'. It contains several sections: 'PERSONAL' (with fields for Name, Birth Date, Birth City, etc.); 'ACADEMICS' (with sections for Tunis Community College and Auburn University); and 'TEST SCORES' (with sections for GRE and TOEFL). At the bottom of the main content area are three buttons: 'Remove from Queue', 'Annotations', and 'Review Form / Send to Bin'.

1. The **Add to Queue** button in the bottom left is now a **Remove from Queue** button, which will remove the application from your queue. Once you confirm you want to remove this application from your queue, you will exit the application you are looking at and return to the Slate Reader.



2. You can add annotations to an application by highlighting a section using the highlighter icon (). Once you click on the highlighter icons you can highlight or select text on the application. The list of annotations will be tracked under the **Annotations** button. You can remove a highlighted section by clicking on the erase icon () and then select the highlighted area to remove.



3. In the bottom right corner, you can click on the **Review Form / Send to Bin** button, which will bring up an evaluation pane on the right-hand side of the screen. Even with the evaluation pane open, you can still scroll through the application. The check boxes at the top of the pane are the available evaluation forms for this bin. Check the box next to the form your program or department wants to use for evaluation and fill it out based on what information your program or department wants.

If you do not see this button, then the application is currently not in your queue.

The screenshot shows a software interface for a 'Graduate & Professional Evaluation Form'. At the top, there are two checkboxes: 'Graduate & Professional Evaluation Form' (unchecked) and 'Review Comment' (unchecked). Below these is a 'Send to Bin' button. Under 'Send to Bin', there are fields for 'Current Bin' (set to 'Evaluation') and 'Next Bin (required)' (set to 'Evaluation (current)'). There is also a 'Next Reader (optional)' field. At the bottom of the form are 'Send' and 'Draft Saved' buttons, and a 'Review Form / Send to Bin' button which is highlighted with a red box.

The **Graduate & Professional Evaluation Form** and the **Review Comment** form are basic forms which most programs or departments use for their evaluation. Please check with your Slate program administrators on which parts of the form your program or department wants filled out.

The following steps are used to fill out an evaluation on an application:

1. Click on the **Review Form / Send to Bin** button.
2. Click on the form your department or program wants to be filled out for the evaluation.
3. Fill out the fields your department or program wants to be filled out.
4. Fill out the Send to bin area of the evaluation (**optional**)

The Next Bin area is required; however it defaults to the current bin. Almost all programs and departments do not change the bin in this manner.

The Next Reader field can be filled out, by typing in another Slate user in the system. This will assign this application to their queue. A notification will not be sent to the user from Slate if you assign them as a reader.

5. To submit your evaluation form, click the **Send** button. Once you click the **Send** button, the evaluation form will be submitted, the application will be removed from your queue (you can add it back using one of the steps mentioned above).

The screenshot shows the same 'Graduate & Professional Evaluation Form' interface as the first one, but with several fields highlighted with blue and red boxes. The 'Review Form / Send to Bin' button at the bottom is highlighted with a red box. The 'Send to Bin' section is highlighted with a blue box, containing the 'Next Bin (required)' field (set to 'Evaluation (current)') and the 'Next Reader (optional)' field. The 'Send' button is highlighted with a red box. The 'Review Form / Send to Bin' button at the bottom is also highlighted with a red box. The entire right side of the form, including the 'Reviewer Rating', 'Reviewer Comments', 'Recommend Action', and 'Send to Bin' sections, is highlighted with a blue box. The 'Send' button is also highlighted with a red box.

FAQs

I accidentally removed an application from my queue, how do I get it back?

If you are viewing an application you can click on the **Add to Queue** button in the bottom left of the screen. If you are in the Slate Reader, you can go to the Search tab, search for the application using the search box, select the application, and click the **Add to Queue** button.

I cannot see the **Review Form / Send to Bin** button?

The application is not in your queue. If you are viewing an application you can click on the **Add to Queue** button in the bottom left of the screen. If you are in the Slate Reader, you can go to the Search tab, search for the application using the search box, select the application, and click the **Add to Queue** button.

When viewing the application why can I not see the Review Forms tab?

Two possibilities:

1. If the Review Forms tab is a light gray color compared to the dark gray color of the Dashboard or Application tab, then no review forms have been filled out yet on that application. Once a review form has been filled out, then the review form tab will be available.
2. If the Review Forms tab is missing, then your program or department is doing a blind evaluation. This means that the review forms are hidden from evaluators, so that previous evaluations cannot influence your evaluation.

When something is assigned in my queue or someone else's queue, will I get an email notification?

No email notifications are sent from the Slate system when an application is assigned to your queue.