

## Slate Documentation – Reader



VANDERBILT  
UNIVERSITY

Questions? – [ems@list.vanderbilt.edu](mailto:ems@list.vanderbilt.edu)

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

The Slate Reader .....	3
Accessing the Slate Reader .....	3
Home Tab .....	3
Browse Tab.....	4
Search Tab .....	4
Queue Tab .....	5
Recent Tab.....	6
Share Tab.....	6
Help Tab .....	8
Exit Tab.....	8
Reading an Application .....	9
Navigating the Application .....	9
Evaluating the Application .....	11
FAQs .....	13

# 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.

A sign-on form for Vanderbilt University. At the top is the "VANDERBILT UNIVERSITY" logo. Below it is a "Sign On" heading. The text "Please sign on and we'll send you right along." is followed by two input fields: "Username" with "VUnetID" entered, and "Password" with masked characters. At the bottom are three buttons: a red "Ping" button, a grey "Cancel" button, and a green "Sign On" button.

## Home Tab

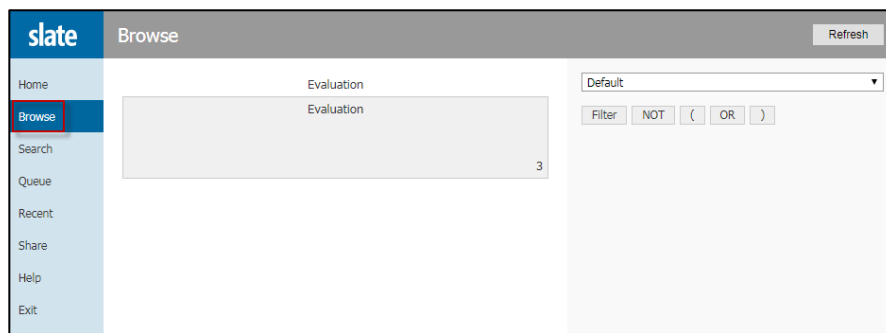
The Home tab is the first screen you will see after accessing the Slate Reader. It contains basic information and tips on how to best navigate the reader while evaluating applications. The Reader menu will always be located on the left side of the screen and can be used to navigate through the various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

The interface of the Slate Reader Home tab. At the top is a grey header with the "slate" logo and the text "Hello, Beta 1. Alpha.". Below this is a blue sidebar with a "Home" tab (highlighted with a red box) and a list of options: Browse, Search, Queue, Recent, Share, Help, and Exit. The main content area has a heading "The Slate Reader" and a subheading "Navigating the Interface". It contains text about navigation and two sections: "Using the Mouse" and "Using the Keyboard", each with a list of instructions and shortcuts.

## 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.

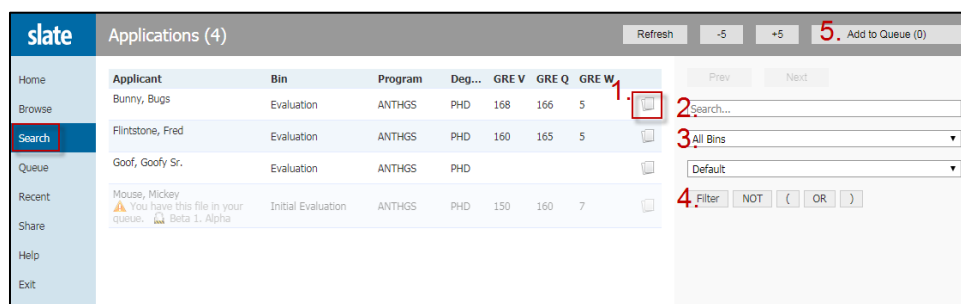


## Search Tab

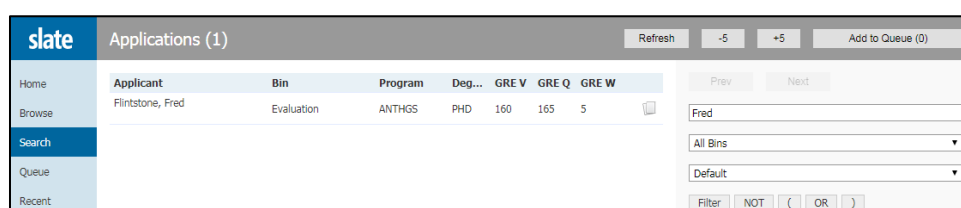
The Search Tab will list all the applications you currently have access to, whether they reside in a bin or they have been assigned to your queue. Additional information regarding Queues is available in the next section.

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.



- 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.

The screenshot shows the 'Applications (3)' view in the Slate interface. The left sidebar has tabs for Home, Browse, Search, Queue, and Recent. The main table lists three applications: 'Bunny, Bugs', 'Flintstone, Fred', and 'Goof, Goofy Sr.'. The right sidebar contains a search bar, a 'Bin' drop-down menu currently set to 'Evaluation - Evaluation', and filter buttons. The 'Add to Queue (0)' button is visible in the top right.

- 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.

The screenshot shows the 'Applications (4)' view. The table now includes a fourth application: 'Mouse, Mickey'. The right sidebar shows the 'Bin' drop-down set to 'All Bins' and the 'Filter' button. Below the filter buttons, a filter is applied: 'Program IN Anthropology'.

- 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.

The screenshot shows the 'Applications (4)' view with three applications selected (highlighted in blue). The 'Add to Queue (2)' button in the top right corner is highlighted with a red box, indicating that two applications have been selected for the queue.

## 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.

The screenshot shows the 'Queue (2)' view in the Slate interface. The left sidebar has tabs for Home, Browse, Search, Queue, and Recent. The 'Queue' tab is selected. The main table lists two applications: 'Bunny, Bugs' and 'Mouse, Mickey'. The right sidebar contains a search bar, a 'Bin' drop-down menu set to 'All Bins', and filter buttons. The 'Remove from Queue (0)' button is visible in the top right.

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

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.

## Recent Tab

slate

Recent (1)

Refresh

Home

Browse

Search

Queue

Recent

Share

Applicant	Bin	Program	Deg...	GRE V	GRE Q	GRE W
<div>Bunny, Bugs</div> <div>⚠️ You have this file in your queue. 📄 Beta 1. Alpha</div>	Evaluation	ANTHGS	PHD	168	166	5

Prev

Next

Search...

All Bins

Default

Filter

NOT

(

OR

)

## 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.

slate

Share

Home

Start Session

Refresh

Browse

To join a session in progress, select an active session from the list below.

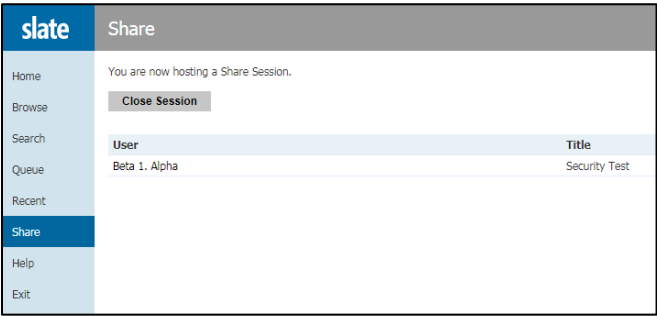
Search

Queue

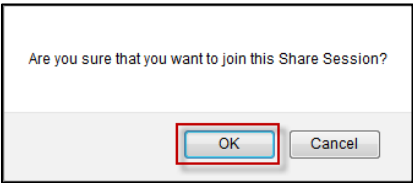
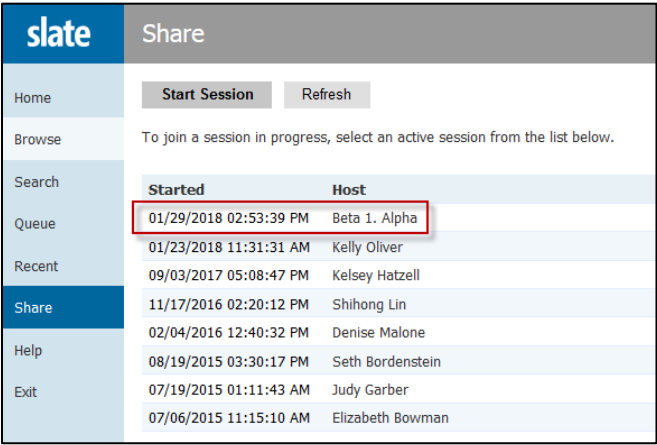
Started	Host
01/23/2018 11:31:31 AM	Kelly Oliver

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.).

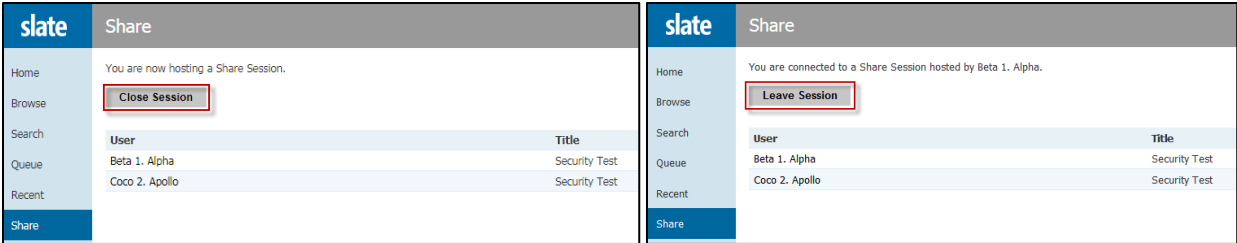


To join a session, go to the Share tab, and select the name of the originator.



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.



## Help Tab

The Help tab contains vendor help documentation.

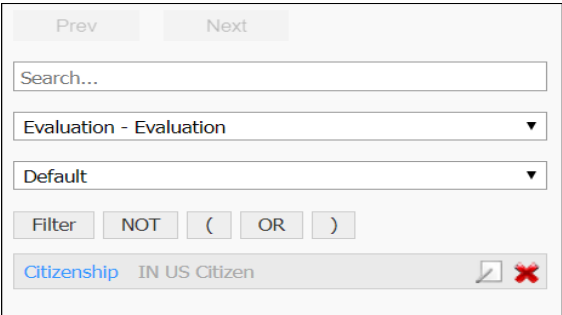
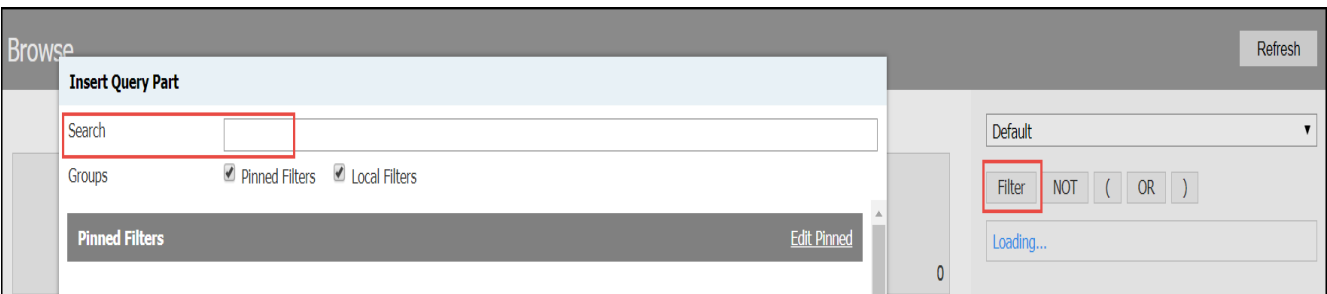
## Exit Tab

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.





## 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.).

The screenshot displays the Slate Reader interface. On the left is a sidebar with navigation tabs: Dashboard, Review Forms, Application, Test Scores, Transcripts, Recommendation, Statement of Intent, Resume/CV, and Other Materials. The main content area shows the 'Dashboard' tab for a student named 'Bugs Bunny'. The header includes the student ID '479639951', name 'Bunny, Bugs', program 'Anthropology - PHD - 2018 Fall', and a 'Test Account' search bar. The dashboard is divided into three main sections: PERSONAL, ACADEMICS, and TEST SCORES. The PERSONAL section includes fields for Name, Sex, Ethnicity, Birth Date, Birth City, Birth State, Birth Country, Citizenship, Visa Type, Perm. Address, and Mail Address. The ACADEMICS section lists two institutions: Tunxis Community College and Auburn University, each with details on location, dates, degree, level of study, and major. The TEST SCORES section shows GRE scores for Quantitative, Verbal, and Writing. At the bottom, there are buttons for 'Add to Queue' and 'Displaying Copy'.

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 Perm	Street Address Line 1
Apt 3	Street Address Line 2
Nashville Perm	City
United States of America	State/Region
	Zip
Mail Address: 2301 West End Ave Apt 3	Street Address Line 1
Nashville	City
United States of America	State/Region
	Zip

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	Scale: 4
Major GPA: 3.5	
Class Rank:	

ACADEMICS	
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	Scale: 4
Major GPA: 4	
Class Rank:	

TEST SCORES	
GRE	Date: 04/2011
Quantitative: 166 / 86	Verbal: 166 / 94
Writing: 5 / 87	

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.

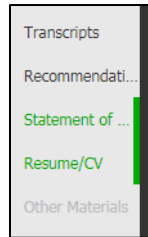
##### Using the Mouse

- 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

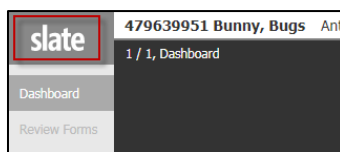
- Arrow Keys:** move up/down/left/right
- Pg Up/Pg Down:** page up, page down
- +/-:** zoom in, zoom out
- Tab:** next section in index
- Shift + Tab:** previous section in index
- 1-9:** display 1st tab, 2nd tab, etc. in index
- Ctrl + Left/Right Arrow:** rotate page (PC)
- Cmd + Left/Right Arrow:**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

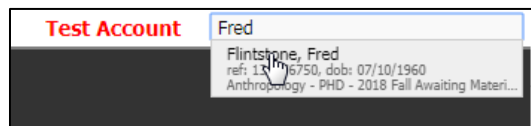
1. The Slate button in the top left will take you back to the Slate Reader home screen.



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

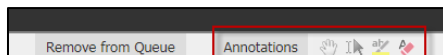
If an application is your queue when viewing an application, you will have a few additional options available as well. As a reminder, an application must be in your queue in order to complete evaluation forms.

The screenshot displays the Slate application interface. On the left is a sidebar with navigation links: Dashboard, Review Forms, Application, Test Scores, Transcripts, Recommendations, Statement of Intent, Resume/CV, and Other Materials. The top bar shows the user's account information: 479639951 Bunny, Bugs, Anthropology - PHD - 2018 Fall, and a Test Account search bar. The main content area shows a student's application form for Vanderbilt University. The form is titled 'PERSONAL' and includes fields for Name, Sex, Ethnicity, Birth Date, Birth City, Birth State, Birth Country, Citizenship, Visa Type, Perm. Address, and Mail Address. It also includes a 'Program Information' section with fields for Term, Degree, Program, Interest 1, Interest 2, and Interest 3. The 'ACADEMICS' section includes fields for Institution, Location, From, To, Degree, Level of Study, and Major. The 'TEST SCORES' section includes fields for GRE Date, Quantitative, Verbal, Writing, TOEFL Date, Total, and Speak. The bottom bar contains buttons for '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 **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).

## 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.