



Slate: Reports

Reviewing & Understanding
Automated Reports in Slate



Reporting in Slate

Current Reports

Reports are emailed to you. By default, you'll receive this email each week on Monday morning. *(If you would like to change the frequency of your reports, please let us know. We can email as often as daily or as little as once a month.)*

The Report Email will be coming from Slate, specifically from the Technolutions Service Desk. You'll be able to view reports in their original Slate PDF format or you can view them in a form that you can export to an Excel Spreadsheet.

Overall, reports will include:

- Information on incomplete applications
- Details on types of admitted students
- Number of confirms/regrets
- Demographic information

Report data will only be pulled from applications within terms that are currently available.



Are the reports useful?

If there is information that you'd like to see on the reports, please let us know! We can also remove columns if there's applicant information that you do not need on your report. Reports will include applicant information for current and future terms.

Change Recipients?

If there are faculty/staff that should receive reports that aren't, please let us know so we can include them. *We also need to know when faculty/staff no longer need to be receiving reports.*

Anytime, Anywhere

You can bookmark the link you receive in the email. Visiting the page at any time will give you an up-to-date report any day of the week!

Accessing Reports

To view your reports in an exportable Excel format, simply click the hyperlinked program name in the email.

If you'd like to view the original report format, click the PDF link in parentheses after the program name. **Below is a sample email:**

Hello,

Here are your reports. Please click the program name below to view applicant data in an exportable Excel format (set output to "Excel Spreadsheet" and click on "Export"). To view the original PDF format that includes applicant and summary data, click PDF after the program name and click on "Export to PDF" on the right hand side.

- [Nursing M.S.N. - Non-Thesis \(ExC\)\(PDF\)](#)

Click here to view the PDF report format!

For more detailed instructions, including how to export your report, please visit the Report section of the [Slate Faculty Resource Page](#). If you have any questions, would like to modify your report(s), or change the frequency of report deliveries, please contact Janis Hooper at Janis.Hooper@unco.edu

Click here to view the Excel exportable format!

Thank you!



Report Information

If you click the program name on the link (to export to excel), a page will open in Slate where you'll see your report.

Standard reports include:

- Applicant name, residency & citizenship
- Bear ID
- Program, site & term
- Date of submission
- Application Status
- List of missing items
- Admission Decision
- Requirements & denial reason
- Advisor
- Email & Bearmail address
- Contact phone numbers

Training Example - TEST

Output

Excel Spreadsheet

Export

| Rows 1-66 of 66 | | | | | | | | | | Prev | Next | Search... |
|------------------------------|---------|------------------|--------------------|--------------|------|-----------------------|------------|---------------------|--------------------|------|------|-----------|
| Name | Bear ID | Residency | Citizenship | Program | Site | Term | License | Submitted | Application Stat | | | |
| Alexander TEST, Matt TEST | | Not Yet Assigned | US Citizen | | | | | | Awaiting Submissi | | | |
| Ambition TEST, Blondie T... | 801 | N | Foreign National | | | | | 2018-06-08T16:38:56 | Awaiting Payment | | | |
| Beagle TEST (Mutt), Spot ... | | R | US Citizen | AUD-AUD | GRE | 2019 Fall (August) | Z-GIFTCORE | 2018-06-04T18:58:24 | Awaiting Materials | | | |
| Beef TEST (Hoagie TEST),... | 801 | N | Foreign National | MS-ASRM | GRE | 2019 Spring (January) | | 2018-03-23T16:56:59 | Awaiting Materials | | | |
| Bomar (TEST), Derrick (T... | 801 | N | US Citizen | | | | | 2018-06-14T09:39:56 | Awaiting Payment | | | |
| Boston, Pip | | N | US Citizen | MACC-ACCTNG | GRE | 2019 Fall (August) | | 2019-05-16T17:09:43 | Decided | | | |
| Boston (TEST), Pippen (T... | | N | US Citizen | EDD-EDSTD | GRE | 2019 Summer (May) | | 2019-01-28T13:09:01 | Decided | | | |
| Choe, Brian Test | | Not Yet Assigned | | MS-BSCI-THES | GRE | 2019 Spring (January) | | | Awaiting Submissi | | | |
| Clooney (Lentzen), Georg... | 801 | Not Yet Assigned | Permanent Resident | | | | | | Awaiting Submissi | | | |
| Clooney (Lentzen), Georg... | 801 | Not Yet Assigned | Permanent Resident | Z-PRINCG | | 2020 Spring (January) | | 2019-05-21T12:57:00 | Awaiting Materials | | | |
| Clooney (Lentzen), Georg... | 801 | Not Yet Assigned | Permanent Resident | MA-GERO | GRE | 2019 Fall (August) | | 2019-05-21T12:53:17 | Awaiting Materials | | | |
| Clooney (Lentzen), Georg... | 801 | Not Yet Assigned | Permanent Resident | MA-GERO | GRE | 2019 Fall (August) | | 2019-04-08T10:40:10 | Decided | | | |
| Cricket, Jiminy | | N | US Citizen | MACC-ACCTNG | GRE | 2019 Fall (August) | | 2019-05-15T21:05:04 | Decided | | | |
| Cucumber TEST (Bubbles)... | 801 | Not Yet Assigned | US Citizen | Z-XLTHEA-SEC | GRE | 2019 Spring (January) | | 2018-05-17T12:30:06 | Awaiting Payment | | | |
| Deelem TEST, Ramona TE... | | Not Yet Assigned | US Citizen | | | | | | Awaiting Submissi | | | |
| Deelen, Ramona | | Not Yet Assigned | US Citizen | | | | | | Awaiting Submissi | | | |
| Drescher, Carla | 801 | R | US Citizen | PHD-ASRM | GRE | | Z-SCHOMGX | 2018-01-31T17:27:51 | Awaiting Payment | | | |
| Duck, Donald | | N | US Citizen | MBA-BA-HCA | DIS | 2019 Spring (January) | | 2019-01-24T17:43:17 | Decided | | | |
| Fonda TEST, Jane TEST | | N | Foreign National | | | | | | Awaiting Submissi | | | |
| Grat, Grape | | N | US Citizen | MA-SLP | GRE | 2019 Fall (August) | | 2018-07-10T12:02:42 | Decided | | | |

To Export Report to Excel

To export your report to Excel spreadsheet, you simply need to click the gray "Export" button at the top of the report. The Excel spreadsheet will then download. If you're using Chrome, you can then open it by clicking on the file at the bottom of the browser.



Understanding Report Data

Reports are sent out for each individual program, emphasis area, and for Extended Campus.

Program name, emphasis, & date report was generated.

Program Report: Applied Statistics and Research Methods Ph.D.

Generated on 08/21/2018 at 03:24:05 PM ET

Easily identify where in the application process an applicant is.

Applicant Information

See the residency status of your applicants.

Applicant Information (Started and Submitted)

| Name | Last 4 of Bear ID | Residency Status | Program | Site | Term | License Selection | Bin | Submit Date | Admission Decision |
|-----------------------------------|-------------------|------------------|----------|---------|-----------------------|-------------------|-----------------------------------------------------|---------------------|--------------------|
| [Redacted] Benjamin [Redacted] | XXXXX0426 | N | PHD-ASRM | Greeley | 2019 Spring (January) | | Graduate and International UG - Awaiting Materials | 2018-06-22T18:15:53 | |
| [Redacted] Donald | | N | PHD-ASRM | Greeley | 2019 Spring (January) | | Graduate and International UG - Awaiting Submission | | |

List of applicants, both started & submitted.

A date here indicates the date the student paid the application fee.

Applicant Information Continued (Started and Submitted)

| Name | Email | Primary Phone | Evening Phone | Mobile Phone |
|--------------------------------|----------------------|-------------------|---------------|--------------|
| [Redacted] Benjamin [Redacted] | [Redacted]@gmail.com | +1 610 [Redacted] | | |
| [Redacted] Donald | [Redacted]@gmail.com | +1 520 [Redacted] | | |

List of applicants with contact information.

You'll see a detailed list of exactly what is missing from an application.

Awaiting Materials

| Name | Missing Items |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| [Redacted] Benjamin [Redacted] | Reference: Loretta [Redacted] West Chester University, Reference: Randall [Redacted] West Chester University, Reference: Robert [Redacted] West Chester University of Pa |

List of incomplete applications.



Understanding Report Data

Applicant Overview & Application Status

Program Report: Clinical Mental Health Counseling M.A.

Generated on 08/16/2018 at 10:53:50 AM ET

Applicants now confirm or regret by submitting an electronic confirmation form. The following will show under "Admission Decision":

Admit: *applicant has been offered admission*

Admit/Confirm: *applicant has been offered and accepted admission*

Admit/Decline: *applicant has been offered and declined admission*

Deny: *applicant has been denied admission*

Withdraw: *application has been withdrawn per applicant request*

Enroll: *applicant has been admitted and is currently enrolled*

Applicant Information

Applicant Information (Started and Submitted)

| Name | Last 4 of Bear ID | Program | Site | Term | License Selection | Double Major Selection | Bin | Submit Date | Admission Decision |
|-----------|-------------------|---------|---------|-------------------|-------------------|------------------------|-----------------------------------------------------|---------------------|--------------------|
| Kimberley | XXXXX2272 | MA-CMHC | Greeley | 2019 Summer (May) | | MA-SCHCOUN | Graduate and International UG - Admin Checks | 2018-08-15T15:11:02 | Admit/Confirm |
| Faith | | MA-CMHC | Greeley | 2019 Summer (May) | Z-ECSPEDEX | MA-MCFC | Graduate and International UG - Awaiting Submission | | |

If the applicant has applied for a double major and/or licensure, it will be listed here.

If an applicant has contacted you to confirm, regret, or ask that their application be withdrawn, please let us know!

What does this mean?

The term and site the applicant has selected is displayed. (Note: student's can only apply for terms/sites in which the program is available!)

Awaiting Submission: *applicant has not yet paid application fee*

Admin Check: *Grad School has received application and has begun processing*

Awaiting Materials: *applicant is missing documentation (i.e. transcripts, statements, recommendations)*

Staff Review: *Grad School is evaluating application and preparing it for departmental review*

Faculty Review: *application is ready for departmental review*

Final Review: *the admission recommendation will be processed and the applicant admitted/denied*



Understanding Report Data

Admission Decisions

Term req.: previously conditions, these are requirements that must be met within the applicants' first term of enrollment.

Year req.: previously provisions, these are requirements that must be met within the applicants' first year.

Both.: applicants that have been admitted with both term and year requirements. These applicants are not included in the numbers for term and year requirements.

Description of types of admission.

Admission Decision

Students can be admitted regularly or with requirements. There are two types of requirements:

- Requirements that must be met in the first **term** (term req.) generally transcripts with degree conferred (previously called conditions).
- Requirements that must be met within the first **year** (year req.) generally academic requirements (previously called provisions).
- Some students may get admitted with **both** requirements.

Total number of admitted students and if they were regularly admitted or admitted with requirements.

| Metric | Regular | Term req. | Year req. | Both |
|------------|---------|-----------|-----------------------------------------------------------------------|------|
| Applicants | 2 | 1 | <i>The admit term is displayed for the list of admitted students.</i> | |

List of admitted applicants.

| Admitted Applicants | | | | |
|--------------------------|-------------------|------------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------|
| Name | Last 4 of Bear ID | Decision Released Name | Admit Term | Requirements |
| [Redacted] Allison | 5160 | Admit/Confirm | 2019 Spring (January) | |
| [Redacted] Judson (Judd) | 1277 | Admit | 2019 Spring (January) | Pending receipt of final official transcript showing degree conferred within first semester of the graduate program. |
| [Redacted] Peter Anthony | 1685 | Admit/Confirm | 2019 Spring (January) | |

This only lists admitted applicants and also includes applicant confirm/regret decision.

You will see a detailed description of what the requirements are for a particular applicant.



Understanding Report Data

Demographic Profile

Demographic data is displayed for the program as a whole so you can view your applicant pool demographics at a glance. Demographic information is only compiled from submitted applications.

Demographic Profile Submitted Applications

| Metric | Submitted | Completed | Admitted | Denied | Admit Rate | Confirmed | Regret | Enrolled | Yield |
|----------------------|-----------|-----------|----------|--------|------------|-----------|--------|----------|-------|
| Total | 5 | 4 | 3 | | 75% | 3 | | | % |
| Type | | | | | | | | | |
| Domestic | | | | | | | | | |
| 2019 Spring... | 5 | 4 | 3 | | 75% | 3 | | | % |
| International | | | | | | | | | |
| Residency | | | | | | | | | |
| Total | 5 | 4 | 3 | | 75% | 3 | | | % |
| Nonresident | | | | | | | | | |
| Resident | 5 | 4 | 3 | | 75% | 3 | | | % |
| WICHE | | | | | | | | | |
| Campus | | | | | | | | | |
| Extended | 5 | 4 | 3 | | 75% | 3 | | | % |
| Gender | | | | | | | | | |
| F | 5 | 4 | 3 | | 75% | 3 | | | % |
| Ethnicity | | | | | | | | | |
| White | 5 | 4 | 3 | | 75% | 3 | | | % |
| Age | | | | | | | | | |
| Age 20-30 | 5 | 4 | 3 | | 75% | 3 | | | % |
| Age 31-40 | | | | | | | | | |
| Age 41-50 | | | | | | | | | |
| Age 51-60 | | | | | | | | | |
| Age > 61 | | | | | | | | | |

Total number of submitted, completed, admit/deny, confirm/regret, and enrolled applicants.

Number of domestic and international applicants by term.

Applicant breakdown by residency status.

Number of applicants by campus (Main vs. Extended Campus).

Applicants by gender.

Applicants by ethnicity.

Applicants by age-range.

The Admit Rate is calculated for each demographic profile area and is calculated as:

$$\frac{\text{admitted students}}{\text{completed applications}} = \text{Admit Rate}$$



Understanding Report Data

State & Institutional Breakdown

State and institutional breakdown allows you to see exactly where your applicants are coming from.

See the top 10 states and top 5 institutions that your applicants are coming from. This is compiled from submitted applications.

Top 10 States and Top 5 Institutions Applicants are Coming from Completed Applications

| Metric | Completed Applications |
|-----------------------------------------|------------------------|
| Top 10 States | |
| CO | 4 |
| Top 5 Institutions | |
| University of Northern Colorado | 2 |
| University of North Carolina Wilmington | 1 |
| University of Colorado Boulder | 1 |

The top 10 states and top 5 institutions are further broken down by admitted and denied applicants.

Admits

| Metric | |
|-----------------------------------------|--|
| Top 10 States | |
| CO | |
| Top 5 Institutions | |
| University of Northern Colorado | |
| University of North Carolina Wilmington | |
| University of Colorado Boulder | |

Denies

| Metric | Number of Denies |
|-----------------------------------------|------------------|
| Top 10 States | |
| CO | |
| Top 5 Institutions | |
| University of Northern Colorado | |
| University of North Carolina Wilmington | |
| University of Colorado Boulder | |

Enrolled Applicants

| Metric | Enrolled |
|-----------------------------------------|----------|
| Top 5 States | |
| CO | |
| Top 10 Institutions | |
| University of Northern Colorado | |
| University of North Carolina Wilmington | |
| University of Colorado Boulder | |

This breakdown also includes a section for enrolled applicants.



Our goal is to provide you with information that is helpful and easy to understand.

If you have questions, concerns, or would like to discuss anything Slate, please let us know!

Thank you!