

Slate: Reports

Reviewing & Understanding Automated Reports in Slate

Graduate School Slate 101: Reports 08/20/2020



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" 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!

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 Spread	dsheet					•		
	Export								
Rows 1-66 ▼ of 66 Pre	ev Next							Search	
Name	Bear ID	Residency	Citizenship	Program	Site	Term	License	Submitted	Application Stat
Alexander TEST, Matt TEST		Not Yet Assigned	US Citizen						Awaiting Submission
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 Submission
Clooney (Lentzen), Georg	801.	Not Yet Assigned	Permanent Resident						Awaiting Submission
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 Submission
Deelen, Ramona		Not Yet Assigned	US Citizen						Awaiting Submission

GRE

2019 Spring (January)

2019 Fall (August)

2018-01-31T17:27:51 Awaiting Payment

2019-01-24T17:43:17 Decided

2018-07-10T12:02:42 Decided

To Export Report to Excel

US Citizen

US Citizen

Foreign National

Drescher, Carla

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.

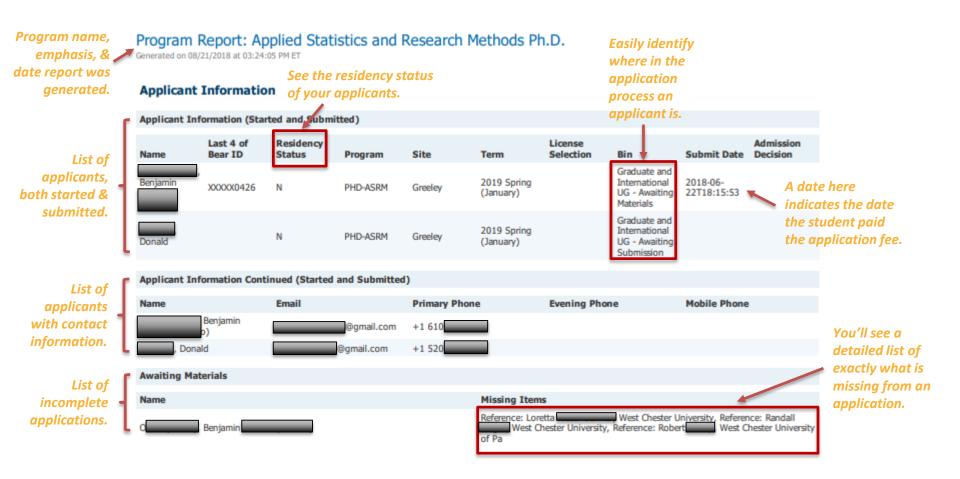
PHD-ASRM

MA-SLP



Understanding Report Data

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



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

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

Applicant Information (Started and Submitted)

Name	Last 4 of Bear ID	Program
Kimberley	XXXXX2272	MA-CMHC
Faith		MA-CMHC





Bin Submit Date Admission Decision

Graduate and International UG - Admin Checks
Graduate and Submit Date Admit/Confirm Admit/Confirm Submit Date Admit/Confirm Admit/Confirm Submit Date Admit/Confirm Admit/Confirm Submit Date Submit Date Admission Decision Submit Date Admission Decision Submit Date Admission Decision Submit Date Admission Decision Submit Date Subm

If an applicant has contacted you to confirm, regret, or ask that their application be withdrawn, please let us know!

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,

this mean?

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 reg.) 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.

> List of admitted = applicants.



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

of what the requirements are for a particular applicant.

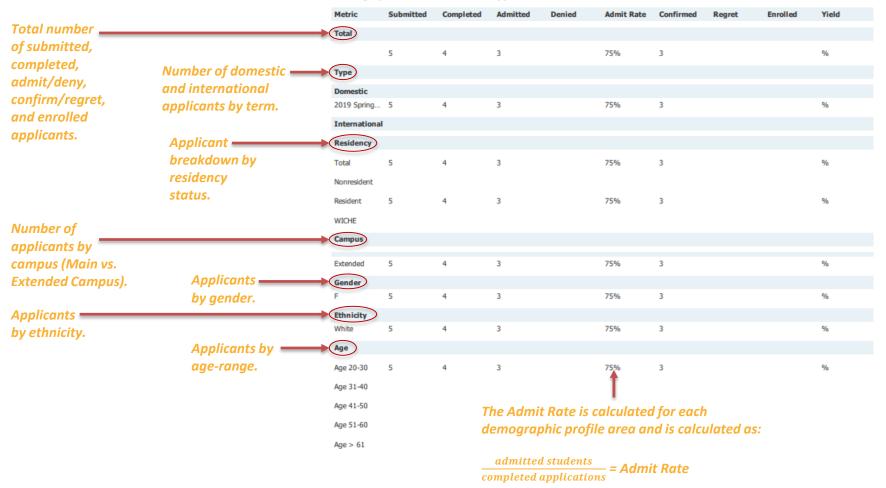


Demographic Profile



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



Slate 101

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





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!

Graduate School Reports 08/20/2020

