



Slate 101: Access and Navigation

The basics of accessing and
navigating within Slate



Logging In

- Please use Google Chrome or Mozilla Firefox to access Slate.
- To log into Slate, you will need to visit <https://admissions.unco.edu/manage>. We highly recommend bookmarking this page.
- Log in using your complete @unco.edu email address and password.



Sign in with your email address

Sign in

Access Management

[Password reset / account activation](#)

[What is my Bear Number?](#)

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Main Page

- This is the main page you see after logging into Slate.
- From here, you can search for applicants and access the Slate Reader.

See page 8 for more on the database view!

The screenshot shows the Slate main page. At the top, there is a blue navigation bar with the 'slate' logo and several icons. The third icon from the left is circled in orange. Below the navigation bar, the user is greeted with 'Welcome, Marissa.' and a notification: 'You have accessed Slate from 2 devices in the past 72 hours. Details Supervised Login'. The main content area displays a feed of tweets. On the right side, there is a search bar with the text 'Search...' and a magnifying glass icon, which is also circled in orange. Below the search bar, a dropdown menu is open, showing a list of suggested links and applicants. The 'Slate Reader' icon in the navigation bar is circled in orange, and a callout box points to it with the text: 'You can also select an applicant name to go directly to their application within the Reader.' Another callout box points to the search bar with the text: 'See page 8 for more on the database view!'

Slate Reader

- To access the Slate Reader, click the third icon on the top menu and then select "Slate Reader".
- This is how you access applications for your programs.

Search

- You can search for an applicant by entering their first name, last name, or nickname. Simply start typing and a list of potentially matching applicants will appear.
- Click on an applicant name to open their application in database view.

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Slate Reader

- The initial Slate Reader page is sparse.
- Use the links on the left to navigate within the reader and applications.

Left Menu Links

- *Browse*: brings up your “bins” and shows applications for your program and what stage they are in.
- *Search*: allows you to search for a specific applicant.
- *Queue*: shows applications that are specifically in your personal queue.
- *Recent*: a list of recent applications you have viewed.
- *Exit*: returns you to the main Slate page.

The screenshot displays the Slate Reader interface in a browser window. The browser's address bar shows the URL: <https://admission.uncc.edu/manage/reader/?r=https%3A%26%2Aadmission.uncc.edu>. The page features a blue header with the 'slate' logo and a navigation menu with the following links: Home, Browse, Search, Queue, Recent, Share, Help, and Exit. A right sidebar titled 'The Slate Reader' provides instructions on navigating the interface and using the mouse and keyboard.

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 white/ 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
- I-R: 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



Browse

The Browse tab brings up “bins” that show the number of applications within each part of the application process.

Pre-Review

- Awaiting Submission: application has been started, but the application fee has not been paid
- Admin Checks: application is in initial review by the graduate school
- Awaiting Materials: application has been reviewed and is awaiting transcripts, recommendations, etc.

Reads

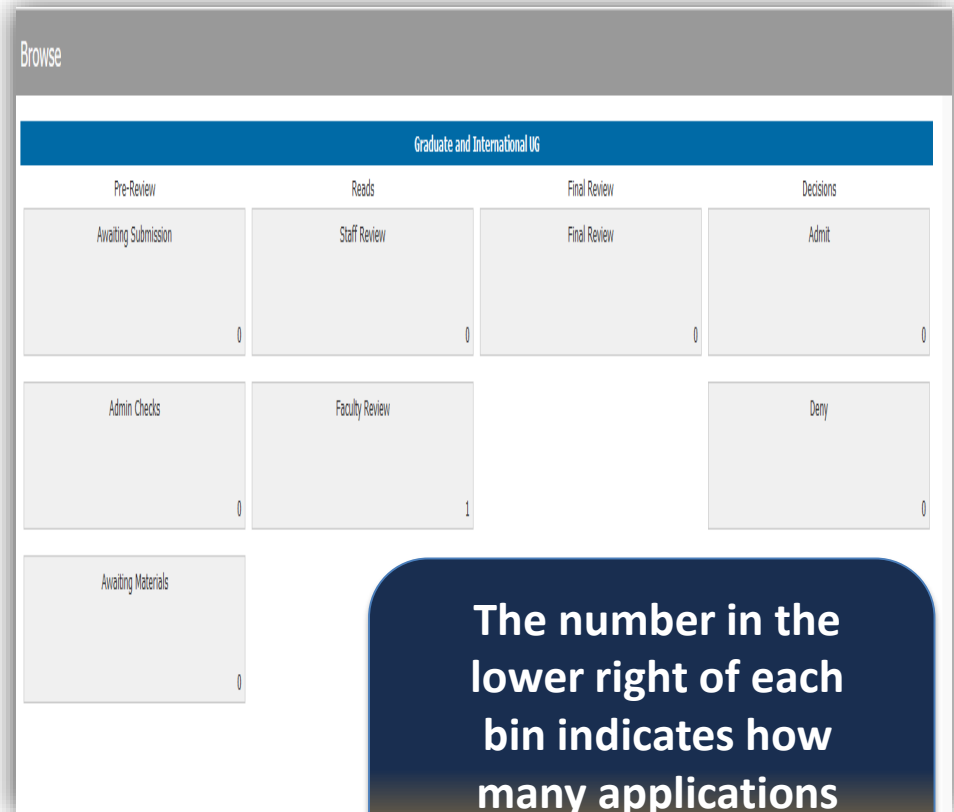
- Staff Review: application is under final review by the graduate school
- Faculty Review: application is ready for faculty/departmental review

Final Review

- Final Review: admission recommendation has been received and application is awaiting final processing by the graduate school

Decisions

- Admit: applications that have been processed and admitted to a program
- Deny: applications that have been processed and denied admission

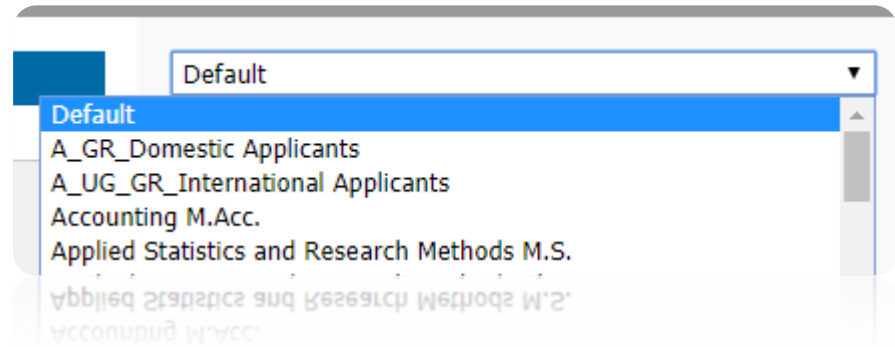


The number in the lower right of each bin indicates how many applications are currently in it.



Filtering

When viewing the bins, you can filter applications and narrow them down to a specific program. Use the drop-down menu in the upper right to select a particular program and view applications only for that program.



Reviewing Applications in a Bin

- Clicking on a bin will pull up a list of applications within the bin.
- Information, including name, DOB, program, site, term, and licensure is displayed.
- You can open and view any application within the Slate Reader by clicking on the paper icon at the far right.

First	Last	Birthdate	Other Last Names Used	Program	Site	Term	Double Major Selection	License Selection	Previous License
Ann ▶ Peipei Gong, Derrick Bomar	Bunten	12/12/1996		MA-SLP	GRE	2019 Fall (August)			
Tyler ▶ Peipei Gong, Derrick Bomar	Conn	12/17/1992		PHD-SCHPSY	GRE	2019 Fall (August)			
Michael ▶ Peipei Gong, Derrick Bomar	Crawford	07/17/1996		MAT-ED-ELELX	Colorado Springs	2019 Summer (May)		0	
Anna Celine ▶ Peipei Gong, Derrick Bomar	Guilas	09/12/1993		MA-CMHC	GRE	2019 Fall (August)			
Zachary ▶ Derrick Bomar, Peipei Gong	Henning	07/09/1984		MS-SES-SADMX	DIS	2019 Spring (Janu...			
Celia ▶ Peipei Gong, Derrick Bomar	Horowitz	03/09/1993	Horowitz	MA-SLP	GRE	2019 Fall (August)			

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Reader Navigation

Once you open an application within the Reader, you may navigate within it with the following:

- The left side menu provides shortcuts to specific requirements of an application.
- If an item is not required, it will appear grayed out and you cannot click on it.
- You will still be able to view all submitted transcripts.
- Any additional documents, statement of goals, resume, writing sample, and copies of licenses/certifications are also viewable.
- Again, it may be easier to use your arrow keys to move from page to page within the application.

The screenshot displays the Slate application interface. At the top, the title bar reads "097287490 Boston (TEST), Pippen (TEST) (1/7, GS Application)". The left sidebar contains a menu with the following items: "GS Application", "Test Scores", "Transcripts", "Statement of ...", "Resume", "Recommendat...", "Scholarly Works", "License/Certifi...", "MCAT, DAT, ...", "McNair Fee W...", "GPA Calculation", and "GR Review For...". The main content area shows a document titled "STATE SCHOOL" with a table of grades. Below this, a letter from Pippen Boston is displayed, addressed to "Dear Admissions Humans," and signed by "Pippen Boston". A red arrow points from the "Transcripts" menu item to the "STATE SCHOOL" document. Another red arrow points from the "Statement of ..." menu item to the letter. A third red arrow points from the "Recommendat..." menu item to the "Reference" section of the document, which lists the applicant, recommender, and submission date.

To exit an application, click the Slate logo in the upper left.



Reader Navigation

When viewing an application in the Slate reader, click the applicant name in the upper right to bring up a new window that includes:

- Contact and biographical information for the applicant.
- A link to lookup the application in the database view. This opens the application in a new window. Navigating the database view is covered on the next pages.
- Option to view the application in a new window
- Download PDF button that allows the application to be printed or downloaded

The screenshot displays the Slate application reader interface. At the top, the applicant's name is shown: **097287490 Boston (TEST), Pippen (TEST) (Pippy)**. Below this, a navigation menu lists various sections: GS Application, Test Scores, Transcripts, Statement of ..., Resume, Recommendation, Scholarly Work, License/Certification, MCAT, DAT, McNair Fee, GPA Calculator, and GR Review. The main content area shows the applicant's details, including contact information, active address, and biographical details. A sidebar on the right contains several action links: [Lookup Application](#), [Read Application in New Window](#), [Show New Materials Report](#), [Edit Bin/Queue](#), and [Download PDF](#). Arrows from the text on the left point to these specific elements in the interface.

097287490 Boston (TEST), Pippen (TEST) (Pippy) 2019 GR -	
Contact Information	Biographical Details
marissa.boston@unco.edu	Sex: Female
+1 111-123-1234 (daytime)	DOB: May 1, 1998 (Age 20)
	Citizenship: United States
Active Address	Application Details
111 Elm Street	Status: Applicant
Anytown, CO 80111	Submitted: September 20, 2018
United States	



Database View

If you search for an applicant on the main Slate page, you can pull up their application in database view. There are 6 tabs, each providing different information. Some tabs may not be as useful as others.

Boston (TEST), Pippen (TEST) (Pippy) Rule execution successfully queued as of 19m ago. [Preview pending actions](#) Applicant 097287490

Dashboard | Timeline | 2019 GR - Awaiting Materials | 2019 GR - Awaiting Submission | Profile | Materials | Details | Banner Load Status

Biographic
Female
Born 05/01/1998, age 20
United States Citizen
White

Anytown, CO
CO-02 Metro Denver & Northeastern Colorado

111 Elm Street
Anytown, CO 80111

2019 GR - Awaiting Materials
Submitted 09/20/2018

Pre-Review: Awaiting Submission, Admin Checks, Awaiting Materials
Reads: Staff Review
Final Review
Decisions: Admit, Deny

Contact
Email marissa.boston@unco.edu
Phone +1 111-123-1234

Activity History

Tags
Opt Out: **Test Record**, Athletics Interest

Status History
06/06/2018 Prospect
06/06/2018 Applicant

Origins
06/22/2018 Application - 2019 GR (Application)

Interactions
08/02/2018 Received
Received: Transcript (University of Northern Colorado), Certified Facsimile
06/14/2018 Mailing - Sent Card

Academic History
[University of Northern Colorado](#), Master's, 02/2008
Anthropology
Greeley, CO
Geomarket: CO-02 Metro Denver & Northeastern Colorado

Dashboard Tab

The Dashboard tab provides an overview of the applicant, including biographical and contact information.

You will also see a visualization of the Slate reader bins, with the **dark blue bin** indicating where the application currently resides.

The Activity History shows how active an applicant has been. This includes logins, opening emails, and clicking links.

You will see the most recent interactions with the student.

An overview of the applicants' Academic History is also included for easy viewing.

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Timeline Tab

The Timeline tab provides detailed information regarding interactions with applicants. You'll be able to see the following:

- Emails sent to applicants, including notification that the email was opened
- How often an applicant logs into their application

The screenshot displays the Slate application interface. The top navigation bar includes tabs for Dashboard, Timeline, 2019 GR - Admit Decided, Profile, Materials, Details, and Banner Load Status. The Timeline tab is active, showing a calendar view with a blue bar indicating activity from late 2018 to early 2019. A 'New Interaction' notification is visible, listing various events such as 'Ping (19s)', 'Login (+1)', and 'Email Opened (+3)'. The Profile tab is also shown, displaying biographical information for 'Pippen (TEST) Boston (TEST)', including gender, birth date, and address. A right-side menu contains links for Overview, Biographical, Contact / Address, Relationships, Schools, Scores, Jobs, Courses, Interests, Sports, and Account. An orange arrow points from the 'Scores' link in the right-side menu to a table of test scores in the bottom section of the screenshot.

Date ▲	Type	Scores						Status			
08/20/2014	GRE	Verbal	138	8%	Quantitative	150	38%	Analytical Writing	3.0	17%	Verified

Profile Tab

The Profile tab details applicant biographical and contact information.

You can also click “Scores” from the right side menu to view test scores, such as GRE results.



Materials Tab

The Materials tab includes a list of materials and documents we have received for the applicant.

To view a document, simply click the material from the list. A new window will pop up that provides a thumbnail view.

To close the material, click “Close” at the bottom of the window.

A list of materials is also included on the actual application tab.

Boston (TEST), Pippen (TEST) (Pippy)

Dashboard	Timeline	2019 GR - Awaiting Materials	2019 GR - Awaiting Submission	Profile	Materials	Details	Banner Load Status
Date ▲	Description	Record	User				
New Material							
08/02/2018	Transcript (Official) University of Northern Colorado	Folio	Marissa				
08/02/2018	Transcript (Official) Arizona State Univ	Folio	Marissa				
06/22/2018	Reference James Bo						

Clicking “Display” brings up the document in full form.

Material

Record: Folio

Material: Transcript (Official) - Arizona State Univ (Bachelor's)

Preview: [Display](#)

Pages (2) Metadata

Details Tab

The Details tab provides information regarding an applicants’ residency status and citizenship.

Dashboard	Timeline	2019 GR - Awaiting Mate
Athletic Interest Sport		
Bear ID		
Citizenship		Citizen
DACA/DREAMer/Asset		No
First Generation		
High School Cluster		
High Score (ACT, SAT I, and SAT R)		
Level		
National Merit Scholarship Finalist		
Neighborhood Cluster		78
Program Broad		
Residency Colorado HS Enter UNC		
Residency Colorado HS Graduate		
Residency Colorado HS Three		
Residency Status		Nonresident
Residency_Status		



2019 GR Tab

The 2019 GR tab indicates an active application. This is probably the most important tab and the tab you'll use most in database view. The tab itself includes the status so you know exactly where the application is at in the process.

Application details are listed, including program, site, location, and license information.

The Checklist shows what materials are missing from the application.

Decisions made for an application are listed here, including admit, deny, or withdrawal.

Navigation tabs: Dashboard | Timeline | 2019 GR - Awaiting Materials | **2019 GR - Awaiting Submission** | Profile | Materials | Details | Banner Load Status

2019 GR -
Awaiting Submission
[In Progress](#)
Last updated November 28, 2018

Current Bin: Awaiting Submission (circled in orange) | No decision on file.

Bear ID:
DOB: **5/1/1998**
Responsible Office: Graduate School (1-2831)
Staff Assigned: kara.murray
Admission Type: Graduate
Student Type: Initial Teaching License
Application Term: 2019 Spring (January)
Program: Licensure: Special Education Director Endorsement (Extended Campus)
Site: Distance-Online
Double Major:
License:
Tag:

Checklist

[Insert Requirement](#)

Status	Requirement	Current Status	Action
✗	Statement of Goals/Letter of Intent/Cover Letter	Awaiting	▼
✓	06/22/2018 Recommendation (James Bond, Her Majesty's Royal Service)	Received	▼
✗	Transcript (Arizona State Univ)	Awaiting	▼
✓	08/02/2018 Transcript (University of Northern Colorado)	Received	▼

Materials

Date ▲	Description	Record	User
08/02/2018	Transcript (Official) University of Northern Colorado	Folio	Marissa
08/02/2018	Transcript (Official) Arizona State Univ	Folio	Marissa
06/22/2018	Reference James Bond	This Application	

Decisions

Effective ▲	Decision	Released	Received	User

Current Bin shows where in the process an application currently is.

Materials received for an application are also listed. Clicking on any material brings up a thumbnail view.



And that's it!

We know it will take some getting used to, but you'll be navigating through applications in no time!

Our goal is to make using Slate as user friendly as possible and always welcome feedback and suggestions.

If you have any questions regarding Slate, please let us know by submitting a question through the Faculty Resource page.

Thank you!