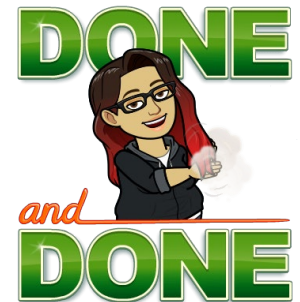


Can we get
reports as a
spreadsheet?

You asked. . .

We listened!



Reports

A look at the new report formats provided through Slate.



Reports



Distribution

The new reports will still be distributed to you via email. By default, you'll receive them each week on Monday morning.

If you would like to change the frequency of your reports, please let us know. We can send reports as often as daily or as little as once a month.

Changes

One advantage to the new reports is that you will only receive one email with all of your reports included in it!

While you'll still be able to view reports in their original Slate format, you can now view them in a form that you can export as an Excel spreadsheet.



Hello,

Here are your program reports. Please click the program name below to view your report in an exportable Excel format. To view the original PDF format, click PDF after the program name.

- [SES: Biomechanics M.S. \(PDF\)](#)
- [SES: Biomechanics Ph.D. \(PDF\)](#)

For more detailed instructions, please visit the [Slate Faculty Resource Page](#). If you have any questions or would like to modify your report(s), please contact Marissa Boston at marissa.boston@unco.edu.

Thank you!



Graduate School



Reports

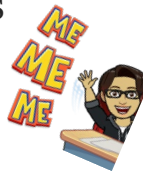
Are the reports useful?

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.



Report 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.*



**Click here
to view the
new Excel
exportable
format!**

Hello,

Here are your program reports. Please click the program name below to view your report in an exportable Excel format. To view the original PDF format, click PDF after the program name.

- [SES: Biomechanics M.S. \(PDF\)](#)
- [SES: Biomechanics Ph.D. \(PDF\)](#)

For more detailed instructions, please visit the [Slate Faculty Resource Page](#). If you have any questions or would like to modify your report(s), please contact Marissa Boston at marissa.boston@unco.edu.

Thank you!



Graduate School

Anytime, Anywhere

With the new report format, you can bookmark the link you receive via email. Visiting the page at any time will give you an up-to-date report any day of the week.

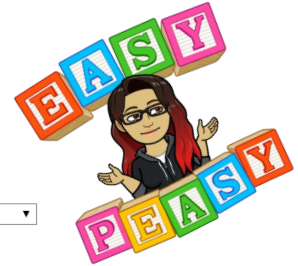
Accessing Reports

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.

Click here for the original report format!

Reports



Report Information

If you click the program name link to open your report, you'll be directed to a page in Slate where you'll see your report in the web browser.

Standard reports will 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

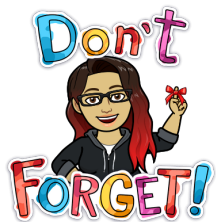
Rows 1-66 of 66 Prev Next Search...										
Name	Bear ID	Residency	Citizenship	Program	Site	Term	License	Submitted	Application Stat	
Alexander TEST, Matt TEST		Not Yet Assigned	US Citizen						Awaiting Submissi	
Ambition TEST, Blondie T...	801	N	Foreign National					2018-06-08T16:38:56	Awaiting Payment	
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-PRINGC		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, Jimmy		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	
Fruit, Grape		N	US Citizen	MA-SLP	GRE	2019 Fall (August)		2018-07-10T12:02:42	Decided	



Click me to
open your
report in Excel!

Exporting Reports

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.



- Let us know if you want columns added or removed from your report to make it useful for you!
- Contact us if you would like to receive or remove yourself from the report distribution.
- You can still view reports in their previous format.
- When downloading your report, it will most likely default to going to your “Downloads” folder.

As always, if you have any questions or suggestions, feel free to contact:

Marissa Boston

Marissa.Boston@unco.edu

970-351-2002

THANK YOU!

