



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.



UNIVERSITY OF
**NORTHERN
COLORADO**

Sign in with your email address

marissa.boston@unco.edu

.....

Sign in

Access Management

[Password reset / account activation](#)

[What is my Bear Number?](#)

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Slate 101



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 interface. A blue navigation bar at the top contains the 'slate' logo and several icons. The third icon from the left, representing a document or reader, is circled in orange. A callout box points to this icon with the text: 'You can also select an applicant name to go directly to their application within the Reader.' Below the navigation bar, the page displays a welcome message 'Welcome, Marissa.' and a list of recent posts from various users. On the right side, there is a search bar labeled 'Search...' which is also circled in orange. A callout box points to this search bar with the text: 'See page 8 for more on the database view!'. In the bottom left corner, a 'Reader' sidebar is visible, showing a list of recent applications. The 'Slate Reader' option is circled in orange, and a red arrow points to it from the callout box. The sidebar also lists recent applications, including 'Thomas, Antonia (Toni)' and 'Stuber, Aaron'.

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.

Slate 101

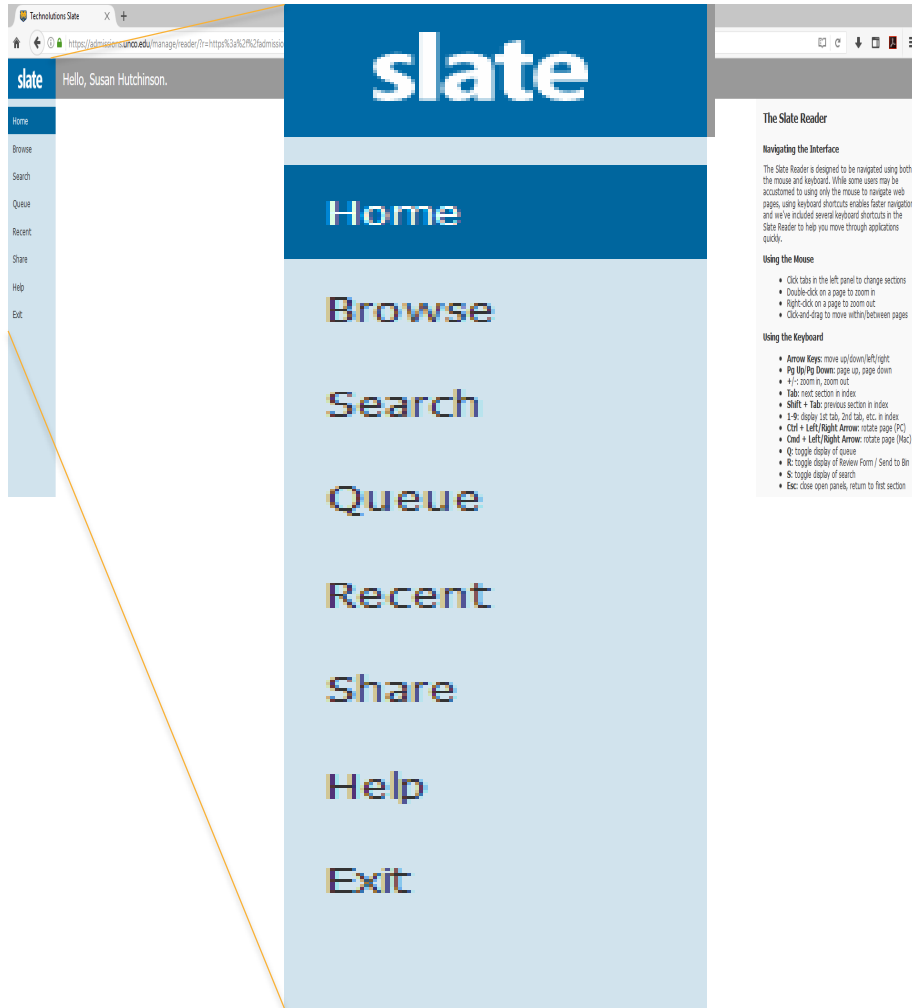


Slate Reader

- 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.





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

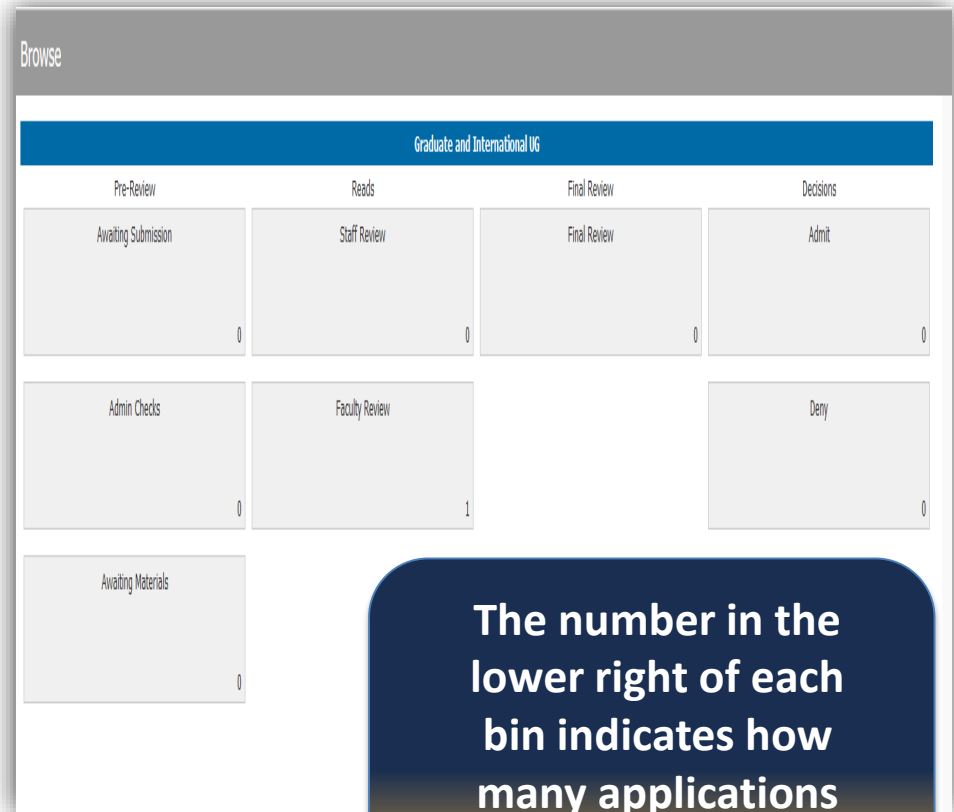
- Staff Review: application is under final review by the graduate school
- Faculty Review: application is ready for faculty/departmental review

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

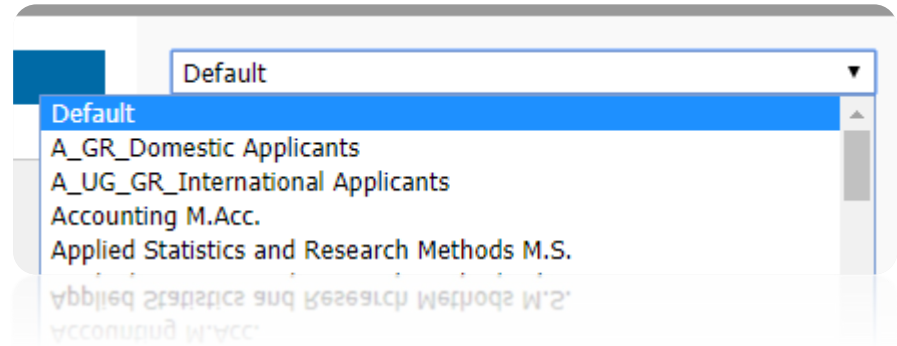


The number in the lower right of each bin indicates how many applications are currently in it.



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. On the left, a vertical menu lists various document types: GS Application, Test Scores, Transcripts, Statement of Goals, Resume, Recommendation Letters, Scholarly Works, License/Certifications, MCAT, DAT, etc., GPA Calculation, and GR Review For... The main area shows a preview of the 'Statement of Goals' document. A red arrow points from the 'Transcripts' menu item to a transcript document. Another red arrow points from the 'Statement of Goals' menu item to the 'Statement of Goals' document. A third red arrow points from the 'Recommendation Letters' menu item to a recommendation letter document. A fourth red arrow points from the 'GPA Calculation' menu item to a GPA calculation document. A yellow callout bubble in the top right corner contains the text: 'To exit an application, click the Slate logo in the upper left.'

097287490 Boston (TEST), Pippen (TEST) (Pippen)

1 / 7, GS Application

GS Application

Test Scores

Transcripts

Statement of Goals

Resume

Recommendation Letters

Scholarly Works

License/Certifications

MCAT, DAT, etc.

GPA Calculation

GR Review For...

STATE SCHOOL

097287490 Boston (TEST), Pippen (TEST) (Pippen)

1 / 1, Statement of Goals (Statement of Goals)

Dear Admissions Humans,

I really want to go to Graduate School. I don't want to spend my life taking naps and popping in the yard. I'd really like to do work that changes the world. By studying Applied Statistics at UNC, I'll be able to tell other people more about when they have the best chance of being the mainline and perhaps, write my dissertation on who really is a good boy.

I know my academic history isn't as strong as it could be, but that's because I'm so excited to learn! Sitting still is hard when you're excited. (grin). Love, Andy (and a paw print)

Thank you for your consideration,

Paw Print

Pippen Boston

097287490 Boston (TEST), Pippen (TEST) (Pippen)

2 / 4, Recommendation Letters (Reference: Derrick Horn)

Reference

Applicant: Pippen (TEST) Boston (TEST)

Applicant: Pippen

Writer: Derrick Horn

Writer Signature: Pippen Boston

Recommendation: Derrick Horn

Submitted: 06/06/2014

June 6, 2014

I am writing in strong support of Pippen's application to the Graduate School at UNC. Pippen is awesome. One may lack a lot, but what she lacks in education, she makes up for in character.

You'll be wanting to have her away!

Derrick

06/06/2014

Reference

Applicant: Pippen (TEST) Boston (TEST)

Applicant: Pippen

Writer: Derrick Horn

Writer Signature: Pippen Boston

Recommendation: Derrick Horn

Submitted: 06/06/2014



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. On the left is a sidebar with a list of application components: slate, GS Application, Test Scores, Transcripts, Statement of ..., Resume, Recommendation..., Scholarly W..., License/Cer..., MCAT, DAT..., McNair Fee..., GPA Calcula..., and GR Review. The main content area shows the applicant's name '097287490 Boston (TEST), Pippen (TEST) (Pippy)' and '1 / 7, GS Application'. A secondary window is overlaid on the right, titled '097287490 Boston (TEST), Pippen (TEST) (Pippy) 2019 GR -'. This window contains sections for 'Contact Information' (with email marissa.boston@unco.edu and phone +1 111-123-1234), 'Biographical Details' (Sex: Female, DOB: May 1, 1998, Citizenship: United States), 'Active Address' (111 Elm Street, Anytown, CO 80111, United States), and 'Application Details' (Status: Applicant, Submitted: September 20, 2018). At the bottom of this window are four links: [Lookup Application](#), [Read Application in New Window](#), [Show New Materials Report](#), and [Edit Bin/Queue](#). A 'Download PDF' button is also visible at the bottom right of the interface.



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

Reads
Staff Review

Final Review

Decisions
Admit

Admin Checks

Faculty Review

Deny

Awaiting Materials

Activity History

7/1/2018 8/1/2018 9/1/2018 10/1/2018 11/1/2018

Interaction Event Login Email Sent Email Opened Email Clicked

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

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)

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

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.



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

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.

The screenshot displays the Slate 101 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 timeline of interactions from November 2018 to September 2018. A large blue rectangle obscures part of the timeline. Below the timeline, a list of interactions is shown, including emails sent and logins. The Profile tab is also visible, showing biographical information for Pippen (TEST) Boston (TEST), including gender, birth date, and address. The right side menu is open, showing links for Overview, Biographical, Contact / Address, Relationships, Schools, Scores, Jobs, Courses, Interests, Sports, Account, and Application. An orange arrow points to the 'Scores' link in the right side menu.

Timeline Tab

Dashboard Timeline 2019 GR - Admit Decided Profile Materials Details Banner Load Status

Timeline Interactions Audit Log Campaigns

2018 Nov 2018 Nov 2018 Nov 2018 Oct 2018 Oct 2018 Oct 2018 Sep 2018 Sep

New Interaction

018 November

11/26 4:44:29 PM Ping (19s) admissions.unco.edu/account/login?r=https%3a%2f%2fadmissions.unc...

11/04 8:25:39 PM Ping (3s) www.unco.edu/nhs/sport-exercise-science/degree-options/graduate...

11/04 8:24:34 PM Ping (1m 4s) www.unco.edu/nhs/sport-exercise-science/program-areas/sport-admi...

11/02 3:04:09 PM Login (+1) Status Update

11/02 3:03:28 PM Email Opened (+3) Patrick, you're admitted. Now What?

11/02 2:56:02 PM Email Opened (+2) Patrick, you're admitted. Now What?

Chrome Red Lodge, MT, United States

Chrome Red Lodge, MT, United States

Chrome Red Lodge, MT, United States

iPhone MT, United States

iPhone MT, United States

Chrome Billings, MT, United States

Chrome Billings, MT, United States

Chrome Billings, MT, United States

Profile Tab

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

Biographic

Pippen (TEST) Boston (TEST)

Female

Born 05/01/1998, age 20

United States Citizen

White

Address

111 Elm Street

Anytown, CO 80111

Contact

Email marissa.boston@unco.edu

Overview

Biographical

Contact / Address

Relationships

Schools

Scores

Jobs

Courses

Interests

Sports

Account

Application

Application

te ID

stricted Access

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



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), Pippin (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.

2019 GR -

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

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

Current Bin: Awaiting Submission

No decision on file.

Checklist

[Insert Requirement](#)

✗	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
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 Bond	This Application	

Decisions

Effective ▲	Decision	Released	Received	User
New Decision				

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!