



Slate 101: Reports

Reviewing & Understanding
Automated Reports in Slate



Reporting in Slate

Current Reports

As faculty and staff, you currently receive a number of automated reports every other week that provide details of applicants and applied/admitted students within your programs.

New Reports

Reports will now be coming from Slate, specifically from the Technolutions Service Desk. These new reports will combine the three reports you've previously been receiving. They will contain the same data you are used to seeing, but will also include new information. Overall, reports will include:

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

The new reports will go live and the first ones sent out on September 17th. Report data will be pulled from applications within terms that are currently available.



Reports

New Report

Reports will be sent on a weekly basis. If you'd like to receive them more frequently, just email us and let us know! We can send them daily if you're nearing a deadline or we're approaching the start of a term.



Technolutions Service Desk <service-desk@technolutions.com>

Rizzolo, Sonja

Slate Report Notification: Z_Program Report: Accounting M.Acc - DO NOT USE

Slate Reports will currently only include information for Spring '19, Summer '19, and Fall '19 applications.



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

Applicant Information

See the residency status of your applicants.

Easily identify where in the application process an applicant is.

Applicant Information (Started and Submitted)

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

List of applicants with contact information.

Applicant Information Continued (Started and Submitted)

Name	Email	Primary Phone	Evening Phone	Mobile Phone
Benjamin	@gmail.com	+1 610		
Donald	@gmail.com	+1 520		

List of incomplete applications.

Awaiting Materials

Name	Missing Items
Benjamin	Reference: Loretta West Chester University, Reference: Randall West Chester University, Reference: Robert West Chester University of Pa

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



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		

The admit term is displayed for the list of admitted students.

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)	

List of admitted applicants.

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.

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.

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									

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	

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	

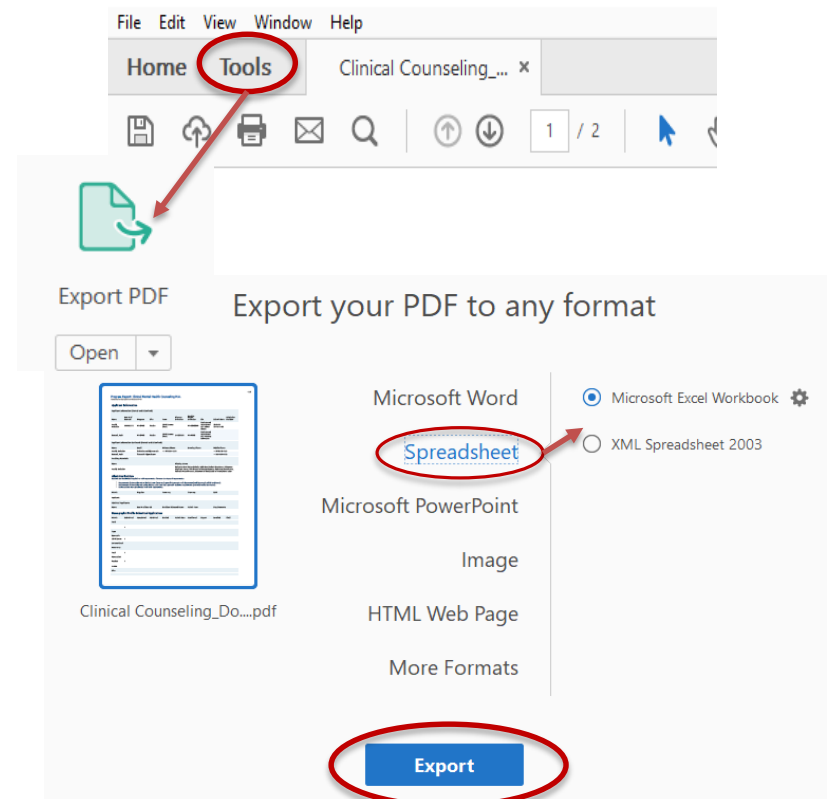
This breakdown also includes a section for enrolled applicants.



Prefer your reports in spreadsheet format?

Slate reports will be sent in PDF format, but you may wish to have the data in a spreadsheet. The instructions below show how to convert your PDF into an Excel workbook.

- Open your PDF report with Adobe Acrobat. (Contact the IT help desk if you do not have this installed.)
- Click the “Tools” menu at the top of the page.
- Select “Export PDF” under the Create & Edit options.
- Select “Spreadsheet” for the desired format. You may receive an option to choose Excel Workbook or XML Spreadsheet 2003. Both will work.
- Click “Export” and choose where to save your document.





Please let us know if there's information
you are used to seeing in your reports that
you aren't seeing within the new Slate reports.
We also want to know if you see any incorrect information.

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!

Can I help you?



Contact: Marissa Boston
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Thank you!