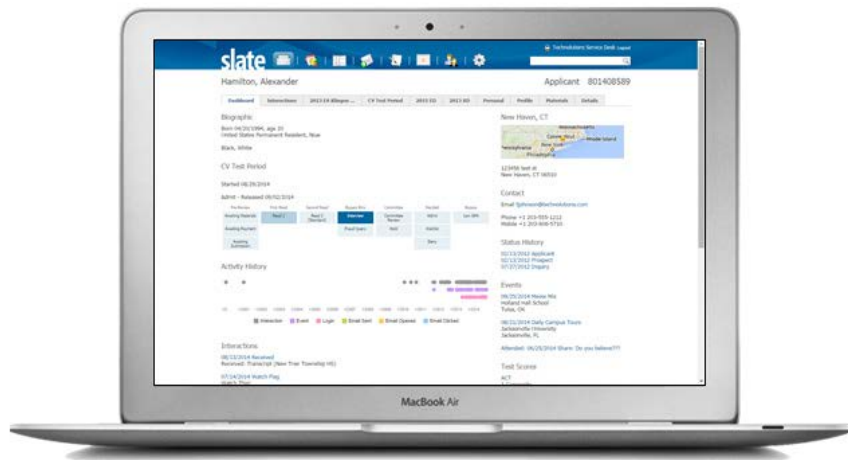




USER MANUAL

*Anthropology Department
Graduate Director*

May 24, 2016



BINGHAMTON
UNIVERSITY
STATE UNIVERSITY OF NEW YORK

The Graduate School

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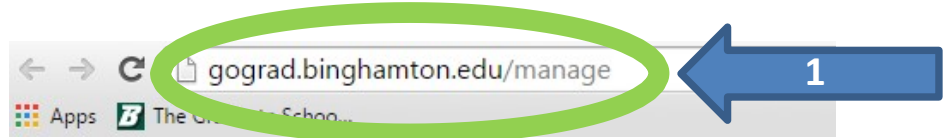
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*For additional resources and contact information,
visit the [Slate Treasure Box](#) page
(www.binghamton.edu/grad-school/slate)*

How to Access and Log on to Slate

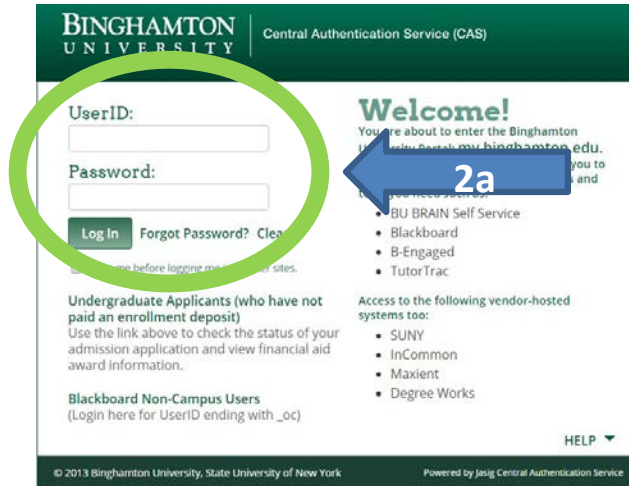
1) Type

gograd.binghamton.edu/manage
into your address bar



2a) Sign in using PODS

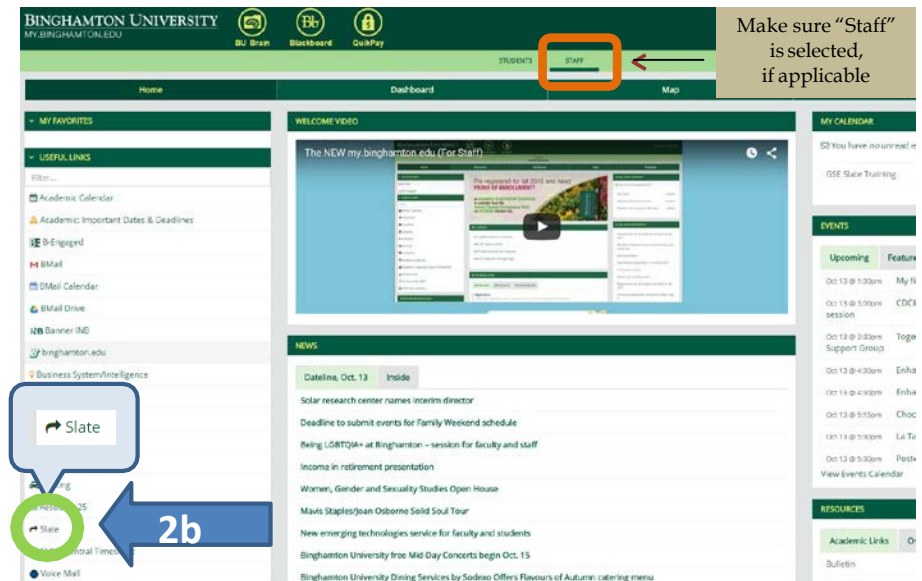
username and password



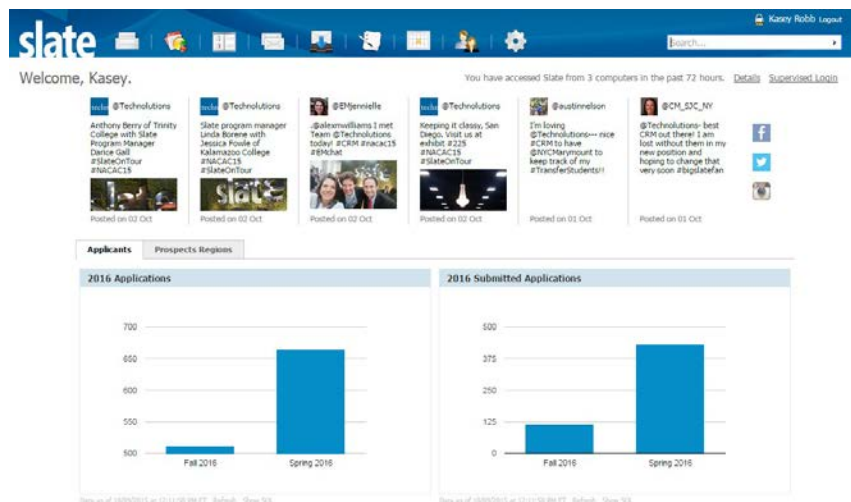
OR

Access Slate directly from the Binghamton portal (my.binghamton.edu)

2b) Click "Slate" on left side navigation bar



This is your Slate Dashboard/ Homepage



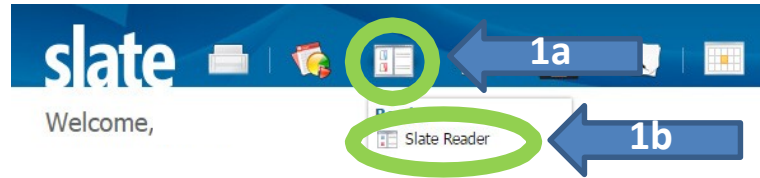
How to Access Slate Reader and View Departmental Bins

From your Slate Dashboard,

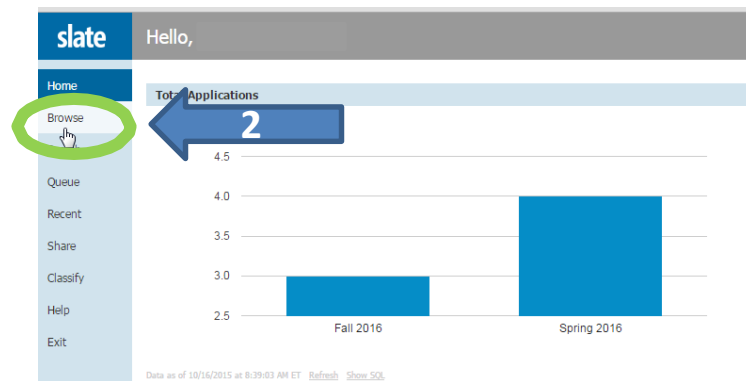
1a) Mouse over  (Reader icon)

1b) Click on "Slate Reader" from the drop-down menu

Welcome to your Slate Reader dashboard.



2) Click "Browse" to view all applications that are ready for review



This is your "Departmental Review" page with the following bins:

Awaiting Materials

Applications that are missing Letter(s) of Recommendation and/or Test Scores

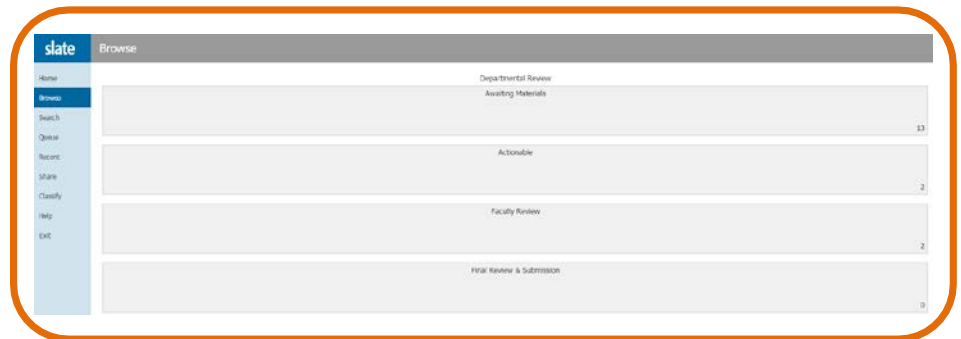
Actionable Applications that have all required materials

Faculty Review

Applications that are ready for faculty review

Final Review & Submission

Applications that are ready to be submitted to the Graduate School with applicable decisions



General Note:

Applications in the **Awaiting Materials** bin will be automatically moved to the **Actionable** bin once all materials have been submitted.

Applications in the **Actionable** bin must be manually moved to the **Faculty Review** bin once application is deemed ready to be reviewed by Faculty Reviewer.

Applications in the **Faculty Review** bin must be manually moved to the **Final Review & Submission** bin.

The number located at the bottom right corner of the bin indicates the number of application(s) in the bin



How to Filter Applications

Filters help narrow down the number of applications displayed. Not all filters in this manual may be visible to you.

Use of filters is optional. Filters should be applied in the “Browse” tab, prior to selecting the bin. If filters are not used, then all applications will be displayed.

The following filters, located in the right hand panel, have been preset specific to Anthropology department:

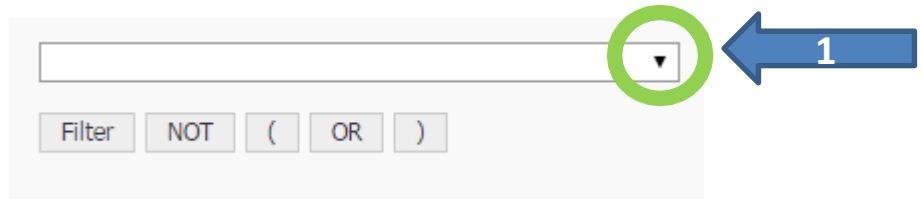
- Archaeology Applications
- Bio-Archaeology Applications
- Biological Anthropology Applications
- Certificate Applications
- Doctoral Applications
- Fall 20xx Applications
- Linguistic Anthropology Applications
- Master’s Application
- Social Cultural Anthropology Applications
- Spring 20xx Applications



For instance, if you only want to view Master’s applications, use “Master’s Applications” filter.

To enable a filter,


1) Click on the arrow

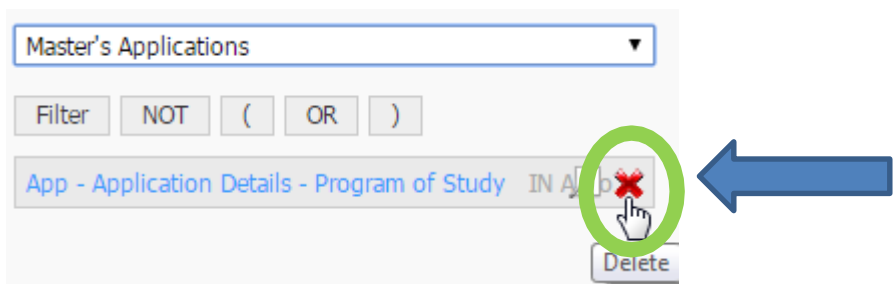


A dropdown menu with the preset filters will appear

2) Select the applicable filter



* If you want to remove a filter or accidentally clicked on the wrong filter, select  to remove the filter

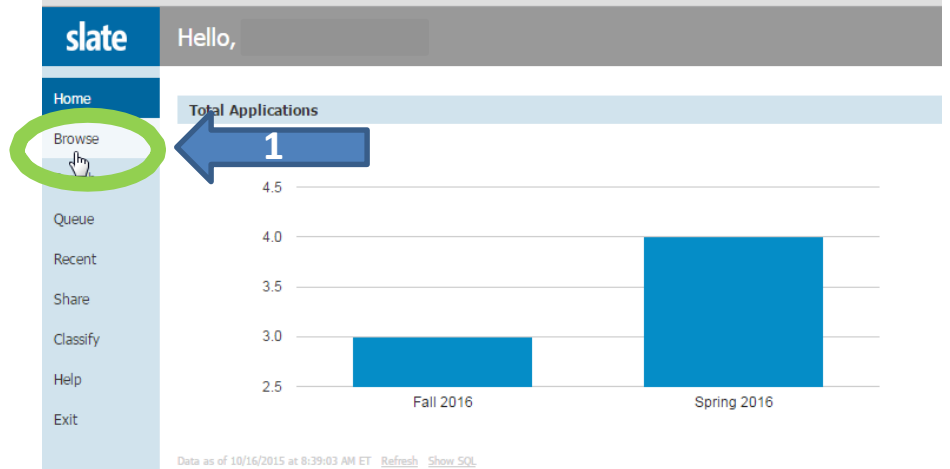


How to View Application(s) Without Taking Action

Reviewer wants to view application(s), but does not want to take action and complete the Review Form

From your Slate Reader,

1) Click on "Browse" tab



2) Select appropriate bin



A list of applications will appear

Applicant	Bin	Ref
Applicant Test, Applicant Test	Faculty Review	463463964

3) Select "Display Copy" icon to view the application

This screenshot shows the application list table with buttons 'Build Query', 'Classify', and 'Refresh' above it. The table has columns 'Bin' and 'Ref'. The row for 'Faculty Review' with reference '463463964' is highlighted. A green circle highlights a document icon in the right column, and a blue arrow labeled '3' points to it.

If you decide that you do want to take action,

4) Select "Add to Queue" (located on the bottom left hand corner)

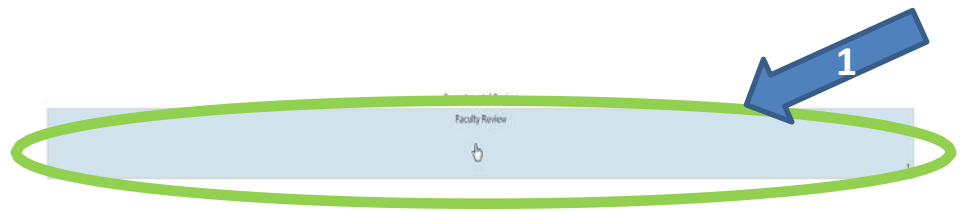
Select "OK" if a dialogue appears.

The application will be added to your queue and the "Review Form / Send to Bin" option (located on the bottom right hand corner) will be available.

This screenshot shows the application details page for '463463964 Applicant Test, Applicant Test'. The page has a sidebar on the left with options: Application, Transcript, Personal State, Resume, Letters of Rec., and Review Forms. The main content area is titled 'Personal Information' and includes fields for Biographical (First Name, Last Name, Birthdate, Birthplace), Contact (Email, Mailing Address, Permanent Address), and other details. At the bottom left, the 'Add to Queue' button is circled in green, and a blue arrow labeled '4' points to it.

How to Add Application(s) to Your Queue

1) Click on the appropriate bin to view the list of applications

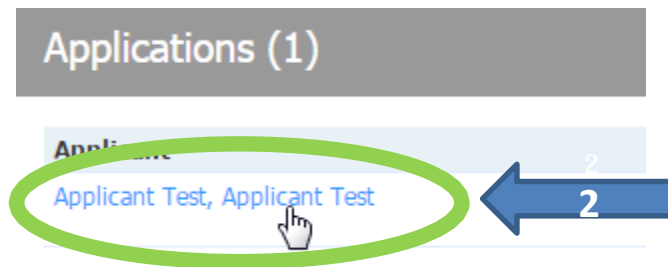


A list of applications will appear

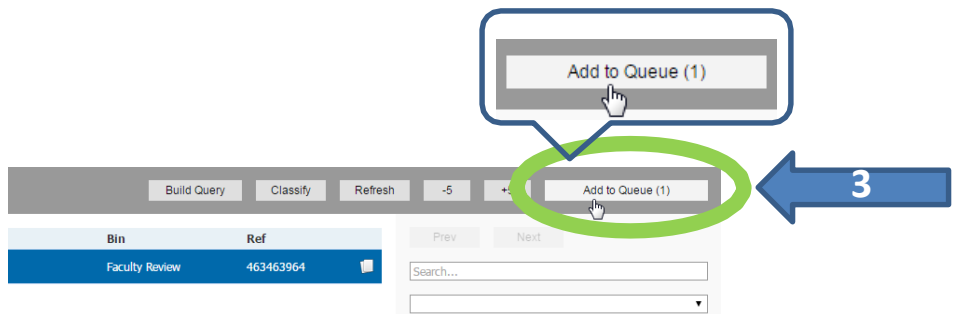
To view applications, add them to your "Queue"



2) Select the application(s) you want to review during this session

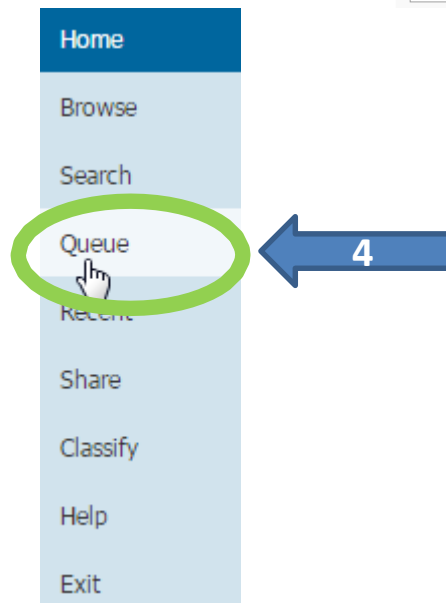


3) Click "Add to Queue" (located on the upper right-hand corner)



By clicking "Add to Queue," you will automatically be brought to the "Queue" tab

4) Click the "Queue" tab to view the application(s)

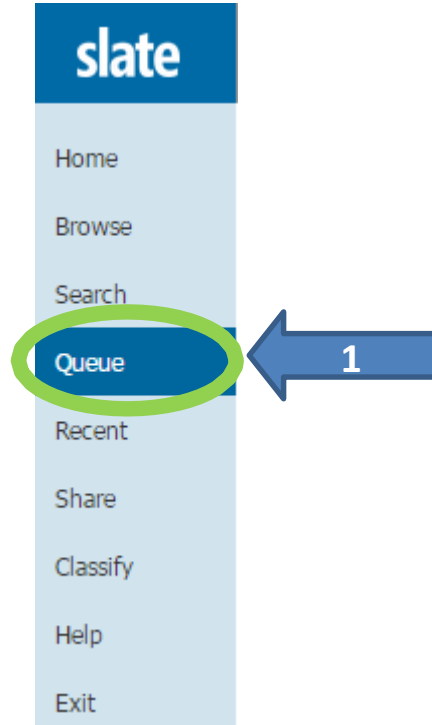


To remove application(s) from queue, please refer to [How to Remove Application\(s\) from Your Queue](#).

How to Remove Application(s) from Your Queue

From your Slate Reader,

1) Click on "Queue" tab



All the applications in your queue will appear

A screenshot of the 'Queue (3)' view in the Slate Reader. The view shows a table with three rows of application data. The table has columns for 'Applicant', 'Status', and 'Bin'. The 'Queue' tab is highlighted in the left navigation menu.

Applicant	Status	Bin
Double Test (Sun), Test (David)	Awaiting Submission	
Double Test (Sun), Test (David)	Awaiting Submission	
Test, Deferral	Awaiting Payment	

How to Remove Application(s) from Your Queue (continued)

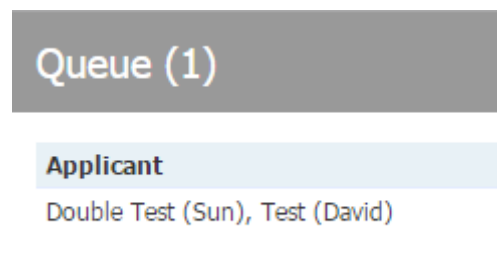
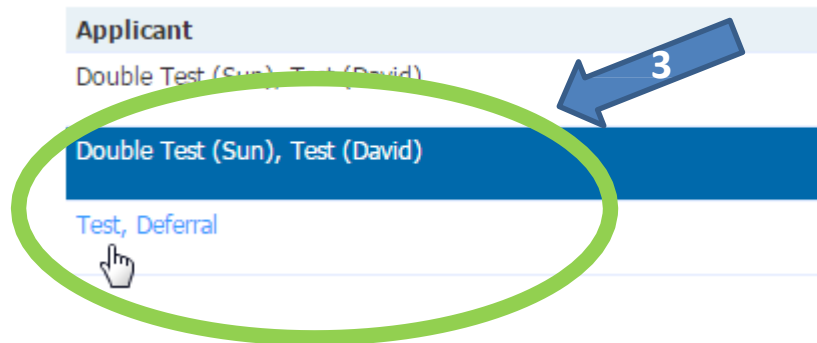
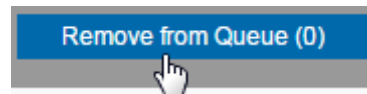
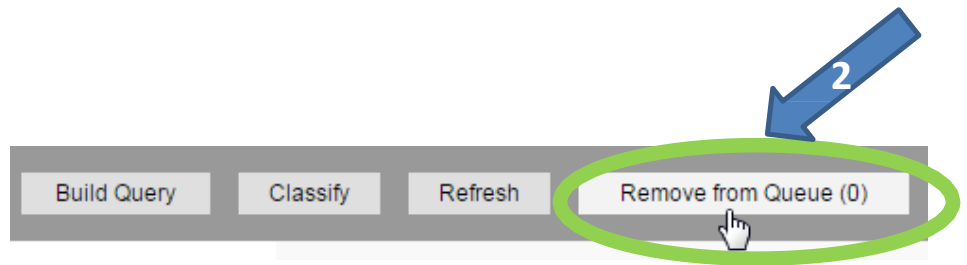
2) Select
“**Remove from Queue (x)**”
[located on the top right hand
corner]

* Once selected, the button will
turn blue.

3) Select the application(s) to be
removed

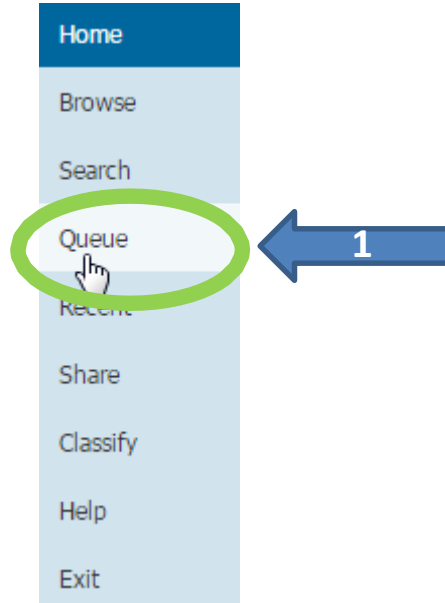
4. Select “Remove from Queue(x)”
again

The selected applicant(s) will no
longer appear in your queue list.



How to View Application(s) in Your Queue

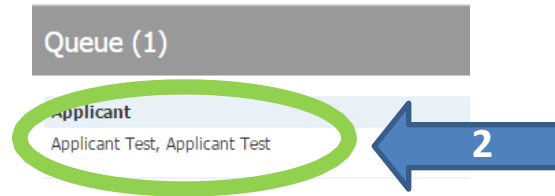
1) Click on "Queue"



All the applications in your queue will appear.



2) Click on the application to begin the review process



How to Navigate the Application

This is the Application Review Screen



To navigate, either:
a) click and drag pages to navigate



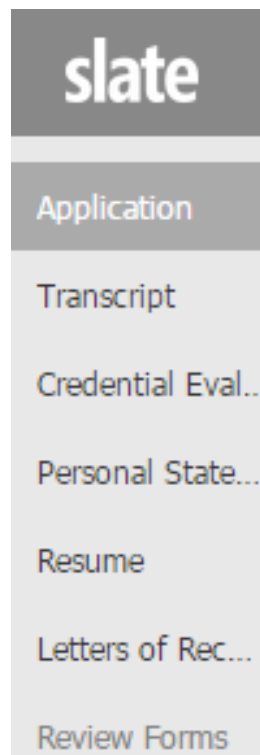
b) use the directional arrow keys



Application Tabs

On the left hand side of your screen, you will see a menu including:

- Application
- Transcript
- Credential Evaluation
- Personal Statement
- Resume
- Letters of Recommendation
- Review Forms



Includes all submitted application materials

Click to navigate directly to the transcript section

Click to navigate directly to credential evaluations section

Click to navigate directly to personal statement section Click to navigate directly to resume section

Click to navigate directly to the Letter of Recommendation

Click to navigate directly to other faculty members' review forms on the applicant

Tools to Navigate the Application

At the bottom of your screen, you will see these options:

Remove from Queue – clicking on this will prompt a pop-up asking if you are sure you want to remove this application from your queue

Annotations – displays all high-lighted text and which user high- lighted

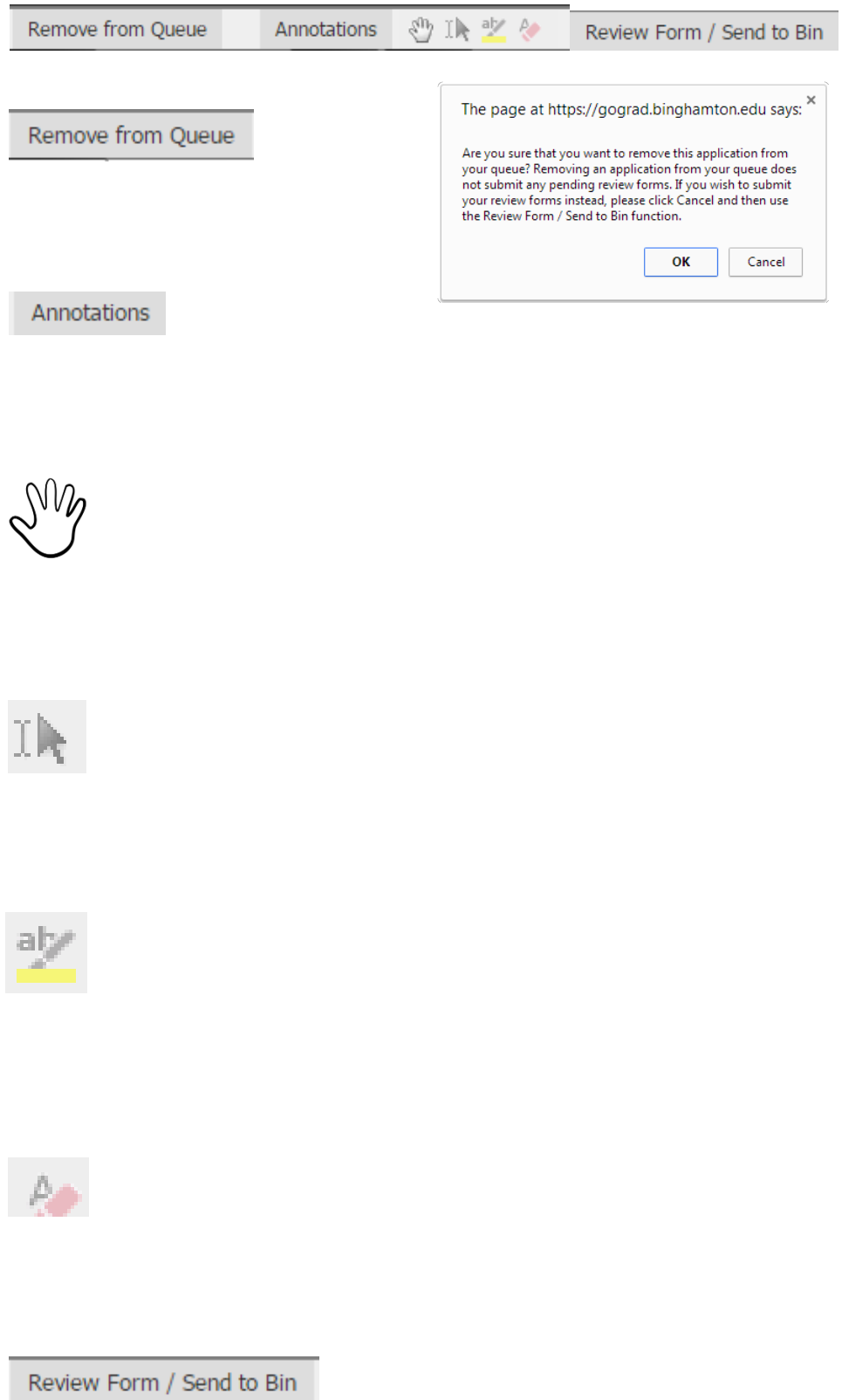
(hand) – used to scroll through pages

(arrow) – highlights text

(highlight) – adds highlighted text to “Annotations” dialogue, along with reviewer information

(erase highlight) – this removes the highlight of the text

Review Form/Send to Bin

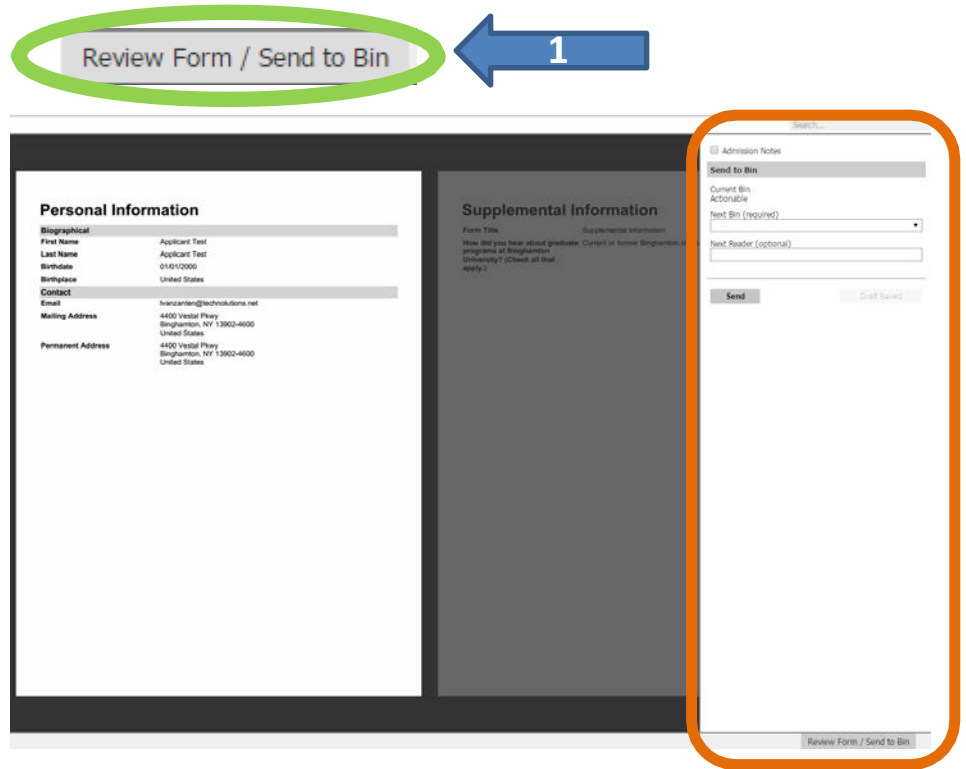


How to Access and Complete Admission Notes

* **Admission Notes** are used only to review applications in the **Awaiting Materials** and **Actionable** bins.

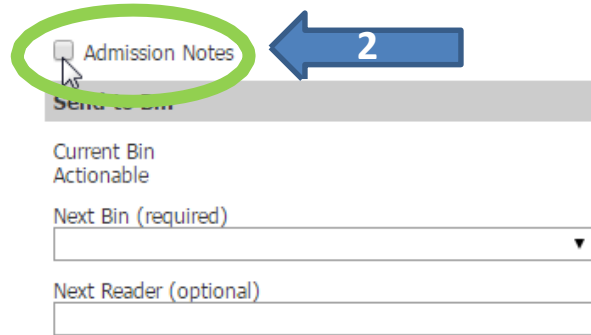
1) Click “Review Form / Send to Bin” located on the bottom right hand corner of the application

An additional menu will pop up on the right hand side.

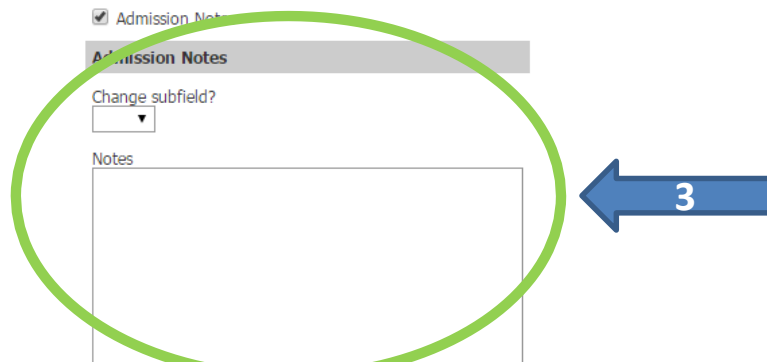


2) Click the box next to “Admission Notes”

The “Admission Notes” will appear.



3) Complete the provided questions on the “Admission Notes” Form



Optional: Assigning Faculty Reviewer(s)

Select the applicable name(s) listed under “Faculty Reviewer”

This will automatically add the application into the Faculty Reviewer’s queue

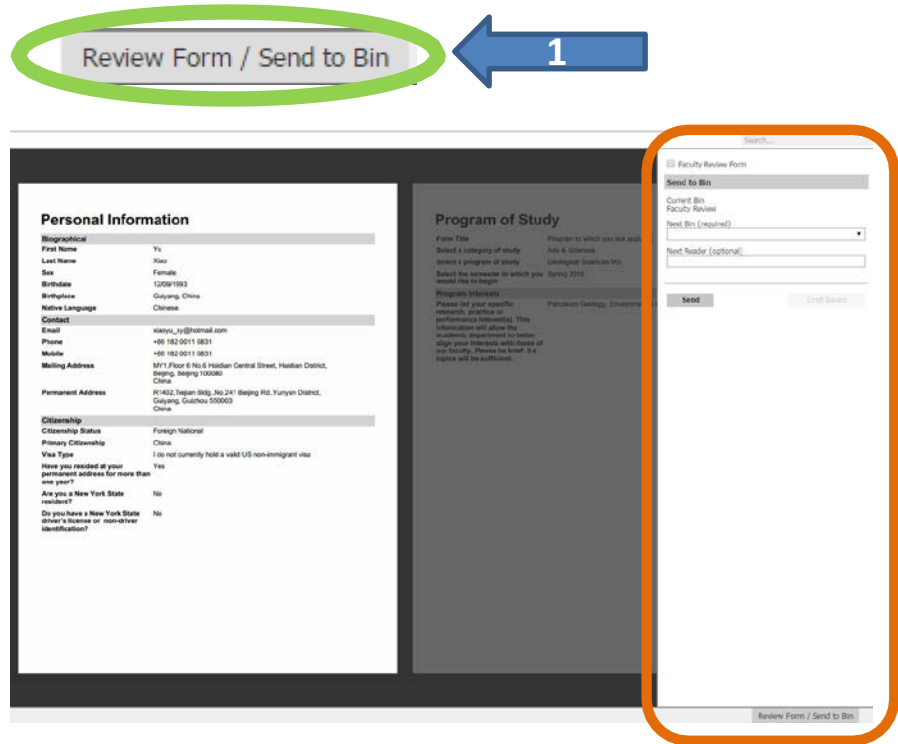


How to Access and Complete the Faculty Review Form

* **Faculty Review Forms** are used only to review applications in the **Faculty Review** bin.

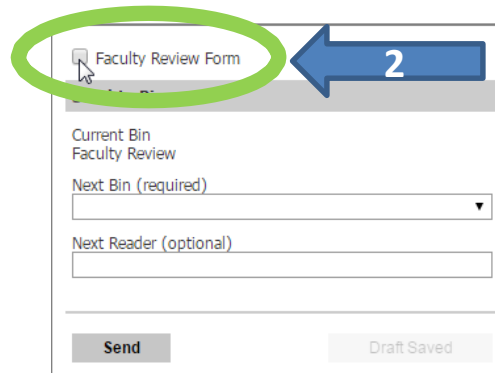
1) Click “Review Form / Send to Bin” located on the bottom right hand corner of the application

An additional menu will pop up on the right hand side.

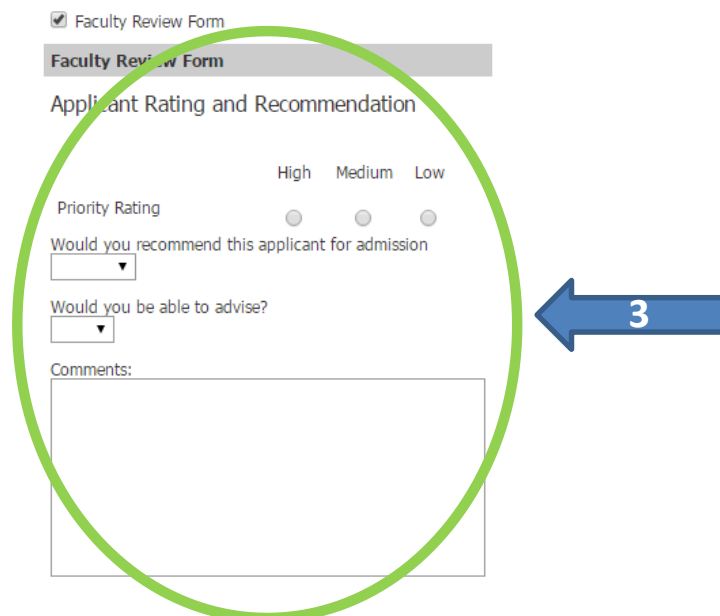


2) Click the box next to “Faculty Review Form”

The “Faculty Review Form” will appear.



3) Complete the provided questions on the Faculty Review Form



How to Access and Complete the Decision Recommendation Form

* **Decision Recommendation Forms** are only used to review applications in the **Final Review & Submission** bin. The Graduate School will take action based on the information provided in this form.

1) Click “Review Form / Send to Bin” located on the bottom right hand corner of the application

An additional menu will pop up on the right hand side.

If you wish to make notes regarding the application but are not prepared to submit a final decision to the Graduate School, please use the “Internal Departmental Notes” field.

After your internal notes are complete, save your review form for future reference by sending it to the “Final Review & Submission (current)” bin.

Final Review & Submission

Internal Departmental Notes

Keep track of internal notes here!

To save your notes but not submit a decision, please select the 'Final Review & Submission (current)' bin in the drop-down below and click 'Send'

Official Decision Submission

Decision Submission Confirmation

I am ready to communicate my final decision to the Graduate School

Send to Bin

Current Bin
Final Review & Submission

Next Bin (required)

Final Review & Submission (current)

Grad School Decision Processing

Send Saving in 10s...

How to Access and Complete the Decision Recommendation Form (continued)

2) In order to access the official decision submission form, select the box next to “I am ready to communicate my final decision to the Graduate School.”

Please take note of this warning before submitting your decision confirmation.

3) Complete the provided questions on the “Official Decision Submission” form by selecting the appropriate decisions from the drop-down menu.

Final Review & Submission

Internal Departmental Notes

To save your notes but not submit a decision, please select the 'Final Review & Submission (current)' bin in the drop-down below and click 'Send'

Official Decision Submission

Decision Submission Confirmation

I am ready to communicate my final decision to the Graduate School

Admission Category

Caution: You must select the 'Grad School Decision Processing' bin in the drop-down below. Otherwise, major errors will occur in the student's official record.



Final Review & Submission

Internal Departmental Notes

To save your notes but not submit a decision, please select the 'Final Review & Submission (current)' bin in the drop-down below and click 'Send'

Official Decision Submission

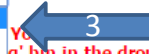
Decision Submission Confirmation

I am ready to communicate my final decision to the Graduate School

Admission Category

Admit
Deny

Caution: You must select the 'Grad School Decision Processing' bin in the drop-down below. Otherwise, major errors will occur in the student's official record.



How to Access and Complete the Decision Recommendation Form (continued)

Please take note of this warning before submitting your decision confirmation.

4) Please note that after filling out the Official Decision Submission form, you **MUST** select the “Graduate School Decision Processing” bin in the drop-down menu to submit the decision to the Graduate School.

5) After selecting “Graduate School Decision Processing,” click “Send” to submit the decision to the Graduate School.

Final Review & Submission

Internal Departmental Notes

To save your notes but not submit a decision, please select the 'Final Review & Submission (current)' bin in the drop-down below and click 'Send'

Official Decision Submission

Decision Submission Confirmation

I am ready to communicate my final decision to the Graduate School

Admission Category

Admit ▼

Type of Admission

Admit: Regular Admit ▼

Deferral?

No ▼

Change Program?

No ▼

Caution: You must select the 'Grad School Decision Processing' bin in the drop-down below. Otherwise, major errors will occur in the student's official record.

Send to Bin

Current Bin

Final Review & Submission

Next Bin (required)

Grad School Decision Processing ▼

Final Review & Submission (current)

Grad School Decision Processing

Send

Saving in 6s...

How to Send Application to a Bin

After reviewing and placing comments in the appropriate boxes, you will see a section called "Send to Bin"

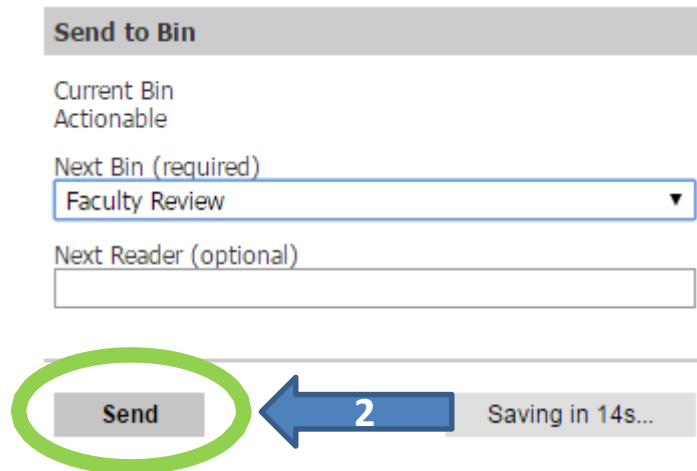
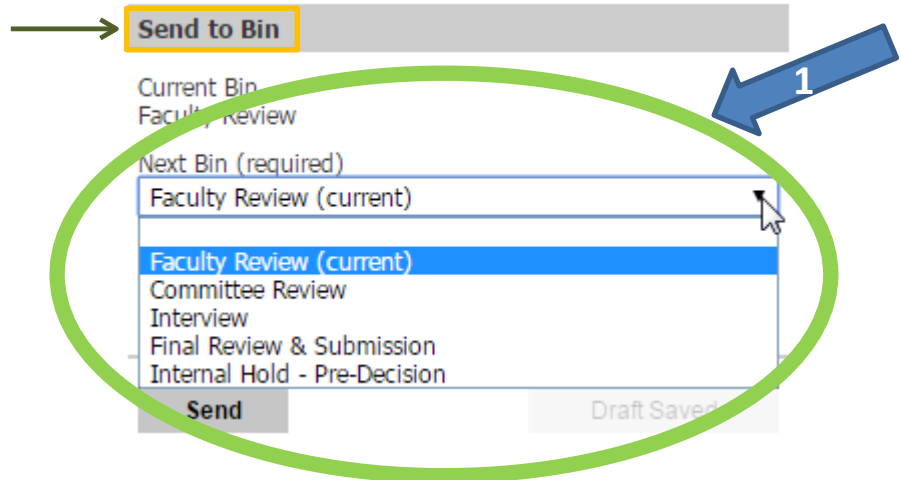
1) Select the applicable bin from the drop-down menu

*If the application is not ready to be moved, it may remain in the current bin.

2) Click "Send"

In this instance, "Send" is equivalent to "Save." By clicking "Send," you are saving the comments made in the Review Form.

Clicking "Send" will clear the applicant out of your Queue

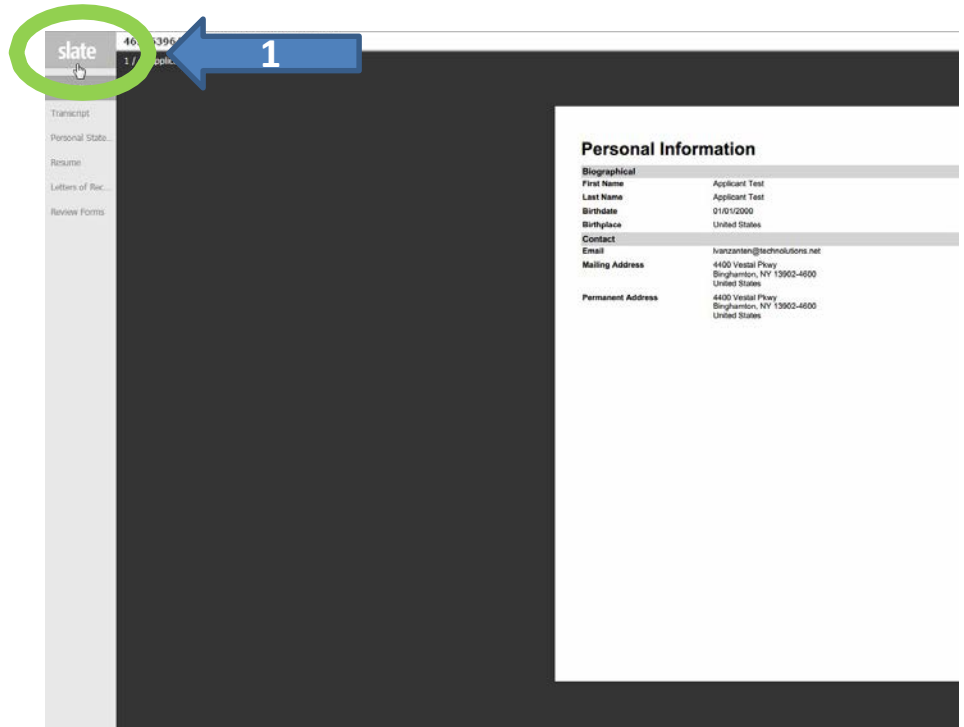


How to Exit Application Review Screen

1) Select "Slate" logo



to exit the Application Review Screen and return to the Slate Dashboard



How to Continue Reviewing Application(s) Using Navigation Tabs

1) Click on one of the following tabs to view application(s):

- Browse - the “Faculty Review” bin is under this tab
- Search - use this tab to find an individual application
- Queue - view a list of applications that have already been added for review
- Recent - view a list of applications that recently viewed

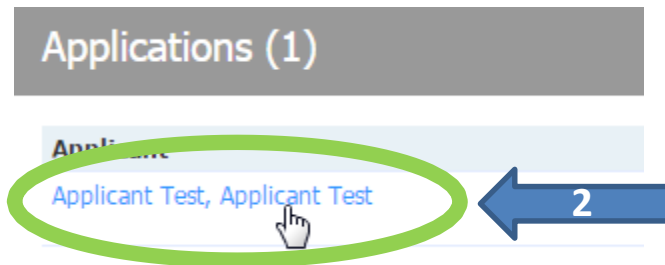
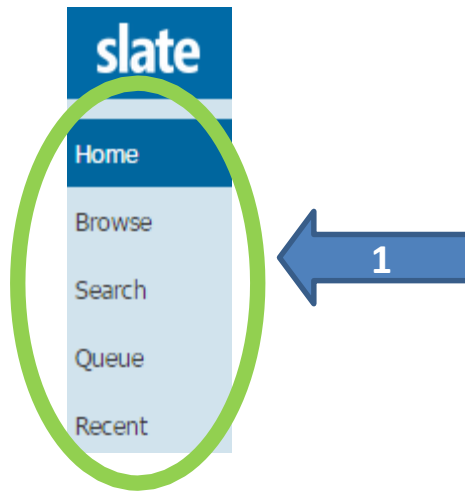
To add an application to your queue, please refer to [How to Add Application\(s\) to Your Queue](#)

2) Select the application you wish to view or review/take action or continue viewing or reviewing.

To review an application, the application must be [added to your queue](#).

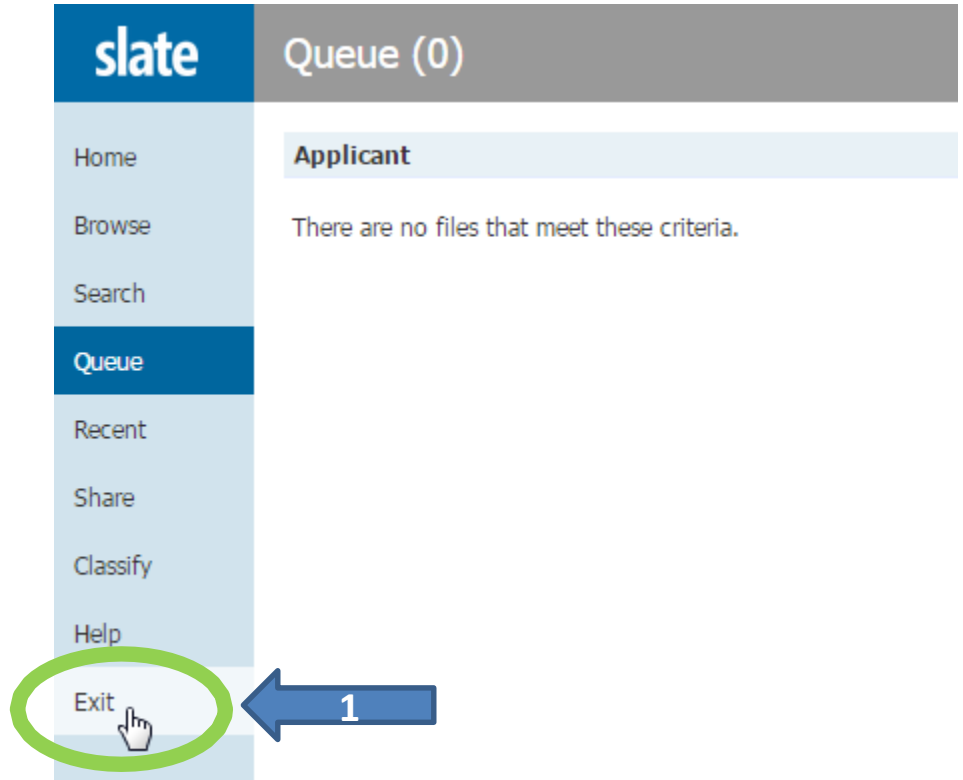
To complete the applicable Review Form, please refer to:

- [How to Access and Complete Admission Notes](#)
- [How to Access and Complete Faculty Review Form](#)
- [How to Access and Complete Decision Recommendation Form](#)



How to Exit Slate Reader

1) Click “Exit” (on the left hand side of screen) to return to Slate Dashboard



2) Click “OK” to exit Slate Reader

