# Table of Contents

How to Access and Log on to Slate .................................................................3
How to Access Slate Reader and View Departmental Bins ........................................4
How to Filter Applications ............................................................................5
How to View Application(s) Without Taking Action ........................................6
How to Add Application(s) to Your Queue ....................................................7
How to Remove Application(s) from Your Queue ..........................................8
How to View Application(s) in Your Queue ..................................................10
How to Navigate the Application ..................................................................11
Tools to Navigate the Application ..................................................................12
How to Access and Complete Admission Notes .............................................13
How to Access and Complete the Faculty Review Form .................................14
How to Access and Complete the Decision Recommendation Form ...............15
How to Send Application to a Bin ................................................................16
How to Exit Application Review Screen .......................................................17
How to Continue Reviewing Application(s) Using Navigation Tabs .................18
How to Exit Slate Reader ..............................................................................19

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

2b) Click “Slate” on left side navigation bar

OR

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

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
- **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

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

General Note:

Applications in the *Awaiting Materials* 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.
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 Music department:

- Certificate Applications
- Doctoral Applications
- Fall 20xx Applications
- Master’s Application
- Spring 20xx admissions
- 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 X 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

3) Select “Display Copy” icon to view the application

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.
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
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.
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 section
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 highlighted text and which user highlighted:
- (hand) - used to scroll through pages
- (arrow) - highlights text
- (highlight) - adds highlighted text to “Annotations” dialogue, along with reviewer information
- (erase highlight) - this un-highlights 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* 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 “Admission Notes”

The “Admission Notes” will appear.

3) Complete the sections 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.

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

   Please review the Review Forms located on the “Review Forms” tab to view notes regarding admissions recommendations prior to submitting your final decision to the Graduate School.

3) Send the application to the “Grad School Decision Processing” bin in order for your decision to be processed and released to the applicant status page.
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
1) Click “Exit” (on the left hand side of screen) to return to Slate Dashboard

2) Click “OK” to exit Slate Reader