

Slate 101: Access and Navigation

The basics of accessing and
navigating within Slate



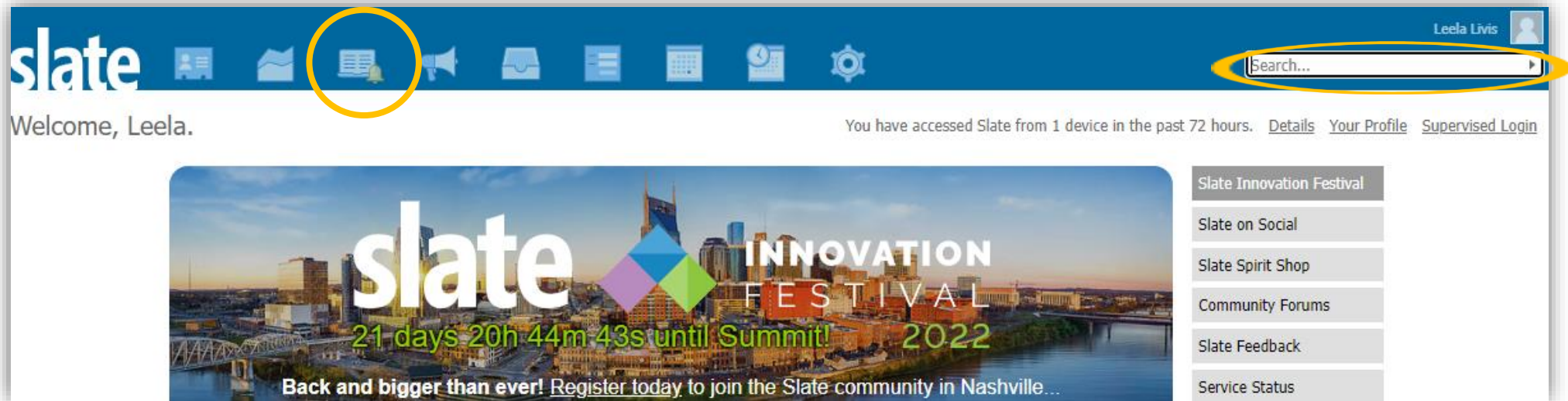
Logging In

- To access the Slate System as a WCU faculty or staff member, visit the following link: <https://gradadmissions.wcu.edu/manage/>
 - We highly recommend bookmarking this page.
- Log in using your complete @wcu.edu email address and password.

Slate Main Page

After logging into Slate, you will see the main page where you can search for applicants, access the Reader, pull reports, ect.

Two of the most common sections you will likely use are:



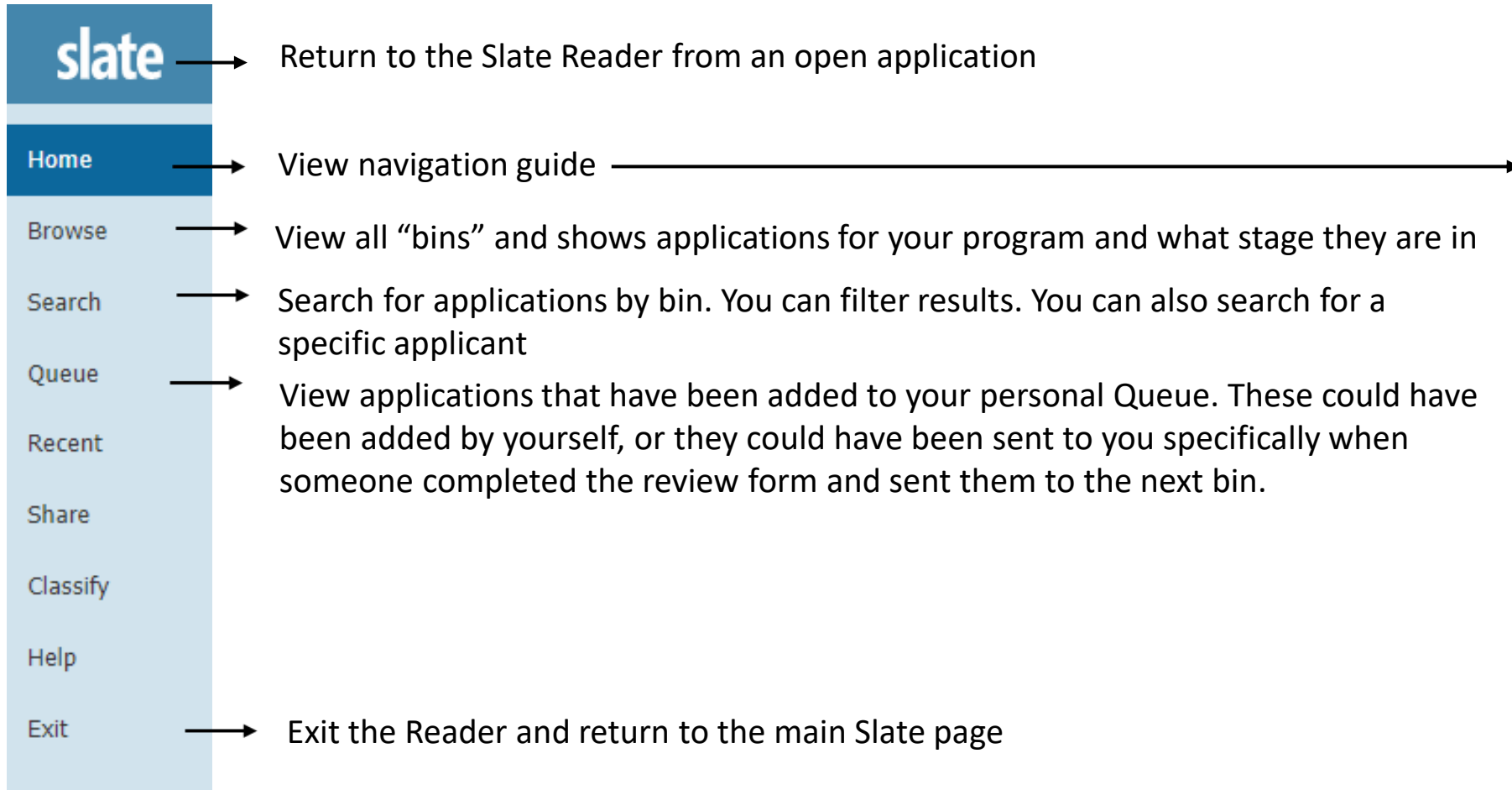
Slate Reader

- Access and Review Applications Here
- To access, click the third icon (which looks like an open book) and select “Slate Reader”
 - If there is a bell shape in the corner, this means that you already have applications added to your queue.

Search

- You can search for an applicant by entering their first name, last name, or nickname.
- Start typing their name and a list of potential matching applicants will appear
- Click on an applicant name to open their application in database view.

Slate Reader Navigation



Slate Reader

Navigating the Interface

Slate Reader is designed to be navigated using both the mouse and keyboard. While some users may be accustomed to using only the mouse to navigate web pages, using keyboard shortcuts enables faster navigation, and we've included several keyboard shortcuts in Slate Reader to help you move through records quickly.

Using the Mouse

- Click tabs in the left panel to change sections
- Double-click on a page to zoom in
- Right-click on a page to zoom out
- Click-and-drag to move within/between pages

Using the Keyboard

- **Arrow Keys**: move up/down/left/right
- **Pg Up/Pg Down**: page up, page down
- **+/-**: zoom in, zoom out
- **Tab**: next section in index
- **Shift + Tab**: previous section in index
- **1-9**: display 1st tab, 2nd tab, etc. in index
- **Ctrl + Left/Right Arrow**: rotate page (PC)
- **Cmd + Left/Right Arrow**: rotate page (Mac)
- **Shift + H**: toggle highlight remover
- **H**: toggle highlighter
- **N**: toggle note editor
- **Q**: toggle display of queue
- **R**: toggle display of Review Form / Send to Bin
- **S**: toggle display of search
- **Esc**: close open panels, return to first section

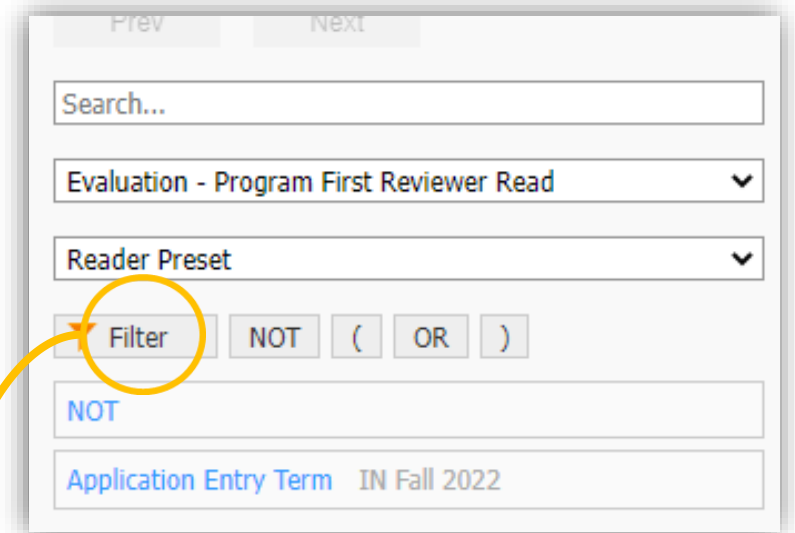
Awaiting Review	Admissions Initial Review	Evaluation	Decision	Response
Awaiting Submission 2939	Admission First Read 9	Program First Reviewer Read 46	Waitlist 106	Confirmed Admission 724
Awaiting Payment 3	Admission Follow-Up 202	Program Interview 4	Accept 80	Declined Admission 111
Awaiting Materials 1004		Program Head Reviewer Read 19	Accept with Conditions 9	Defer 195
	Admission Final Read 3		Deny 573	Withdrawn 178
			Deny Incomplete 792	

- The Browse tab brings up all the “bins” and shows the number of applications within each part of the application process.
- Please note that the number of bins you can see and/or access will vary depending on your permissions and needs.
- The only bins that program reviewers will utilize (Take Actions) during the review and decision processing are:
 - Program First Reviewer Read
 - Program Interview (only available for select programs)
 - Program Head Reviewer Read
 - Waitlist

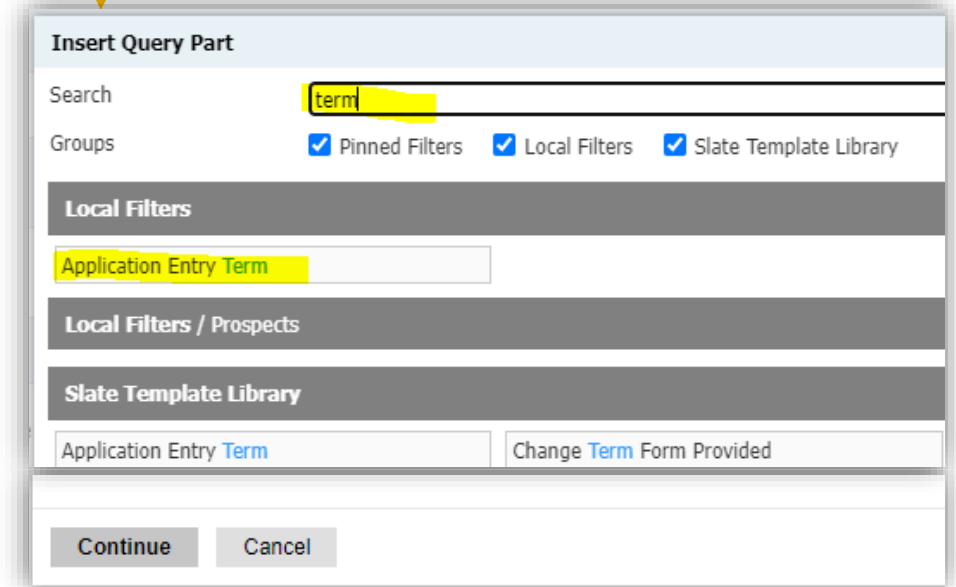
Slate Reader:
Browse

Slate Reader: Filtering

- When viewing the bins, you can filter applications and narrow them down based upon criteria.
- When you are in one of the bins, or in the search tab, there is a section on the right-hand side where you can add the filters and change the bin you are looking at.
 - Click on filter
 - search for the filter you want. For example: application entry term
 - Click continue. This brings you to the next section to specify what exactly you are filtering for.
 - Adding a “NOT” before a filter means that it will narrow down to the applications to do not contain that criteria.
- If you browse in another bin, your filters will go away.



The screenshot shows a search interface with a search bar at the top. Below it are two dropdown menus: "Evaluation - Program First Reviewer Read" and "Reader Preset". A "Filter" button is circled in yellow, with a yellow arrow pointing to the "Insert Query Part" dialog box below. To the right of the "Filter" button are buttons for "NOT", "(", "OR", and ")". Below these buttons, the text "NOT" is displayed in blue, and "Application Entry Term IN Fall 2022" is displayed in blue.



The "Insert Query Part" dialog box is shown. It has a search bar with the text "term" highlighted in yellow. Below the search bar are three checked checkboxes: "Pinned Filters", "Local Filters", and "Slate Template Library". Under the "Local Filters" section, "Application Entry Term" is highlighted in yellow. Under the "Local Filters / Prospects" section, there is a search bar with the text "Application Entry Term" and a button labeled "Change Term Form Provided". At the bottom of the dialog box are two buttons: "Continue" and "Cancel".

Reviewing Applications in a Bin

Applications (46) Build Query Classify Refresh -5 +5 Add to Queue (0)

Name	Degree Interest	Application Entry Term	App - Concentration	Bin	Bin Entry Timestamp	
Acome (Mitchell), L... ▶ Kate Roche	Educational Leader...	Summer 2023	P-12 Leadership (S...	Program First Revi...	02/24/2022 04:49 ...	
Amena, Mohammadi ⚠ You have read this file. ▶ Leela Livis	Health Sciences - ...	Fall 2022	Dietetic Internship ...	Program First Revi...	02/09/2022 11:07 ...	
Ashcraft (test), Th... Tom Ashcraft ▶ Tom Ashcraft	Art (Fine Arts) - M...	Fall 2022		Program First Revi...	01/26/2022 10:49 ...	
Brasecker (Braseck... ⚠ You have read this file. ▶ Leela Livis	Chemistry - M.S.	Summer 2022	Comprehensive Ch...	Program First Revi...	05/02/2022 09:02 ...	

Prev Next

Search...

Evaluation - Program First Reviewer Read

Reader Preset

Filter NOT (OR)

To open and view an application in the Reader, click the paper icon


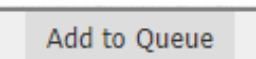
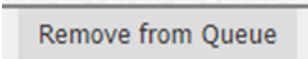
- The bins will list the applications.
- Some information is displayed for each application, as shown above.
- You can sort the application by clicking on the column headers (A-Z or Z-A)
- If the application has a Lock icon and is greyed out, this means that it is checked out to someone else's queue. An application may only be in one queue at a time.
- If the application has an orange triangle with a “!” inside, this means that you have already reviewed it at least once.

Adding an application to your Queue in the Slate Reader

- There are two ways to add an application to your queue (Again, an application can only be in ONE person's queue at a time):
 1. If you are in the bins viewing the list of applications
 - Click on the applications that you want to review; these will turn blue
 - In the top right-hand corner, click the “Add to Queue” button (this will show the number of highlighted applications you will be adding to your queue)



Degree Interest	Application Entry Term	App - Concentration	Bin	Bin Entry Timestamp
Project Management Certificate - ...	Fall 2022		Program First Reviewer Read	05/19/2022 10:28 AM
Sport Management - M.S. - Online	Fall 2022		Program First Reviewer Read	05/19/2022 10:32 AM

2. If you have opened the application (click the paper icon )
 - Along the bottom bar there will be a grey box that says, “Add to Queue”.  Click this to add to your queue.
 - If you need to remove an application that is in your queue (and you do not want to complete the review form), look in the same area that you clicked add to queue and there will be a grey box that says, “Remove from Queue”.  Click this to make it so that someone else can check the application out to their queue instead.

Reader Navigation

slate	→ Return to Bins
Dashboard	
Application	→ General info like Academic History and Community Standards
Transcripts	→ Transcripts
Self Reported ...	→ If grayed out, item not provided
Test Scores	→ Official Test Scores like GRE and TOEFL
References	→ Recommendation forms and letters
Goal Statement	→ Goal Statement or Essay
GPA Recalcula...	→ Overall GPA Calculated by the Graduate School
Review Forms	→ All review forms completed by the Graduate School and program

When viewing an application, you'll see tabs along the left side of the page. Click on these tabs to view the contents.

Refer to the navigation page (on the home screen) for help with rotating pages, zooming in and more.

Reader Navigation: Additional Information and Accessing the Application Database View

When viewing an application in the Slate Reader, click on the bolded applicant name at the top.

- Applicant contact info
- A link to lookup the application in the database view. This opens the application in a new window/tab. (database navigation in the next pages)
- If there are any decisions on an application, they will show up below the blue links.

The screenshot shows the Slate application interface. At the top, the applicant's name "152173477 Stricklin Test (Strickland), Phil Test (Don)" is highlighted in yellow. Below this, the applicant's contact information and biographical details are displayed. The contact information includes an email address "dpstrickland@wcu.edu" and two phone numbers: "+1 828-227-7398 (daytime)" and "+1 828-227-7398 (mobile)". The biographical details include "Sex: Male", "DOB: September 5, 1961 (Age 60)", and "Citizenship: Jamaica". The active address is "2505 Cullowhee Mountain Rd, Cullowhee, Manchester, Jamaica". The application details show "Status: Applicant" and "Submitted: May 18, 2022". At the bottom, there are five blue links: "Lookup Application", "Read Application in New Window", "Show New Materials Report", "Edit Bin/Queue", and "Download PDF".

152173477 Stricklin Test (Strickland), Phil Test (Don)

1 / 10, Application

152173477 Stricklin Test (Strickland), Phil Test (Don) Fall 2023 Co

Contact Information

dpstrickland@wcu.edu

+1 828-227-7398 (daytime)

+1 828-227-7398 (mobile)

Biographical Details

Sex: Male

DOB: September 5, 1961 (Age 60)

Citizenship: Jamaica

Active Address

2505 Cullowhee Mountain Rd

Cullowhee, Manchester

Jamaica

Application Details

Status: Applicant

Submitted: May 18, 2022

[Lookup Application](#)

[Read Application in New Window](#)

[Show New Materials Report](#)

[Edit Bin/Queue](#)

[Download PDF](#)

slate

Leela Livis

Search...

Lookup

New Person

Lookup

[Organizations](#)

[Organization Contacts](#)

Partial Match

test

Matching Rows

56

Filters

Filter NOT (OR)

name	birthdate	application
Ashcraft (test), Thomas (test)	02/18/1955	Graduate School Application, Awaiting Submission
Baron TEST, Patrick TEST	05/24/1984	
Campbell Test, Echo Test	12/01/1996	
Dailey TEST, Steve TEST	01/01/2000	Graduate School Application, Awaiting Submission
Duck Test, Donald Test	04/17/1993	
Elliott (Luka), Lydia (TEST)	10/08/1960	Graduate School Application, Awaiting Submission
Form, Test		
Form, Test	01/15/2001	

Database
Lookup

- Another way to search for applicant records is to use the Search Database, with the first icon that looks like a profile page.
- When you click on this first icon, it takes you to the Lookup function. Type in the name of the applicant you are looking for.
- As you type, it will pull up all potential matches to your search.

Applicant Record in Database View: Dashboard Tab

- This Tab shows the overall prospect information, including:
- Banner ID number (only generated after application submission)
- Prospect Interests (Not the same as applications)
- Biographic Information
- Contact Information
- Activity History (See what the applicant has been doing with their account)

Strickman (Strickland), Donnie Test (Don)

Applicant 043333166

Dashboard Timeline Summer 2023 Doct... Awaiting Materials Fall 2022 Busine... Awaiting Submission Fall 2023 Commun... Profile Materials Details

Dashboard

Banner ID:

Student Type:

Academic Interest:

Entry Term:

International:

Okay to Text: No

Biographic

Male
Born 09/05/1962, age 59
Citizen of United States

Summer 2023 Doctor of Nu

Awaiting Materials
Submitted 06/13/2022

Awaiting Review	Admissions Initial Review	Evaluation	Decision	Response
Awaiting Submission	Admission First Read	Program First Reviewer Read	Waitlist	Confirmed Admission
Awaiting Payment	Admission Follow-Up	Program Interview	Accept	Declined Admission
Awaiting Materials		Program Head Reviewer Read	Accept with Conditions	Defer
		Admission Final Read	Deny	Withdrawn
			Deny Incomplete	

Activity History

5/20/2022 5/22/2022 5/24/2022 5/26/2022 5/28/2022 5/30/2022 6/1/2022 6/3/2022 6/5/2022 6/7/2022 6/9/2022 6/11/2022 6/13/2022

● Interaction ● Event ● Login ● Email Sent ● Email Opened ● Email Clicked

Send Message

Sender: "Leela Livis" <llivis@wcu.edu>

Recipient: don.strick@gmail.com

CC:

Subject:

Email address is listed, the blue link opens a pop-up window where you can send an email to the applicant directly through Slate

Send Cancel

Cullowhee, NC
NC-07 Western North Carolina

2505 Cullowhee Mountain Rd
Cullowhee, NC 28723-8510

Connect

Email don.strick@gmail.com
Phone +1 828-307-0787
Mobile +1 828-371-0112

Applicant Contact Information

Tags

Opt Out Program Director **Test Record**

Status History

05/19/2022 Prospect
05/19/2022 Applicant
06/13/2022 Inquiry

Origins

06/13/2022 GMAT/GRE Waiver - MBA GMAT/GRE Waiver Application (Initial Source)

Database Applications

Each active application (including unsubmitted) have their own application tab on the applicant record.

Checklist shows the required materials for the application.

- Red X marks = missing
- Green check marks = received
- Grey check marks = waived

Materials received for an application are listed here. Clicking on the material brings up a thumbnail view

Decisions made on the application are listed here. The most recent decision will be on top.

- Released = Graduate School released the decision and sent notification.
- Received = Applicant viewed the decision letter in their status portal.

You can click on the decision to view the decision letter

The screenshot displays a user interface for an application portal. At the top, there are navigation tabs: Dashboard, Timeline, Fall 2023 Physic... Awaiting Submission, Summer 2023 Athl... Awaiting Submission, Fall 2023 Commun..., Profile, Materials, and Det. The main content area is titled "Fall 2023 Human Resources - M.S. - Online" and shows the application status as "Awaiting Submission" with a link to "In Progress" and a last update date of May 26, 2022. Below this, application details are listed: Application Status: Awaiting Submission, Application Term: Fall 2023, Admission Type: Degree Interest: Human Resources - M.S. - Online, Concentration: A.B.M. Applicant: No, WCU Honors College Student: Yes, CAS ID: Registered for Classes: Round: Graduate School Application.

The "Checklist" section shows a table of requirements:

Requirement	Status
Essay	Missing (Red X)
Goal Statement	Missing (Red X)
Professional Statement	Missing (Red X)
Transcript (Western Carolina University)	Received (Green Check)

The "Materials" section shows a table of received materials:

Date	Description
03/10/2022	Transcript Western Carolina University

The "Decisions" section shows a table of application decisions:

Effective	Decision	Released	Received	User
10/27/2021	Accept with Conditions	10/27/2021		Leela

A modal window titled "DECISION FOR (test) L. LEVIS" is open, showing a form for decision entry. It includes fields for Code, Letter, Confirmed, Released, Expires, Notification, Merge Fields, Comments, Custom Letter Upload, and Custom Letter Override. The decision is set to "Accept with Conditions" and "Default for Decision". The modal also displays a congratulatory message: "Dear (test) L., Congratulations! After careful review of your application to the Graduate School, we are pleased to offer you conditional admission to the Human Resources - M.S. - Online for the Fall 2022 term. Conditions for admission: - Must earn a minimum 3.0 GPA in first term. To be admitted, you must accept or decline the offer of admission for the Fall 2022 semester within 21 days of 10/27/2021 by clicking on the link. You should be proud of your accomplishments, and I congratulate you on your academic success so far. I look forward to learning of your decision soon."

Yellow callouts highlight the "Current Bin: Awaiting Submission" status and the "Accept with Conditions" decision in the Decisions table.

Current Bin: Awaiting Submission

Current Bin shows where the application currently is

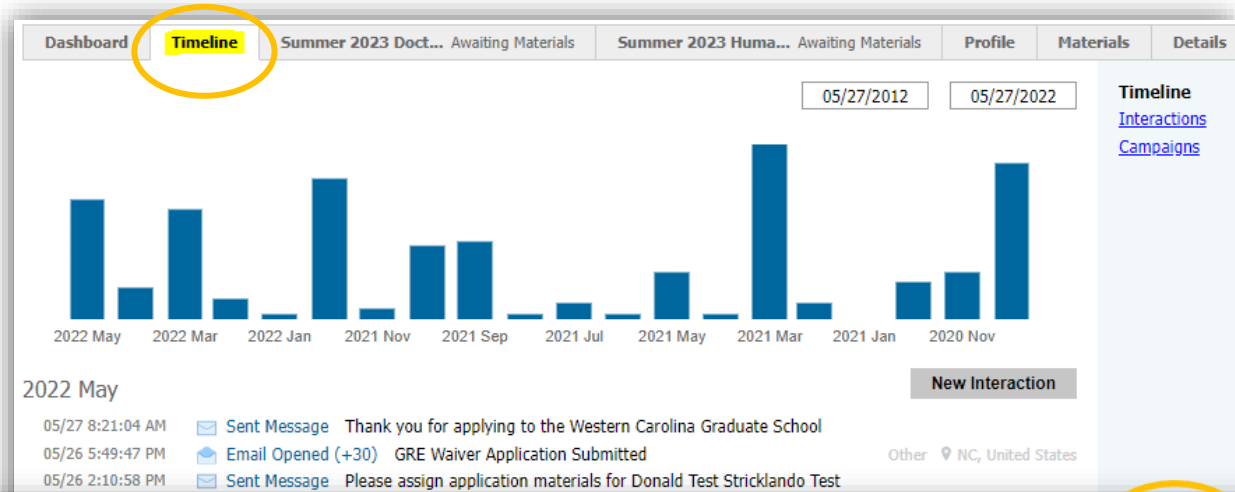
Accept with Conditions

Timeline Tab

The timeline provides detailed information regarding interactions with the applicants.

This includes:

- Emails sent to applicants, including notification that the email was opened
- How often the applicant logs in
- External interactions that are added to the timeline



Profile Tab

The profile tab details applicant information and includes several side tabs in Blue

Biographic
Donald Test Stricklando Test
Born 09/05/1960, age 61
Citizen of United States
White

Address
2505 Cullowhee Mountain Rd
Cullowhee, NC 28723-8510

Type	Value	Priority	Updated
New Device			
Email Address	kroche@wcu.edu	Normal Priority	07/16/2021
Email Address	katelynmroche@gmail.com	Low Priority	01/19/2022
Mobile Phone	+1 336-501-4337	Normal Priority	07/16/2021
Primary Phone	+1 336-501-4337	Low Priority	01/19/2022

Type	Street	Location	Priority	Updated
New Address				
Mailin Address	400 Montbath Con Rd	Cullowhee, NC	High Priority	07/16/2021

Name	Major	Degree	Type	From	To
New School					
Mississippi Coll...	computer science	Bachelor of Science	Undergraduate	08/01/1983	06/01/1985
Hinds Commun...		Associate of Arts	Undergraduate	09/01/1981	05/01/1983

Date	Type	Scores	Status
New Score			
12/01/2018	GMAT	Total: 400 Verbal: 25 Quantitative: 19 AWA: 4 Integrated R...	Verified

Overview
[Biographical](#)
[Contact / Address](#)
[Relationships](#)
[Schools](#)
[Scores](#)
[Jobs](#)
[Courses](#)
[Interests](#)
[Sports](#)
[Account](#)
[Create Application](#)
[Restore Application](#)
[Edit Slate ID](#)
[Edit Restricted Access](#)

Dashboard | Timeline | Fall 2022 Higher... Decided | Profile | **Materials** | Details

Date	Description	Record	User
New Material			
02/08/2022	Resume/CV		
02/08/2022	Reference - Leela Liv...		
02/08/2022	Essay		
02/08/2022	Graduate Assistantsh...		
01/28/2022	Transcript - Savannah...		
01/25/2022	Transcript - University...		
01/25/2022	Transcript (Official Co...		

Material Prev Next X

Record:

Material:

Memo:

Preview: [Display](#)

Pages (1) | Metadata

Katelyn Roche
409 Morrellth Gap Rd, Cullowhee, NC 28723
kate@wroche@gmail.com (336) 301-4337

Education
Bachelor of Fine Arts in Art Education, Cum Laude 2013-2016
Appalachian State University, Boone, NC

Experience
Admission Specialist 2021-Present
Western Carolina University Graduate School, Cullowhee, NC

- Administrative Support: Establishing, maintaining and updating files, databases, records and other documents within the graduate school.
- Admission Processing: Screening applications, proof reading, transferring data, calculating payments, and communicating with other departments within the university.
- Customer Service: Providing support to students, applicants and faculty, answering to inquiries, giving instructions, and assisting in the application process as needed.

Art Educator and Studio Administrator 2019-2021
Greenhill Center for North Carolina Art, Greensboro, NC

- Administrative Support: Created budgets, tracked data, scheduled events, planned social media, designed webpages and facilitated operations of the executive director as needed.
- Education: Organized programs and events, wrote curriculum, lead group tours and virtually instructed through live streaming and videos.
- Studio/Shop Management: Developed student activities, maintained a clean and inviting space, managed inventory and supplies, directed volunteers and maintained records.

Visual Arts Teacher 2017-2019
Central Wilkes Middle School, Wilkesboro, NC

- Education: Designed a relevant and engaging curriculum for 6-8 grade, lead six classes per day with 300 students per year, and met the need of students who were at high risk, EC, ES, and AIG.
- Communication: Worked with grade level teachers to promote art integration, formed relationships with student families, and held one on one verbal assessments for student growth.

Awards
Public School Partnership Exhibition, Wilkes County Selection 2017-2019
Appalachian State University, Boone, NC
GRACSLife 2014-2016
Appalachian State University, Boone, NC

University Activities
Appalachian Ceramics Association 2015-2016
Appalachian State University, Boone, NC
Women's Lacrosse Team (Treasurer 2015-2016)
2013-2016
Appalachian State University, Boone, NC

Pages (1) | Metadata

Materials Tab

- The Materials tab includes a list of materials and documents that have been received for the applicant.
- To view a document, click the material from the list. A popup window will provide a smaller view.
- Click the blue “Display” link to open the document in full form in another tab.
- Materials are also listed on the actual application tab.

Details Tab

- The details tab provides information regarding the applicant, including their banner ID number, their catamount email address, and more.

Dashboard | Timeline | Fall 2022 Nurse ... Awaiting Decision | Profile | Materials | **Details**

Banner ID	920 [REDACTED]
Catamount Email	[REDACTED]@catamount.wcu.edu
Student Type	Masters
Entry Term	Fall 2022
Academic Interest 1	Inactive: Nurse Practitioner (Family) - M.S.
Academic Interest 2	
Topics of Interest	
Okay to Text	
International	
WCU Probation	
Historical Source	