

## Slate User Instructions: Evaluator

### Access Slate

*Slate is the online system in which applications are submitted by applicants and reviewed by evaluators. It is highly recommended that you use the most recent version of Google Chrome to access Slate.*

1. Open your web browser
2. Visit Slate website: <http://applycentral.virginia.edu/reader>
3. Log-in through NetBadge

### Slate Home Page

**Application Status**

Category	Percentage
Awaiting Decision	68.4%
Awaiting Materials	31.6%

**Bin Status**

Category	Percentage
Awaiting Submission	95.2%
Read 1	4.8%

**The Slate Reader**

**Navigating the Interface**

The 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 the Slate Reader to help you move through applications 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)
- 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

**Navigational Options**

**Application Data**

**Navigational Resources**

### Quick Reference Guide for Navigational Options

Option	Explanation
Home	Return to the Reader home page
Browse	View all Reader Bins, including the total number of applications within each Reader bin
Search	View applications in a list view and add filters to narrow the results
Queue	View applications that are currently assigned to your queue
Recent	View a list of your most recently viewed applications
Share	Allows the leader of a reading meeting to broadcast their screen to all the other viewers in the meeting
Help	Access helpful Reader resources like documentation and webinars
Exit	Exit the Reader and log-out of Slate

## Search for Applications

The “Search” function within the Slate Reader allows you to look up individual applications or multiple applications at once. You may find this useful before and/or after the evaluation process takes place. **Searching for applications is a required step prior to application review if your department does not assign applications to evaluators.**

1. Select “Search” from the menu of navigational options

2. To search for a particular application, type in the applicant’s name in the Search bar

3. To search for multiple applications at once, select “Arts and Sciences” from the drop-down menu

- Select the filter criteria you would like the applications to meet from the options provided

Prev Next

Search...

Arts & Sciences

Filter NOT ( OR )

Round IN Graduate School of Arts and Sciences

Degree UVA Application IN PhD

Term Application IN Fall 2018

Bin IN App Review - Read 1

#### Information for Selecting Filters

Filters default to include all submitted applications. You may remove a filter by clicking the red X that appears when you hover over the selection or change the filters as indicated below.

**Round:** Keep IN Graduate School of Arts and Sciences

**Degree UVA Application:** Click the "Edit" icon, and select one or more degree types

**Term Application:** Click the "Edit" icon, and select one or more terms

**Bin:** Click the "Edit" icon, and select one or more bin locations, focusing on ones with the "App Review" label

- To look at an application without completing an evaluation, click on the paper icon to the right of the application listing



### Mark Applications for Review

This will prepare you to see applications in your "queue" and evaluate them. **Marking applications for review is a required step prior to application review if your department does not assign applications to evaluators.**

- Once the appropriate applications are in your search results, click on the names of the applicants whose applications you plan to review
- Select "Add to Queue"

Applications (24) Build Query Classify Refresh -5 +5 Add to Queue (3)

Name	Bin	Program	Degree	Term	
	Read 1	Economics	PhD	Fall 2018	
	Read 1	Religious Studies	MA	Fall 2018	
	Read 1	Chemistry	PhD	Fall 2018	
	Read 1	Chemistry	PhD	Fall 2018	
	Read 1	Chemistry	PhD	Fall 2018	
	Read 1	Art and Architectural History	PhD	Fall 2018	
	Read 1	English	MA	Fall 2018	

Prev Next

Search...

Arts & Sciences

Filter NOT ( OR )

Round IN Graduate School of Arts and Sciences

Degree UVA Application IN MA, MS, PhD

Term Application IN Fall 2018

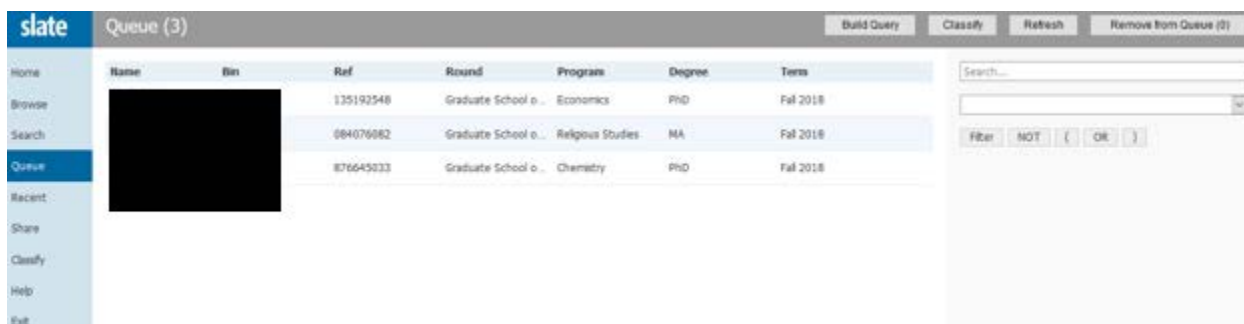
Bin IN App Review - Read 1

- To randomly assign applications to your queue, select the "+5" button

## Review Application Materials

Evaluation takes place in your “queue.” Regardless of whether your department assigns evaluators, you will access applications for the purpose of review in the Slate Reader Queue.

1. Select “Queue,” located on the left column of your page



2. Select the application you would like to review from the list
3. Using the arrow keys on your keyboard, navigate from page to page to review the materials
4. Annotate portions of the document using the tools along the bottom of the screen; revisit your notes by selecting “Annotations”

## Reader Tabs

Tab	Explanation
Application	View application materials submitted by applicants
References	View evaluations and letters submitted by recommendation providers
Review Forms	View evaluation feedback previously submitted by you or other evaluators

## Provide Feedback

Submit your evaluation feedback about an individual application.

1. Select the “Review Form / Send to Bin” link at the bottom of the screen
2. Enter your response to each of the prompts/questions; responses will be saved automatically
3. Once you have completed the form, you will have the option to submit your feedback and/or send the application forward to a new bin
4. Unless directed otherwise by your department, select the **current bin** from the “Next Bin” drop-down menu
5. Select “Send” to submit your feedback
6. The application will be removed from your queue upon submission of your feedback

**Note:** Once you select “Send,” you will be unable to edit your feedback

**Note:** If you do not select “Send,” the application will remain in your queue and will not move through the evaluation and decision process