With Slate, the application review process takes place in the Reader. The Slate Reader can be accessed by clicking on the navigation bar’s third icon.

If your program assigns applications by sorting them into Reader bins, open Slate, enter the Reader via the navigation bar icon, and click on the bin designated by your department.

Once you click on the Reader icon, click “Departmental Reader” on the landing page.

Once in the Reader, you will see the screen shown below. On the left-hand menu, click “Browse” to view the Reader bins.
Once on the Browse screen, you will see all Dept Review bins. Select the bin you have been instructed to enter.

Once in a specific bin, you’ll see a list view of all applications in that bin.

To select an application to add to your queue, click anywhere on the application row. Selected rows will be highlighted in dark blue. In the top-right corner, the number of selected applications is indicated in parenthesis on the “Add to Queue” button. When satisfied, click “Add to Queue.” Applications must be added to your queue in order to access the review form.
Once you open an application, you will see a thin gray bar at the very bottom of the screen. On the far-right side of the gray bar, click “Review Form/Send to Bin” to open the form with the option to send the application to the next bin.

Once you click “Review Form/Send to Bin,” the review form will pop up on the right side of the screen.
Check the box next to “Dept Reader Review Form” to expand the full form (shown below).

The Reader review form is available in all the departmental review bins, including the “Waitlist” bin.

The ratings from these fields are averaged to produce the total rating.

Once the Dept Reader Review Form is complete, the reviewer should click “Send.” No change to “Next Bin” is necessary.