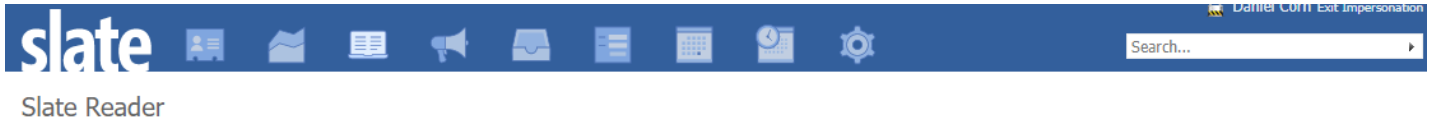


Access the Slate Reader by logging in with your unity ID and password at applygrad.ncsu.edu/reader

1. To review applications, click the “Departmental Reader” button. If you need to see an application for an admitted student, click the “Post Decision” button.



2. Click “Browse” on the left-hand menu

The screenshot shows the main dashboard of the Slate Reader. At the top, the 'slate' logo is on the left, and the user's name 'Hello, Lauren Liston.' is on the right. Below the logo, a vertical menu is visible with the following items: Home, Browse, Search, Queue, Recent, Share, Classify, Help, and Exit. The 'Browse' item is circled in red. The main content area is divided into three sections:


- Applications:** A pie chart showing the distribution of applications by term. The chart has two segments: a large blue segment for 'Spring 2019' (90.6%) and a smaller green segment for 'Fall 2019' (9.4%). A legend to the right of the chart identifies the colors: blue for Spring 2019 and green for Fall 2019.
- Citizenship:** A table showing the count of applications for each combination of admit term and citizenship status.

Admit Term ▲	Citizenship Status	count
Fall 2019	Foreign National	1
Fall 2019	Permanent Resident	1
Fall 2019	US Citizen	1
Spring 2019	Foreign National	17
Spring 2019	Permanent Resident	2
Spring 2019	US Citizen	10
- Ethnicity - Domestic Applicants Only:** A pie chart showing the distribution of domestic applicants by ethnicity. The chart has three segments: a blue segment for 'White' (50%), a green segment for 'Black or African American' (28.6%), and an orange segment for 'Asian' (21.4%). A legend to the right of the chart identifies the colors: blue for White, green for Black or African American, and orange for Asian.

Below each chart, there is a small text indicating the data is as of 03/30/2018 at 11:57:27 AM ET, with links for 'Refresh' and 'Show SQL'.

- Your department has setup filters, choose the appropriate filter from the drop-down list. Upon selection, you will notice the numbers in the bottom right corner of the bins will change. The applications are now filtered for your selection. Click on the bin, as instructed by your department.



- Locate the application that you want to review and click the  icon to view the PDF application.

Name	Term	Degree Type	Program	Area of Interest	Certificate	Bin	Dept Reader Decision 1	Dept Reader Decision 2	Dept Reader Decision 3	
	2191	Master of...	Geospatia...			1 Dept Re...				
	2191	Doctor of ...	Nuclear E...	Nuclear P...		1 Dept Re...				
	2197	Master of...	Analytics			1 Dept Re...				
	2191	Master of...	Mechanic...	Structural...		1 Dept Re...				
	2191	Doctor of ...	Nuclear E...	Nuclear P...		1 Dept Re...				

- The application dashboard will appear at the front of the application PDF. It shows the degree, area of interest, faculty advisor interest, education history, citizenship, test scores, etc. You can use your keyboard right arrow to scroll through all of the application questions.
- The bolded links on the left-hand menu allow you to jump to transcripts, personal statement, recommendations, etc.

The screenshot shows the Slate application dashboard with a sidebar menu on the left and a main content area. The sidebar menu includes items like 'Application', 'Transcript', 'Personal State...', 'Resume/CV', 'Portfolio', 'Recommendati...', 'ABM Plan of W...', 'Dept Review', 'DGP Review', 'Intl-Revised D...', 'Exceptions', and 'Enrollment Form'. The main content area displays a '1 Dept Review' form for NC State The Graduate School. The form includes sections for Applicant Information, Schools, and Test Scores. A red arrow points to the 'Degree' field in the Applicant Information section.

1 Dept Review

NC STATE
The Graduate School

Groups/Tags:
Admit Term: Spring 2019
Date Submitted: 08/06/2018
Campus Safety Needed:

Degree: **Master of Geospatial Information Science and Technology (MR) - Distance**
Program: **Geospatial Information Science and Technology**
Sub-Plan/Area of Interest:
Faculty Advisor:

Applicant Information US Permanent Resident: No

Name: Citizenship: United States
Email: Residency (self-reported): No
State ID: County (if NC):
NCSU ID: Military: Yes

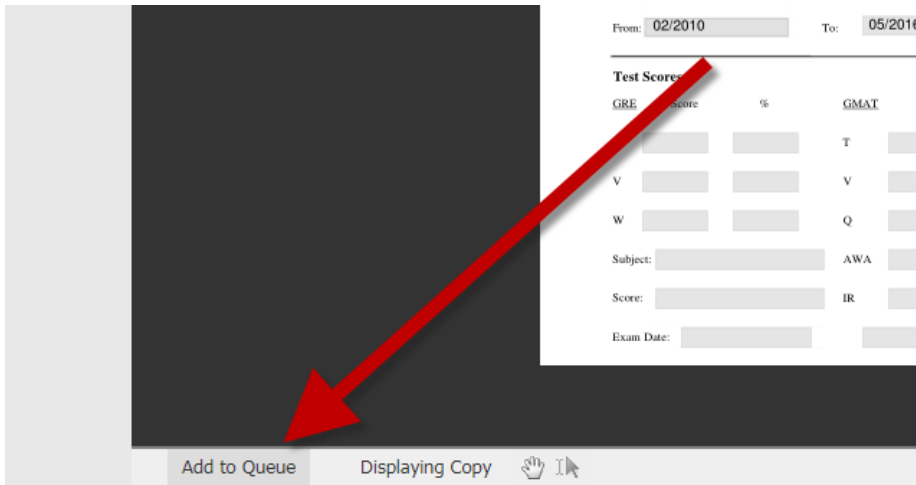
Schools

School 1: American Military University School 2:
Rank: Rank:
Location: Manassas, VA Location:
Degree Type: Bachelor of Arts Degree Type:
Date Awarded: 05/2016 Date Awarded:
Major: Major:
GPA: 3.72 Scale: 4 GPA: Scale:
From: 02/2010 To: 05/2016 From: To:

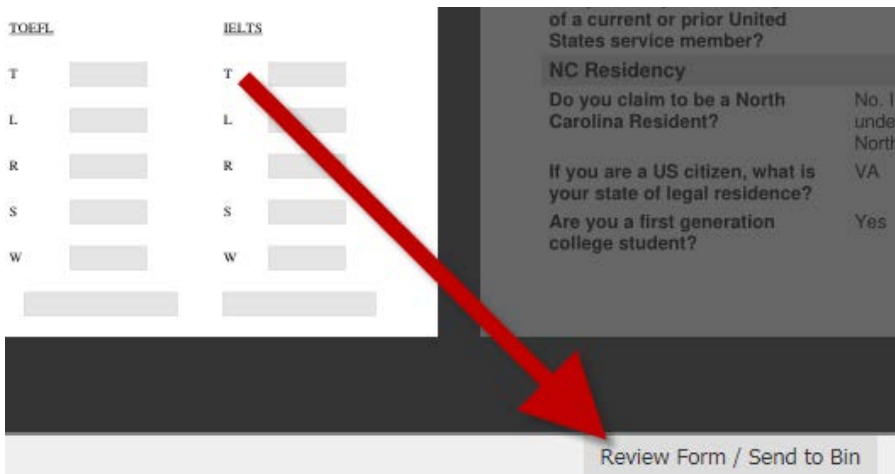
Test Scores

GRE	Score	%	GMAT	Score	%	TOEFL	IELTS
Q	<input type="text"/>	<input type="text"/>	T	<input type="text"/>	<input type="text"/>	T	<input type="text"/>
V	<input type="text"/>	<input type="text"/>	V	<input type="text"/>	<input type="text"/>	L	<input type="text"/>
W	<input type="text"/>	<input type="text"/>	Q	<input type="text"/>	<input type="text"/>	R	<input type="text"/>
Subject:	<input type="text"/>		AWA	<input type="text"/>	<input type="text"/>	S	<input type="text"/>
Score:	<input type="text"/>		IR	<input type="text"/>	<input type="text"/>	W	<input type="text"/>
Exam Date:	<input type="text"/>			<input type="text"/>			<input type="text"/>

7. If you want to submit a decision review form, click the button at the bottom left, to add the application to your queue, then click OK. Only do this, if you want to submit a decision now.



8. Now, the Review Form button is available at the bottom right-hand side of the screen.



9. Click the check box: Dept Reader Review Form to expand the full form:

NOTE: If you see the following message, you can ignore it. It simply means that other faculty reviewers are submitting their review, but it will not prevent you from submitting one.

Dept Reader Review Form

This application currently resides in more than one queue. The application cannot be sent to a different bin or user until the other reviews have been completed.

Current Bin
Dept Review

10. Enter your ratings and/or admission decision.

Dept Reader Review Form

Dept Reader Review Form

Please rank the applicant on the following characteristics:

Rating Scale:
5 - Outstanding
4 - Good
3 - Average
2 - Fair
1 - Poor

Academic Performance

Scholarly Activity and Writing Ability

Relevant Experience

Letters of Recommendation

Career Goals

Overall Fit for the Program

Total Rating

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

Are you interested in serving as the advisor for this student

Yes
 No

Recommended Decision

Accept
 Deny

Recommend for Funding

No
 Yes, HAVE Funding to Offer
 Yes, NO Funding to Offer

Additional Comments

Send to Bin

Current Bin
1 Dept Review

Next Bin (required)

Next Reader (optional)

Click **Send** when you are finished and your decision will made available to your Director of Graduate Programs.