Graduate Admissions Guide (Slate)
for Graduate Advisors

Slate Administrative
Login: https://apply.gradcollege.txstate.edu/manage/
Sign in using your:

- Texas State NetID,
- password, and
- two-factor authentication (Duo)

Go to https://apply.gradcollege.txstate.edu/manage in your web browser (Google Chrome or Mozilla FireFox is recommended).

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How Do I Review Application Materials?

1. Go to the **Reader tool** from the navigation menu.

2. This is the **Reader Dashboard** and will display various reports for your programs/applicants.

3. Select **Browse** to view applications across various admissions statuses. Each box displayed (e.g., Department Review) is called a "Bin" and reflects the number of applications by the status beyond the standard **Pending Submission, Incomplete, Complete** and **Decision Made** categories. **Click a bin** to display a list of applicants for that specific category/status.
4. Alternatively, select **Search** to find applicants across multiple bins. Common filters are available on the right-hand side to further narrow your results.

5. To view an applicant's admission materials, click their Display Copy icon.

6. Navigate through the application materials using your mouse and/or keyboard. Arrow keys may be easiest to use, however, familiarize yourself with the various ways in which the Reader/documents can be navigated/manipulated.
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 Arrow/Right Arrow (PC)**: rotate page
- **Ctrl + Left Arrow/Right Arrow (Mac)**: rotate page
- **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

7. For quick reference, the applicant's contact information, application history/status, and links to their Student Record can be found by clicking on the applicant's name in the upper left-hand corner.
8. From this pop-up window, you can open the Student's Record using the **Lookup Application link**, or **email** the applicant directly by clicking on their email address. (Emails sent within Slate will be tracked on the Timeline section of the Student Record.)

9. After reviewing, click the **Options** menu in the upper right-hand corner (or the **Slate logo**) to exit the Reader.
How do I Enter Admission Decisions?

Graduate Advisors, Advisor Support personnel, and select users will have additional access to enter admission recommendations, wait-list applicants, approve deferral requests, and more by way of special **Reader Review Forms**. Users with only Committee Member access will NOT have this ability.

**Reader Review Forms are only available when:**

A. your role authorizes you to access the Reader Review Form for a given program,
B. the application is pending some type of departmental/program review, and
C. the application is added to your queue.

1. Ensure you have the proper access to enter decisions (or **request access** to do so).

2a. In the **Reader**, determine if your review/action is needed. **Only** applications in the following Reader bins require departmental/program review:

- **Complete - Deferral Requested**
- **Complete - Decision Appeal Requested**
- **Complete - OEP Review**
- **Complete - Department Review**
- **Interview/Waitlist - Interview Accepted**
- **Interview/Waitlist - Waitlist Accepted**
All other bins reflect applications where applicant or Graduate College action is needed.

2b. Click within these bins to identify applicants pending departmental/program action, or use the predefined search filter of "ALL: Ready for Department Review" in the Browse or Search sections.

3a. Add applications to your queue by clicking the applicant's name, then clicking the Add to Queue button at the top right.

Alternatively, if you are already viewing application materials, you can click the Add to Queue button in the bottom left corner.
Applications added to your queue can now be found in the **Queue** section of the Reader, therefore, if your review will not be completed in one sitting, you can return to the Queue section and resume your review. Note: If applications remain in your queue, you will receive an email reminder each morning containing the number of applications in your queue. Therefore, be sure to complete your review in full, or remove the application from your queue so that others may review.

3b. After the application is in your queue, click **Review Form / Send to Bin** in the bottom right corner to open the **Reader Review Form**.
3c. Review the admission materials to complete the Reader Review Form as prompted, then click **Send**. This will record your responses, clear the application from your queue, and move the application to its next stage in the admissions workflow. Alternatively, if you do not intend of taking any action for the application at that time, you can remove the application from your queue by clicking the **Remove from Queue** button on the bottom left-hand corner.
How do I submit review comments or ratings?

Graduate Advisors, Advisor Support, Admissions Committee Member personnel, and select users will have additional access to enter general comments and/or ratings for each application they are authorized to review. These comments will be available to all other reviewers, including the Advisor/Support who can use the information to submit their final admission recommendation.

Reader Review Forms are only available when:

A. your role authorizes you to access the Reader Review Form for a given program,
B. the application is pending some type of departmental/program review, and
C. the application is added to your queue.

1. Ensure you have the proper access to enter decisions (or request access to do so).
2a. In the Reader, determine if your review/action is needed. Only applications in the "Department Review" bin allows for comments/ratings to be entered.

All other bins reflect applications where applicant or Graduate College action is needed.
2b. Click within the "Department Review" bin to identify applicants pending departmental/program action, or use the predefined search filters on the right-hand side.

3a. Add applications to your queue by clicking the applicant’s name, then clicking the Add to Queue button at the top right. Alternatively, if you are already viewing application materials, you can click the Add to Queue button in the bottom left corner.
Applications added to your queue can now be found in the **Queue** section of the Reader, therefore, if your review will not be completed in one sitting, you can return to the Queue section and resume your review. Note: If applications remain in your queue, you will receive an email reminder each morning containing the number of applications in your queue. Therefore, be sure to complete your review in full, or remove the application from your queue so that others may review.

3b. After the application is in your queue, click **Review Form / Send to Bin** in the bottom right corner to open the **Reader Review Form**. **Note**: Since the Committee Review Form is completely optional, you will first need to check the "Committee Review Form" box to open the review form.

For users who are authorized to enter admission recommendation, please note that you will be required to submit the comments/rating AND admission recommendation in one sitting on this form.

3c. Review the admission materials to complete the Reader Review Form as prompted, then click **Send**. This will record your responses, clear the application from your queue, and move the application to its next stage in the admissions workflow. Alternatively, if you do not intend of taking any
action for the application at that time, you can remove the application from your queue by clicking the **Remove from Queue** button on the bottom left-hand corner.

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**Why can’t I see applications for X student/program?**

Most areas of Slate (including the **Student Record, Query** results, and the **Reader**) only display applicants for the program(s) you have been authorized to view.

For most users, access is given on the basis of program affiliation (i.e., your position serving as the program's Advisor, Advisor Support, and/or Admissions Committee Member.)

An email reminder will be sent to you each week that contains your access role(s) and affiliated applicant population(s) in Slate. Should you require additional access to other programs, please **request updated access**.
How do I access a student’s individual record?

1. Use the **Omni Box Search Field** at the top right and search for the applicant. By default, you can search for applicants based on their **name, email address, or Slate ID (reference number)**. For applicants who have submitted their application, you may also search by **Texas State ID** (e.g., A00123456), **Texas State NetID** (abc123), or **Texas State PIDM** (e.g., 987654). The results of your search will appear as you type, and you can click on name/record you wish to view.

2. This is the **Student Record** and consists of many elements across various tabs of interest, including the student’s biographical data, interactions in Slate, application(s), and materials submitted.
Description of Sections:

- **Dashboard:** Overview of Prospect/Applicant details, including Texas State IDs, biographic information, current application information and statuses, activity history, academic history, test scores, and contact information.
- **Timeline:** Actions taken in Slate, including applications started/submitted, emails sent/opened, and other interaction history.
- **Application(s):** Admissions checklist requirements, materials submitted, decisions made, forms submitted, application-based activities, and links to Read Application or Download PDF versions of materials submitted.
- **Profile:** Biographic data, contact information, academic history, and test scores
- **Materials:** Admissions documents on file with applications

**Where do I find the status of an application?**

1. On the individual **Student Record:**

![Status of an application diagram]

**Incomplete (Awaiting Materials)**
Submitted 08/19/2019

- Pending Submission
  - Application Started
  - Program Selected
  - Entry Term Selected
  - Residency Info. Submitted
  - Academic History Submitted
  - Supplemental Info. Submitted
- Incomplete
  - Awaiting Payment
  - Initial Graduate College Review
  - Awaiting Materials
  - Awaiting Post-Decision Materials
- Complete
  - Pending GPA Calculation
  - Deferral Requested
  - Decision Appeal Requested
  - DEP Review
  - Department Review
- Interview/Waitlist
  - Interview Offered
  - Interview Accepted
  - Waitlist Offered
  - Waitlist Accepted
- Decision Made
  - Pending Decision Process
  - Denied
  - Admit
  - Bridge
  - Confirmed
  - Deferred
  - Withdrawn
2. ...in results generated from running Queries:

![Image of a website interface showing a table with columns for Application Status, Current Bin, Texas State ID, Slate ID, Prefix, First Name, Middle Name, Last Name, Suffix, Phone, and Email. The table contains multiple rows with different application statuses and student information.]

3. ...in the Reader (list):
4. ...and on the Reader Pop-Out Panel (when reviewing application materials):

What does each application status mean?

Pending Submission
Application has been started but not officially submitted for review. Changes to biographical information, program, entry term, and other elements of application can still be changed by the applicant.

Incomplete (Awaiting Materials)
Application has been officially submitted but maybe missing materials including (but not limited to) application fee payments, reference letters, test scores, or transcripts.

Complete (Under/Ready for Review)
All required materials have been submitted and are on file. Application is making its way through departmental and Graduate College review, but does not have a final admission decision released yet.

Decision Made
An admissions recommendation has been entered by the admitting program, conferred by The Graduate College, and released to the applicant.
Where can I find a list of my program’s applicants?

1. Access the **Public Queries** directly (or navigate the **Query** tool from the navigation menu and select **Include shared queries** and select the **Public** folder).

2. Select a query, then click **Run Query** (these have been pre-configured for your use by The Graduate College).

3. **View/Export** the results as needed.
How can I create MY OWN list of applicants?

1. In the **Query** tool, click **New Query**.

2. **Name** your query, **assign** it into a folder/sub-folder of your choosing, and select a **query base** of "Applications by Population."

3a. Click the **Export** button and **select the data parts** you wish to add to your query. (Selecting multiple elements by clicking each part you wish to add in the order you wish to display them across the columns of the report.)
3b. Use the **Search** field for common data points, or refer to the following common-case fields and description to help you decide what data is best for your query:

**Common Data Fields:** (start with these if unsure what data might be needed or what the parts refer to)

- Name > **Ref** (Slate ID)
- Name > **Name** (First + Middle + Last names)
- Name > **First**
- Name > **Middle**
- Name > **Last**
- Biographical > **Birthdate**
- Biographical > **Age** (years)
- Biographical > **Sex** (e.g. M/F)
- Biographical > **Hispanic** (Yes/No)
- Biographical > **Race** (e.g. White, Black, Asian)
- Biographical > **Citizenship Status** (US Citizen/Foreign National)
- Biographical > **Primary Citizenship** (e.g., United States, Japan)
- Contact > **Email**
- Contact > **Daytime** (phone number)
- Schools > **List of Schools** *(comma-separated)* (all post-secondary institutions attended)
- **Texas State ID** (e.g., A00123456)
- **Texas State NetID** (e.g. abc123)
- Application Dates > **Created** (when application was started)
3c. Click **Continue** to add the selected data points to your query. (Add additional data points by clicking on the Export button again)
4. Rename/remove data elements by **double-clicking** on export parts (or by hovering over them and selecting **Edit**).

5. Organize the export parts by **clicking and dragging** each part into place.

6. (optional) Click the **Filter** button to narrow your search results. (Multiple filters within a given field can be selected by performing a **Shift+Click** or **highlighting** the desired parts.)
### Insert Query Part

**Search**

- *status*

**Groups**

- Pinned Filters
- Local Filters

#### Local Filters

<table>
<thead>
<tr>
<th>Citizenship</th>
<th>Status</th>
<th>Prospects</th>
<th>School #1 School Degree Status</th>
<th>Has Application by Decision, Decision Status</th>
<th>Number of Applications by Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>School #2 School Degree Status</td>
<td>School #8 School Degree Status</td>
<td>School #9 School Degree Status</td>
<td>School #10 School Degree Status</td>
<td>School #11 School Degree Status</td>
<td>School #12 School Degree Status</td>
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<tr>
<td>School #14 School Degree Status</td>
<td>School #15 School Degree Status</td>
<td>School #16 School Degree Status</td>
<td>School #4 School Degree Status</td>
<td>School #5 School Degree Status</td>
<td>School #6 School Degree Status</td>
</tr>
<tr>
<td>School #1 School Degree Status</td>
<td>School #13 School Degree Status</td>
<td>School #7 School Degree Status</td>
<td>School #8 School Degree Status</td>
<td>School #2 School Degree Status</td>
<td>School #3 School Degree Status</td>
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<td>School #1 School Degree Status</td>
<td>School #12 School Degree Status</td>
<td>School #16 School Degree Status</td>
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<td>School #3 School Degree Status</td>
</tr>
</tbody>
</table>

#### Local Filters / Applications

- Application Status
- Application Submission Status
- Checklist: Count by Status
- Checklist Items Required For Reading Status
- Checklist Material Status
- Decision Status
- English Proficiency Test Scores Status
- Marital Status
- Residency Status
- Residency Status (Prompt Category)
- Veteran Status
- Visa Marital Status

**Continue**

**Cancel**
7a. (optional) Click the **Sort** button to sort the results of your query based on one or more data elements. (The order in which the data parts are selected will be the sorting order/hierarchy but can be re-organized after adding if needed.)
7b. (optional) **Double-click** the sort parts to configure/remove one or more of the sorting fields from **Ascending Order** (e.g., A to Z; 1, 2, 3, etc.) to **Descending Order** (e.g., Z to A; 3, 2, 1).
8. Click the **Preview Results** button to display a temporary list of results. Reconfigure the Exports, Filters, and/or Sorts as needed.

9. **Click the query’s bread crumb** at the top of the page to leave the query configuration page. (Your query is automatically saved and can be re-configured later if needed.)

10. **Click Run Query** to generate your query and export the results.
11. Your query will be stored in your **Personal queries** folder for later use and configuration.

12. Queries can be renamed, deleted, and/or archived at any time by clicking the Edit button on the main query page.