

Slate Quick Overview

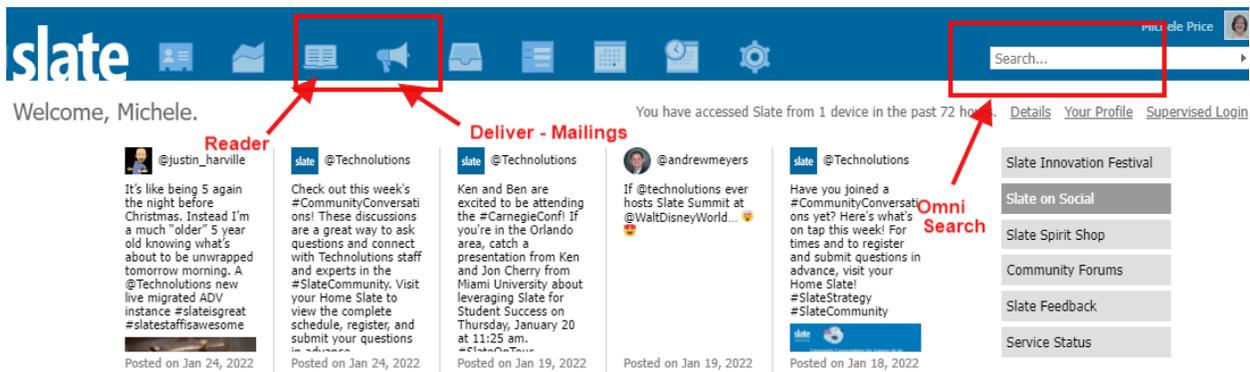
Logging in into Slate

To access Slate, type gradapply.byu.edu/manage into your browser or use the link on the Graduate Studies website.

To log into Slate, use your BYU Net ID and password.

Navigating Slate

Once you enter your Net ID and password, you will see the welcome screen (shown below). You will only need to access two icons: Deliver and Reader. Hover over each icon to see its name and a list of subpages. You will use the Omni search field often.



Deliver – Mailings

You can create and edit emails for various groups such as prospects, applicants, admits, etc. Graduate Studies will help to set up the recipient lists. You can view how your emails will look on a mobile phone.

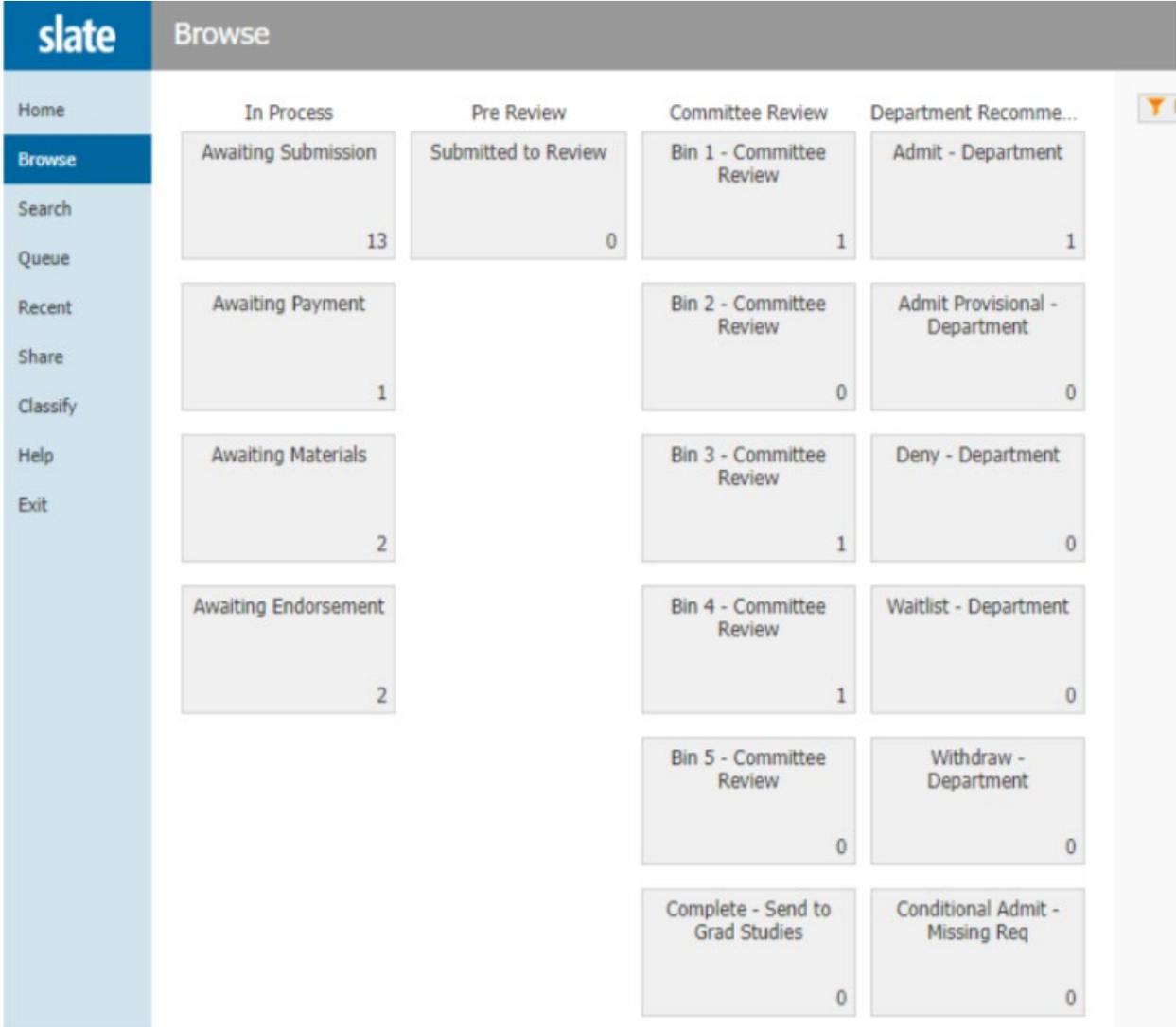
The Reader

The Reader provides a high-level overview of all the applicants to your program/s as they progress through the different stages of admissions process as represented by the “bin” structure. The bin structure workflow generally progresses from one column to the next from left to right, moving from the top bin to the bottom bin as applicants complete certain stages of the application AND/OR as they are moved by each graduate program manager (GPM) through the various bins.

Application stages: The In Process bins are automated and applicants progress through the first four bins “awaiting submission”, “awaiting payment”, “awaiting materials”, and “awaiting endorsement” as they complete the required tasks. Once the first column “In Process” is successfully completed, the applications move to the next column “Pre Review” into the “Submitted to Review” bin, where the GPM will decide where to move individual applications under the “Committee Review” column into bins where faculty readers will be assigned to read and enter their review ratings and comments for each applicant. Departments may use these Committee Review bins to review and rate their applicants in any arrangement that works for them which may include all five bins, a combination, or just one.

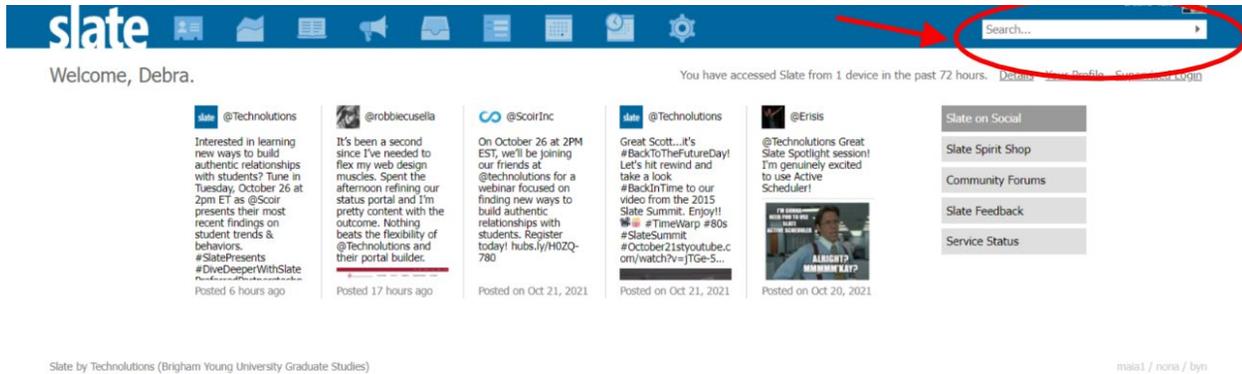
At the conclusion of faculty reviews, the GPM will then move the applications to a “Submit to Grad Studies” bin and submit the admission recommendation in addition to the advisor name, provision if needed, etc., as determined by the committee.

See the graphic below that shows the bin structure.



Application Lookup

This is the Slate Omni Search tool that you will use often. To look up an applicant record, you can either begin by typing a name, email, BYU Net ID, or Slate applicant number into the search bar at the top right of the screen.



Applicant Dashboard

Once you find the desired applicant record, select their name to access their dashboard page. The dashboard is a high-level summary of the applicant record.

The image shows an applicant dashboard for a user named "Jer... L...". At the top right, there is a search bar with the text "Applicant 232". Below the search bar, there is a navigation bar with tabs: "Dashboard", "Timeline", "MFT MS", "Awaiting Submission", "Clin Psych PhD", "Awaiting Submission", "Profile", and "Materials". The "Dashboard" tab is selected. The main content area is divided into sections: "Biographic" (Female, Born [redacted] age 26, Citizen of United States, White), "MFT MS" (Awaiting Payment, Awaiting Materials, Awaiting Endorsement), "Activity History" (Timeline from 9/20/2021 to 10/4/2021 with markers for Interaction, Event, Login, Email), and "Academic History" (Brigham Young University (BYU), Psychology, GPA 3.6 / 4.0, Provo, UT, Geomarket: UT-01 Salt Lake City, Ogden, & Provo). On the right side, there is contact information: "Email [redacted]@gmail.com", "Phone [redacted] 01-8...", "Tags" (Opt Out, Test Record), and "Status History" (09/19/2021 Applicant). Three callout boxes provide instructions: 1) "The tabs will allow you to navigate through specific sections of the applicant's record. If an applicant has applied to two different programs, you will only be able to view the details of their application to your program." 2) "Once an applicant record is created, a nine-digit reference number (applicant ID) is assigned and is available to the applicant once their application is submitted. You can search for an applicant with this number, or with their netID." 3) "To send an email directly to an applicant, click on their email address to open a message window."

Timeline

The timeline tab displays an audit history of all interactions with an applicant record. These interactions will mainly consist of email status changes; it shows when an email was sent or opened, and if those actions occurred multiple times. "Ping" shows what programs they have accessed on the Graduate Studies website.

The screenshot shows the Slate Graduate Studies applicant timeline interface. At the top, there is a navigation bar with the 'slate' logo and various icons. Below the navigation bar, the user's name 'J..., L...' and the applicant ID '232' are visible. The 'Timeline' tab is selected and circled in red. The main content area displays a calendar view with blue bars representing interactions for each month from 2021 Oct to 2021 Jun. A detailed list of interactions for 2021 October is shown below the calendar, with the first two entries circled in red. The list includes actions like 'Ping', 'Email Opened', 'Login', and 'Sent Message' with timestamps and descriptions. A 'New Interaction' button is visible on the right side of the list.

| Date | Time | Action | Details | Browser | Location |
|-------|-------------|-------------------|---|---------|---------------------------------|
| 10/20 | 11:37:40 PM | Ping (44s) | gradstudies.byu.edu/program/psychology-clinical-phd | Chrome | Spanish Fork, UT, United States |
| 10/20 | 11:37:31 PM | Ping (8s) | gradstudies.byu.edu/programs | Chrome | Spanish Fork, UT, United States |
| 10/20 | 11:34:22 PM | Email Opened | BYU Clinical Psychology required video interview | | |
| 10/20 | 11:33:31 PM | Email Opened (+1) | Brigham Young University Graduate Studies | | |
| 10/10 | 11:15:49 PM | Login (+1) | | | |
| 10/10 | 11:01:55 PM | Ping (5s) | gradstudies.byu.edu/program/marriage-and-family-therapy-ms | Chrome | Spanish Fork, UT, United States |
| 10/08 | 10:07:27 AM | Sent Message | Completing Your BYU Graduate Application | | |
| 10/05 | 3:22:06 PM | Email Opened (+1) | Brigham Young University Graduate Studies | | |
| 10/05 | 11:08:07 AM | Sent Message | Brigham Young University Graduate Studies | | |
| 10/04 | 9:59:19 PM | Login (+1) | | | |
| 10/04 | 4:19:10 PM | Sent Message | Brigham Young University Graduate Studies | Chrome | Spanish Fork, UT, United States |
| 10/02 | 2:05:24 AM | Email Opened | Brigham Young University Graduate Studies | | |
| 10/02 | 2:05:16 AM | Email Opened | Brigham Young University Graduate Studies Online Registration | | |
| 10/02 | 2:05:11 AM | Email Opened | BYU Clinical Psychology required video interview | | |
| 10/02 | 2:02:26 AM | Login | | | |
| 10/01 | 3:40:46 PM | Email Opened (+2) | Brigham Young University Graduate Studies | | |
| 10/01 | 12:49:45 PM | Sent Message | Brigham Young University Graduate Studies | | |

Application

The application tab is labeled with the program to which the applicant is applying. This page features information pertinent to that particular application such as checklists, materials, and the status/current reader bin.

The screenshot shows the 'Application' page for 'MFT MS' in the Slate system. The page is divided into several sections: Overview, Checklist, Materials, Decisions, and Activities. Red callout boxes provide instructions and information:

- Navigation:** A callout points to the 'MFT MS Awaiting Submission' tab, stating: "To quickly open the application in the Reader, click on 'Read Application.'" Another callout points to the 'Read Application' link in the Overview sidebar, stating: "Applicants are able to view their checklist through a status portal and will receive automated email reminders if they have any missing checklist items."
- Checklist:** A callout explains: "This section shows what checklist terms have been completed by the applicant. A red 'X' indicates the item is still outstanding, and a green checkmark indicates that the checklist item has been uploaded/received." Below this, a table lists checklist items with their status (e.g., 'Ecclesiastical Endorsement' is 'Awaiting', while 'Recommendation (Kelli S...)' is 'Received').
- Materials:** A callout states: "All materials listed in this section can also be viewed under the materials tab (second to last)." Below this, a table shows materials with columns for Date, Description, Record, and User.
- Decisions:** A callout says: "When a decision is made, it will appear here." Below this, a table shows decision records with columns for Effective, Decision, Released, Received, and User.
- Activities:** A callout notes: "You will be able to see if the applicant has viewed the decision under the 'Received' column." Below this, a table shows activities with columns for Date, Code, Subject, and Received.

Profile

The profile tab contains the applicant's personal information, their academic history, and their test scores.

The screenshot shows the 'Profile' page for 'Jen L' in the Slate system. The page is divided into several sections: Biographic, Address, Contact, Academic History, and Overview. Red callout boxes provide instructions and information:

- Navigation:** A callout points to the 'Profile' tab, stating: "Navigation menu for Profile tab." Another callout points to the 'Scores' link in the Overview sidebar, stating: "By clicking on 'Scores,' you can see details of all score reports, including which scores are verified and self-reported."
- Biographic:** Personal information including name, gender, age, citizenship, and ethnicity.
- Address:** Current address and zip code.
- Contact:** Email and phone number.
- Academic History:** List of institutions attended, including Brigham Young University (BYU) and Ensign College, with associated GPA and location.
- Overview:** A sidebar menu with links to Biographical, Contact / Address, Schools, Scores, Jobs, Courses, Interests, Sports, and Edit Restricted Access.