

Slate Quick Overview

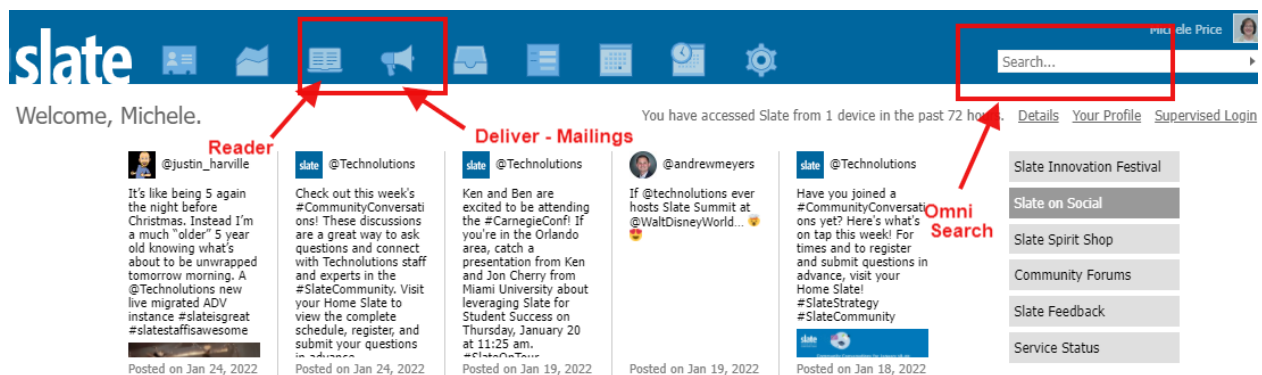
Logging into Slate

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

To log in to 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

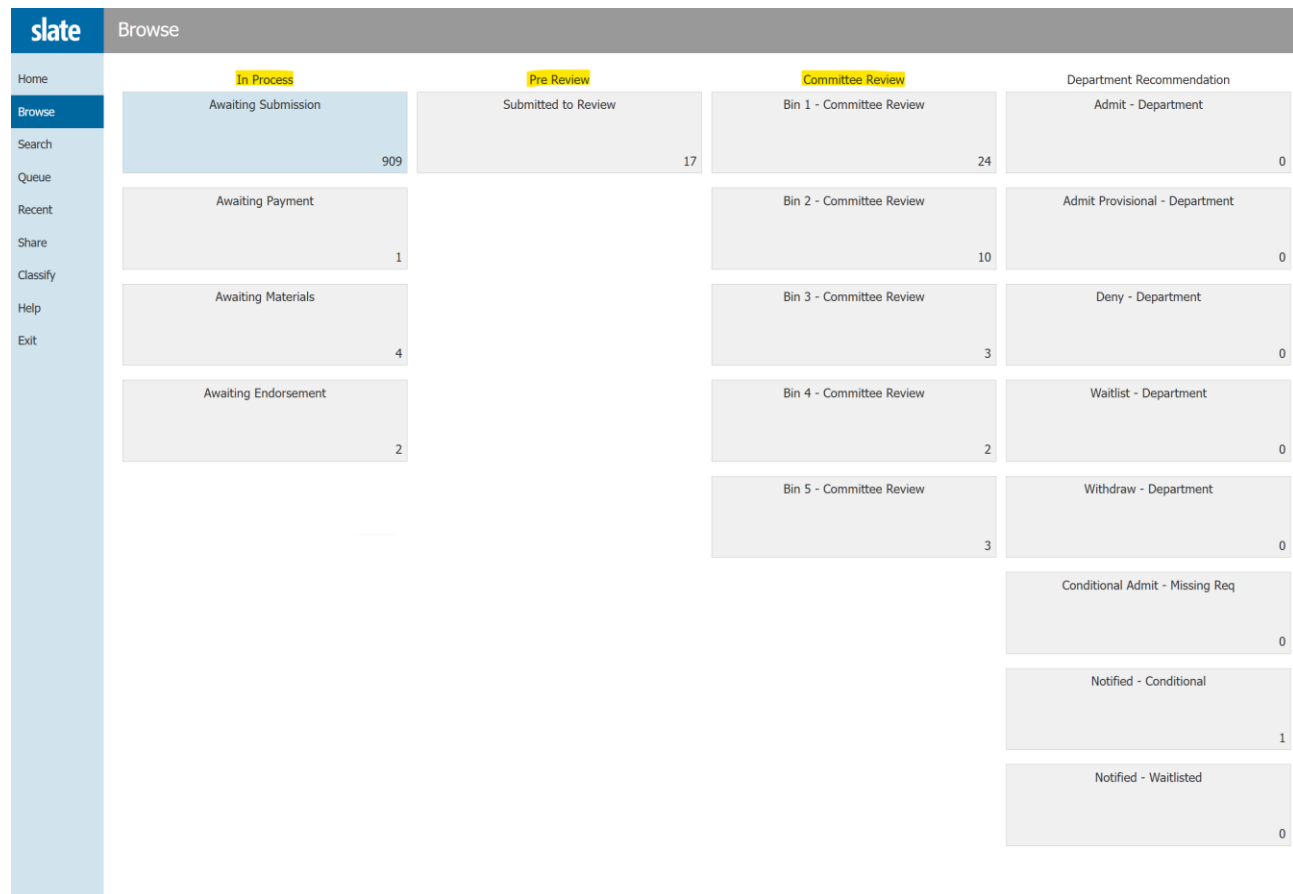
You can create and edit emails for various groups such as prospects, applicants, admits, etc. Graduate Studies will help to set up the recipient lists. You can view how your emails look on a mobile phone.

The Reader

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

Application stages: The “In Process” (left column) 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 completed, applications move to the next column, “Pre Review,” and into the “Submitted to Review” bin. 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.

See the graphic below that shows the bin structure.



Once reviewers have completed their review, the GPM can add the applicant to the queue in Bins 1-5 and, in the review form, select the box by "Submit Decision to Grad Studies Form." This will open more options to indicate the decision and accompanying information. If you do not currently have reviewers entering information into the application while in Bins 1-5, that is okay; GPM can still select the box and indicate decisions.

Step 1:

Select the box to open the Decision to Grad Studies form

☐ yes
☐ no

If yes, list funding details: source, length of time, dollar amount, etc.

Department Fit

On a scale of 1-6, with 6 being the highest, how well would this applicant fit in our department?

☐ 0
☐ 1
☐ 2
☐ 3
☐ 4
☐ 5
☐ 6

Share comments if you believe this candidate is PREPARED and would be SUCCESSFUL as a graduate student. If you feel they would not be successful, please share specifics about their deficiencies.

Review Total
0

Decision Recommendation

Please select your admission recommendation
Admit

Instructions For Reviewers

Please select [Send] below to submit your review and decision recommendation. Note: As faculty reviewers, you do not have the option to send applications to another bin. This option has been disabled.

The [Submit Decision to Grad Studies Form] is ONLY reserved for Program Managers.

☐ Submit Decision to Grad Studies Form

Send to Bin

Current Bin
Bin 2 - Committee Review

Next Bin (required)
Pre Review - Submitted to Review

Next Reader (optional)

Step 2:

Select the decision. For admit, provisional admit, and conditional admit, more will appear – see Step 3.

The [Submit Decision to Grad Studies Form] is ONLY reserved for Program Managers.

☒ Submit Decision to Grad Studies Form

Submit Decision to Grad Studies Form

THIS SECTION IS FOR USE BY PROGRAM MANAGERS ONLY

Decision

Please select an admission recommendation for this applicant.
(Admit, Provisional, Deny, Waitlist, Conditional, Withdraw)

Department Admission Decision

Low GPA Admit - ☐ Yes
OVERRIDE

IMPORTANT : PLEASE assure that you have selected the bin that matches the decision you have selected above. Decisions are processed from the bin that you move the applications to.

Send to Bin

Current Bin
Bin 2 - Committee Review

Next Bin (required)
Pre Review - Submitted to Review

Next Reader (optional)

Step 3:

For admit, provisional admit, and conditional admit, indicate advisor and provisions/conditions. Assign the next bin, and click Send.

For all other decisions, indicate the next bin and click Send.

THIS SECTION IS FOR USE BY PROGRAM MANAGERS ONLY

Decision

Please select an admission recommendation for this applicant.
(Admit, Provisional, Deny, Waitlist, Conditional, Withdraw)

Department Admission Decision
Admit - Provisional

Low GPA Admit - ☐ Yes
OVERRIDE

Faculty Advisor

Faculty name

Provision

The provision that you enter below will be shown to the student in the admission letter. Please word it accordingly.

Provision

IMPORTANT : PLEASE assure that you have selected the bin that matches the decision you have selected above. Decisions are processed from the bin that you move the applications to.

Send to Bin

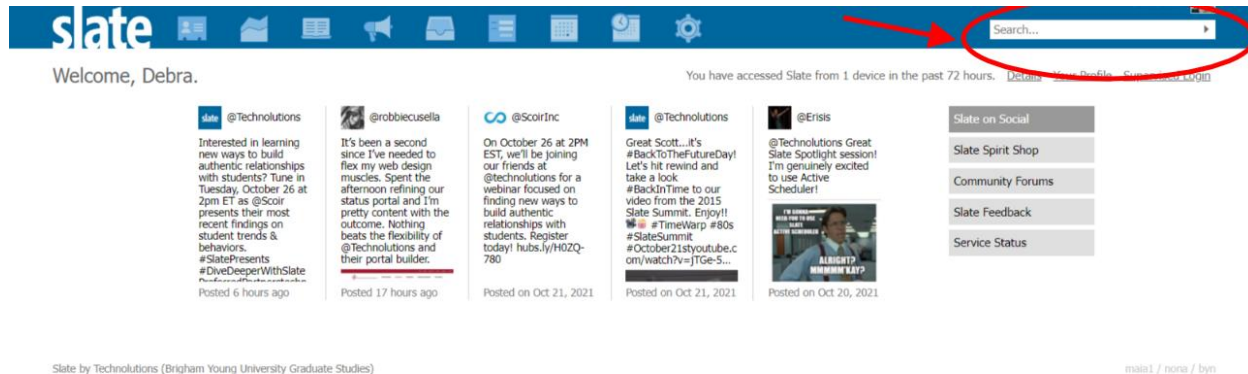
Current Bin
Bin 2 - Committee Review

Next Bin (required)
Department Recommendation - Admit Provisional - Depa

Next Reader (optional)

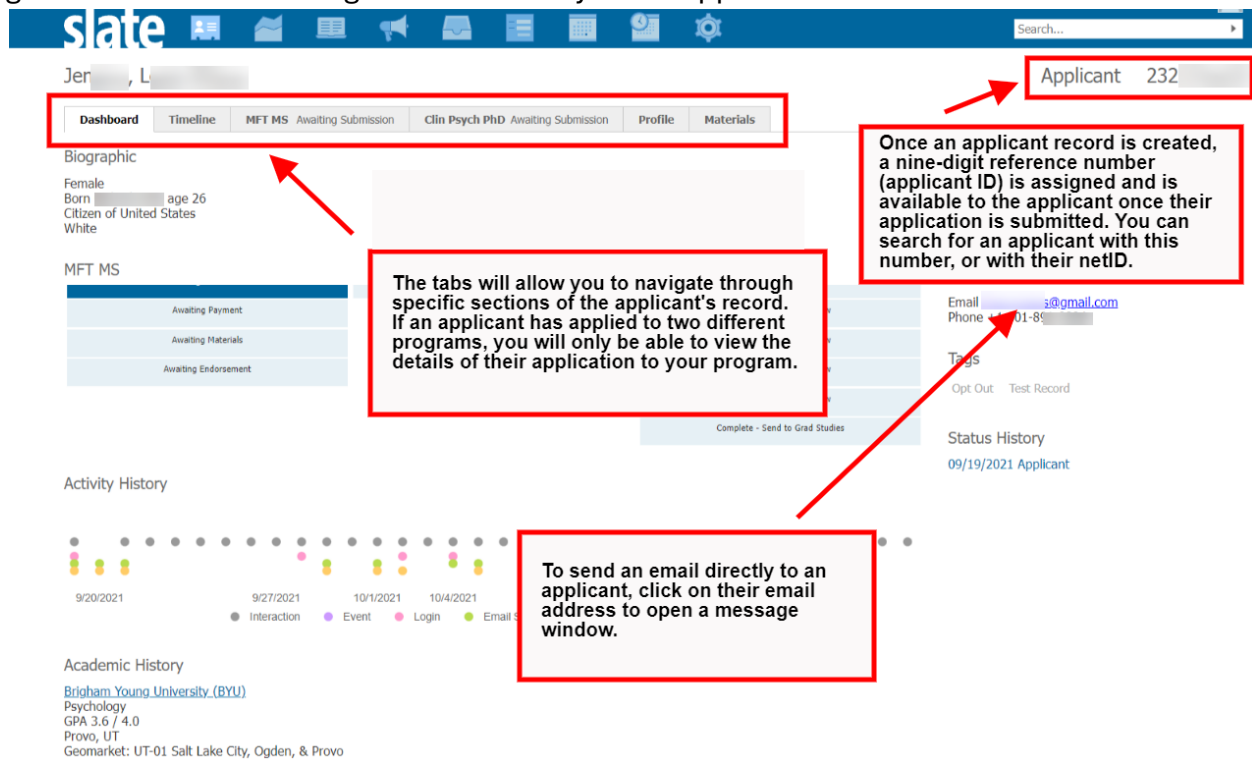
Application Lookup

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 home screen.



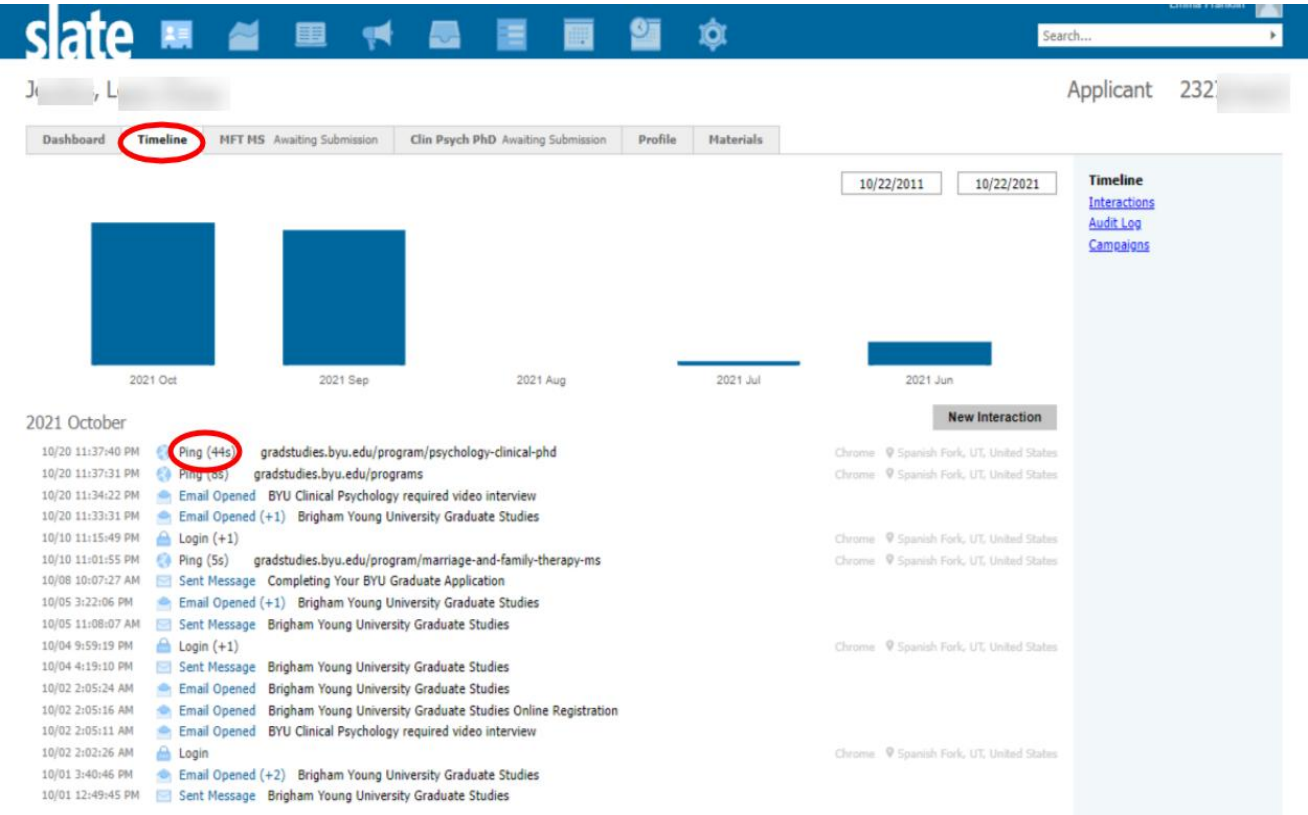
Applicant Dashboard

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.



Timeline

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



Application

The Application tab is labeled with the program the applicant is applying to. This page includes information specific to that application, such as checklists, materials, and the status/current reader bin.

The screenshot shows the Slate application portal for an applicant named Je... L... with ID 232. The interface includes a top navigation bar with icons and a search bar. The main content area is divided into several sections: Dashboard, Timeline, MFT MS (highlighted), Clin Psych PhD, Profile, and Materials. The MFT MS section shows the application status as 'Awaiting Submission' and 'Current Bin: Awaiting Submission'. It includes links for 'Read Application' and 'Download PDF'. The Checklist section shows a list of items with status indicators (red 'X' for outstanding, green checkmark for completed). The Materials section shows a list of materials with status indicators (Released, Received). The Decisions section shows a list of decisions with status indicators (Released, Received). The Activities section shows a list of activities with status indicators (Received).

To quickly open the application in the Reader, click on "Read Application."

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.

All materials listed in this section can also be viewed under the materials tab (second to last).

When a decision is made, it will appear here.

You will be able to see if the applicant has viewed the decision under the "Received" column.

Applicants are able to view their checklist through a status portal and will receive automated email reminders if they have any missing checklist items.

Profile

The Profile tab contains the applicant’s personal information, academic history, and test scores.

slate

Search...

Jen L Applicant 232

Dashboard Timeline MFT MS Awaiting Submission Clin Psych PhD Awaiting Submission Profile Materials

Biographic
 L J
 Female
 Born age 26
 Citizen of United States
 White

Address
 24
 Spanish Fork, UT 84660-6134

Contact
 Email :@gmail.com
 Phone +1 801-8

Academic History
 Brigham Young University (BYU)
 Psychology
 GPA 3.6 / 4.0
 Provo, UT
 Ensign College
 none
 GPA 3.96 / 4.0
 Salt Lake City, UT

Navigation menu for Profile tab.

Overview
[Biographical](#)
[Contact / Address](#)
[Schools](#)
[Scores](#)
[Jobs](#)
[Courses](#)
[Interests](#)
[Scores](#)
[Edit Restricted Access](#)

By clicking on "Scores," you can see details of all score reports, including which scores are verified and self-reported.

Set Default Tab