UNIVERSITY OF OREGON | Division of Graduate Studies

Faculty Reader Guide
Graduate Admissions

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Questions? Contact us at graduatestudies@uoregon.edu or 541-346-5129.

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Introduction

Slate is the UO's graduate admissions system. It has many different components for different aspects of admission work. This guide serves as a basic reference guide for the application review system, known as the Slate Reader (the Reader).

Help Tickets

Submit a request for technical assistance here.

Slate Reader Access

Application review takes place within Slate, the graduate application system. Your program coordinators will notify the Division if you need Slate access in order to review applications.
The Slate Reader is the tool that faculty will use to review and evaluate graduate applications. Program coordinators will notify you when applications are ready for your review within Slate.

Faculty review takes place in the Program Review bin.

Logging into the Reader

1. Log in here with your Duck ID.
2. This will take you to your Reader home page, which includes some tips for navigating around the Reader using your mouse and keyboard.

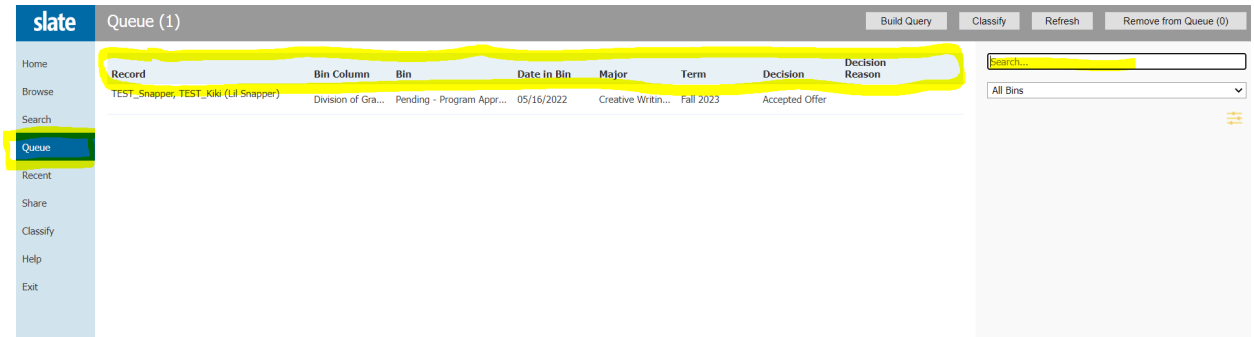
Reviewing an Application

Navigate to the Queue tab to see all applications currently in your queue. Depending on your program's process, you may be expected to review all or just some of the applications in your queue.

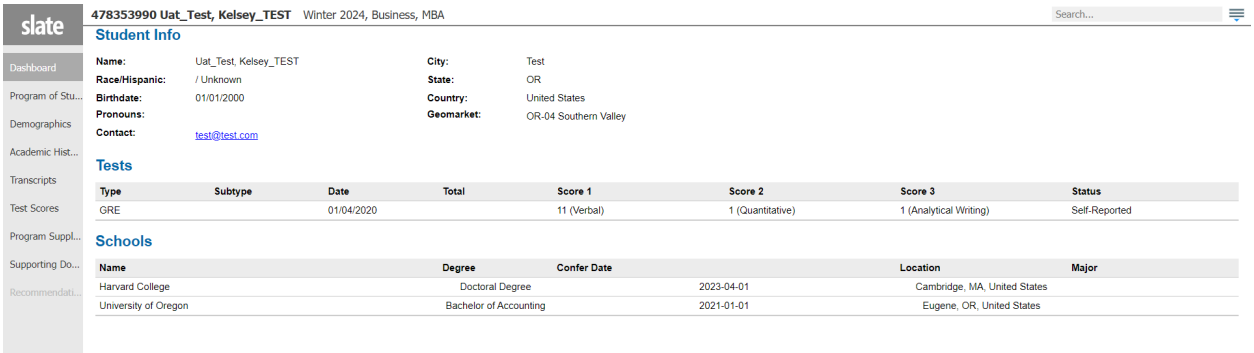
Your program's admission coordinator will notify you when applications are ready for your review within Slate. You should work with your program to determine which applications to review.
Access your Queue directly using this link.

From your Queue tab, there are two ways to locate the application you want to review.

1. Use the search feature on the right. As you start typing, options in your window will filter out.
2. Scroll through the items in your queue to find the correct one. You can click on any of the column headers to sort by that column.



Once you have located the application, click anywhere on the record line. This will pull up the individual application Reader screen.



You can navigate through the various parts of the application using the tabs to the left of the screen. With the exception of the top dashboard tab, you navigate through the pages within each tab by "pulling" the application left/right and up/down. Additional pages (if present) are to the right of the original page (not below as is common in many virtual documents).

Rotating a Document

To rotate an uploaded document (transcript, statement of purpose, etc), click **CTRL + the right or left arrow**. Unfortunately, this doesn't save the new orientation, so each time someone accesses the document in the reader they'll need to do this.

Dashboard

The application will open to this page. It provides a brief demographic overview as well as test scores and academic history.

Program of Study

This page shows the level, program, term of admission, whether the applicant has previously applied to UO, their self-reported UO ID number, if applicable, and information about how they heard about the program.

Demographics
This page always combines at least three application pages - two demographic pages and an Oregon residency page. If they are an international applicant, it will also show the international supplement page here.

Academic History
This page will list all the institutions of higher education that the applicant has indicated they have attended.

Transcripts
This page includes the unofficial transcripts the applicant uploaded for each institution attended.

To rotate an uploaded document (transcript, statement of purpose, etc), click **CTRL + the right or left arrow**. Unfortunately, this doesn't save the new orientation, so each time someone accesses the document in the reader they'll need to do this.

Test Scores
This page shows self-reported and verified (official) test scores.

Program Supplement
This page shows the responses to the program supplement prompts. These are the questions custom tailored to each program.

Supporting Documents
This page displays the files that were uploaded as part of the program supplement (if applicable).

To rotate an uploaded document (transcript, statement of purpose, etc), click **CTRL + the right or left arrow**. Unfortunately, this doesn't save the new orientation, so each time someone accesses the document in the reader they'll need to do this.

Recommendations
If your program accepts letters of recommendation via Slate, they will show on this page.

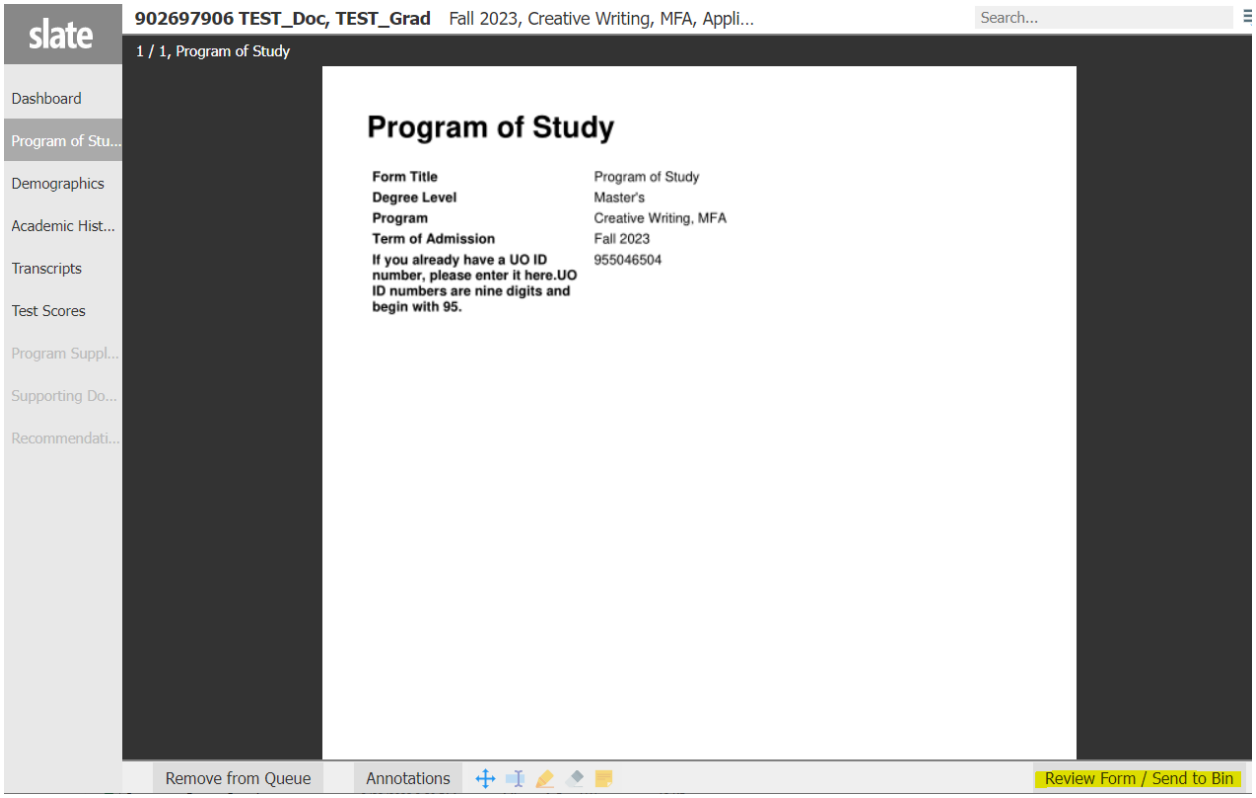
Review Forms

The Program Review bin has an associated application ranking form. This form is not required by the Division. Your program should decide whether to use this review form.

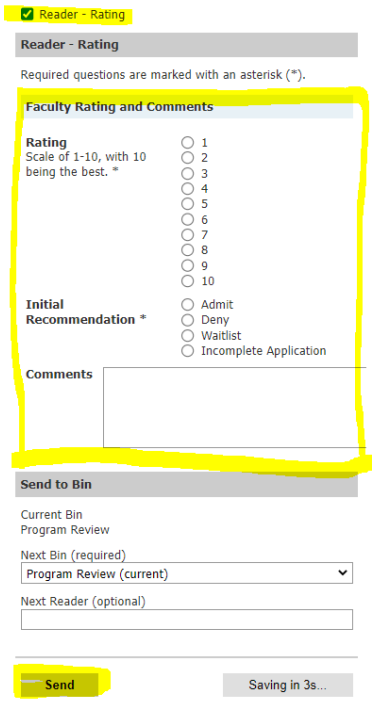
Submitting a Review Form

If your program opts into using the review form, follow the instructions below to submit it.

1. Open the review form by clicking "Review Form / Send to Bin"



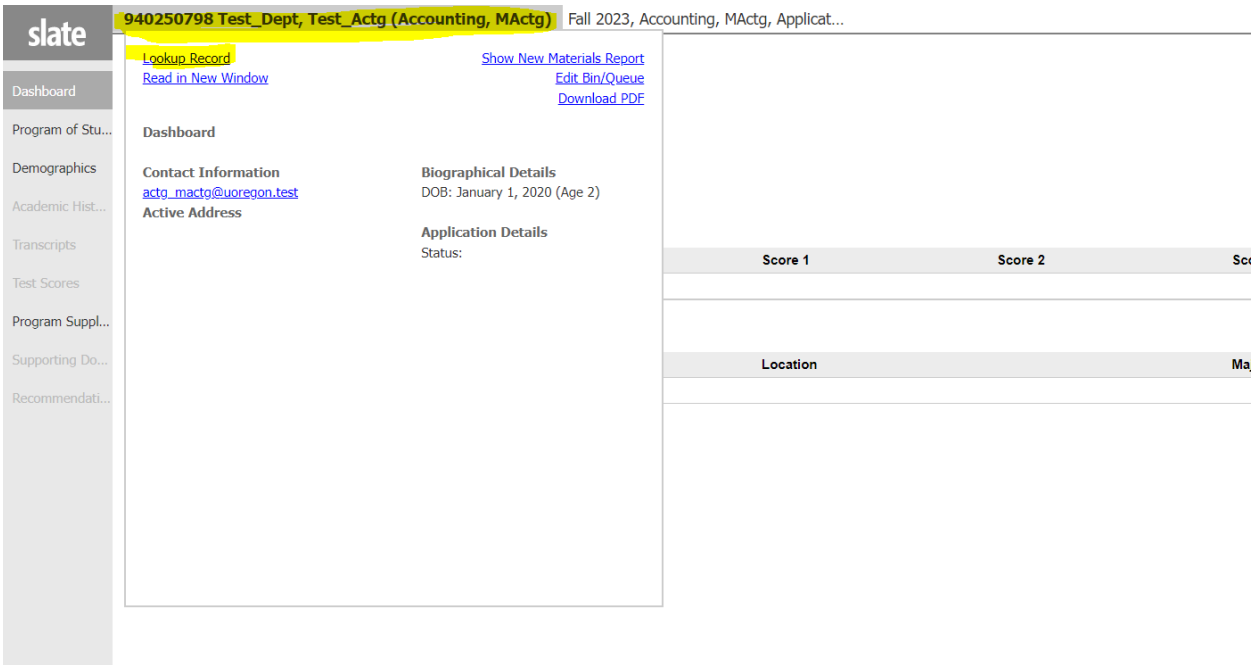
2. The Review Form will pop up on the right side.
3. Click the checkbox next to "Reader – Rating" at the top of the form on the right.
4. This will pull up the Faculty Rating and Comments section.
    a. Input your rating, recommendation and comments (if applicable). Click "Send."



Updating a Review Form Submission

Each faculty reviewer can update their own form if they submitted the wrong information. To do so, you will need to navigate to the student's record in main Slate. You can do so by opening their application in

the Reader, clicking the ID number and Name towards the top left of the Reader and clicking “Lookup Record.”

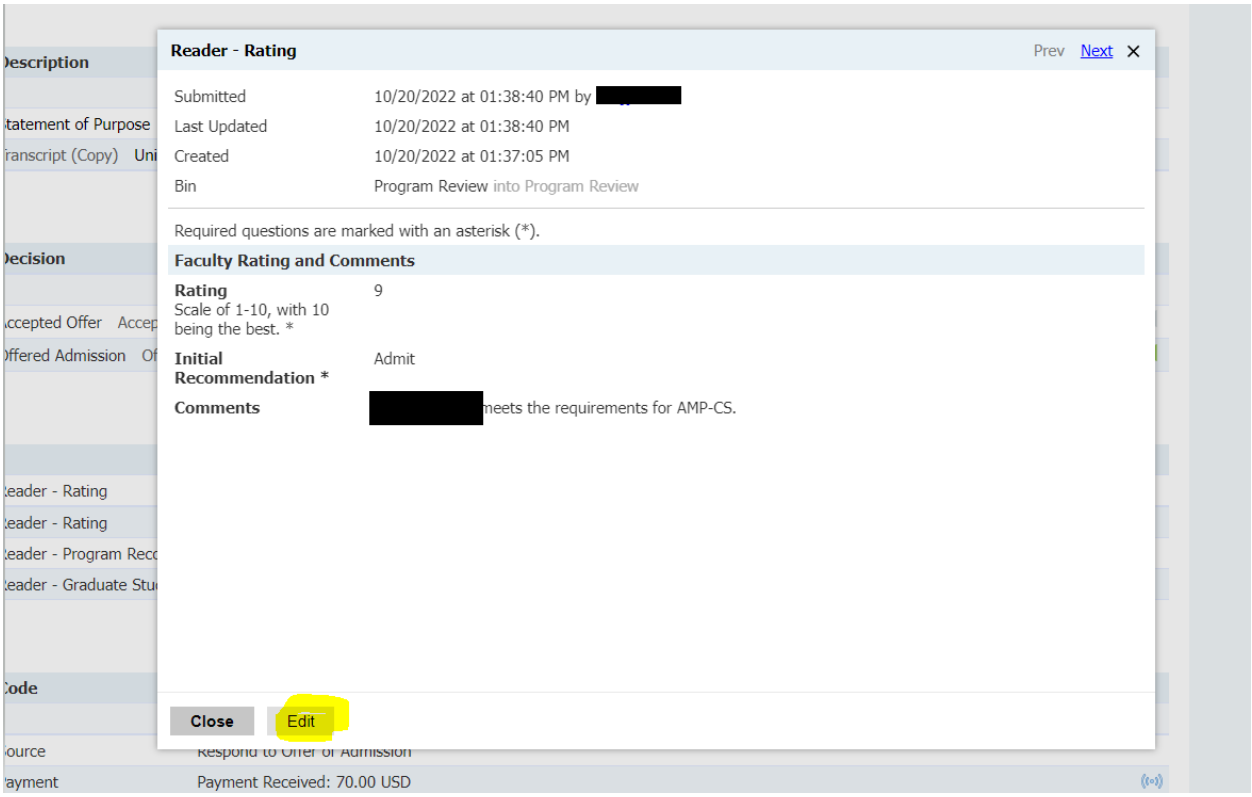


This will bring you to the applicant’s application tab in main Slate. Scroll down to the Review Forms section and look for the “Reader – Rating” form with your username associated with it.

Review Forms

Date ▼		Bin	User
10/20/2022	Reader - Rating	Program Review	yingjiul
10/23/2022	Reader - Rating	Program Review	thienn
11/03/2022	Reader - Program Recommendation to the Division of Graduate Studies	Program Final Admission Decision	cls
11/08/2022	Reader - Graduate Studies Review Form	First Review	cjones14

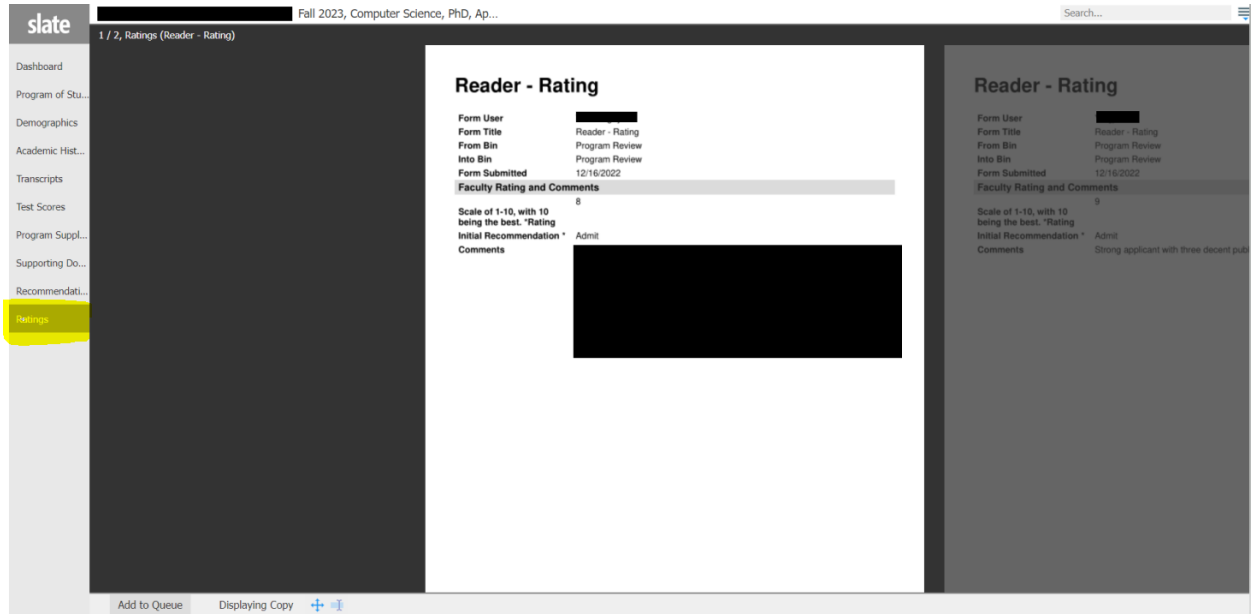
Click your form and a pop-up will display. Click “Edit.”



Make the necessary changes and click “Save.”

Viewing Review Forms

Submitted review forms will populate into the Reader display for each applicant. See screenshot below.



Review Form Reports

In addition to viewing your committee's rankings within the Reader, it may be helpful to view them in a report format. We offer two reports for you to run.

Reader Form – All Data

This report shows an output of each individual ranking submitted. Each row is an individual rating form record, so there are multiple rows per student if multiple forms have been submitted. It shows the overall rating, the initial recommendation (admit, deny, waitlist), the comments, the person who submitted the form and the date.

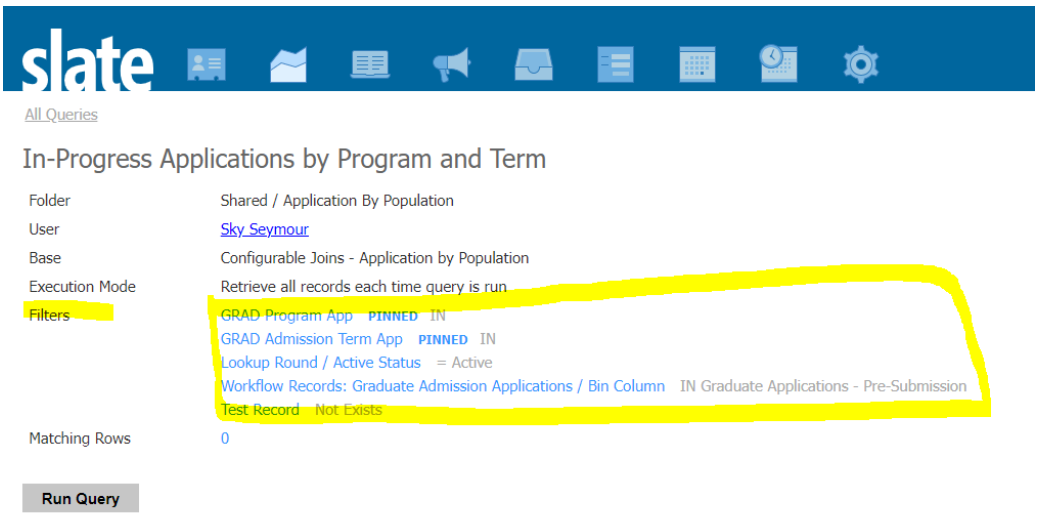
Reader Form – Average Scores

This report has one row for each individual applicant and summarizes the rater form rankings submitted for each applicant. It shows the number of ratings, the average rating, median rating and standard deviation.

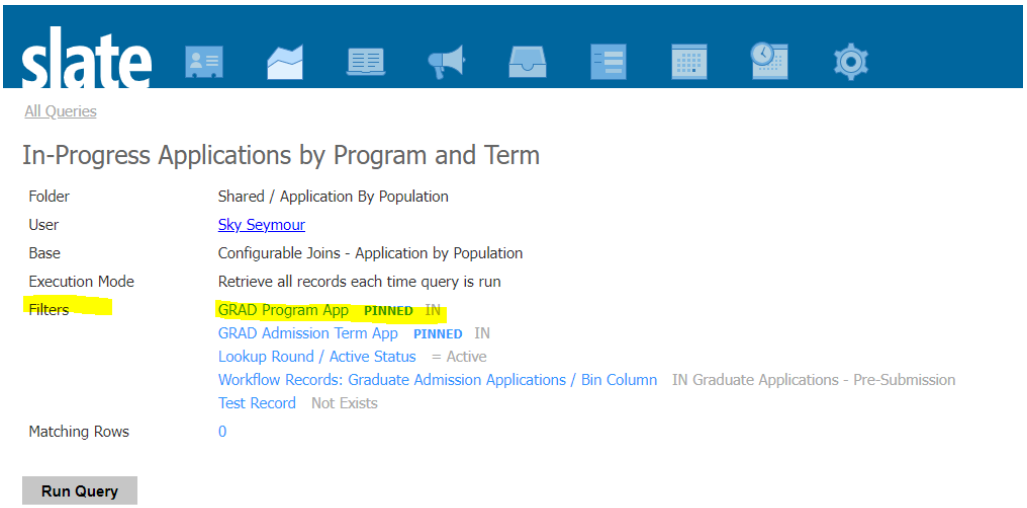
How to Access and Run Reports (Queries)

A query is the set of parameters that Slate uses to create a report. An export is the actual report.

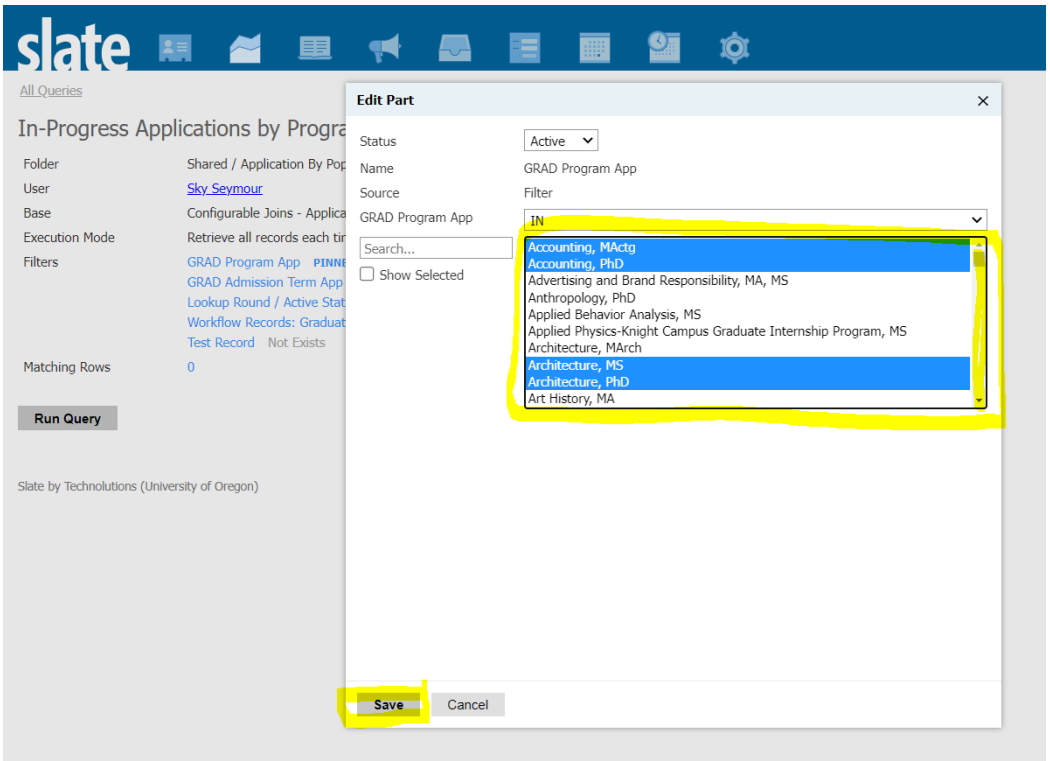
1. Locate the query you want to run (Reader Form – All Data or Reader Form – Average Scores) by navigating to the Slate homepage.
2. Click the link of the query you wish to run.
3. The next page shows the query name and includes a list of "filters."



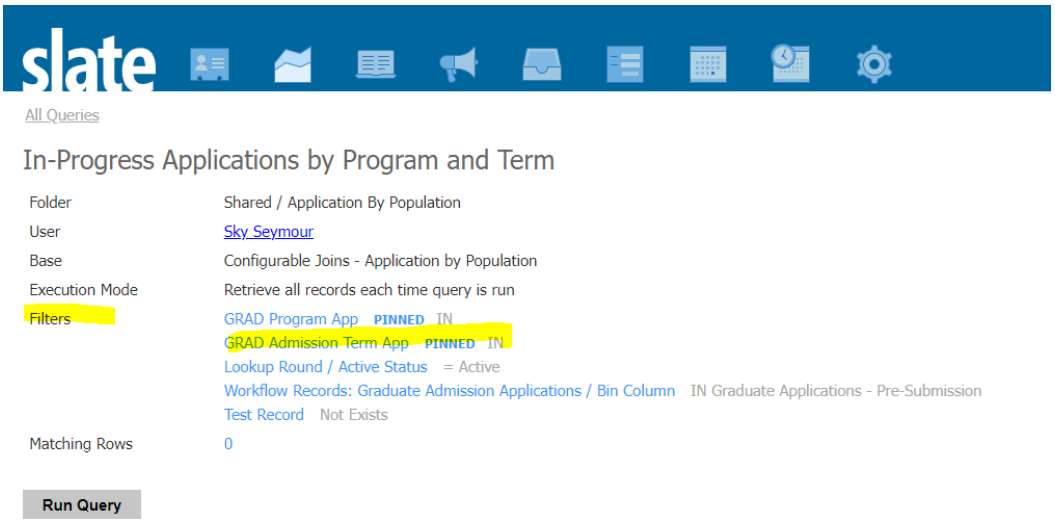
4. First, click the top "GRAD Program App" filter.



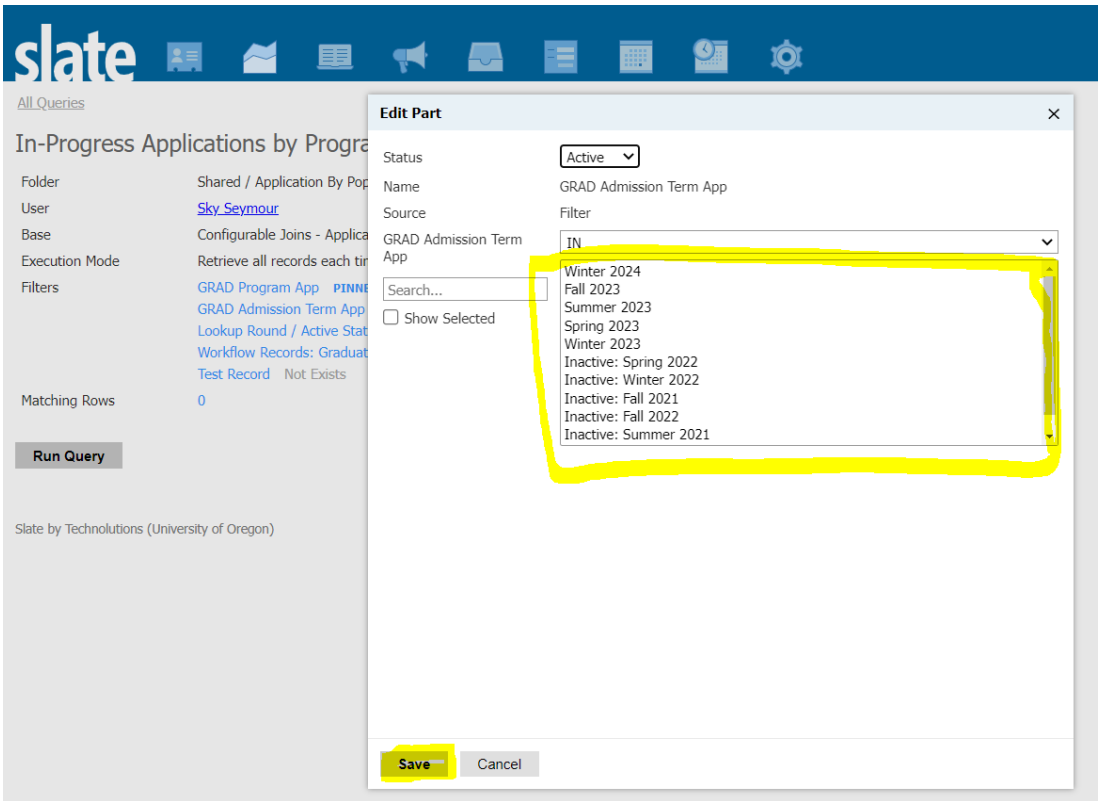
5. This will pop up a new window where you can select one or more programs. Because you will only be able to see the results for programs that you have access to, you can click “ctrl” and “A” to select the entire list or you can select individual program(s). Once you have made your selection(s), click “Save.”



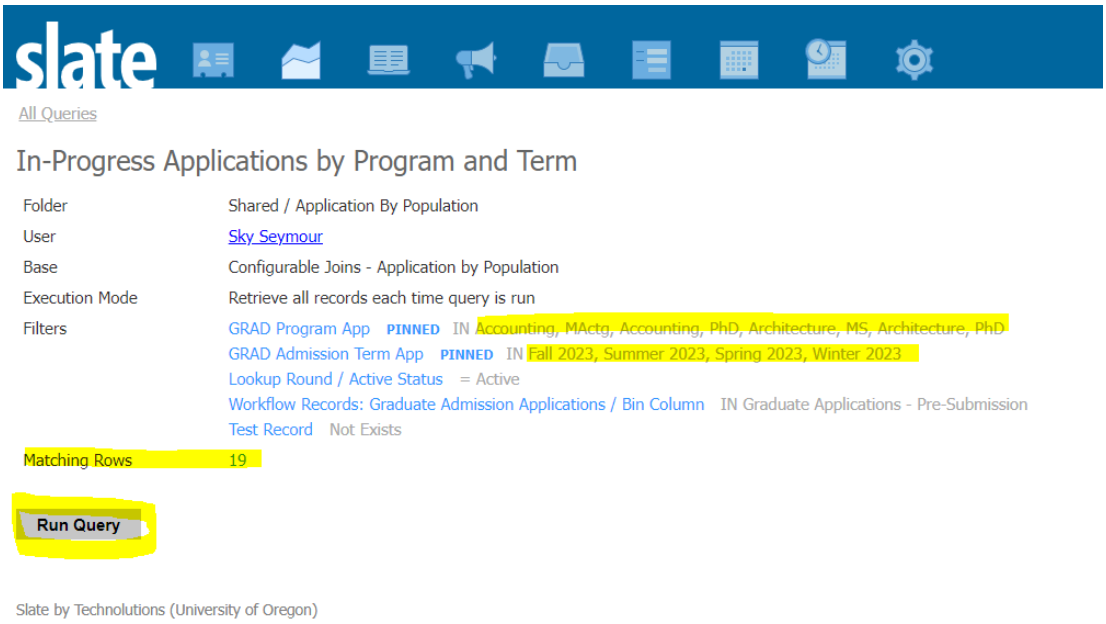
6. Next, click the “GRAD Admission Term App” filter.



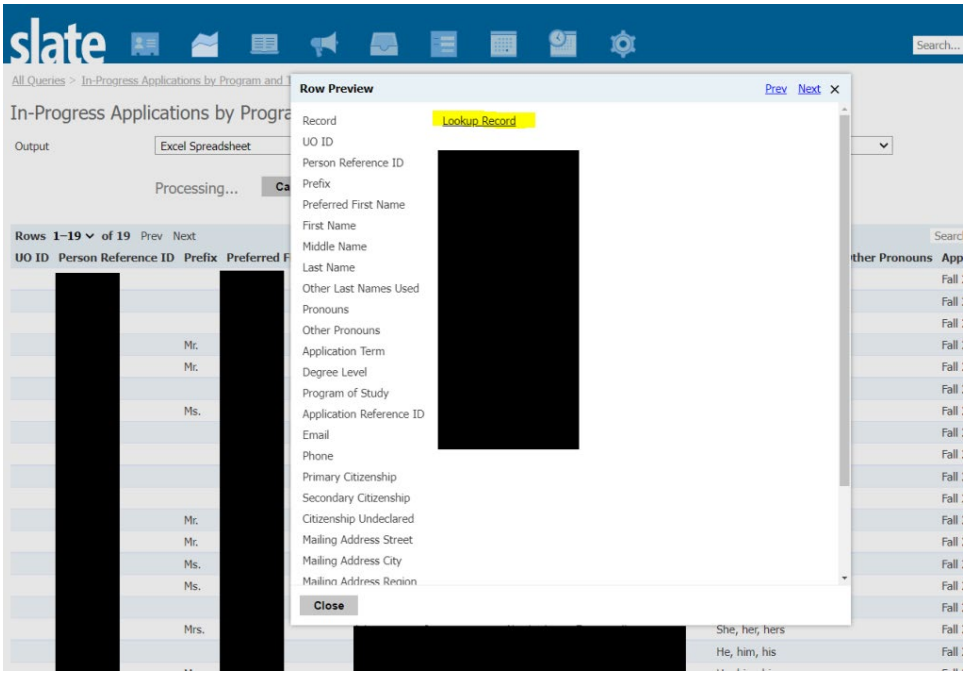
7. This will pop up a new window where you can select one or more terms. You can click “ctrl” and “A” to select the entire list or you can select individual program(s). Once you have made your selection(s), click “Save.”



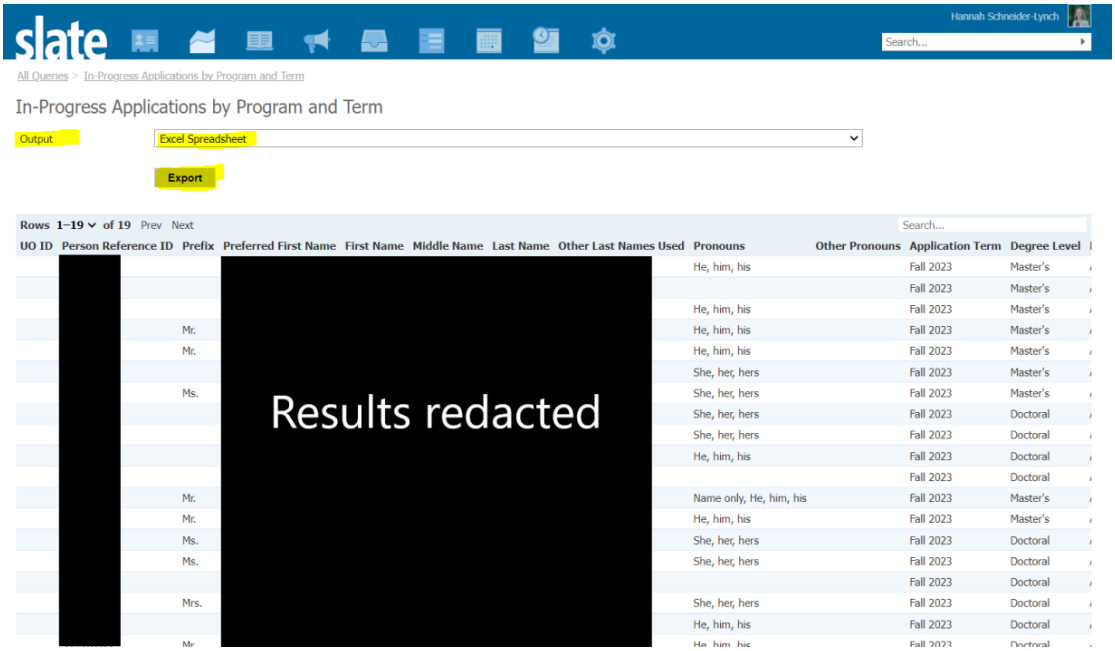
8. You can see your selections update on the main query page. You can also see the number of matching rows (records) that are available with the programs/terms you have selected. When you’re ready, run the query by selecting “Run Query”



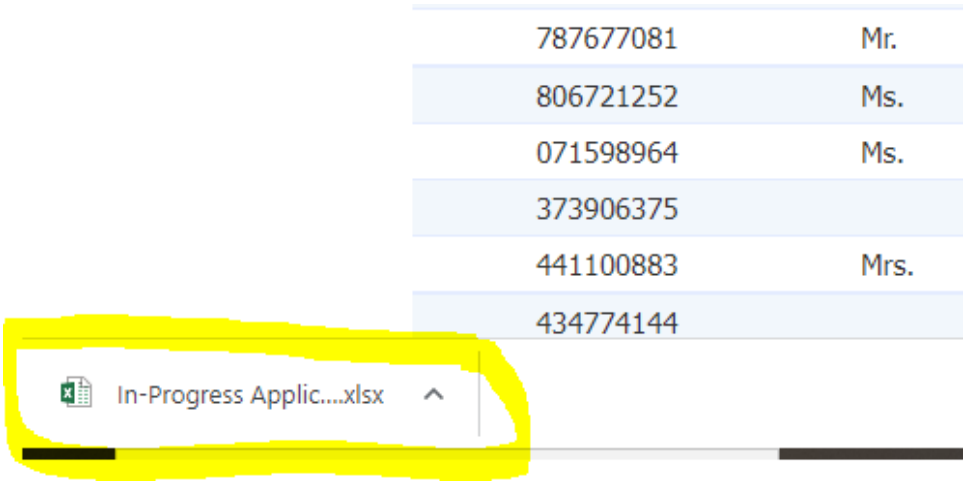
9. The next page will show a preview of the results, but will not show all of the columns available on the report. From this page you can click any row and it will give you a preview of the record associated. You can navigate to the record itself by clicking "Lookup Record."



10. To export the data, make sure the default output is set to "Excel Spreadsheet" and click Export. You can also export to a "Comma-Delimited CSV File" or "Tab-Delimited" by changing the output, if that is helpful to your processes.



11. The report will load in your downloads



12. Open the report!

Other Aspects of the Reader

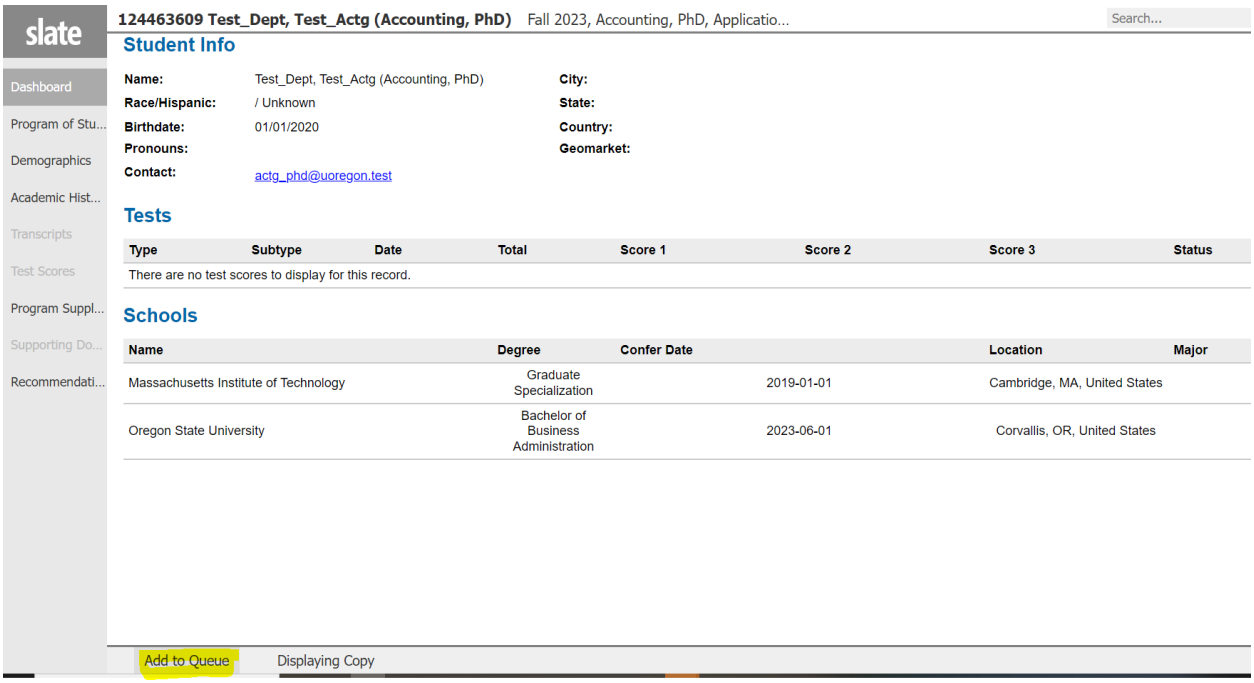
Viewing an Application that is not in the Program Review Bin

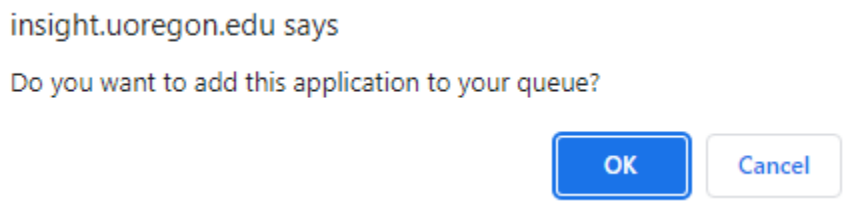
You can view an application that is not in the program review bin without adding it to your queue. Locate the application and click on it. This pulls up a view of the application in its current bin.

Add an Individual Application to your Queue

Only take this action if the application is in the Program Review bin and you want to complete the reader review form for this application.

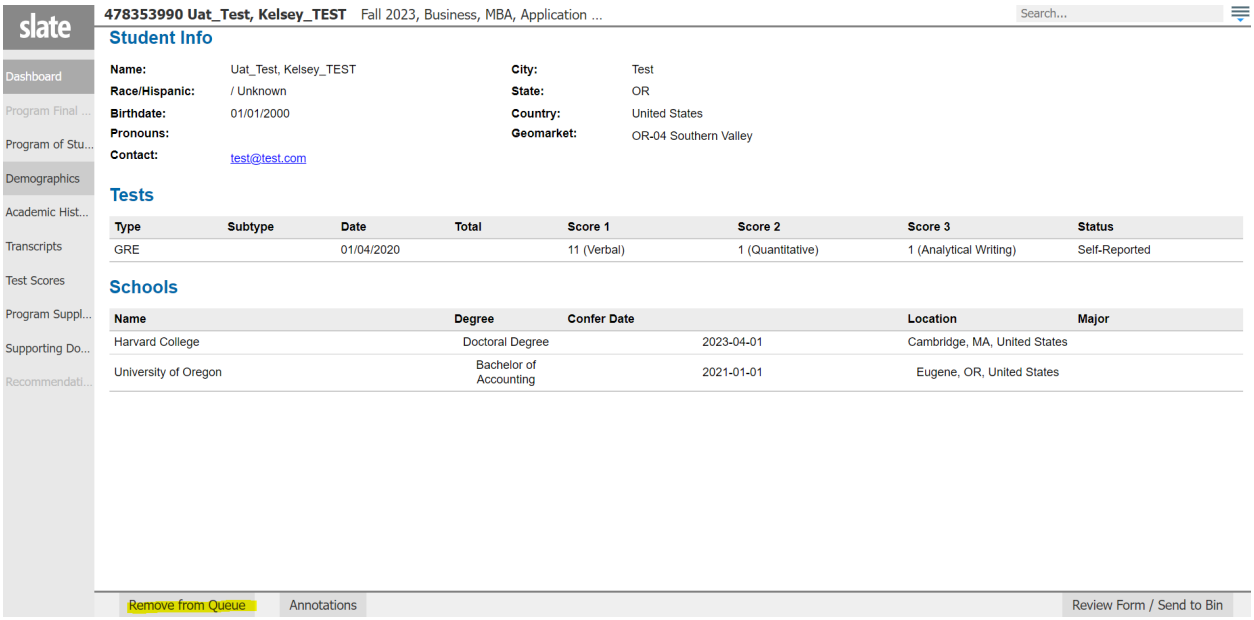
Find the application by using the browse or search feature. Click the two papers icon on the right. . This will open up the application. Then, select “Add to Queue” and click OK when the pop up asks if you want to add the application to your queue.





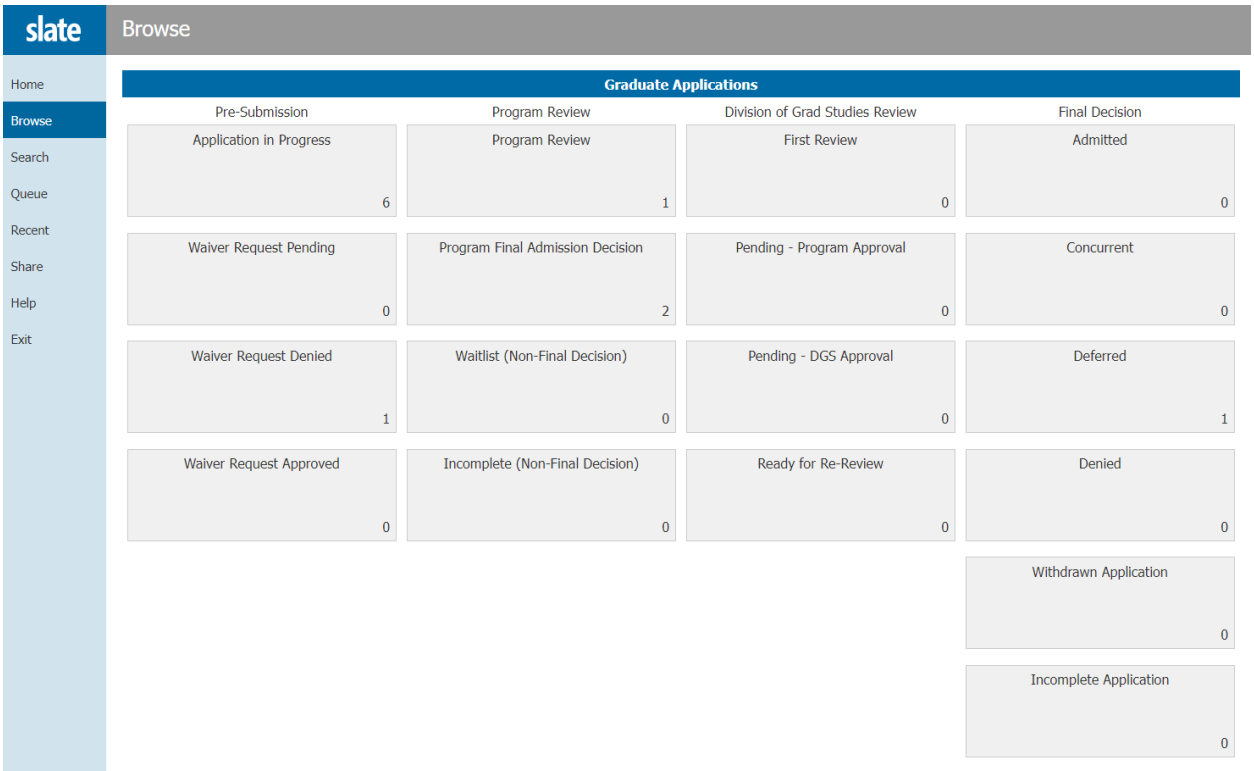
Remove an Individual Application from your Queue

Open the application and then click “Remove from Queue.”



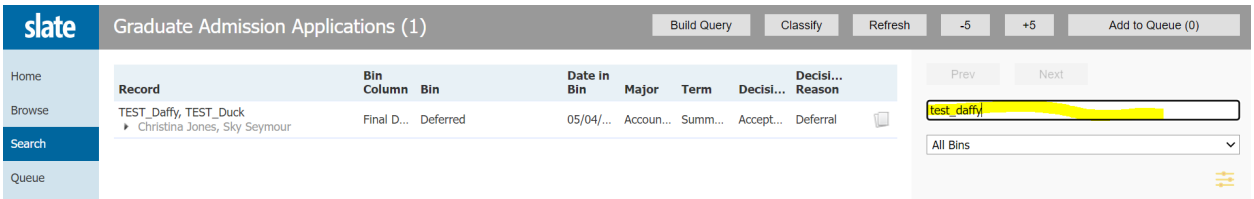
Browse Tab

This tab shows all of the bins associated with the graduate application workflow. The number in the bottom right-hand corner of each bin shows you how many applicants are currently in that bin. You will only see applicants that are associated with your program(s) counted in each bin. The Graduate Admission Applications workflow consists of four columns (applicant stages) with multiple bins. Applications move from the top bins to the bottom bins and from the left columns to the right columns. You can click each bin to see a detailed list of applications in that bin.



Search Tab

This tab allows you to search for a particular application using the box on the right. As you type, records will begin to filter down.



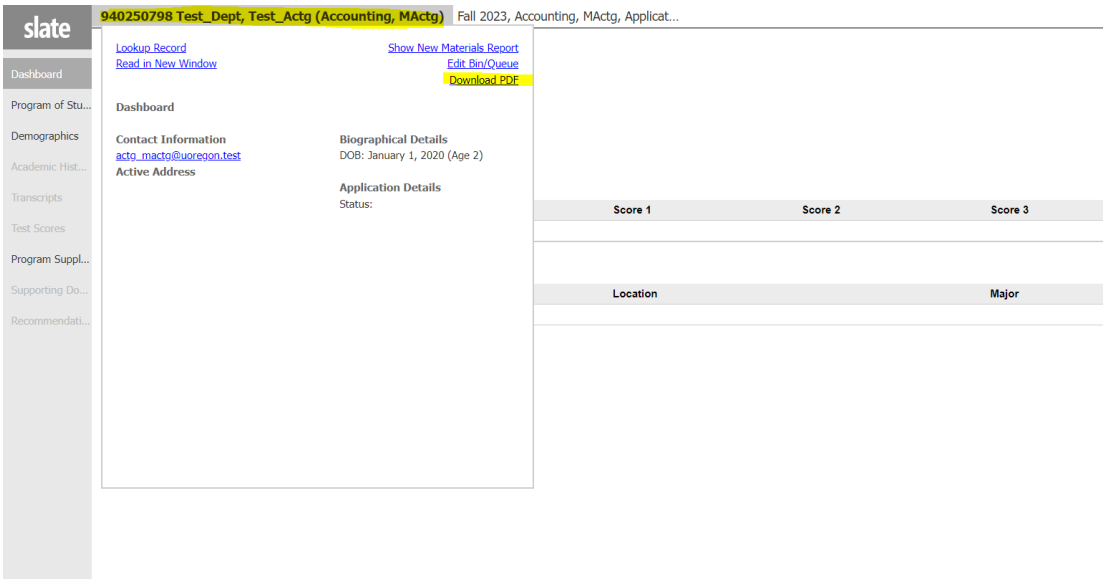
Recent Tab

This tab shows the recent records you have accessed and can be used to quickly navigate back to them.

Exit Tab

Clicking "Exit" will prompt you to confirm you want to exit the reader and go back to the main Slate portal.

Downloading a PDF of the Application

We encourage faculty to review applications within Slate. Your program staff may be facilitating additional document uploads or other application changes requested by applicants and the only way to know you are viewing the most up-to-date materials is to view in Slate.

However, you can download each individual application as a PDF, if necessary. You can to do by opening their application in the reader, clicking the ID number and Name towards the top left of the Reader and clicking "Download PDF."