

SLATE is not that scary — it should work pretty well for us, once we get the kinks worked out. Good luck. Deep breath.

How to view your graduate student applications in SLATE:

- 1) First, you need to get access to the SLATE system. Some of you did this last year (GDPE, CMB), but if not, you'll need to go here: [https://gradadmissions.colostate.edu/register/user\\_request\\_form](https://gradadmissions.colostate.edu/register/user_request_form). It will ask if your supervisor has approved full access to AriesWeb – I am pretty sure the answer is Yes for all faculty automatically. You should choose “Evaluator” as your role. The programs you are requesting to access (I am pretty sure) should be MS and PhD in Zoology and Botany (and any degree-granting interdisciplinary programs you're part of – e.g. CMB, Ecology).
- 2) In principle, your prospective students will identify you as a potential advisor in their application, and their applications will be routed to your “queue” (meaning — they're dumped in a place that you have access to). When this happens, you should get an email with the subject line “Reminder: Graduate Applications in your Queue.” It will include a link to the SLATE url: <http://gradadmissions.colostate.edu/manage>
- 3) Click the url, log in, and ignore most of what you see on the screen. Look for this little icon at the top, to the right of the word “slate.”



This little beauty takes you to what is called the Reader (meaning — how you view your applications). Hover over it (or you may need to click on it), and it should bring up a dropdown menu that includes the term “Slate Reader.” Click on that.

- 4) Once you are in the Reader, look to the left of your screen for the word “Queue.” Click on that. This should bring up a list of applicants who are interested in working with you. Click on the individual application you'd like to look at.
- 5) Within each application, you should see (along the left-hand side) all of the things the student submitted with their application. Click on whatever you'd like to see. You should be able to navigate these with your up/down and left/right arrows.

(We did our best to have SLATE recapitulate what our own online system did in the past, but we will probably have to tweak it for a year or two. Please jot down what is annoying/not working/unclear/missing to you as you are viewing your applications and send this on to me. I'll pass everything on to the SLATE implementation people).

- 6) Once you have decided whether or not you are interested in the student, look at the lower right-hand side of your screen for the “Review Form / Send to Bin” button. Click it. Check the box that says “Faculty Evaluation Form.” Then check either “Yes, No, or Maybe” under “Recommend for Admission.” Add your comments, **and be sure to include whether or not you want the student admitted with a GTA appointment in your comments.**
- 7) If you click “Yes” to recommend someone for admission, Dorothy will forward the application on to the Grad Committee for review, and (assuming you all choose your students as well as you

always do), we will green-light them for Dorothy to move to Grad School Admissions for official admission/processing. Dorothy will email them a “congratulations, you’ve been recommended for admission to biology” letter and, if appropriate, it will include the “you’ve been nominated for a GTA appointment” information as well. You will be cc’ed on this.

The “slate” word in the upper left takes you back to your queue.

That should do it, but I am sure there will be growing pains. Here’s what I recommend to be sure no one falls through the cracks:

If you have a student you’re interested in admitting, e-mail Dorothy (and cc Meagan Taverner) and let her know so that she can keep a watch on it.

You can also just search directly for an applicant if you know their last name: the home page for SLATE has a search field in the upper right-hand corner. You can use this to keep an eye on your favorite prospectives to see how they are moving along.