Faculty Application Review Process in slate

Table of Contents

I. Logging In
II. Reader Navigation
III. Reviewing Applications
IV. Filtering Applications

Recommended browsers: Chrome or Firefox.

Questions? Contact your GSAO.

Settings: Make sure the pop up window feature is enabled in your browser.
I. Logging In

1. Log on to Slate at https://gradapp.berkeley.edu/reader

2. When prompted, enter your Calnet ID to enter the Reader homepage.
II. Reader Navigation

1. All the navigation options are displayed on the left side bar.

2. On the right side of the homepage is a keyboard shortcut bar giving details on how to navigate through the application pages, zoom in on material and return to your queue.

- **Slate Button**: Link to move between applicant list and individual applications
- **Home**: Main page for the Reader section
- **Browse**: View all reader bins and number of applications in each bin
- **Search**: Search for applicants by name
- **Queue**: View and access all applications assigned to you
- **Recent**: List of recently viewed applications
- **Share**: Allow other readers to view an application
- **Help**: Information on Reader functions
- **Exit**: Close and exit Reader

---

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/Right Arrow**: rotate page (PC)
- **Cmd + Left/Right Arrow**: rotate page (Mac)
- **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

---

The Slate Reader

Navigating the Interface

The Slate Reader is designed to be navigated using both the mouse and keyboard. While some users may be accustomed to using only the mouse to navigate web pages, using keyboard shortcuts enables faster navigation, and we’ve included several keyboard shortcuts in the Slate Reader to help you move through applications quickly.
III. Reviewing Applications

1. Click the **Queue** button on the left side bar to see a list of applications that have been assigned to you for review.

2. Select an application to get started.
3. You will now see the application in full screen reading view (starting with the summary page). You can use the LEFT and RIGHT arrow keys on your keyboard to navigate through all pages of the application. You may also use the navigation buttons on the left side bar to go directly to a specific section. To return to your Queue list, click on the Slate logo on the top left.

4. At any time during or after reading the application, click on the Review Form/Send to Bin button on the bottom right of the screen to open the review form(s).
5. The Review form will display on the right side of the screen.

6. The system will also auto-save your entries every 15 seconds. **Note:** If you want to save faster, click on the ‘Saving’ button in the bottom right corner of the form.

7. After your review is complete you may click the **Send** button to submit your responses.

**Note:** To close the Review Form at any time during your review, click the Review Form/Send to Bin button again or type R on your keyboard.

Please be advised that after you hit **Send** you will no longer be able to edit your responses.

(If you anticipate revising scores throughout your review process, we advise that you do not click send until all reviews are complete.)
8. Once you have finished the review form and have clicked **Send**, click the Slate home button to return to your queue list.

**Note:** If you have any questions, please contact your GSAO.
You can check your ratings by selecting **My Reviews** on the left side bar.

**Reports** will show all reviews for the applicant if there were multiple readers. (Administrators Only)
IV. Filtering Applications

If you have applicants from multiple programs in your Queue, you can filter the applications to only see 1 program at a time.

1. Click Filter under the Search bars on the right side of the screen.

2. Check Slate Template Library box below the Search field.

3. Select Academic Program from the filters.

4. Click Continue.
4. Select the program you want to filter, then click **Save**.

5. Only the applications under the program selected in the filter will display.