Welcome to the Reader – the new application review system powered by Slate, Technolutions. Graduate applications are made available for review here once they become complete.

The following types of applications will be sent for review:

- Regular admission applications
- Deferred admission applications
- Readmission (or re-enrollment) applications

Once they reach the Reader, applications can be accessed by all designated reviewers at the same time. To make an admission recommendation/decision, you will need to move the application in your review queue. Only one reviewer at a time can make an admission recommendation/decision. Make sure to only move the application in your review queue when you are ready to make a decision.

The following roles have been created in Reader:

1. **Head Reviewer**: there is only one head reviewer role for each program and only their admission recommendation/decision will be forwarded to Graduate Admissions for processing.
2. **Reviewer Faculty**: multiple reviewer roles can be created for each program. Faculty reviewers will be able to access the applications and supporting materials to make an admission recommendation by completing a review form.
3. **Reviewer/Admin**: admin reviewers can access the application and supporting materials, and administer the application during and after the admission process.

Applications will be held in folders (also called Bins). Bins are a visual representation of the admissions workflow. Each application stage corresponds to a Bin. Remember that applications can only reside in one bin at the time. Once the Head Reviewer has made the admission decision, the application will be moving from the Departmental Review bin to subsequent bins, according to each specific decision. It may take 15-20 minutes for the application to move to the next bin. Please allow the necessary processing time before reporting any errors.
The menu on the left-hand side of the page shows you how the reader is organized:

- Click the **Slate** button to go ‘back’ instead of clicking your browser’s back button.
- The **Home** button will bring you back to the ‘home’ page of the reader.
- The **Browse** button will show processing ‘bins’ and how many applications are in each.
- The **Search** button allows you to search through your applications, filter your applications, or create a query.
- The **Recent** button shows the applications you have recently viewed.
- The **Share** button allows you to share a current application view and work on a single file together.
- The **Help** button shows information about the reader.
- The **Exit** button will bring you back to the main Slate interface, thus exiting the Reader.

To log into the Reader, please use the following link: [https://futurevandals.uidaho.edu/manage/reader/](https://futurevandals.uidaho.edu/manage/reader/)

If you are not redirected to the Reader, use the book symbol to access it instead.

To locate the review Bins, select the “Browse” tab on the left hand side navigation bar. This will display all the available Bins.
The application ready for review will be located in the Departmental Review Bin. After the Head Reviewer makes the final decision on admission, the application will automatically move to their respective bin. Remember that applications will travel through the bins as they are continued to be processed. An application can only be in one bin at the time.

To start reading an application, select the Departmental Review Bin, click on the paper symbol on the right had side of the screen.

Before starting to read the application information and supporting materials, you may glance at the summary of that application by selecting the applicant’s name on the upper left side of the screen.
Specific information pertaining to the application will populate in this pop-up window. GPA information, as well as additional information about the applicant will also be available in the application review form.

When you are ready to submit a decision, you may add the application to your queue. Please remember that you will not be able to make a decision if the application is currently in a different reviewer’s queue.

**Note:** Remember to add the application to your queue only when you are ready to submit a decision. The application review form will not be accessible to other reviewers for submitting admission decisions until the application is released from your queue (either by making a decision or by manually removing it).
To submit your decision, please access the *Review Form/Send to Bin* tab on the lower right side of the screen. This will display the review form specific to your review role.

After you make your decision, click *Send* (although the application appears to be sent to the same Bin, it will actually be moved to the next bin, respective to the decision recommended). The information provided in the review form will be available to all other reviewers in the same review pool.
To check the status of the application after the decision has been submitted, select the Search tab on the left hand side navigation bar and use the query field to search the student’s name.

*Remember:

- Once the Head Reviewer has submitted the admission decision, Graduate Admissions will process the decision accordingly and the application will no longer be available for review.

- If the application is in a different reviewer’s queue, the decision submission tab will not be available. You may want to contact that person and remind them to either make a decision or manually remove the application from their queue to allow you to submit your recommendation.

- After the final decision is made by the Head Reviewer, it may take 15-20 minutes for the application to move to the next bin. Please allow the necessary processing time before reporting any errors.
Basic Slate Reader Navigation at a Glance

1. Log into the Reader by using your university single sign on here: https://futurevandals.uidaho.edu/manage/reader/

2. Click “Browse” to find the folder containing applications ready for review:

3. Select the Departmental Review Bin:

4. Click on the paper symbol to select an application you would like to read:

5. Click on the applicant ID (a sequence on numbers next to the Slate button) to access the application summary. The print pdf option can also be found here:

6. Start reading the application and supportive materials by using the arrows ← and →

7. When you are ready to make a decision, click on the “Add to Queue” tab on the lower hand side of the screen:

8. To submit your decision, simple click on the “Review Form / Send to Bin” button on the lower right hand of the screen to expand the form:

9. Throughout the review process, you can take notes, highlight items, etc. - these Annotations features are all available at the bottom of your screen.
10. When you are finished reviewing the application, click the button on the top left of the page to go back to your queue. From there you can select the next file to review. **Do not click the back button on your browser** - this will take you out of the Slate Reader.