What's the Slate Reader?

The **Slate Reader** is an electronic application review system. Academic programs can use it to review the general graduate application along with program-specific materials. Directors of Graduate Studies (DGSs) and graduate program staff can assign applications to faculty readers, who then provide electronic assessments. Graduate programs also communicate decisions to the Graduate Admissions office through the Reader. **The Slate Reader helps establish a paperless, streamlined application review process.**
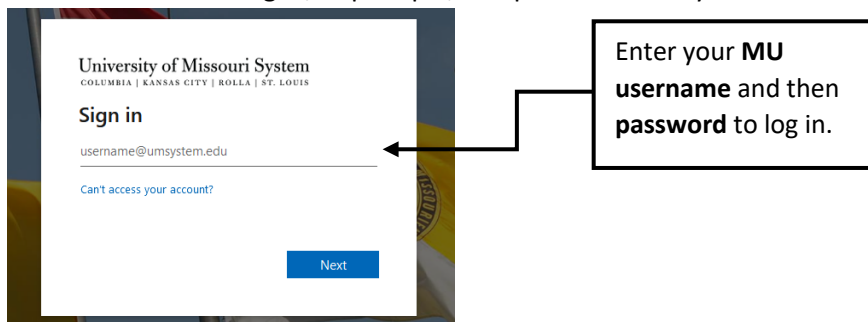
Steps to Access the Reader

Directors of Graduate Studies (DGSs) and Graduate Contacts have access to the Reader system. Follow the steps below to navigate the Reader system.

If faculty members in your department require access to the Slate Reader for application review, please contact Graduate Admissions at gradadmin@missouri.edu. The Graduate School can grant faculty members access to the Slate Reader upon request.

1. **Log in to Slate**
   Go to https://applygrad.missouri.edu/manage and log in using your Mizzou username and password. Alternatively, you can use the direct link https://applygrad.missouri.edu/reader to access the Reader. Log in, skip Step 2, and proceed directly to the Slate Reader homepage.

   Enter your **MU username** and then **password** to log in.

2. **Access the Reader**
   Click the Reader icon on the top navigation bar. *(Skip this step if you accessed the Reader using the direct link.)*

   Click here.
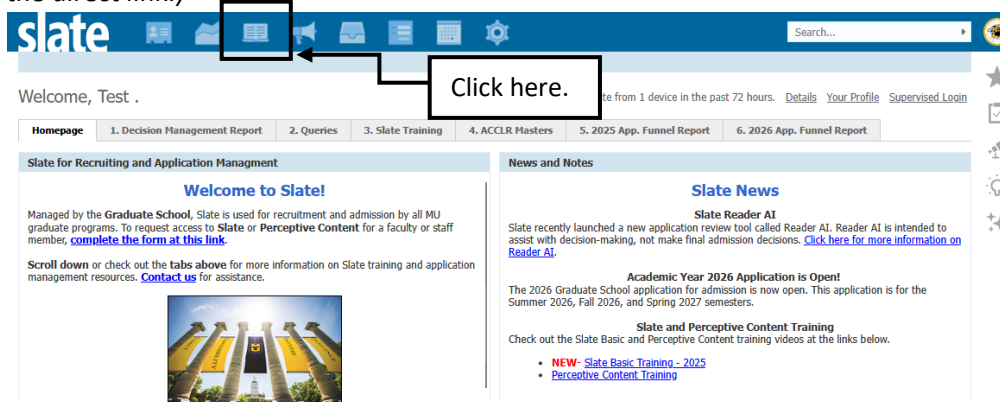
3. Reader Home Screen

The Slate Reader Home screen displays a welcome message, charts showing the number of applications missing departmental decisions, along with training materials and a navigation guide for users.

4. Navigate Reader

Below are the navigational tools most frequently used in the Reader system.

- **Browse**: View all Reader bins, including the total number of applications within each Reader bin.
- **Search**: View applications in a list view or use the search box to find specific applications. *(Note: You have access to applications that are submitted and awaiting departmental decisions in the Slate Reader. To access unsubmitted or decided applications, exit the Slate Reader and use the Slate administrator site.)*
- **Queue**: View applications that are assigned to the current user's queue.
- **Recent**: View a list of the most recently viewed applications. This view is user-specific.
- **Exit**: Exit Reader and return to the applicant record or Slate homepage.

5. **Access Applications**

   a. **Browse**

   Click the **Browse** tab in the left navigation bar to display **reader bins***.

   > ***Reader bins** act as electronic file cabinets where applications are stored. Automation drives the movement of applications through the Reader system. Academic programs should:
   > - Monitor the **Acad Program/Committee Review** bin for **complete** applications.
   > - Optionally monitor the **Submitted–Awaiting Materials** bin for **incomplete** applications.
   > - Optionally utilize the **DGS–Contacts Final Processing** bin. Users may manually move reviewed applications into this bin and view all application review forms submitted by faculty reviewers. Once a final decision is made on an application, complete the department decision form in this bin.
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   >
   >
   > The number of applications in each bin is displayed in the bottom-right corner.
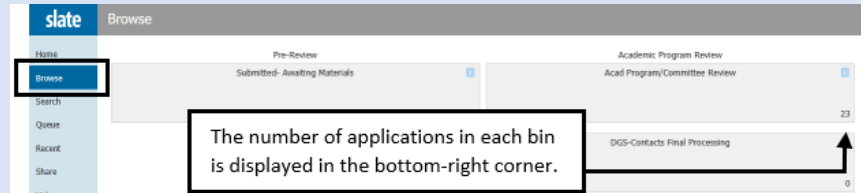
   If applications are not assigned to you, open an application from the appropriate bin in Browse. Users can add applications to their own Reader Queue. To do this, click the **bin** containing the applications you want to review, then select the **document icon** to open an application.

   Click this icon to open the application.
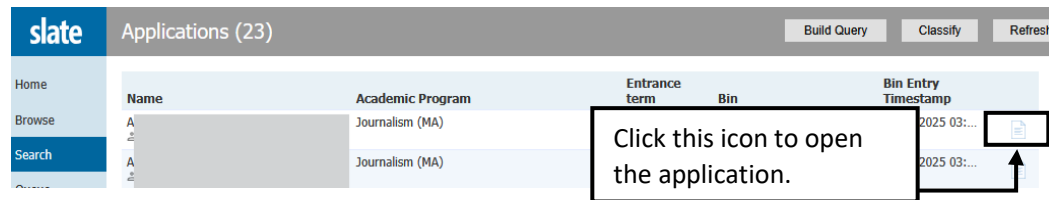
   Once an application is open, click the **Add to Queue** button at the bottom of the screen to add the application to your queue to access the application review form.

   Add to Queue
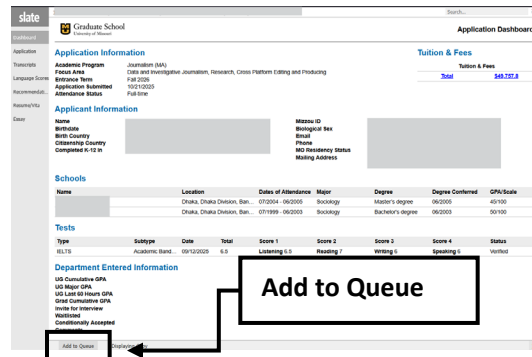
   b. **Queue**

   If applications are assigned to you, open them directly from Queue.

   Administrative users can also add applications to faculty reader queues, where the entire application is viewable along with the associated application review forms. Instructions on assigning applications are available here: Assigning Applications to Faculty Reviewers

   Select an application to open in the Queue tab.

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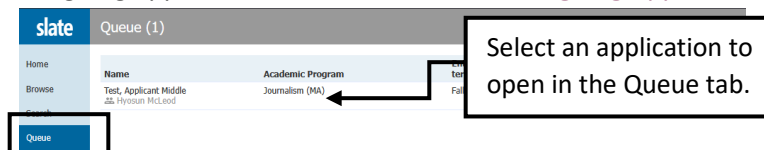
6. Review Applications

a. Reader Tabs

Users will see **Reader Tabs** in the left navigation bar of open applications. These tabs include general application materials as well as program-specific materials. Clicking on a tab displays that portion of the application. Click the **Slate Home button** in the top-left corner to return to the previous screen.

Slate Home Button

The Dashboard page shows an application summary.

Click on a reader tab to view that portion of the application.

- To navigate throughout the application, users may click on the individual Reader Tabs or the Up/Down/Left/Right arrow keys on their keyboard.
- Double-click on a page to zoom in.
- Right-click on a page to zoom out.
- **Ctrl + Left/Right Arrow**: Rotate page (PC)
- **Cmd + Left/Right Arrow**: Rotate page (Mac)

b. Reader AI

Reader AI is a tool designed to assist with the application review process. Click the **Reader AI icon (three yellow stars)** in the bottom-right corner of the screen. More information on Reader AI is available here: Reader AI

Reader AI icon

c. Application Review Forms

Application review forms are available in the Slate Reader. Click **Review Form/Send to Bin** button in the bottom-right corner of the screen. These forms allow faculty readers to evaluate applications electronically, on the same screen as the application.

Note: Application review forms are customizable. Contact gradadmin@missouri.edu if your program is interested in developing a custom review form.

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2. Complete the Application review form.

1. Click Review Forms/ Send to Bin.

3. Click Send.

d. Final Processing | Completing Departmental Decisions Forms

Once all readers have evaluated an application, the DGSs (or Graduate Contacts) complete the **Departmental Decision Form**. You can access the form by clicking the form link on the Dashboard page, or from the DGS-Contacts Final Processing bin.

Final academic program decisions are submitted through this form, which can be accessed from the DGS–Contacts Final Processing bin.

The departmental application decision form link is also available on the Application Dashboard for DGSs and Graduate Contacts, and it can be accessed from any bin. This is the method most commonly used by our users.

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Additional Reader Training Materials

To access Reader training materials, navigate to the Slate Reader homepage.

*NOTE: These training materials are very general, so it may not work for your program's specific use case. If your program is interested in using the Slate Reader, please complete the Meeting Request Form at this link to schedule a meeting with us. After the initial meeting, **we will provide training materials customized for your program.***

Please contact the Graduate Admission Office at gradadmin@missouri.edu with questions or for assistance.

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