Entering GPA Information and Comments in Slate

Entering GPA Information

2.

If academic programs calculate their applicant's GPA (e.g. cumulative undergraduate GPA, graduate GPA, major GPA, GPA for the last 60 hours of coursework), it can be manually entered by the academic program within Slate. These data fields can be used in exports, reports, etc. and also appear on the Dashboard page*. Please follow the steps below to enter the GPA information.

*The **Dashboard** page is an application summary sheet. This page is available on the Dashboard tab in the Reader system, and also included in each application PDF.

1. Search for and find the applicant in Slate. Go to the **Application** tab, and then click on the **Dept_GPA and Comments** link in the right navigation column.

Figer, Gerald P			Applicant 3143376
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3. Enter GPA information. Click **Save**.

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Tiger, Gerald P		Applicant 314337614
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4. Now, the data is available in Slate. This information appears on the Department Entered Information section of the Dashboard page.

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Entering Department Comments

If an academic program would like to make comments for faculty reviewers, it can be manually entered by the academic program within Slate. Please follow the steps below to enter comments.

1. Search for and find the applicant in Slate. Go to the **Application** tab, and then click on the **Dept_GPA and Comments** link in the right navigation column.

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Tiger, Gerald P				Applicant 314
Dashboard Timeline MAST-	2017 Awaiting Decision Profile	Materials		
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3. Enter comments and click Save.

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Tiger, Gerald P			Applicant 314337614
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Department Comments Dept. Comments	1. Enter comments here.		
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4. The comments now appear in the Department Entered Information section of the Dashboard

page.									
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Dashboard	Graduate School							Ap	plication Dashboard
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Enrollment Form	Schools								
	Name		Location		Dates of Attendance	Major	Degree	Degree Conferred	GPA/Scale
	University of Missouri Columbia	3	Columbia, MO, I	United States	01/2019 - 01/2020				1
	University of Missouri St Louis	(UMSL)	St Louis, MO, U	nited States	01/2019 - 01/2020				1
	Ewha Womans University		Seoul, Seoul, Se	outh Korea	03/2006 - 02/2011	Political Science	Bachelor's degree	02/2011	1
	University of Missouri Columbia	a (Mizzou)	Columbia, MO, United States		08/2009 - 12/2009		Bachelor's degree		1
	Tests								
	Type Sut	btype	Date	Total	Score 1	Score 2	Score 3	Score 4	Status
	There are no test scores to dis	play for this record.							
	Special Categories								
	1st Generation College Graduate Prep Program Military Branch/Duty Status Military Spouse/Dependent	N/A							
	Department Entered Information								
	UG Cumulative GPA								
	UG Last 60 Hours GPA	3.5							
	Grad Cumulative GPA Comments	This applicant is a MU gr	aduate.						

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