

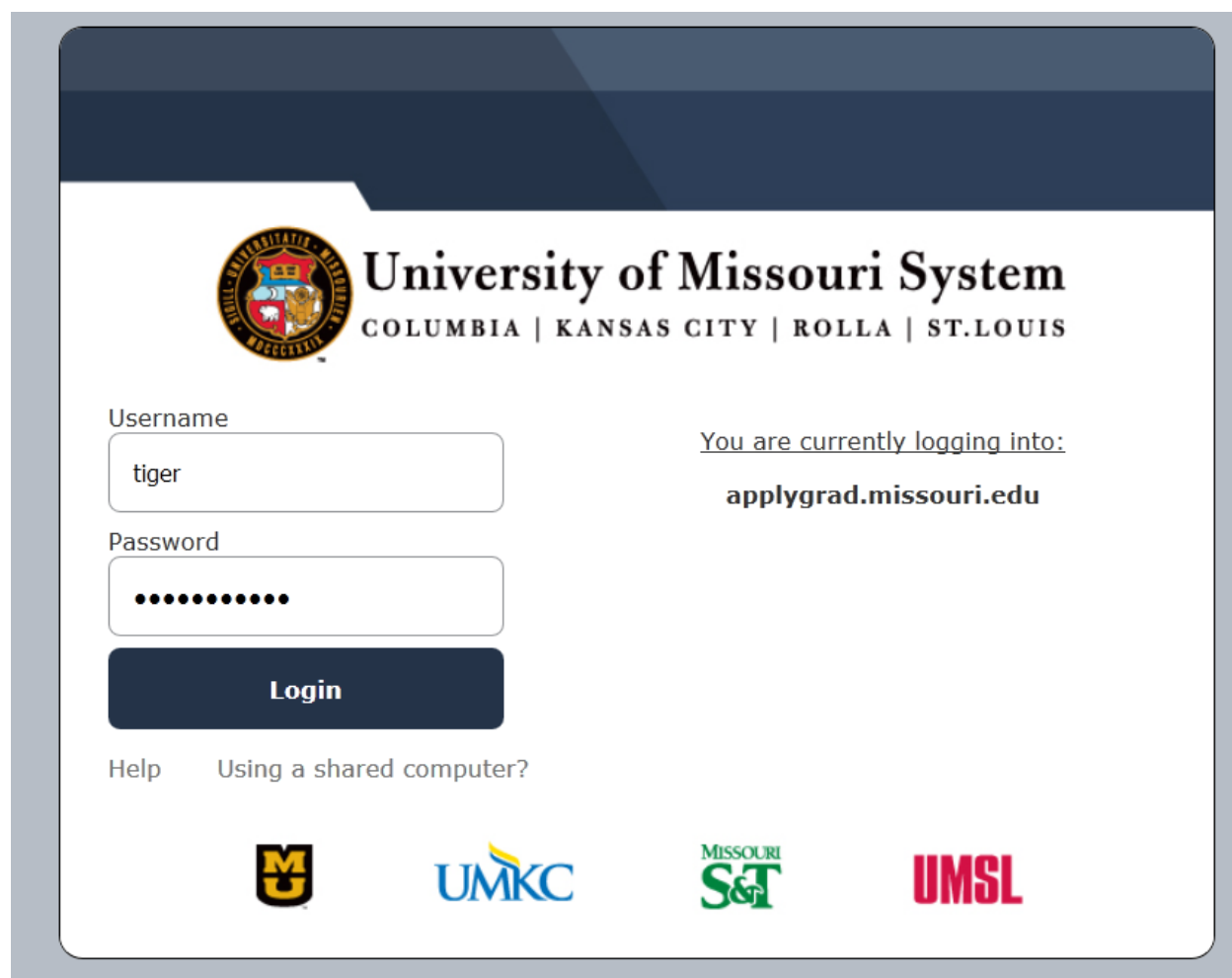
Slate Event Module Application for Graduation/Ceremony RSVP Forms

The Office of Graduate Studies is now using the Slate Event module to manage the degree completion and graduation process for current Mizzou graduate students. The process is virtually the same in Slate; students will complete the **Application for Graduation** early in the semester to register their intent to graduate. Then, if students plan to attend the Commencement Ceremony, they will be asked to complete a **Commencement Ceremony RSVP** form in Slate.

Currently, the Slate Event module is set up very much like our former system. Programs will be able to export a list of all applicants for graduation for all academic programs. Programs will have to sort the list to find their students. We do however expect the process to be different next semester. We have learned much more about Slate and the event module since we launched the FS 2016 Application for Graduation. For Spring 2017, we are hoping to have the system set up so that each program can see only their own students. More to come on this topic!

To search for or obtain a list of your student who have applied for graduation and/or RSVP'd for the ceremony, please follow the instructions below.

- Go to <https://applygrad.missouri.edu/manage/> to log into Slate, using your Mizzou Paw Print and password. If you do not have an active account, contact gradadmin@missouri.edu.



The screenshot shows the login interface for the University of Missouri System's applygrad.missouri.edu system. At the top, the University of Missouri System logo is displayed, featuring a circular seal with a tiger and the text "UNIVERSITY OF MISSOURI SYSTEM" and "COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS". Below the logo, the text "University of Missouri System" is prominently displayed, followed by the locations. The login section includes a "Username" field with the text "tiger" entered, a "Password" field with masked characters, and a dark blue "Login" button. To the right of the login fields, a message states "You are currently logging into: applygrad.missouri.edu". Below the login fields, there are links for "Help" and "Using a shared computer?". At the bottom, four logos are displayed: the University of Missouri (M), UMKC, Missouri S&T, and UMSL.

Username

tiger

Password

.....

Login

You are currently logging into:
applygrad.missouri.edu

Help Using a shared computer?

M UMKC MISSOURI S&T UMSL

- From the **Slate homepage**, click on the **Queries/Reports** icon at the top of the screen.

Click on the **Queries/Reports** icon

Welcome, Terrence.

Queries / Reports

- Queries
- Reports
- Recent
- Commencement
- Commencement / C...
- FS 2016 Commence...
- myZou_Missing Mizz...
- Homepage
- Grad Studies_Export...
- Merge
- System
- Grad Studies / Exports
- Grad Studies / Tracki...

You have accessed Slate from 1 computer in the past 72 hours. [Details](#) [Supervised Login](#)

Graduate Admission and Student Services Toolkit

Check out the Graduate Admission and Student Services Toolkit at <https://missouriapp.box.com/v/gradadmissiontoolkit> for application system and other admission related resources.

FS 2017 Applications

Application Status	App - Academic Program	count
Awaiting Decision	Business Administratio...	1
Awaiting Decision	Music/Jazz Performanc...	1
Awaiting Materials	Ed, School & Counselin...	1
Awaiting Materials	Nutrition Area Program...	1
Awaiting Materials	Psychology/Clinical Ps...	2
Awaiting Materials	Psychology/Developm...	1
Awaiting Submission	Accountancy (PhD)	1
Awaiting Submission	Agricultural & Applied E...	5
Awaiting Submission	Analysis of Institutions ...	1
Awaiting Submission	Animal Sciences (MS)	2

- Click on Include **Shared Queries** link in the right navigation column

Click on **Include Shared Queries**

Queries

[New Query](#) [Quick Query](#)

Name	Folder	Population	Updated
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Queries

- [Reports](#)
- [Widgets](#)
- [Predictions](#)
- [Voyager](#)

Users

Grus, Terrence

Personal Queries

- [Include shared queries](#)

Folders

- [All Folders](#)
- [Commencement](#)
- [Grad Studies](#)
- [Graduate Programs](#)
- [MZON](#)

Exclude archived

- [Include archived](#)

[Estimate Output](#)

- Click on the **Commencement** folder link.

The screenshot shows the Slate interface with a top navigation bar containing icons for various functions. The main area displays a table of queries. On the right sidebar, the 'Commencement' folder link is highlighted with a red box. An arrow points from a text box to this link.

Queries

Name	Folder	Population	Updated
FS 2016 Application for Graduation Export	Commencement / Applicatio...	Form: Application for Gradua...	07/21/2016
FS 2016 Commencement RSVP Export	Commencement / Ceremon...	Form: Student RSVP for Co...	07/21/2016

Commencement

- [Application for Graduation](#)
- [Ceremony RSVP](#)
- [Grad Studies](#)
- [Graduate Programs](#)
- [M2ON](#)
- [Reader](#)
- [System](#)

Click on the **Commencement** folder link

- To run a list of all students who have completed the Application for Graduation, click on the **FS 2016 Application for Graduation Export**.

The screenshot shows the Slate interface with the 'FS 2016 Application for Graduation Export' query highlighted in the main table. An arrow points from a text box to this query.

Queries

Name	Folder	Population	Updated
FS 2016 Application for Graduation Export	Commencement / Applicatio...	Form: Application for Gradua...	07/21/2016
FS 2016 Commencement RSVP Export	Commencement / Ceremon...	Form: Student RSVP for Co...	07/21/2016

Click on the **FS 16 App for Graduation** query

- Click on **Run Query** to generate the list.

The screenshot shows the Slate interface displaying the details of the 'FS 2016 Application for Graduation Export' query. The 'Run Query' button is highlighted in the bottom left. An arrow points from a text box to this button.

FS 2016 Application for Graduation Export

Folder: Commencement / Application for Graduation

User: [Terrence Grus](#)

Population: Form: Application for Graduation - Fall 2016

Execution Mode: Retrieve all records each time query is run

Filters: [Form Status](#) IN Registered

Estimated Rows: 326

Run Query

Click on the **Run Query** to generate the list

- The query will return a list of applicants for graduation. **But wait- there's more! This list is searchable!** Type any part of the student's name in the lower search box.

The screenshot shows the 'FS 2016 Application for Graduation Export' page. At the top, there's a search bar with the text 'Search...'. Below it, a table lists graduates with columns: App_For_Grad_Muid, App_For_Grad_First, App_For_Grad_Middle, App_For_Grad_Last, Suffix, Date of Birth*, App_For_Grad_Email, Field:Admission_Cate..., and Field:Acad... The first few rows show names like Carolan, Ahlheim, Turner McG, Bushman, Washam, Allen, Stutz-McMu, Sager, Winkler, Nourian, Tang, Cajina, Moffett, Wead, Richardson, Kilpatrick, Hampton, Robert, Chambers, and Crall. A callout box points to the search bar with the text: 'Type any part of the student's name below'.

- If a student record exists, you can click on the student's information to view the record.

The top screenshot shows the same 'FS 2016 Application for Graduation Export' page. A callout box points to the 'App_For_Grad_Last' column with the text: 'Click on any part of the student's info to view record'. The bottom screenshot shows a 'Row Preview' of a student's record. The preview includes fields like App_For_Grad_Muid (00000000), App_For_Grad_First (Sun), App_For_Grad_Middle (Test), App_For_Grad_Last (Test), Suffix, Date of Birth* (1987-07-24), App_For_Grad_Email (hyosunko724@gmail.com), Field:Admission_Catego... (Doctorate), Field:Academic_Progra... (Accountancy (PhD)), App_For_Grad_Advisor... (Truman), App_For_Grad_Advisor... (Tiger), Advisor Suffix, App_For_Grad_Advisor... (trumantiger@test.test), App_For_Grad_Coadvis... (Yes), App_For_Grad_Coadvis... (Truman), App_For_Grad_Coadvis... (Tiger II), Co-Advisor Suffix, App_For_Grad_Coadvis... (trumantigerII@test.test), Field:Admission_Catego... (Graduate Certificate), Field:Academic_Progra... (Agroforestry-Distance (Grad Cert)), App_For_Grad_Advisor... (Truman), App_For_Grad_Advisor... (TigerIII), and Advisor Suffix?. A callout box points to the preview with the text: 'This is an example of a student's record'.

- If you have searched the list for a record and need to return to the main list, clear the information from the search box. To export the data to Excel, click on the **Export** button.

1. Clear the Search box to return to the main list

2. Click Export to dump the list into Excel

App_For_Grad_Muid	App_For_Grad_First	App_For_Grad_M	App_For_Grad_Email	Field:Admission_Cate...	Field:Acad...
140	Leigh	Ca	our.edu	Masters	Animal Sci...
141	John	Ah	ssouri.edu	Masters	Accountanc...
141	Elizabeth	Tu	.edu	Doctorate	Communica...
083		Bu	@gmail.c...	Doctorate	Information
123	Lee	Wi	souri.edu	Masters	Accountanc...
142	Chelsey	Alk	@yahoo....	Masters	Ed, School
141	Elisabeth	Sti	souri.edu	Masters	Music/Perfo
083	Lynn	Sa		Masters	Health Infor
060	A	Wi	.com	Masters	Learning, Te
142		No	ssouri.edu	Masters	Computer E
141		Tai	gmail.com	Masters	Electrical En
160		Ca	du	Masters	Public Healt
141	Ann	Mo	ssouri.edu	Doctorate	Pathobiolog
083	Kenton	Wi	.com	Doctorate	Educational
141	Earl	Ric	ssouri.edu	Doctorate	Information
180	Deanne	Kil	ssouri.edu	Masters	Ed, School
140	Andrew	Ha	n@mizzo...	Doctorate	Business Ad

- Once the data is in Excel, sort by **Academic Program_Person** to see your list of students.

Sort data by Academic Program

Date of Birth*	App_For_Grad	Field:Admissio	Field:Academic_Program_Person	App_For_Grad	App_For_Grad	Advisor
2/19/			Animal Sciences (MS)			Tim
8/16/			Accountancy (MAcc)			Kor
4/6/			Communication (PhD)			Mit
6/26/			Information Science & Learning Technologies (PhD)			Der
2/12/			Accountancy (MAcc)			Kor
7/8/			Ed, School & Counseling Psychology/Positive Coaching-Distance (MEd)			Bra
7/23/			Music/Performance (MM)			Dar
1/1/			Health Informatics (MS)			Suz
4/2/			Learning, Teaching & Curriculum/Literacy Education (MEd)			Eliz
9/1/			Computer Engineering (MS)			Mic
11/18/			Electrical Engineering (MS)			Zhil
5/12/			Public Health/Health Promotion & Policy (MPH)			Jes
12/1/			Pathobiology Area Program/Integrative Anatomy Focus (PhD)			Car
7/12/			Educational Leadership & Policy/Educational Leadership-Distance (EdD)			Cyn
2/4/			Information Science & Learning Technologies (PhD)			Jen
5/29/			Ed, School & Counseling Psychology/School Psych (MA)			Ste
6/8/			Business Administration (PhD)			Lisa
1/14/			Civil Engineering (PhD)			Har
6/1/			Educational Leadership & Policy/Educational Leadership-Distance (EdD)			Cyn

- To run a list of students who have RSVP'd for the commencement ceremony, repeat the same process, however this time choose the **FS 2016 Commencement RSVP Export** in the Commencement folder. This list will also be searchable.

The screenshot shows the 'slate' application interface. At the top is a blue navigation bar with the 'slate' logo and several icons. Below the bar, the 'Queries' section is visible. It includes a 'Search Queries...' input field and two buttons: 'New Query' and 'Quick Query'. A table lists queries with columns 'Name', 'Population', and 'Updated'. The 'FS 2016 Commencement RSVP Export' query is highlighted, and a callout box with the text 'Select the FS 2016 Comm RSVP Export' points to it.

Name	Population	Updated
FS 2016 Application for Graduation Export	Form: Application for Gradua...	07/21/2016
FS 2016 Commencement RSVP Export	Form: Student RSVP for Co...	07/21/2016

Please contact graduaterecords@missouri.edu with questions or for assistance.