# Slate Application System User Guide

**Slate** is the Graduate School's online application system. Each graduate program self-manages applications and is only allowed to view their applications. This user guide includes basic instructions on how to maneuver through the administrative side of the Slate application system.

Prior to using this system with MU username and password, the Graduate Admissions office needs to grant access. Please contact the Graduate Admissions office at <u>gradadmin@missouri.edu</u> if you need access or have any questions.

If you are a first-time Slate user and would like to request individual or group training, please complete the Slate Training Request Form at this link <u>https://applygrad.missouri.edu/register/trainingrequest</u>.

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# Logging into the Administrative Side of the Slate Application System

The Slate admin login page is located at <u>https://applygrad.missouri.edu/manage</u>. Once you access the link, you will be re-directed to the Microsoft multifactor authentication system, where you will use your **MU username** and **password** to log in. This is the same authentication system used for MU email, myZou, myHR, etc.

**STEP1**: Go to <u>https://applygrad.missouri.edu/manage</u>. **STEP2**: Enter your **MU username** and **password** to log in.

Enter your <b>MU</b> username and then password to log in.	University of Missouri COLUMBIA   KANSAS CITY   ROLLA Sign in	System	
	username@umsystem.edu Can't access your account?		A ISSUIR
		Next	No.
	ିର୍ଦ୍ଦ Sign-in options		

Please note that the Graduate Admissions office needs to grant access prior to using this system with MU username and password. Please contact the Graduate Admissions office at gradadmin@missouri.edu if you need access or have any questions.

## Navigating the Slate Application System

Once you are logged in, you will see the following welcome screen. A naviagion bar is located at the top of the screen, and you can access each page by clicking the icon. The first three icons-**Records**, **Queries/Reports**, and **Reader**-will be most frequently used by graduate program users.



	Records	Look up an individual prospective or current applicant's record
X	Queries/ Reports	Run queries to search for applications on specific application fields
Ħ	Reader	Read applications electronically
Ţ.	Deliver	Create and manage emails sent to prospective and current applicants
	Inbox	Not accessible, administrative access required
Ш	Forms	Not accessible, administrative access required
	Events	Create and manage events
9	Scheduler	Create and manage interviews
Ø	Database	Not accessible, administrative access required

## Slate Homepage

Widgets on the Slate homepage allow you to access information regarding news/updates from Graduate Admissions, training resources, direct links to the standard and custom queries, and application data.

- **Homepage**: This tab displays widgets with news/updates from Graduate Admissions, contact information for the Graduate Admissions team and a meeting request form link.
- Queries: This tab displays widgets with direct links to the standard and custom queries.
- Slate Training: This tab displays widgets with Slate training packets and a Slate training request form link.
- Stats- Application Data and Report- Application Funnel: These tabs display application data.



## Accessing Applications

Search for an individual application by using a search box



**STEP2**: Search for applications by applicant name (last, first, preferred or previous name), applicant's email address, phone number, Slate person reference number (9-digit number), etc. As soon as you begin entering information, the search results appear under the search box. Click on an application you would like to review.

slate	🔙 🏞 🖳 🥌	Ý 🍳	Search
Applications by	Program		Applications by Program Records by Program-Person
Partial Match Estimated Rows Add Filter	2 Filter NOT ( OR )		Search here.
name	birthdate	application	
Test (Tiger), Hyosun	01/01/1987	2017 Master's Program, Awaiting S	Submission
Tester, Slate	01/01/1998	2017 Educational Specialist Program	m, Awaiting Sub
The searc Click on a would lik	ch results appear here. an application you e to review.		

If an application is submitted and you are aware of an applicant's Mizzou student ID number, you can search for the application by Mizzou student ID number.

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Applications by	Program					Applications by Program Records by Program-Person
Partial Match	10101010					
Matching Rows	1					
Add Filter	Filter NOT ( OR	)				
name	birth	idate	appli	cation		
Test (Tiger), Truman	01/01	1/1987	2019	Master's Program, Awaiting Decision	ı	

**STEP1**: Click the Records icon (E.) on the top navigation bar.

## Searching for applications by using queries

Queries are pre-formatted searches. Queries are set-up to search on specific application fields and a very useful tool to narrow a search. There are standard queries in Slate that can be used by all programs, but if your program would like to use different queries, we can work with you on defining and creating queries to meet your program's needs. Email gradadmin@missouri.edu for assistance.





(You can skip Step 1 through 5 if you use direct links to the standard queries available on the Slate Homepage)

Homepage Queries	Slate Training	Stats- Application Data	Repo	rt - Application Funnel	Star	ndard query links
Queries				Application Queries		
5	Searching for som	ething?		Submitted Applications ( Find submitted applications	( <b>by Term)</b> pending academic program i	review by entrance term
Queries are targeted searches, such as a search designed to look for applicants who meet specific criteria. There are preformatted general gueries created for			Entrance Term	Application	n Status	
all academic programs and the queries can be accessed from this page.		Spring 2019	Incomplete	Complete		
<u>Click here</u> to learn more about queries.		Summer 2019	Incomplete	Complete		
		Fall 2019	Incomplete	<u>Complete</u>		
K				Spring 2020	Incomplete	<u>Complete</u>
			Submitted Applications ( Find submitted applications	by Year) pending academic program i	review by academic year	
		Academic Year	Application	n Status		
		2018	<u>Incomplete</u>	<u>Complete</u>		
				2019	Incomplete	Complete

#### **STEP2**: Click on the **Shared queries** in the right navigation column.

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		gradSlate (M	izzou)		
Queries New Query			Search Queries		Queries
Name		Folder	Base	Updated	Query Library
There are no records that meet these criteria.			Click Shared	┝→┌	Personal queries Shared queries
			queries.		Exclude archived Include archived
				-	Folders All Folders

#### STEP3: Click on the Entrance Terms.

Queries	🗐 🔛 🖸 🖉
New Query	Search Queries
Name	Folder Base Updated Query Library
150-hr BSAcc/MAcc_Submitted Apps_FA22 (All) 🗎	Graduate Programs / Accountancy Applications by Program 08/04/2022 Personal queries
150-hr BSAcc/MAcc_Submitted Apps_FA23 (All) 🗎	Graduate Programs / Accountancy Applications by Program 08/04/2022 Shared queries
150-hr BSAcc/MAcc_Submitted Apps_SP23 (All) 🗎	Graduate Programs / Accountancy Applications by Program 08/04/2022
150-hr BSAcc/MAcc_Submitted Apps_SP24 (All) 🗎	Graduate Programs / Accountancy Applications by Program 08/04/2022 Exclude archived
150-hr BSAcc/MAcc_Submitted Apps_SS22 (All) 🗎	Graduate Programs / Accountancy Applications by Program 08/04/2022
150-hr BSAcc/MAcc_Submitted Apps_SS23 (All) 🗎	Graduate Programs / Accountancy Applications by Program 08/04/2022 Folders
2017   Informatics PhD_Submitted_(All)	Gradua py Program 08/04/2021 All Folders
2017   Informatics PhD_Unsubmitted Apps	Gradua Click Entrance by Program 05/10/2021
2017-20_Bio Apps_General Export (All)	Gradua Dy Program 03/04/2020 Decisions (Shared-DO NOT
2018   Informatics PhD_Submitted_(All)	Gradua Terms. py Program 08/04/2021
2018   Informatics PhD_Unsubmitted Apps	Graduate regiancy rists grane represented by Program 05/10/2021
2018-20 Public Health Int I Admitted Applicants (All)	Graduate Programs / Public Health Applications by Program 07/09/2020 NOT EDIT)

**STEP4:** Click on a sub-folder of the academic year you wish to find applications for.

- Acad Year 2022 includes Summer 2022, Fall 2022 and Spring 2023
- Acad Year 2023 includes Summer 2023, Fall 2023 and Spring 2024

Queries		
New Query	Search Queries	Queries
Name	Folder Base Updated	Query Library
Fall 2022 Applications- Awaiting Materials (All)	Entrance Terms (Shared- DO NO Applications by Program 08/23/2022	Personal gueries
Fall 2022 Applications- Unsubmitted (All)	Entrance Terms (Shared- DO NO Applications by Program 08/23/2022	Shared queries
Fall 2022 Complete Applications (All)	Entrance Terms (Shared- DO NO Applications by Program 08/23/2022	<u>All gueries</u>
Fall 2023 Applications- Awaiting Materials (All)		
Fall 2023 Applications- Unsubmitted (All)	Click on a sub-folder of the	Exclude archived
Fall 2023 Complete Applications (All)	acadomic year you wish to	<u>preudo arenvou</u>
Spring 2023 Applications- Awating Materials (All)	academic year you wish to	Folders
Spring 2023 Applications- Unsubmitted (All)	find applications for.	Commencement
Spring 2023 Complete Applications (All)	2	Data Exports
Spring 2024 Applications- Awating Materials (All)	Entrance Terms (Shared- DO NO Applications by Program 08/23/2022	Decisions (Shared-DO NOT
Spring 2024 Applications- Unsubmitted (All)	Entrance Terms (Shared- DO NO Applications by Program 08/23/2022	EDIT)
Spring 2024 Complete Applications (All)	Entrance Terms (Shared- DO NO Applications by Program 08/23/2022	Entrance Terms (Shared-
Summer 2022 Applications- Awaiting Materials (All)	Entrance Terms (Shared- DO NO Applications by Program 08/23/2022	DO NOT EDIT)
Summer 2022 Applications- Unsubmitted (All)	Entrance Terms (Shared- DO NO Applications by Program 08/23/2022	Acad Year 2022
Summer 2022 Complete Applications (All)	Entrance Terms (Shared- DO NO Applications by Program 08/23/2022	ACad Year 2023

**STEP5:** Click on the query you wish to run.

- Completed Applications queries will return only applications which include all the application materials required by the academic program.
- Awaiting Materials queries will return records which are still awaiting required academic program materials.
- Unsubmitted queries will return in-progress applications which have not formally been submitted.



**STEP6**: Click on the **Run Query** button to run the query. Note: the query will indicate the number of records with the **Estimated Rows** field.

slate	開 🞽 🗉 👎 🛃 菌 🗐 🍄	Search	Þ
All Queries			
Fall 2019 Con	plete Applications (All)		Edit
Folder	Entrance Terms (Shared- DO NOT EDIT) / Acad Year 2019		
User	Terrence Grus	Edit Query	
Base	Applications by Program	Edit Notes	
Execution Mode	Retrieve all records each time query is run	2011110100	
Filters	Application Status IN Awaiting Decision	Check Logic	
	Entrance term-Application IN Fall 2019		
	Tag NOT IN Test Record Decision (First) NOT IN Accept, Denv, Withdrawal		
Matching Rows	13		
Run Query	Click on <b>Run Query</b>		

**STEP7**: This query will export the applicant's Mizzou ID number, their last and first names, their academic program/degree, the entrance term and email address.

To export the data to **Excel**, click on the **Export** button.

slate 💻	<b>Z</b>	📢 🔜		💁 🔯		Şearch	Þ
All Queries > Fall 2019 Complete A	oplications (All)						
Fall 2019 Complete A	oplications (Al	l)					
Output Excel	Spreadsheet				٣		
Exp	ort	Click or	Export				
Rows 1-13 V of 13 Prev Nex	đ	<b></b>				Search	
Mizzou Student ID Number	Last Name	First Name	Academic Program	Focus Area	Entrance Term	Email	
14	- ·						
30							gmail.com
							mssu.edu
14							du
14							n
14							

INSERT PAGE LAYOUT FORMULAS DATA REVIEW FILE HOME VIEW ACROBAT D12 - I ×  $\checkmark f_x$ Α В D С Mizzou Student ID Number 🍸 Last App - Academic Program ✓ First n-Applicati 1 Entrance ter 2 14: 3 08<sup>2</sup> Post Baccalaureate/Non Degree Seeking Graduate Fall 2017 Post Baccalaureate/Non Degree Seeking Graduate Fall 2017 4 08: 5 16: American Law (LLM) Fall 2017 Music/Jazz Performance & Pedagogy (MM) Fall 2017 6 14: Business Administration-Distance/execMBA Fall 2017

The Export will deliver an Excel file with data row headers, like the one below.

**Note:** Upon request, we are able to create custom queries for academic program which contain more data fields. For more information about queries, please refer to the <u>Slate Basic</u> <u>Queries/Exports</u> training packet.

# Applicant Record/Application Summary Screen

Below is an applicant record/application summary screen. This screen consists of four default tabs-**Dashboard, Timeline, Profile, and Materials**- and an **Application Tab**(s), which is always located in between the Timeline and the Profile tabs.

## Dashboard

A high-level summary of the applicant record is displayed on the **Dashboard** tab.



# Timeline

Interactions (mostly emails) associated with an applicant record are displayed on the **Timeline** tab.



All email messages sent from Slate are recorded on the **Timeline** tab, and can be re-sent from this tab. Please refer to the <u>Sending Email Messages from Slate</u> training packet for more information.

#### Profile

Biographical information, contact information, address, schools and test scores are displayed on the **Profile** tab. If any updates are needed, please contact the Graduate Admissions office at gradadmin@missouri.edu.



#### Materials

All application materials uploaded to an application by an applicant or added administratively will be displayed on the **Materials** tab. Graduate programs can upload hard-copy materials which have been sent directly to their office such as hard-copy letters of recommendation. For more details, please refer to the <u>Uploading Materials to Slate</u> training packet.

slate	🔜 📓 🕶 📢 🔜 🔳	i 🖭 🏟		Search	×
Test (Tiger	r), Truman			Applicant	257928596
Dashboard	Timeline     MAST-2019 Awaiting Decision     Profile     Materials				
Date 🔺	Description	Record	User	Materials	
New Material				Portrollo	
12/04/2018	App_Writing Sample	MAST-2019			
12/04/2018	App_Resume or Curriculum Vita	MAST-2019			
12/04/2018	App_Statement of Purpose	MAST-2019			
12/04/2018	Transcript (Official) University of Missouri Kansas City (UMKC)	Folio	Hyosun		
12/04/2018	Transcript (Copy) University of Missouri St Louis (UMSL)	Folio			
12/04/2018	Transcript (Copy) University of Missouri Columbia (Mizzou)	Folio			

#### Application Tab

Any information associated with an application will be displayed on the application tab.



### Application Period & Round

In Slate, there are some basic data points that are required for an application to exist. Two of these basic data points are the **application period** and the **application round**. The **application period** is the year of the academic cycle to which students are applying and below are examples of the application period:

- 2018 Period (Academic Year) includes Summer 2018, Fall 2018 and Spring 2019.
- 2019 Period (Academic Year) includes Summer 2019, Fall 2019 and Spring 2020.

The **application rounds** are used to classify a distinct category of applicants within an application period. Below is a list of the application rounds being used in Slate:

- **DOCT**: Doctoral Round
- **EDSP**: Educational Specialist Round
- MAST: Master's Round
- CERT: Graduate Certificate Round

For example, "MAST-2019" means that an applicant is applying to a Master's program for the 2019 academic year.

#### Application Dashboard



#### **Application Status**

- Awaiting Submission: The application status remains "Awaiting Submission" until an applicant submits their application and pays an application fee.
- Awaiting Materials: Once an application is submitted and missing application items such as unofficial transcripts, letters of recommendation, and official test scores, the application status will be updated to "Awaiting Materials".
- Awaiting Decision: Once an application is submitted and there are no missing application items, the application status will be updated to "Awaiting Decision".
- Awaiting Confirmation: Once an acceptance decision is entered in the system, the application status will be updated to "Awaiting Confirmation".
- **Decided**: Once admission is finalized by the Graduate Admissions office, the application status will be updated to "Decided".

Not

Submitted

(In Progress)

Submitted

**<u>Reader Bin Status</u>**: The Reader is a new functionality available in Slate. By using the Reader, graduate programs can establish electronic, paperless application review process. Not all programs have to use the Reader to review their applications, but if your program would like to keep track of application review/decision status, the current bin status on the application dashboard will be a good indicator to determine the application review/decision status.



Reader Bin	Description	
Awaiting Submission/Fee	Unsubmitted applications with no application fee payment	
Submitted- Awaiting Materials	Submitted applications with missing application items	For
Acad Program/Committee	Complete applications under program/committee review graduate	
Review		program
DGS-Contacts Final Review	Awaiting consolidated decisions from DGS/contacts on	users
	applications reviewed by program/committee	
Grad Admissions Final Review	Applications under the Graduate Admissions final review	For the
Reviewed- Apps with Issues	Applications for accepted applicants with issues (e.g.	Graduate
	GPA/English proficiency test scores are below minimum)	Admissions
<b>Reviewed- Awaiting Final Docs</b>	Applications with missing official documents to be admitted	office
Admitted	Applications for officially admitted applicants	
Denied/Withdrawn	Applications for denied/withdrawn applicants	
New I-20 Processing	Applications for international applicants who need a new I-20	
International Center Processing	Applications for international applicants who need an	
	updated I-20 or DS-2019 issued by the International Center	
Offer Accepted	Applications for those who have accepted the offer	
Offer Declined	Applications for those who have declined the offer	

**Decision status**: Once a decision is entered in the system, you can see the decision status on the application dashboard.

- No decision on file: Awaiting decisions from graduate programs
- Accept (Provisional): Awaiting the Graduate Admissions final review or official documents
- Admit (Final): Applicants officially admitted by the Graduate Admissions
- Deny
- Withdrawal

#### Menu of the Application Tab

Test (Tiger), Truman		Applicant 257928596
Dashboard Timeline MAST-2019 Awaiting Decision	Profile Materials	
2019 Master's Program Awaiting Decision Current Bin Submitted October 2, 2018 Last updated May 14, 2019	Acad Program/Committee Review No decision on file.	Overview Einancial Aid Workflows Portfolio
Academic Program Public Health/Health Promotion a   Entrance Term Fall 2019   Mizzou ID 10101010   Grad Prep program N/A   Military Status N/A   Application Complete - Ready for Academic	nd Policy-Distance (MPH) Program Review and Decision	Read Application Download PDF Dept. Waive Reg.(Pre-Submit) Dept. Waive Reg.(Post-Submit) Dept. GPA and Comments Dept. Decision Form Grad Studies Immig.Docs Grad Studies Required Docs

- **<u>Read Application</u>**: Read an individual application in the Slate Reader
- **Download PDF**: Download an individual application
- <u>DEPT\_Waive Req (Pre-Submit)</u>: Used by graduate programs to waive the program requirements for their applicants prior to submitting applications
- <u>DEPT\_Waive Req (Post-Submit)</u>: Used by graduate programs to waive the program requirements for their applicants after submitting applications
- <u>DEPT\_GPA and Comments</u>: Used by graduate programs to enter comments and/or a GPA calculated by the programs
- <u>DEPT\_Decision Form</u>: Used by graduate programs to accept or deny individual applicants
- **Grad Studies\_Required Docs**: Used by Graduate Admissions to request final, official transcripts/degree certificates from admitted applicants

#### Application Details

- **Checklist**: The receipt status of application materials such as transcripts, test scores, and letters of recommendation can be tracked in the Checklist section.
- **Materials**: Application materials uploaded to an application by an applicant or added administratively can be viewed in the Materials section.
- **Decisions**: Decisions entered by department and decision letters assigned by the Graduate Admissions office will be displayed, if any.
- **Review Forms**: This section will appear if there are any application review forms submitted in the Slate Reader.
- Activities: This section displays information about application fee payments, official transcript/test score receipt status, etc.

## Other Training Resources

**Review Applications** 

- Download Applications from Slate
- <u>Review Applications in the Slate Reader (Electronic Application Review System)</u>

Communicate Decisions to the Graduate School

- <u>Record individual application decisions</u>
- <u>Record application decisions in batch</u>
- Upload GPA justification/award letters to Slate

## Track Accepted Applicants

- Track admitted students in Slate
- Track accepted/declined offers in Slate

Check out the <u>Admissions and Student Services Training</u> page for application system training materials and other admission related resources. If you're interested in training, we offer a recorded training session <u>at this link</u>, or complete the training request form <u>at this link</u> to request personalized training.

Please contact the Graduate Admission Office at <u>gradadmin@missouri.edu</u> for more information or to schedule a training session.