# Faculty Review – Bin & Queue Access

## Office of Graduate Admissions

JoAnne Sandifur - Assistant Director

Aaron Pearson - Technical Specialist

gradweb@purdue.edu ~ x42600

*This document and other Slate resources are available at*
*www.purdue.edu/gradschool/admissions/internal.*

# Overview

Slate allows for online application review!

Students will upload transcripts and other supporting documents as part of the application process.

Additional documents may be uploaded by program administrators/graduate contacts in your program.

All application materials that have been uploaded to Slate will be viewable through the Slate Reader.

**Under the "Bin & Queue" review model:**

1. The individual(s) managing your application review process will pre-screen all applications for completeness and place them into a bin according to your processes.

2. You will log into Slate, navigate to the Reader, and open the correct bin.

3. Select the applications you need to review. To find applications, you can sort the list and/or use filters on the right.

4. Click one or more applications and click Add to Queue.

5. From your Queue, click to open each application.

6. Review all information by clicking through the left-hand navigation.

7. In the lower right corner, click Review Form/Send to Bin to open the review form.

8. Choose the appropriate review form at the top of the menu depending on your program's guidelines.

9. Complete the form.

10. If this application is also in someone else's queue, you will see a warning that the application currently resides in more than one queue. This means you cannot move the application to a new bin, but you can still submit your review. Click Send.

11. If the application is not in any other queues, you will also see an option to Send to Bin. Follow your program guidelines on whether to leave the application in the current bin, or send it to another one.

12. Once you have clicked Send, you will return to your queue and the application you just reviewed will no longer be visible.

13. Continue reviewing remaining applications.

## Reviewing Applications in Slate

Use **Google Chrome**, Firefox, or Safari. Do not use Internet Explorer.

Log in to Slate at https://gradapply.purdue.edu/manage

In the top navigation, click the third icon to open the Reader:



Click Browse to go to the bins.

Read the helpful tips on navigating in the Reader!

# The Review Bins

Click the bin to open it and view the applications inside.

| Pre-Review | |
|---|---|
| Awaiting Submission | 39 |
| Awaiting Payment | 3 |
| Awaiting Materials | 6 |
| Application Complete | 3 |
| Returned from GS | 1 |

| Graduate Program Review | |
|---|---|
| Bin 1 | 0 |
| Bin 2 | 0 |
| Interview | 0 |
| Funding | 0 |
| Waitlist | 1 |
| To Be Denied | 0 |
| Recommend for Admission | 0 |

Applications automatically move through the Pre-Review bins to Applications Complete. You can also manually move applications from Awaiting Materials.

Review bins available for faculty review

All applications your program decides to admit should be sent to the Recommend for Admission bin for the Recommendation for Admission form to be completed. They then get routed for electronic signature.

Only program admins with permissions will be able to move applications from To Be Denied to Pending Denial where they will officially be denied by the Grad School.

# Inside a Bin

When navigating in Reader, do not click your browser back button or it will take you out of reader!!

Before you can take an action on an application, like submitting a form or moving it to another bin, you must add the application to your Queue.

Find the application(s) you wish to review. You can sort a column by clicking on the heading. You can also use the filters on the right.

**Click an application, and click Add to Queue.** You can click multiple applications at a time if you wish to add more than one to your queue.

The names here mean these people have **submitted review forms** for this application.

The **lock** symbol means this person has this application in their queue. You will not be able to move this application but can still submit a review form.

Clicking on this symbol allows you to **preview** an application without adding it to your queue. When you preview, you cannot submit forms or move the application.

## Applications (13)

Build Query | Refresh | -5 | +5 | Add to Queue (0)

| Application Slate ID | Bin | Last | First | Term/Year |
|---|---|---|---|---|
| 346684305 ▸ JoAnne Sandifur | Bin 1 | Goodin | Michelle | |
| 115351999 ▸ Janet Beagle, GradContact 2TEST | Bin 1 | TestApp3 | Janet | Fall 2015 |
| 136445812 | Bin 1 | Brier | Donald | Fall 2015 |
| 841087321 🔒 JoAnne Sandifur ▸ Janet Beagle | Bin 1 | Lamb | Bonnie | Fall 2015 |
| 384726406 ▸ JoAnne Sandifur, Janet Beagle | Bin 1 | TestReview | Janet | Fall 2016 |

## Your Queue

You can sort by clicking on the column headings.

To remove items from your queue, you must first click **Remove from Queue**, then click the application(s) you wish to remove, then click Remove from Queue again.



**Click on an application to open it.**

You queue is the list of applications ready for you to review. You have these applications "checked out." Other reviewers can see them and submit review forms, but not move to another bin until the last review is complete.

# Review the Application

Click "Slate" to return to your queue without submitting

**Test Record** Search...

257627681 CampusDemo2, Janet
1 / 2, Application PDF (Dashboard)

Application PD...
Multi-Page Ap...
Transcripts
Statement of ...
Recommendati...
Uploads
Review Forms

**3)** Select and complete the review form your program uses.

☐ Grad Program Long Form
☑ Grad Program Short Form

**Grad Program Short Form**

Admission Recommendation
○ Strong Admit
○ Weak Admit (Note any conditions in the comment box.)
○ Hold
○ Deny

Admission Recommendation Comments:
Add your comments here

**Purdue University Graduate Scho**

Applicant ID: 705353410
Applicant Name: Janet CampusDemo2
Campus: West Lafayette (Main Campus)
Major: Biological Sciences
Degree Objective: Doctor of Philosophy (PhD)

PUID:
Submitted Date: 05/15/2015
Application Fee: 75.00 USD
Application Fee Date Received: 2015-05-13T12:

**Personal Background**

Address: 155 W Wood St, W Lafayette, IN 47906-3625, United States
Telephone: +1 765-496-3310
Email: jbeagle@purdue.edu

Other Name:
Citizenship Status: International
Hispanic/Latino:
Date of Birth: 01/02/1980

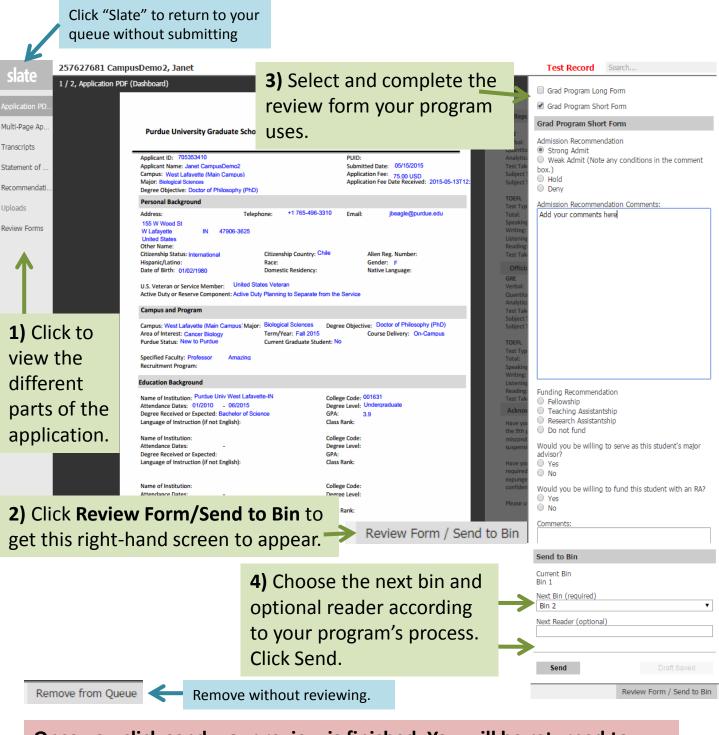Citizenship Country: Chile
Race:
Domestic Residency:

Alien Reg. Number:
Gender: F
Native Language:

U.S. Veteran or Service Member: United States Veteran
Active Duty or Reserve Component: Active Duty Planning to Separate from the Service

**Campus and Program**

Campus: West Lafayette (Main Campus) Major: Biological Sciences
Area of Interest: Cancer Biology
Purdue Status: New to Purdue

Term/Year: Fall 2015
Current Graduate Student: No

Degree Objective: Doctor of Philosophy (PhD)
Course Delivery: On-Campus

Specified Faculty: Professor Amazing
Recruitment Program:

**Education Background**

Name of Institution: Purdue Univ West Lafayette-IN
Attendance Dates: 01/2010 - 06/2015
Degree Received or Expected: Bachelor of Science
Language of Instruction (if not English):

College Code: 001631
Degree Level: Undergraduate
GPA: 3.9
Class Rank:

Name of Institution:
Attendance Dates: -
Degree Received or Expected:
Language of Instruction (if not English):

College Code:
Degree Level:
GPA:
Class Rank:

Name of Institution:
Attendance Dates:

College Code:
Degree Level:
Rank:

Funding Recommendation
○ Fellowship
○ Teaching Assistantship
○ Research Assistantship
○ Do not fund

Would you be willing to serve as this student's major advisor?
○ Yes
○ No

Would you be willing to fund this student with an RA?
○ Yes
○ No

Comments:

**Send to Bin**

Current Bin
Bin 1

Next Bin (required)
Bin 2 ▼

Next Reader (optional)

**1)** Click to view the different parts of the application.

**2)** Click **Review Form/Send to Bin** to get this right-hand screen to appear.

Review Form / Send to Bin

**Send** | Draft Saved

Review Form / Send to Bin

**4)** Choose the next bin and optional reader according to your program's process. Click Send.

Remove from Queue

Remove without reviewing.

**Once you click send, your review is finished. You will be returned to your queue and you will no longer see this application.** If you are not ready to submit, you can click the Slate icon in the upper left corner to return to your queue without submitting, or click *Remove from Queue* to take the application out of your queue.