

How to Review an Application in the Slate Reader

1 Log in to www.gradapply.purdue.edu/manage

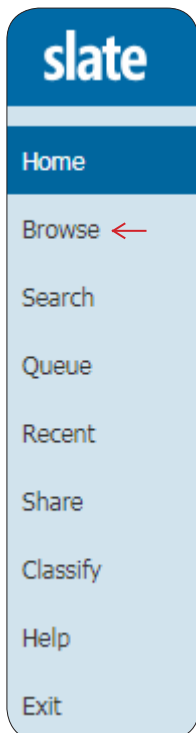
2 Check the third icon from the left in the top navigation. If the icon has a bell, and looks like this, please review the "Faculty Review (Queue Only)" training document.



3 Click the third icon from the left. This will take you to the Slate Reader.



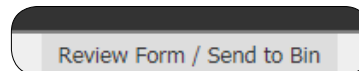
4 You will see navigation on the left side of the screen that looks like the following image. Click "Browse."



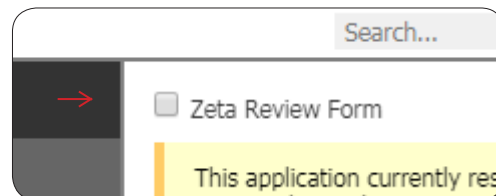
5 Click on the applicant(s) whose application(s) you want to review. Click the "Add to Queue" button which is located at the top right of the screen.

6 Click on the name of the applicant whose application you want to review.

7 Click the button in the bottom right of the screen titled "Review Form / Send to Bin."



8 At the top right of the screen, check the box next to the review form you wish to fill out. E.g.:



9 Once you have completed filling out the review form, click the button at the bottom of the screen titled "Send."