

Slate – Committee Review Training Docs

Accessing Slate Reader:

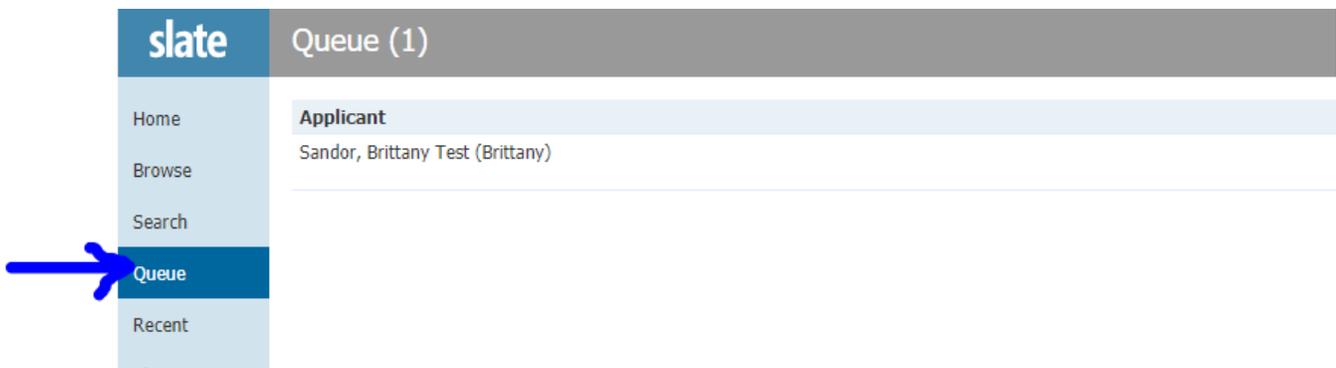
<https://ubgradconnect.buffalo.edu/manage/reader/>

Once in the Reader, choose the MED Application Review tile. If you don't see this tile, contact the Office of Biomedical Education to request access.



Queue

View applications that are assigned to your queue.



Reviewing Applicant

- Once your Application Coordinator has confirmed the applicant's materials are complete, they will go to the committee's queues.
- Click on the applicant you would like to review in your Queue.

Navigating the Reader Interface

Mouse:

- Change sections: **Click tabs** in the left panel
- Zoom in: **Double-click**
- Zoom out: **Right-click**
- Move within/between pages: **Click and drag**

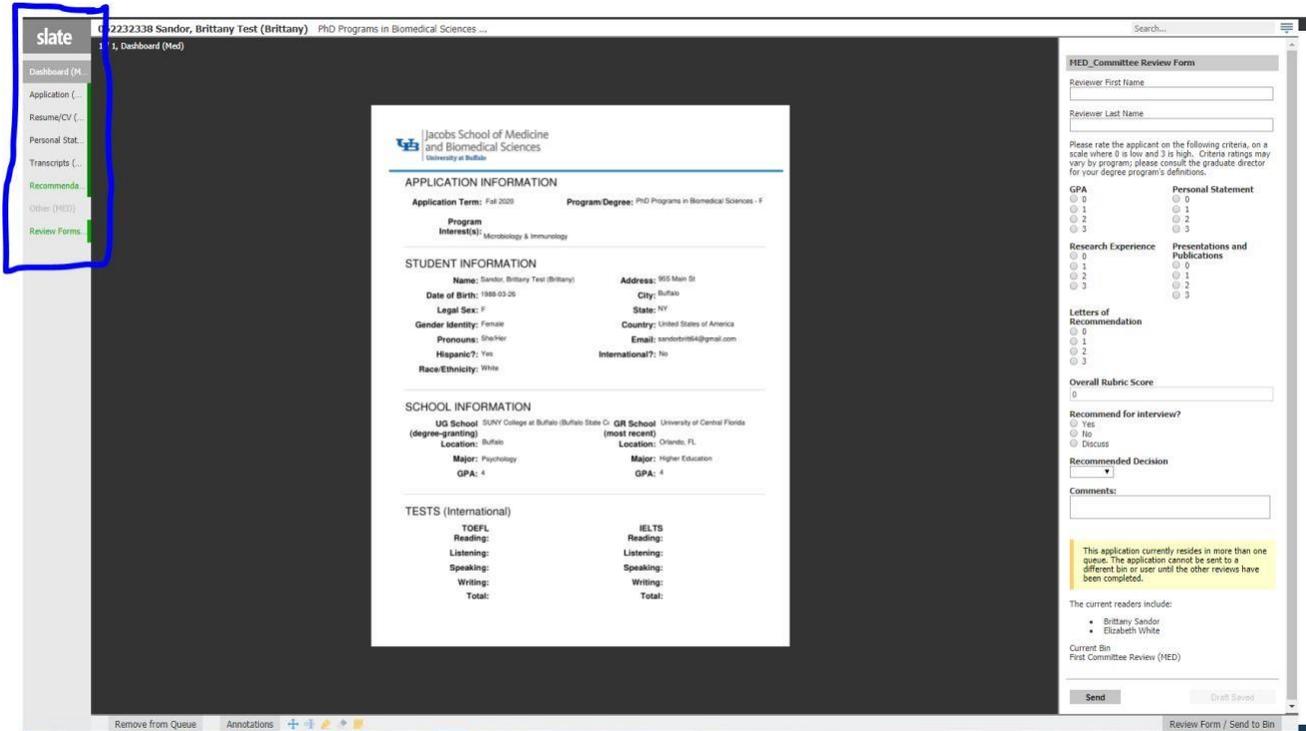
Keyboard Shortcuts:

- Move up/down/left/right: **Arrow keys**
- Page up/down: **Pg Up/Pg Dn**
- Zoom: **+/-**
- Next section: **Tab**
- Previous section: **Shift + Tab**
- Display 1st tab, 2nd tab, etc. in Index: **1-9**
- Rotate page: (PC) = **Ctrl + Left/Right Arrow**
(Mac) = **Command + Left/Right Arrow**
- Highlighter: **H**
- Highlight Remover: **Shift + H**
- Note Editor: **N**
- Queue display: **Q**
- Review Form: **R**
- Search: **S**
- Return to Dashboard display: **Esc**

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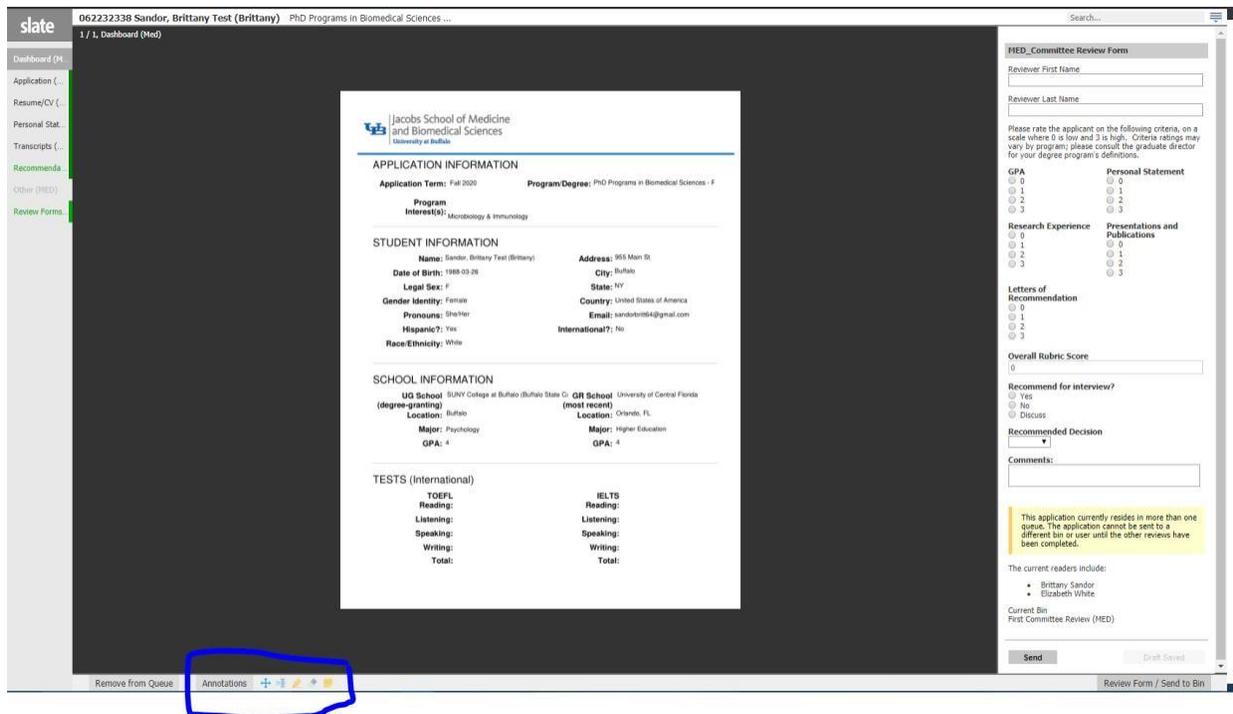
- **Reader Tabs**

- When reading an application, Reader Tabs will appear in the left column. Materials associated with each tab will display here.



- **Annotations**

- You can make notes on the application using Annotations.
- The student will not see this, but these become part of the student's record.
 - As the Law School has advised, if you don't want it read in a deposition, don't write it!



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- **Review Form**

- Access the Review Form on the bottom right corner.
- Each department can use as much or as little of the rating scale as they would like. Faculty reviewers should work with the DGS to determine what process will work for their review process.
- Once complete, click “Send” at the bottom of the page.
- The applicant will now be moved out of your Queue.

The screenshot displays the Slate application review interface. The main content area shows the application details for Brittany Sandor, including:

- APPLICATION INFORMATION:** Application Term: Fall 2020, Program/Degree: PhD Programs in Biomedical Sciences - F, Program Interest(s): Microbiology & Immunology.
- STUDENT INFORMATION:** Name: Sandor, Brittany Test (Brittany), Address: 955 Main St, City: Buffalo, State: NY, Country: United States of America, Email: sandorbtr164@gmail.com.
- SCHOOL INFORMATION:** UG School: SUNY College at Buffalo (Buffalo State Co), GR School: University of Central Florida (most recent), Location: Orlando, FL, Major: Higher Education, GPA: 4.
- TESTS (International):** TOEFL (Reading, Listening, Speaking, Writing, Total) and IELTS (Reading, Listening, Speaking, Writing, Total).

The right sidebar contains the **MED Committee Review Form** with the following sections:

- Reviewer First Name: [Text Field]
- Reviewer Last Name: [Text Field]
- Rating scales for: GPA, Personal Statement, Research Experience, Presentations and Publications, Letters of Recommendation, and Overall Rubric Score (0-3).
- Recommend for interview? (Yes, No, Discuss)
- Recommended Decision: [Dropdown]
- Comments: [Text Area]
- Warning: This application currently resides in more than one queue. The application cannot be sent to a different bin or user until the other reviews have been completed.
- Current readers: Brittany Sandor, Elizabeth White.
- Current Bin: First Committee Review (MED).
- Buttons: Send (circled in blue), Draft Saved.

At the bottom of the interface, there are navigation options: Remove from Queue, Annotations, and Review Form / Send to Bin.