Slate – Committee Review Training Docs

Accessing Slate Reader:
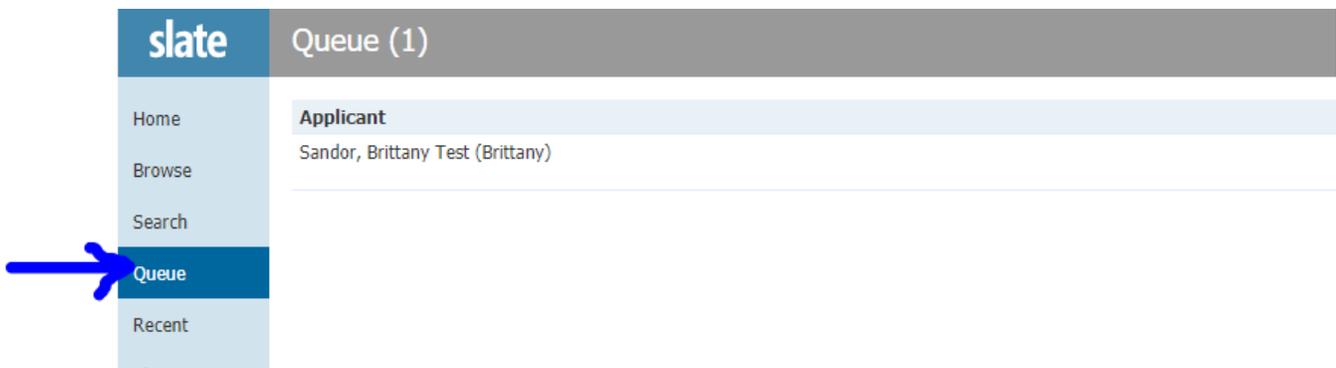https://ubgradconnect.buffalo.edu/manage/reader/

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**

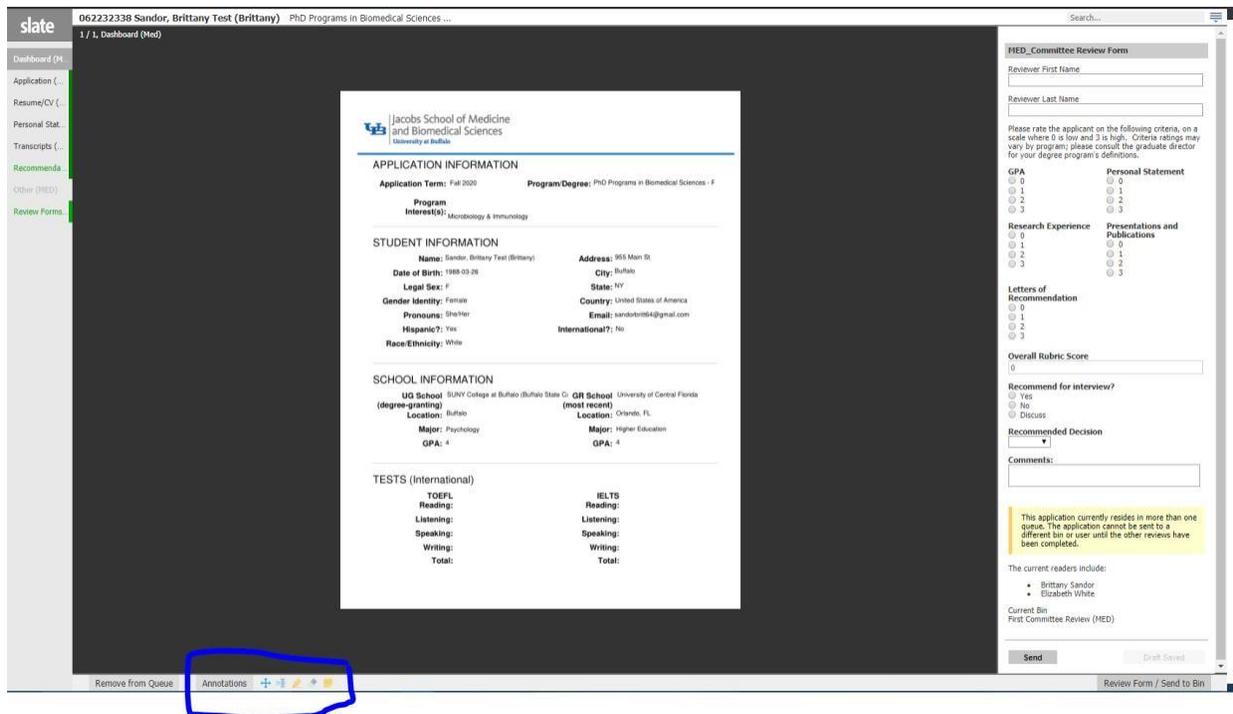# Slate – Committee Review Training Docs

- **Reader Tabs**
  - When reading an application, Reader Tabs will appear in the left column. Materials associated with each tab will display here.
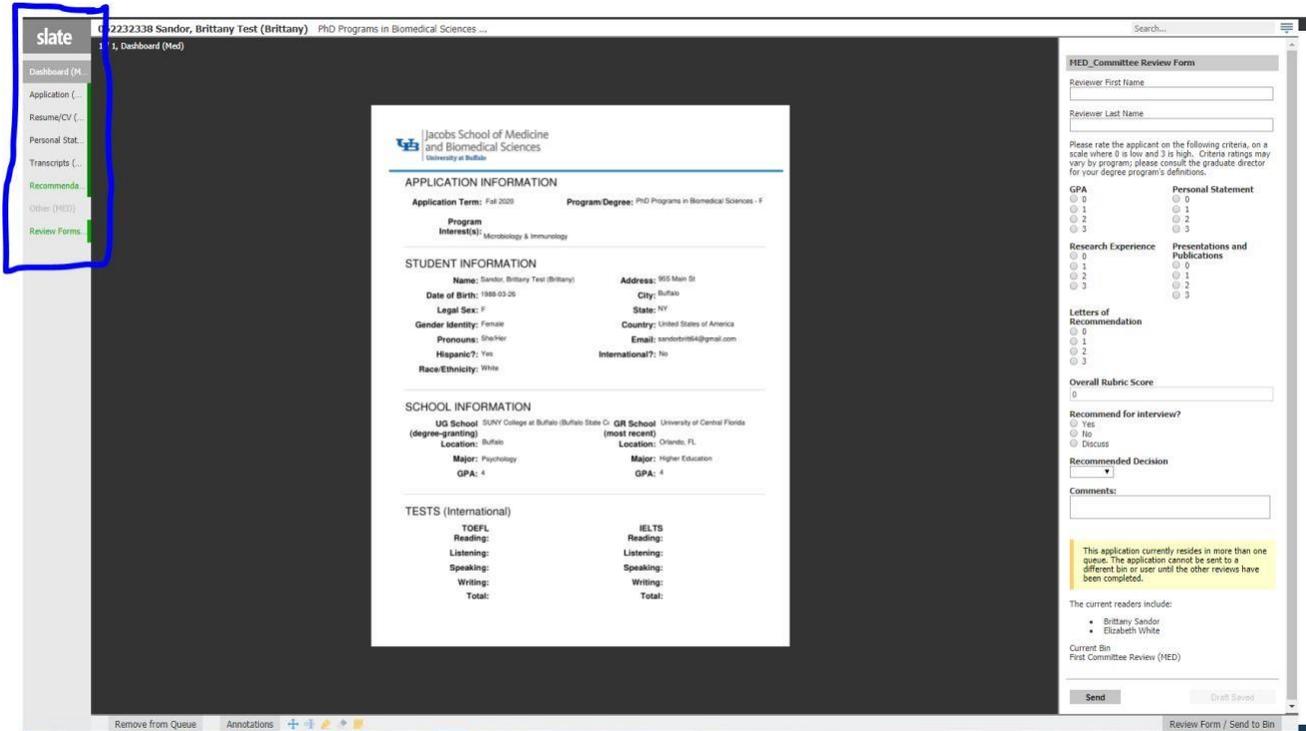
- **Annotations**
  - You can make notes on the application using Annotations.
  - The student will not see this, but these become part of the student's record.
    - As the Law School has advised, if you don't want it read in a deposition, don't write it!

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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.