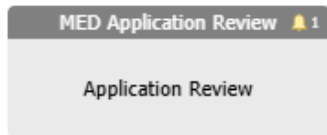


Slate – Committee Review Training Docs

Accessing Slate Reader:

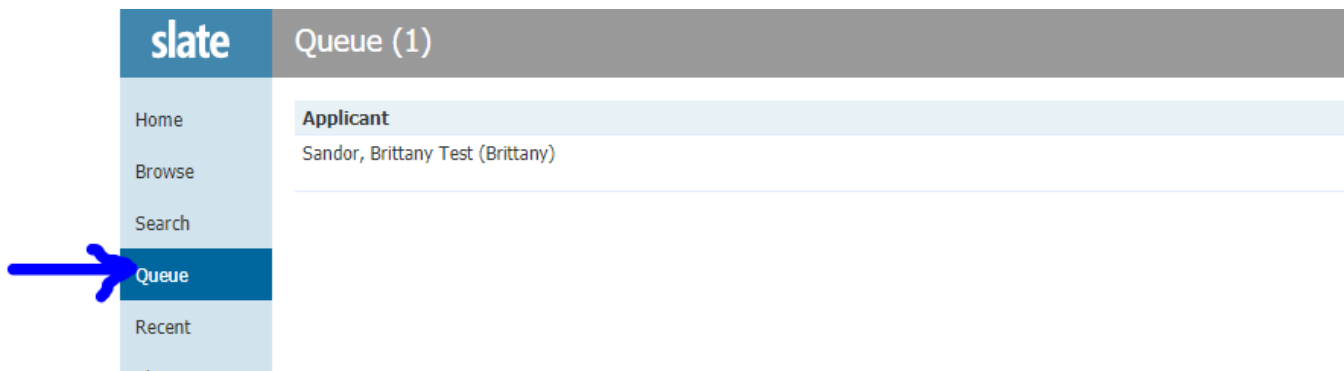
<https://ubgradconnect.buffalo.edu/manage/reader/>

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.

The screenshot shows the Slate application review interface. On the left, a sidebar contains several tabs: Dashboard (M), Application (...), Resume/CV (...), Personal Stat., Transcripts (...), Recommenda., Other (HED), and Review Forms. The 'Review Forms' tab is highlighted with a blue box. The main content area displays the application information for Brittany Test (Brittany), including student information, school information, and test scores. On the right, the 'HED Committee Review Form' is visible, featuring fields for reviewer names, rating criteria (GPA, Personal Statement, Research Experience, Presentations and Publications, Letters of Recommendation), and a recommended decision.

- **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!

The screenshot shows the Slate application review interface with the 'Annotations' tab highlighted in the left sidebar. The main content area displays the application information for Brittany Test (Brittany), including student information, school information, and test scores. On the right, the 'HED Committee Review Form' is visible, featuring fields for reviewer names, rating criteria (GPA, Personal Statement, Research Experience, Presentations and Publications, Letters of Recommendation), and a recommended decision. The 'Annotations' tab is highlighted with a blue box.

Slate – Committee Review Training Docs

- **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 shows the Slate interface for a committee review. The main content area displays the application information for Brittany Sandor, a PhD student in Biomedical Sciences. The form is divided into several sections: Application Information, Student Information, School Information, and Tests (International). The right sidebar contains the review form itself, with fields for reviewer information, rating scales for various criteria, and a 'Send' button at the bottom. A blue arrow points to the 'Send' button, and a blue circle highlights it. A yellow warning box indicates that the application is currently in more than one queue.

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
Date of Birth: 1988-03-26 City: Buffalo
Legal Sex: F State: NY
Gender Identity: Female Country: United States of America
Pronouns: She/Her Email: sandorbritt4@gmail.com
Hispanic?: Yes International?: No
Race/Ethnicity: White

School Information

UG School: SUNY College at Buffalo (Buffalo State Co-located) GR School: University of Central Florida (most recent)
Location: Buffalo Location: Orlando, FL
Major: Psychology Major: Higher Education
GPA: 4 GPA: 4

TESTS (International)

TOEFL	IELTS
Reading:	Reading:
Listening:	Listening:
Speaking:	Speaking:
Writing:	Writing:
Total:	Total:

Review Form

Reviewer First Name: _____
Reviewer Last Name: _____

Please rate the applicant on the following criteria, on a scale where 0 is low and 3 is high. Criteria ratings may vary by program; please consult the graduate director for your degree program's definitions.

GPA	Personal Statement
<input type="radio"/> 0	<input type="radio"/> 0
<input type="radio"/> 1	<input type="radio"/> 1
<input type="radio"/> 2	<input type="radio"/> 2
<input type="radio"/> 3	<input type="radio"/> 3

Research Experience	Presentations and Publications
<input type="radio"/> 0	<input type="radio"/> 0
<input type="radio"/> 1	<input type="radio"/> 1
<input type="radio"/> 2	<input type="radio"/> 2
<input type="radio"/> 3	<input type="radio"/> 3

Letters of Recommendation

<input type="radio"/> 0
<input type="radio"/> 1
<input type="radio"/> 2
<input type="radio"/> 3

Overall Rubric Score: _____

Recommend for interview?

☐ Yes
☐ No
☐ Discuss

Recommended Decision: _____

Comments: _____

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.

The current readers include:

- Brittany Sandor
- Elizabeth White

Current Bin: First Committee Review (MED)

Send Draft Saved