

Graduate Applications

With our **Slate Reader**, you are able to look at applications that are not yet ready to be sent for evaluation. The Slate Reader tool is designed for reviewing application materials (application, transcripts, letters of recommendation, resume, test scores, etc.). The Reader tool also keeps the application workflow organized and retains all reviewers' feedback during the review process.

Workflow

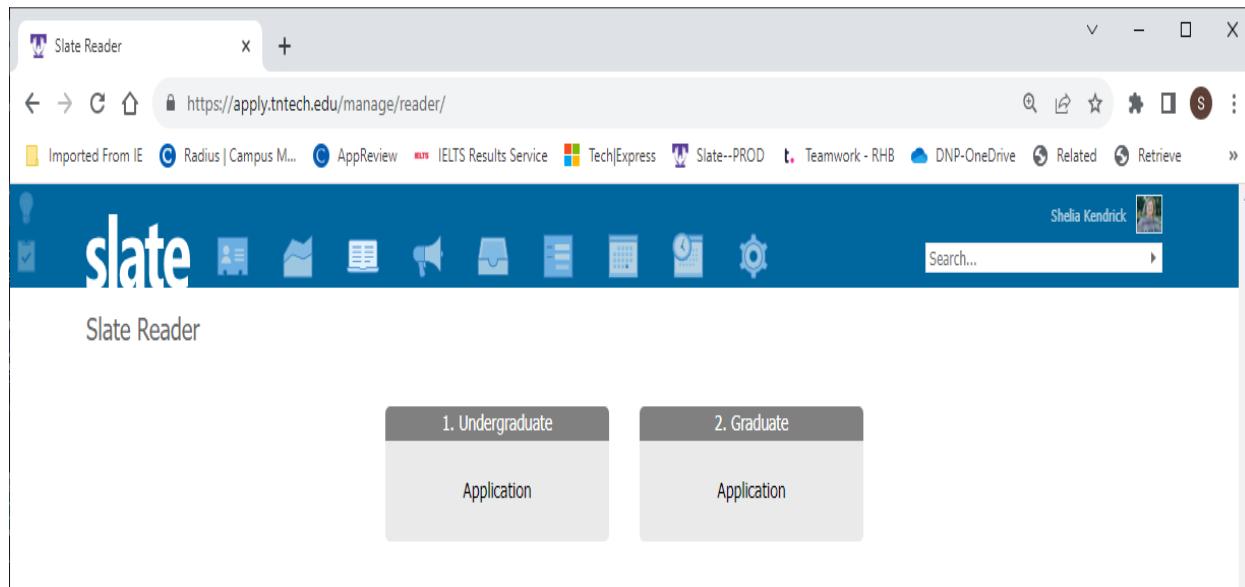
The basic workflow uses bins and queues.

- Bin—a filing cabinet that stores an application. An application can only reside in one bin at a time.
- Queue—a user's to-do list. While an application can only reside in one bin, it can be assigned to multiple queues

Access to Applications in the Reader

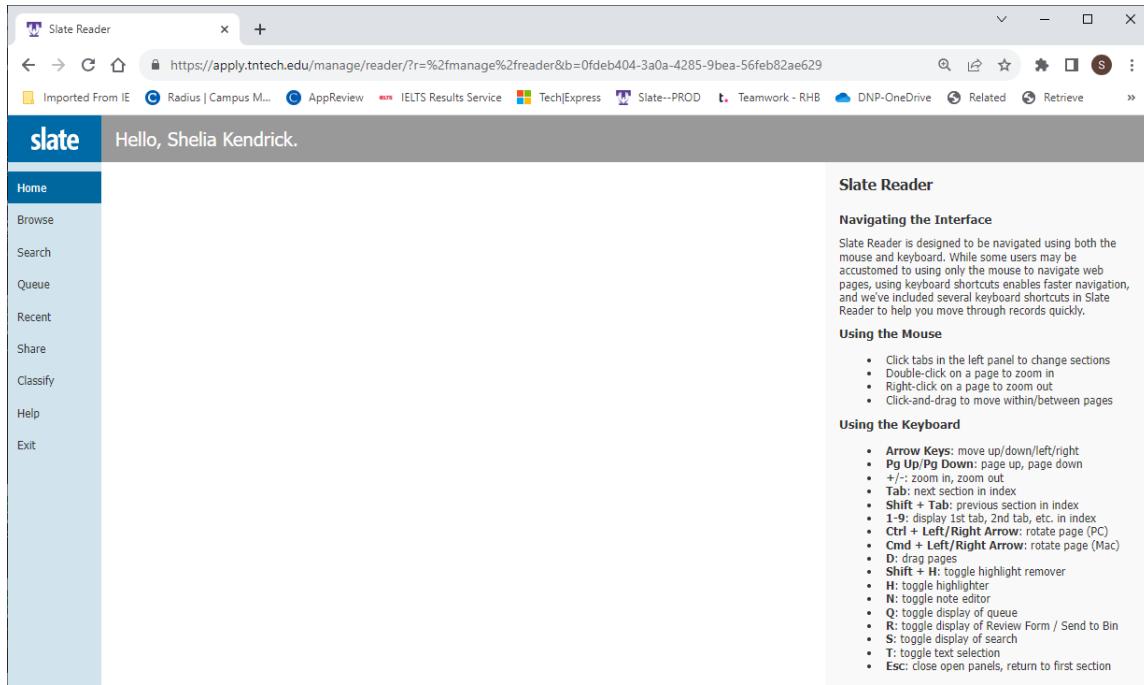
You will access Slate Reader through Tech Express by clicking the icon labeled Slate.

Click on the box labeled “2. Graduate” to access the graduate application information for your program(s).



In the Slate Reader, you will only have access to applications to the “population” (based on program) that has been assigned to you.

After clicking on “2. Graduate”, you will be taken to the Home Tab. You will see helpful navigational resources along the right side of the Home Tab.



The screenshot shows the Slate Reader application window. The title bar says "Slate Reader". The address bar shows the URL <https://apply.tntech.edu/manage/reader/?r=%2fmanage%2freader&b=0fdeb404-3a0a-4285-9bea-56feb82ae629>. The top navigation bar includes links for "Imported From IE", "Radius | Campus M...", "AppReview", "IELTS Results Service", "TechExpress", "Slate--PROD", "Teamwork - RHB", "DNP-OneDrive", "Related", "Retrieve", and "»". The main interface has a "slate" logo and the greeting "Hello, Shelia Kendrick." On the left is a vertical navigation sidebar with the following options: Home (selected), Browse, Search, Queue, Recent, Share, Classify, Help, and Exit. On the right is a "Slate Reader" panel titled "Navigating the Interface". It contains text about navigating using the mouse and keyboard, followed by two sections: "Using the Mouse" and "Using the Keyboard", each with a bulleted list of keyboard shortcuts.

Slate Reader

Navigating the Interface

Slate Reader is designed to be navigated using both the mouse and keyboard. While some users may be accustomed to using only the mouse to navigate web pages, using keyboard shortcuts enables faster navigation, and we've included several keyboard shortcuts in Slate Reader to help you move through records quickly.

Using the Mouse

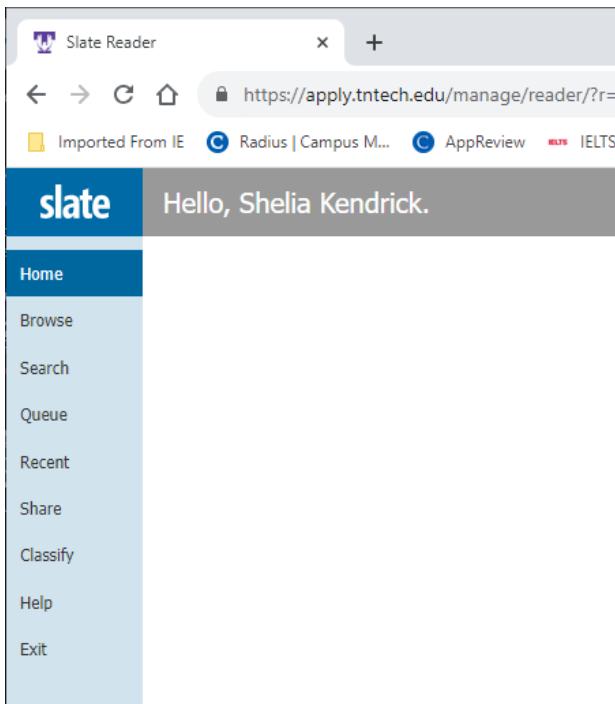
- Click tabs in the left panel to change sections
- Double-click on a page to zoom in
- Right-click on a page to zoom out
- Click-and-drag to move within/between pages

Using the Keyboard

- Arrow Keys: move up/down/left/right
- Pg Up/Pg Down: page up, page down
- +=: zoom in, zoom out
- Tab: next section in index
- Shift + Tab: previous section in index
- 1-9: display 1st tab, 2nd tab, etc. in index
- Ctrl + Left/Right Arrow: rotate page (PC)
- Cmd + Left/Right Arrow: rotate page (Mac)
- D: drag pages
- Shift + H: toggle highlight remover
- H: toggle highlighter
- N: toggle note editor
- Q: toggle display of queue
- R: toggle display of Review Form / Send to Bin
- S: toggle display of search
- T: toggle text selection
- Esc: close open panels, return to first section

What Bins are Viewable

To view the bins that you have access to, click on the “Browse” tab in the navigation bar on the right.



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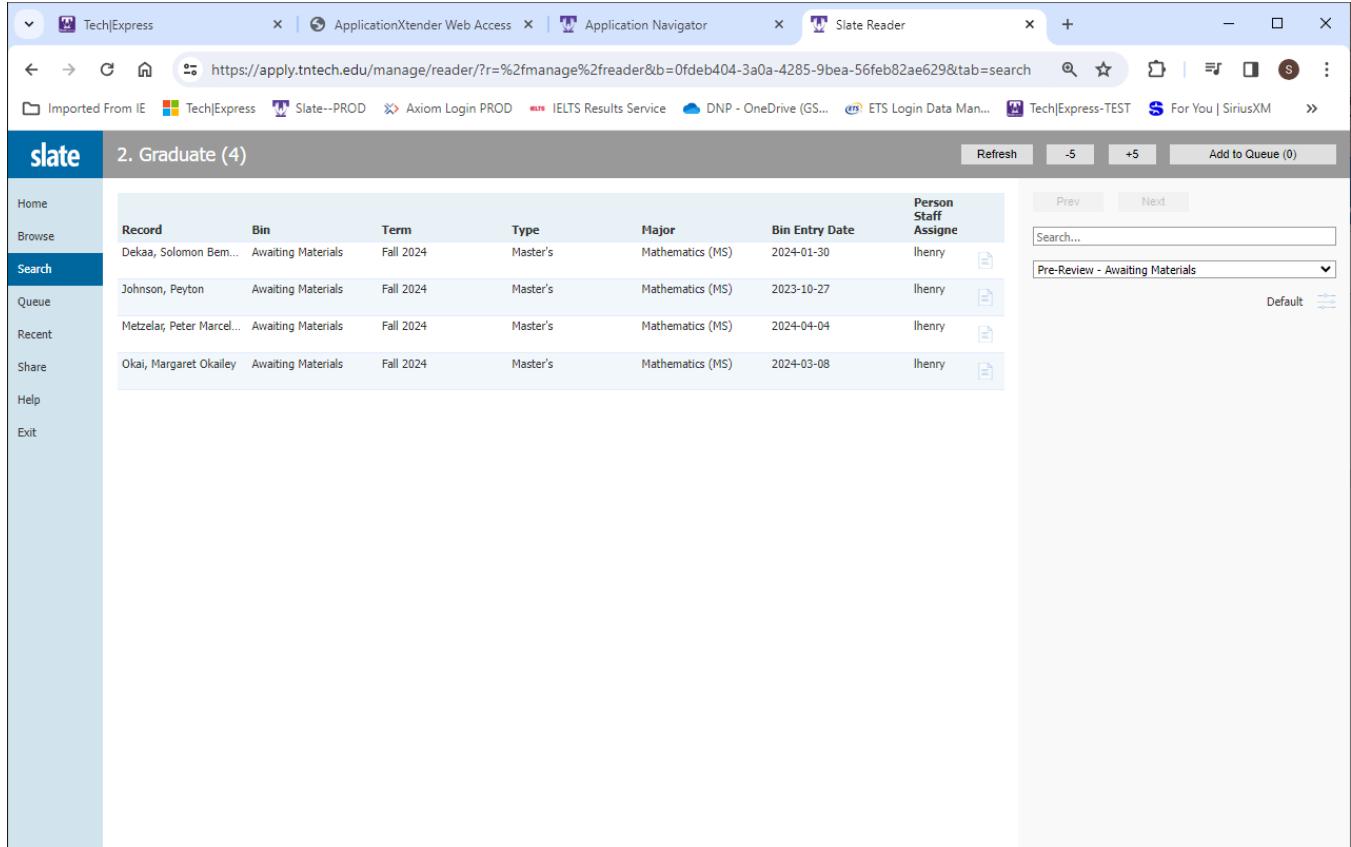
You should see the bins shown below. The number in the lower right corner of each bin reflects the number of applications in your program in that particular category/bin. If you are on a review committee for more than one program, the numbers will reflect all programs.

Assessing Applications in a Pre-Review State

The bins shown in the left column under “Pre-Review” are those not yet sent out for official departmental evaluation. There are four bins within that group:

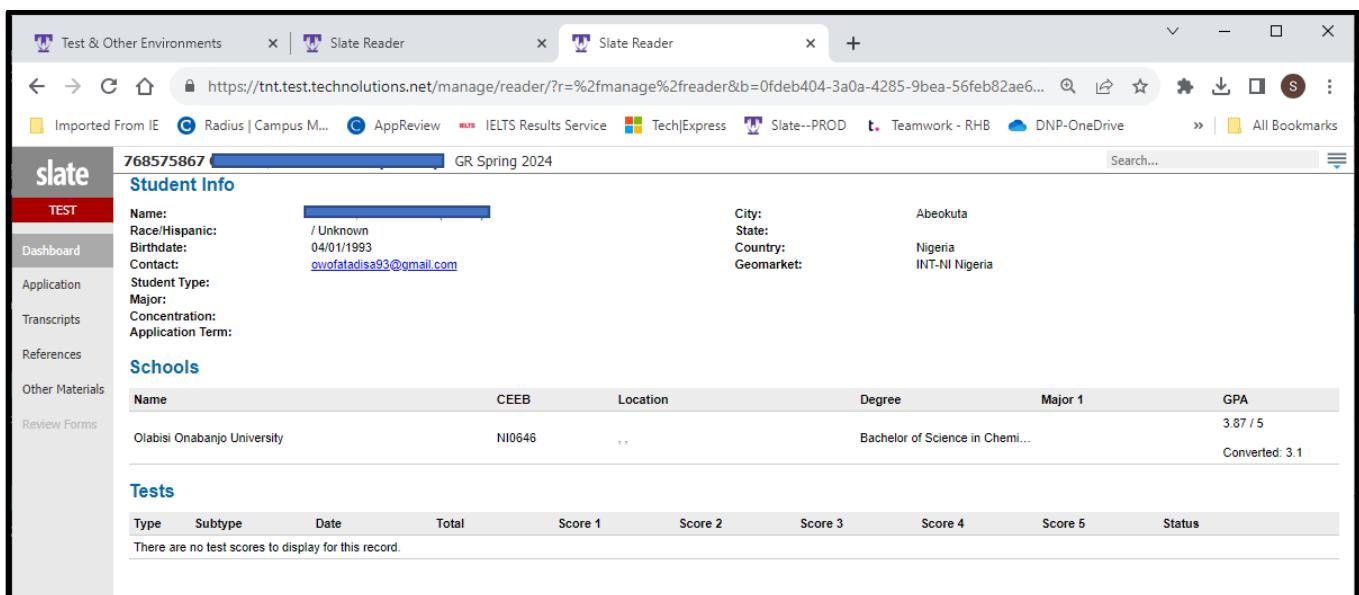
Reader Bin/Status	Description
Awaiting Submission	Application has been started but the applicant has not yet submitted the application for processing.
Awaiting Payment	Application has been submitted but the applicant has not yet paid the application fee.
Awaiting Materials	Application has been submitted but all materials have not yet been received.
Processing Review	Graduate Studies staff will verify all materials submitted are accurate, will update the appropriate transcript/test score information, and then proceed with routing for admission evaluation.

To look at any application within those categories, you will click on one of the bins and you will see a listing of the applicants within that category.



The screenshot shows a web browser window with four tabs open: Tech|Express, ApplicationXtender Web Access, Application Navigator, and Slate Reader. The Slate Reader tab is active, displaying a list of applicants under the heading "2. Graduate (4)". The left sidebar has a "Search" tab selected, along with other options like Home, Browse, Queue, Recent, Share, Help, and Exit. The main content area shows a table with columns: Record, Bin, Term, Type, Major, Bin Entry Date, and Person Staff Assigned. The table contains four rows of data. A search bar and a dropdown menu are also visible on the right side of the main content area.

Click the “paper” icon along the right end of the line for the applicant you wish to review. You will see the applicant’s snapshot as shown below.



The screenshot shows a web browser window with three tabs open: Test & Other Environments, Slate Reader, and another Slate Reader tab. The second tab is active, displaying a detailed applicant snapshot for record 768575867. The left sidebar has a "TEST" tab selected, along with other options like Dashboard, Application, Transcripts, References, Other Materials, and Review Forms. The main content area is divided into sections: "Student Info" (with fields for Name, Race/Hispanic, Birthdate, Contact, Student Type, Major, Concentration, and Application Term), "Schools" (listing Olabisi Onabajo University with a degree of Bachelor of Science in Chemi... and GPA 3.87 / 5), and "Tests" (a table showing test scores for this record, which is empty). A message at the bottom of the "Tests" section states: "There are no test scores to display for this record."

- By clicking on the applicant's name at the top of the screen, you are provided with contact information as well as other options.

768575867 GR Spring 2024

City: Abeokuta
State: Nigeria
Country: Nigeria
Geomarket: INT-N Nigeria

Location	Degree	Major 1	GPA
	Bachelor of Science in Chemi...		3.87 / 5
			Converted: 3.1
Score 2	Score 3	Score 4	Score 5

Lookup Record—will permit you to see the applicant's checklist and **list** of materials submitted.

GR Spring 2024 Awaiting Materials

Dashboard Timeline GR Spring 2024 Awaiting Materials Profile Materials Details

Applicant 7685

Overview

Financial Aid
Workflows
Portfolio
Populations
Read Application
Download PDF
GR Application Details

GR Spring 2024

Awaiting Materials
Submitted August 29, 2023
Last updated September 25, 2023

Staff Assigned: Frank Title
Admit Type: New Inst/First Time Grad/Prof
Student Type: Master's
Term: Spring 2024
Major: Chemistry (MS)
Residency: Out of State Non-Verified
Key: GR
Concentration: blank
Attributes:

Checklist

✓ 09/25/2023 Transcript (Obafemi Onabajo University)	Received	Copy
✓ 08/29/2023 Passport Copy	Received	Copy
✓ 08/29/2023 Statement of Purpose	Received	Copy
✓ 09/03/2023 Recommendation (Kofoworola Fapohunda, Louisiana Tech University)	Received	Copy
✓ 09/25/2023 Recommendation (Kolawole Adenekan, Intel Corporation)	Received	Copy
Recommendation (Olugbenga Ogunbajo, University of Maine)	Hide	Copy

Materials

Date	Description	Record	User
09/25/2023	Reference Kolawole Adenekan	This Application	Sheila Kendrick
09/25/2023	Transcript (Unofficial Copy) Obafemi Onabajo University	Folio	Sheila Kendrick
09/03/2023	Reference Kofoworola Fapohunda	This Application	
08/29/2023	Statement of Purpose / Letter of Intent	This Application	
08/29/2023	International Credential Evaluation	This Application	
08/29/2023	Resume or CV	This Application	
08/29/2023	Passport Copy	This Application	

Decisions

Effective	Decision	Released	Received	User
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Activities

Date	Code	Subject	User
09/25/2023	Received	Received Copy: Obafemi Onabajo University	Sheila Kendrick
09/25/2023	Received	Received: Reference (Kolawole Adenekan, Intel Corporation)	
09/03/2023	Received	Received: Reference (Kofoworola Fapohunda, Louisiana Tech University)	
08/29/2023	Payment	Payment Received: 40.00 USD	
08/29/2023	Received	Received: Statement of Purpose	
08/29/2023	Received	Received: Passport Copy	
08/29/2023	Payment	Payment Due: 40.00 USD	

Download PDF—enables you to download one PDF of the entire applicant file (application and supporting materials)

- Clicking “Application” in the left menu will allow you to see the data from the application submitted. If more than one page, simply slide the page to the left to see the additional pages.

TEST

[Dashboard](#)

Application

[Transcripts](#)

[References](#)

[Other Materials](#)

[Review Forms](#)

Personal Background

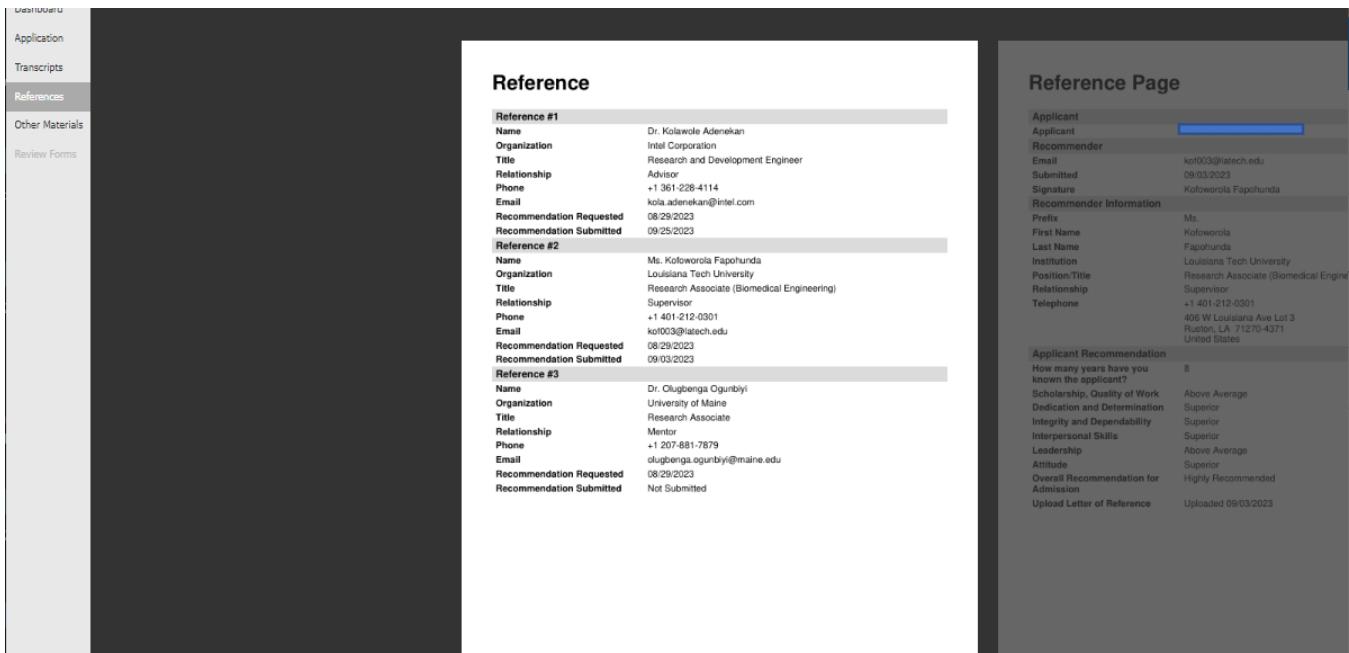
Form Title	Personal Background
Name	[REDACTED]
Prefix	[REDACTED]
First Name (Given)	[REDACTED]
Middle Name	[REDACTED]
Last Name (Family/Surname)	[REDACTED]
Preferred First Name (only if different from Legal Name)	[REDACTED]
Names ever gone by another last name	No
Addresses	[REDACTED]
Permanent Address	Abekutu Abekutu, Ogun 1000111 Nigeria
Mailing Address	Abekutu Abekutu, 1000111 Nigeria
Phone Number	[REDACTED]
Primary Phone	+234 708 721 3064
Student Mobile	+234 708 721 3064
Do we have permission to text you?	Yes
Biographical Information	[REDACTED]
Birthdate	04/01/1993
Legally Recognized Sex	F
Citizenship Information	[REDACTED]
Nation of Citizenship	Nigeria
Nation of Birth	Nigeria
Visa Type, if inside the US	F-1 Academic Student Visa
For the last twelve months, have you continuously lived in Tennessee?	No
Please tell us where you lived for the last twelve months. Also provide a time frame for when you moved to Tennessee.	Nigeria

Program Information

Form Title	Program Information
Student Type	Master's
Major	Chemistry (MS)
Start Term	Spring 2024

- The “Transcripts” option on the left menu will allow you to see an image of the transcript.

- The “References” option will provide images of the references and any attachments provided.



The image shows a software interface for managing application materials. On the left, a vertical menu lists 'Application', 'Transcripts', 'References' (which is the active tab), and 'Other Materials'. Below this is a 'Review Forms' section. The main content area is divided into two main sections: 'Reference' and 'Reference Page'.

Reference Section:

Reference #1

Name	Dr. Kolawole Adenekan
Organization	Intel Corporation
Title	Research and Development Engineer
Relationship	Advisor
Phone	+1 361-228-4114
Email	kola.adenekan@intel.com
Recommendation Requested	08/29/2023
Recommendation Submitted	09/25/2023

Reference #2

Name	Ms. Kotworola Fapohunda
Organization	Louisiana Tech University
Title	Research Associate (Biomedical Engineering)
Relationship	Supervisor
Phone	+1 401-212-0301
Email	kot003@latech.edu
Recommendation Requested	08/29/2023
Recommendation Submitted	09/03/2023

Reference #3

Name	Dr. Olugbenga Ogunbile
Organization	University of Maine
Title	Research Associate
Relationship	Mentor
Phone	+1 207-681-7879
Email	olugbenga.ogunbile@maine.edu
Recommendation Requested	08/29/2023
Recommendation Submitted	Not Submitted

Reference Page Section:

Applicant Information:

Applicant	[Redacted]
Recommender	[Redacted]
Email	kot003@latech.edu
Submitted	09/03/2023
Signature	Kotworola Fapohunda

Recommender Information:

Prefix	Ms.
First Name	Kotworola
Last Name	Fapohunda
Institution	Louisiana Tech University
Position/Title	Research Associate (Biomedical Engine
Relationship	Supervisor
Telephone	+1 401-212-0301

Applicant Recommendation:

How many years have you known the applicant?	8
Scholarship, Quality of Work	Above Average
Dedication and Determination	Superior
Integrity and Dependability	Superior
Interpersonal Skills	Superior
Leadership	Above Average
Attitude	Superior
Overall Recommendation for Admission	Highly Recommended

Upload Letter of Reference: Uploaded 09/03/2023

- “Other Materials” will include any documents submitted that do not fit one of the other categories