

Graduate Admission Evaluation Processing

Graduate Admission Evaluations will now be processed within our Slate application system. The part of Slate where the evaluations will be completed is called the **Reader**. 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

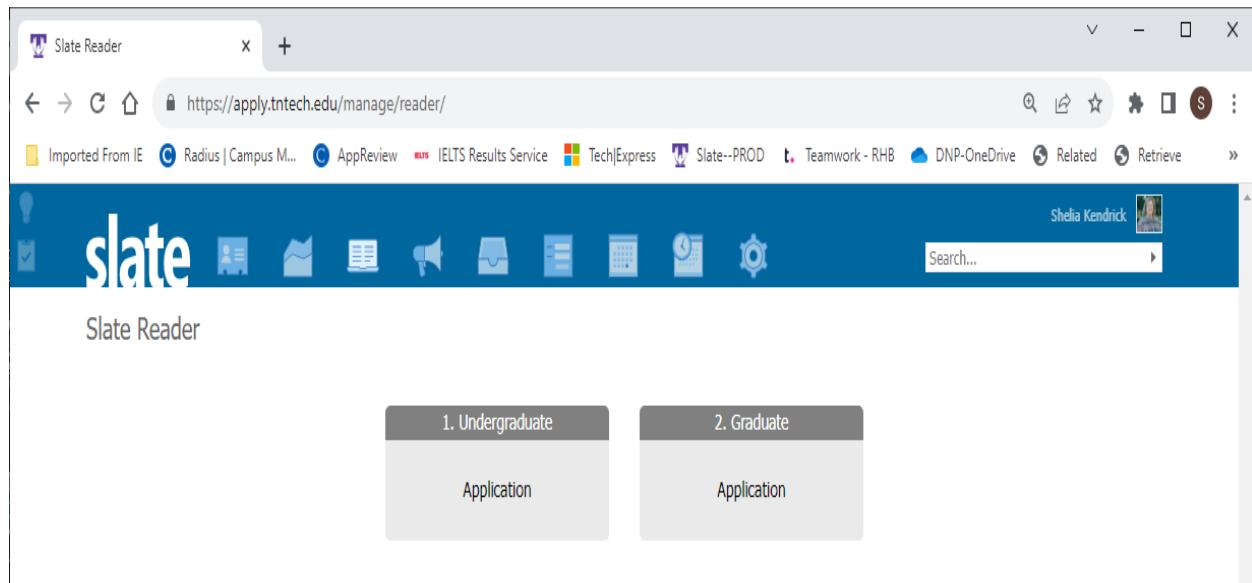
The basic workflow uses bins and queues.

- 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

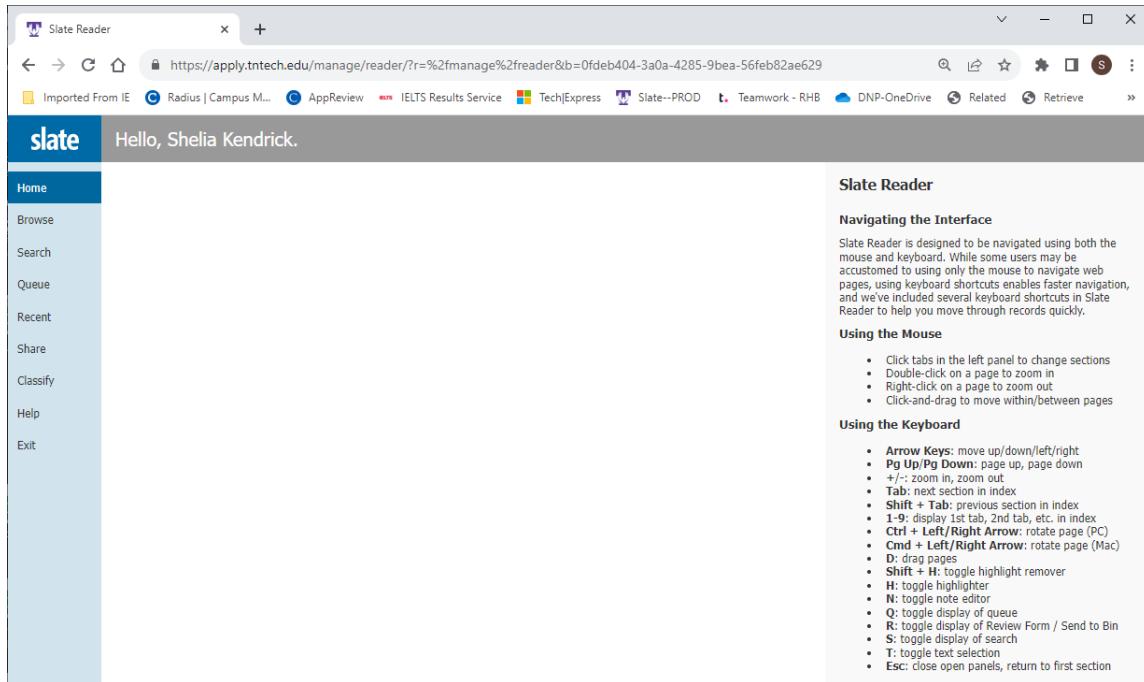
You will access Slate Reader through Tech Express by clicking the icon labeled **Slate**.

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



In order to view applications through the reader, you must have access to the population (based on program) of applications you want to view and to the bin the application currently resides in. You will not be able to see applications that have been added to your queue, unless you have the access mentioned.

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

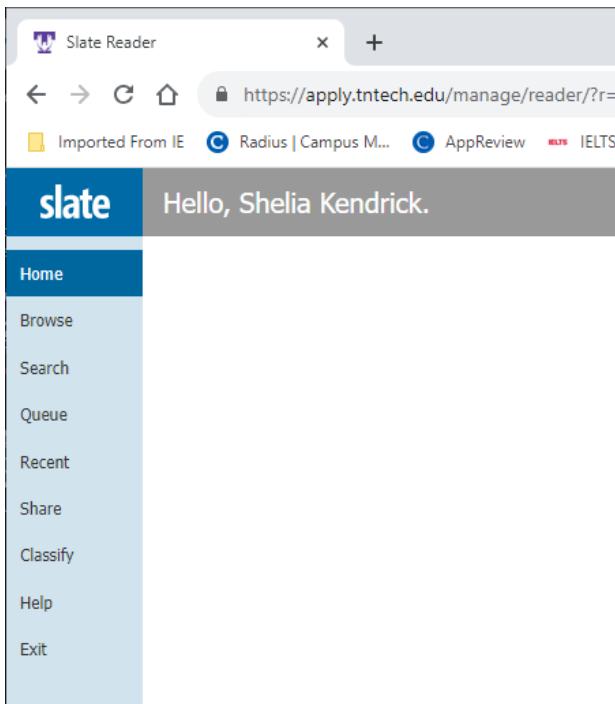
- Click tabs in the left panel to change sections
- Double-click on a page to zoom in
- Right-click on a page to zoom out
- Click-and-drag to move within/between pages

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

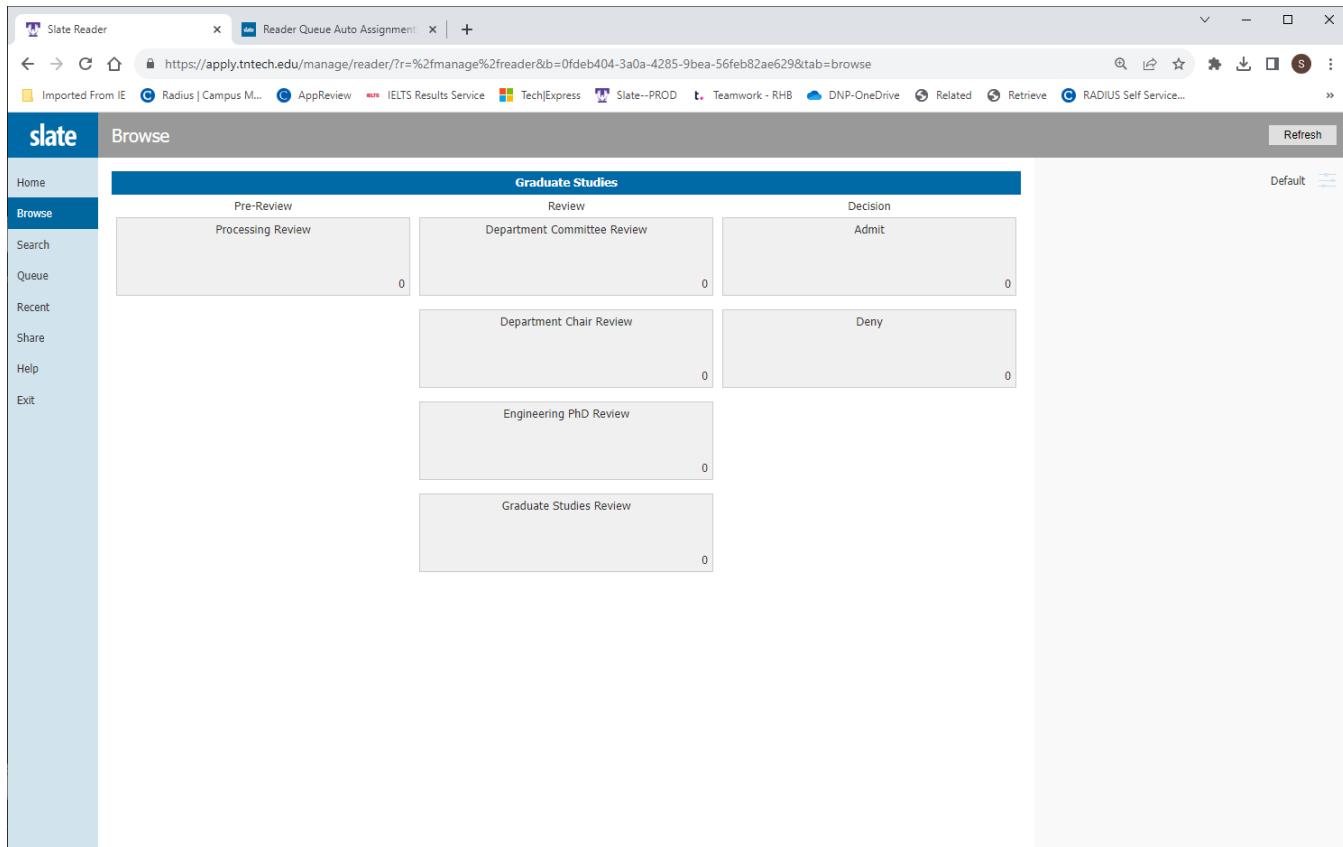
What Bins are Viewable

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



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", and "IELTS". 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. The "Browse" option is highlighted in the sidebar.

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.



Flow of the Application/Evaluation Process

When an applicant has submitted their application, paid the application fee, and submitted all required materials, their application file is moved into the “Processing Review” bin.

- At this point, Graduate Studies personnel will review the file to ensure that the correct materials were uploaded and input data related to the transcript GPA and test scores (if required). Once this has been finalized, the application file will be moved to the Department Committee Review bin.
- In the Department Committee Review bin, the application is completely ready to be evaluated.
 - The Review Committee members for the program will have the applicant’s file added to their Queue.
 - All committee members will provide evaluation information on each applicant and then assign to the next bin.
 - Once the Departmental Chair/Head Reviewer completes their evaluation, the application is then sent to the Graduate Studies bin (with the exception of majors in the Ph.D. program in Engineering).

Please note that all committee members must submit a decision before the application can be moved to the Department Chair Review bin.

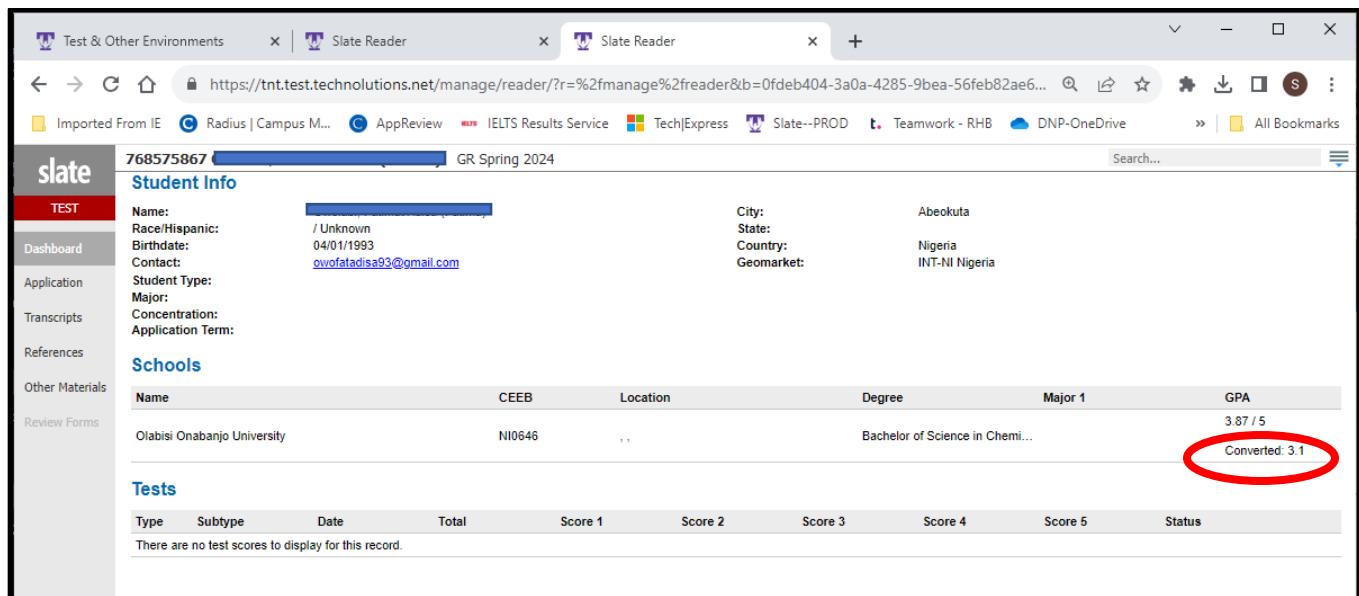
Processing a Graduate Admissions Evaluation—Department Review Committee Members

After successfully logging into the Slate Reader, select “Browse” from the Left Menu to see the bins and number of applications ready for review.

- You will only be able to process any applications listed in the Department Committee Review file.

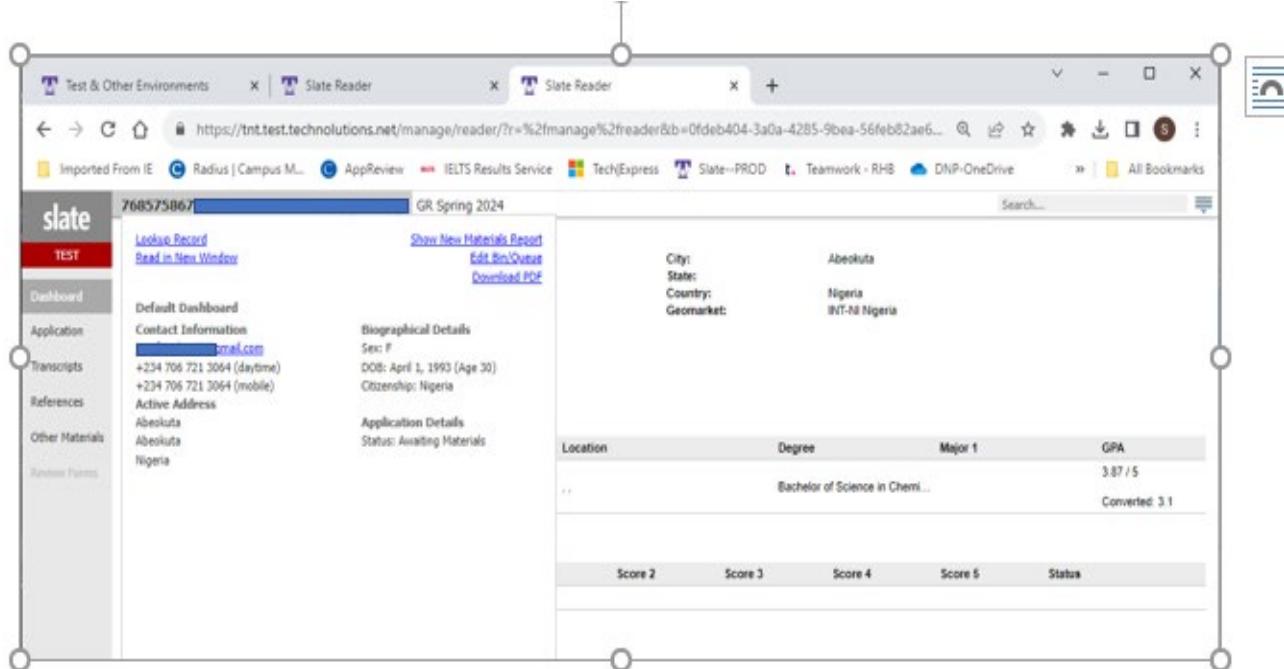
Select “Queue” from your Left Menu to begin the review process

- Click the line of the applicant you wish to process. You will see the applicant’s snapshot as shown below. Please note that if the GPA is not on a 4.0 scale, Slate will convert the GPA to a 4.0 scale and listed as “converted.” (No more transcript evaluations needed!)



The screenshot shows the Slate Reader application interface. The left sidebar has a 'TEST' tab selected, followed by 'Dashboard', 'Application', 'Transcripts', 'References', 'Other Materials', and 'Review Forms'. The main content area shows a student profile for application number 768575867, dated GR Spring 2024. The 'Student Info' section includes fields for Name (redacted), Race/Hispanic (Unknown), Birthdate (04/01/1993), Contact (pwofatadisa93@gmail.com), Student Type, Major, Concentration, and Application Term. The 'Schools' section lists Olabisi Onabanjo University with CEEB code NI0646 and a degree in Bachelor of Science in Chem... The 'Tests' section is empty. A red circle highlights the 'GPA' value of '3.87 / 5' in the 'Schools' table, which is annotated with 'Converted: 3.1'.

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



The screenshot shows a web browser window with two tabs open, both titled "Slate Reader". The active tab displays an applicant's profile. The profile includes the following information:

- Record ID:** 760575867
- GR Spring 2024**
- Contact Information:**
 - Default Dashboard
 - Radius | Campus M...
 - Radius | Campus M...
 - +234 706 721 3064 (daytime)
 - +234 706 721 3064 (mobile)
 - Active Address: Abeokuta, Nigeria
- Biographical Details:**
 - Sex: F
 - DOD: April 1, 1993 (Age 30)
 - Citizenship: Nigeria
- Application Details:**
 - Status: Awaiting Materials
- Geographic Information:**
 - City: Abeokuta
 - State: Nigeria
 - Country: Nigeria
 - Geomarket: INT-NI Nigeria
- Academic Record:**

Location	Degree	Major 1	GPA
...	Bachelor of Science in Chem...	3.87 / 5	Converted: 3.1

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

Applicant 7685

GR Spring 2024 Awaiting Materials

Dashboard Timeline GR Spring 2024 Awaiting Materials Profile Materials Details

GR Spring 2024

Awaiting Materials No decision on file.

Submitted August 29, 2023 Last updated September 25, 2023

Staff Assigned:

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 (Olabisi Onabanjo University)	Received	Copy	▼
✓ 08/29/2023 Passport Copy	Received	▼	
✓ 08/29/2023 Statement of Purpose	Received	▼	
✓ 09/03/2023 Recommendation (Kofoworola Fapohunda, Louisiana Tech University)	Received	▼	
✓ 09/25/2023 Recommendation (Kolawole Adenekan, Intel Corporation)	Received	▼	
Recommendation (Olugbenga Ogunbisi, University of Maine)	Hide	▼	

Materials

Date ▲	Description	Record	User
09/25/2023	Reference Kolawole Adenekan	This Application	Shelia Kendrick
09/25/2023	Transcript (Unofficial Copy) Olabisi Onabanjo University	Folio	Shelia 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: Olabisi Onabanjo University	Shelia Kendrick (i i)
09/25/2023	Received	Received: Reference (Kolawole Adenekan, Intel Corporation)	(i i)
09/03/2023	Received	Received: Reference (Kofoworola Fapohunda, Louisiana Tech University)	(i i)
08/29/2023	Payment	Payment Received: 40.00 USD	(i i)
08/29/2023	Received	Received: Statement of Purpose	(i i)
08/29/2023	Received	Received: Passport Copy	(i i)
08/29/2023	Payment	Payment Due: 40.00 USD	(i i)

- **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

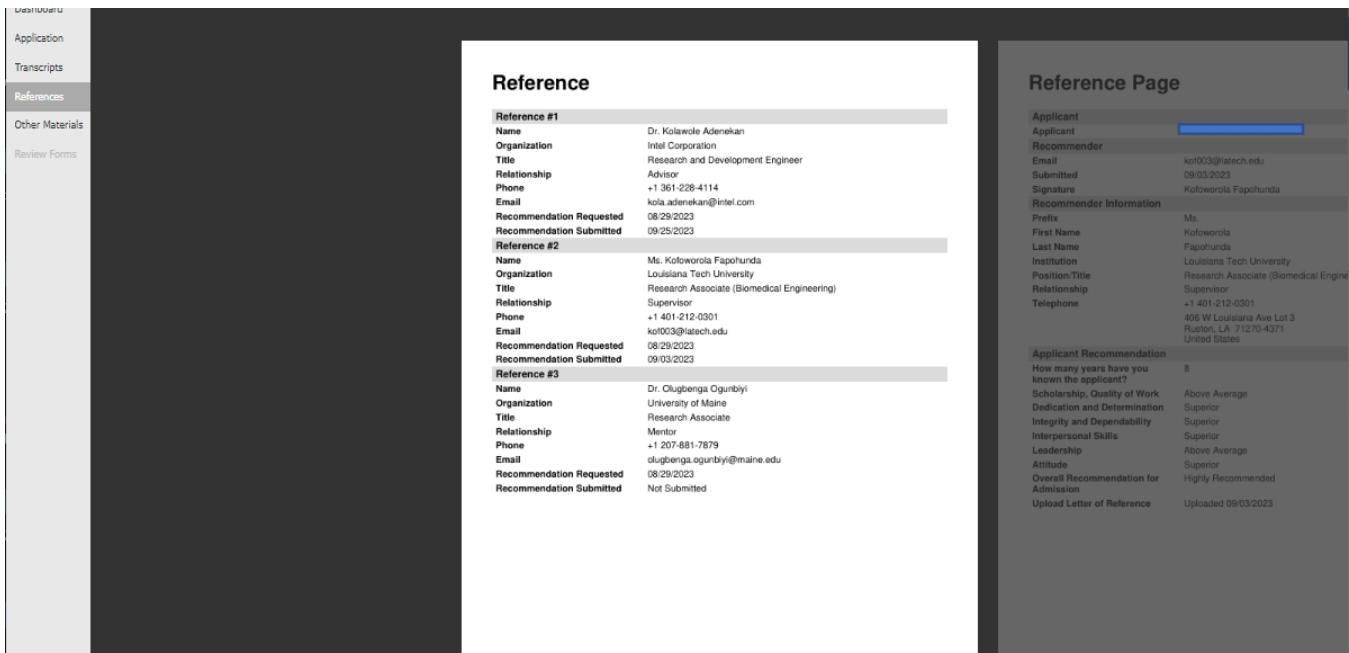
Form Title	Personal Background
Name	<input style="width: 100%; height: 40px; background-color: #ccc;" type="text"/>
Prefix	<input style="width: 100%; height: 40px; background-color: #ccc;" type="text"/>
First Name (Given)	<input style="width: 100%; height: 40px; background-color: #ccc;" type="text"/>
Middle Name	<input style="width: 100%; height: 40px; background-color: #ccc;" type="text"/>
Last Name (Family/Surname)	<input style="width: 100%; height: 40px; background-color: #ccc;" type="text"/>
Preferred First Name (only if different from Legal Name)	<input style="width: 100%; height: 40px; background-color: #ccc;" type="text"/>
Have you ever gone by another last name?	<input style="width: 100%; height: 40px; background-color: #ccc;" type="text"/>
Address	<input style="width: 100%; height: 40px; background-color: #ccc;" type="text"/>
Permanent Address	Abeokuta Abeokuta, Ogun, 1000111 Nigeria
Mailing Address	Abeokuta Abeokuta, 1000111 Nigeria
Phone Number	<input style="width: 100%; height: 40px; background-color: #ccc;" type="text"/>
Primary Phone	+234 705 721 3064
Student Mobile	+234 705 721 3064
Do we have permission to text you?	<input type="checkbox"/> Yes
Biographical Information	<input style="width: 100%; height: 40px; background-color: #ccc;" type="text"/>
Birthdate	04/01/1993
Legally Recognized Sex	F
Citizenship Information	<input style="width: 100%; height: 40px; background-color: #ccc;" type="text"/>
National Citizenship	Nigeria
Nation of Birth	Nigeria
Visa Type, if inside the US	P-1 Academic/Student Visa
For the past twelve months, have you continuously lived in Tennessee?	<input type="checkbox"/> No
Please tell us where you lived for the twelve months, and also provide a time frame for when you moved to Tennessee.	<input style="width: 100%; height: 40px; background-color: #ccc;" type="text"/>

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 user interface for an application system. On the left, a vertical sidebar lists navigation options: Application, Transcripts, References (which is the active tab), Other Materials, and Review Forms. The main content area is titled "Reference" and displays three reference entries, each with a "Reference #1", "Reference #2", and "Reference #3" section. Each section contains fields for Name, Organization, Title, Relationship, Phone, Email, Recommendation Requested, and Recommendation Submitted. The "Reference Page" on the right provides a detailed view of the applicant and recommender information, including applicant details (Name: Kofoworola Adenekan, Email: kof003@latech.edu, Submitted: 09/03/2023), recommender details (Name: Ms. Kofoworola Fapohunda, Email: kof003@latech.edu, Submitted: 09/03/2023), and an "Applicant Recommendation" table with columns for recommendation type and score (e.g., Above Average, Superior).

Applicant	Recommender
Applicant	Recommender
First Name	First Name
Last Name	Last Name
Institution	Institution
Position/Title	Position/Title
Relationship	Relationship
Telephone	Telephone

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

- “Other Materials” will include any documents submitted that do not fit one of the other categories
- “Review Forms” will now allow you to see the Review Forms other members of the review committee have submitted on the applicant

After reviewing the documents submitted, and you are ready to begin your formal review, simply click 'Review Form / Send to Bin" in the lower right corner of the window.

slate TEST 1 / 4, Application

Application

Dashboard
Transcripts
References
Other Materials
Review Forms

Personal Background

Form Title Personal Background

Name

Prefix
First Name (Given)
Middle Name
Last Name (Family/Surname)
Preferred First Name (only if different from Legal Name)

Have you ever gone by another last name? No

Address

Permanent Address
Abeokuta
Abeokuta, Ogun 1000111
Nigeria

Mailing Address
Abeokuta
Abeokuta, 1000111
Nigeria

Phone Number

Primary Phone +234 706 721 3064
Student Mobile +234 706 721 3064

Do we have permission to text you? Yes

Biographical Information

Birthdate 04/01/1993
Legally Recognized Sex F

Citizenship Information

Nation of Citizenship Nigeria
Nation of Birth Nigeria
Visa Type, If inside the US F-1 Academic/Student Visa
For the past twelve months, have you continuously lived in Tennessee? No

Please tell us where you lived for the twelve months, and 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

Remove from Queue Annotations Review Form / Send to Bin

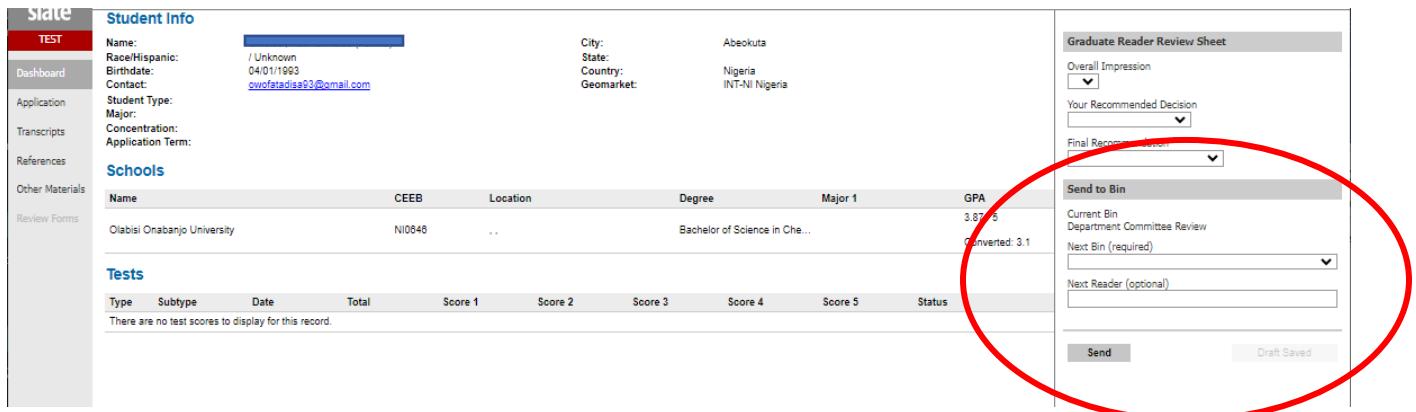
Once you have clicked “Review Form” the Reader Sheet will appear on the right side of your screen.

The screenshot shows the Graduate Reader Review Sheet interface. On the left, a sidebar menu includes 'STATE', 'TEST', 'Dashboard', 'Application' (which is selected), 'Transcripts', 'References', 'Other Materials', and 'Review Forms'. The main content area is titled 'Personal Background' and contains fields for Name, Address, Phone Number, and Biographical Information. To the right, a 'Program Information' section shows a note: '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.' Below this, it lists 'The current readers include:' followed by a list of names (redacted), and 'Current Bin: Department Committee Review'. At the bottom, there are 'Send' and 'Draft Saved' buttons, and a 'Review Form / Send to Bin' link.

From this example, you can see that this major has more than one individual on the Review Committee. **All committee members must submit their decision before the application can progress beyond the committee.**

*Please note that if Your Recommended Decision is either “Admit with Conditions” or “Deny” you must provide conditions (for reclassification to Full Standing) or explicit reason for denial. The information provided here **will appear** in the decision letter to the applicant exactly as entered in the field on the form.*

Once the final committee member has submitted their decision, there will appear an option of “Next Bin”



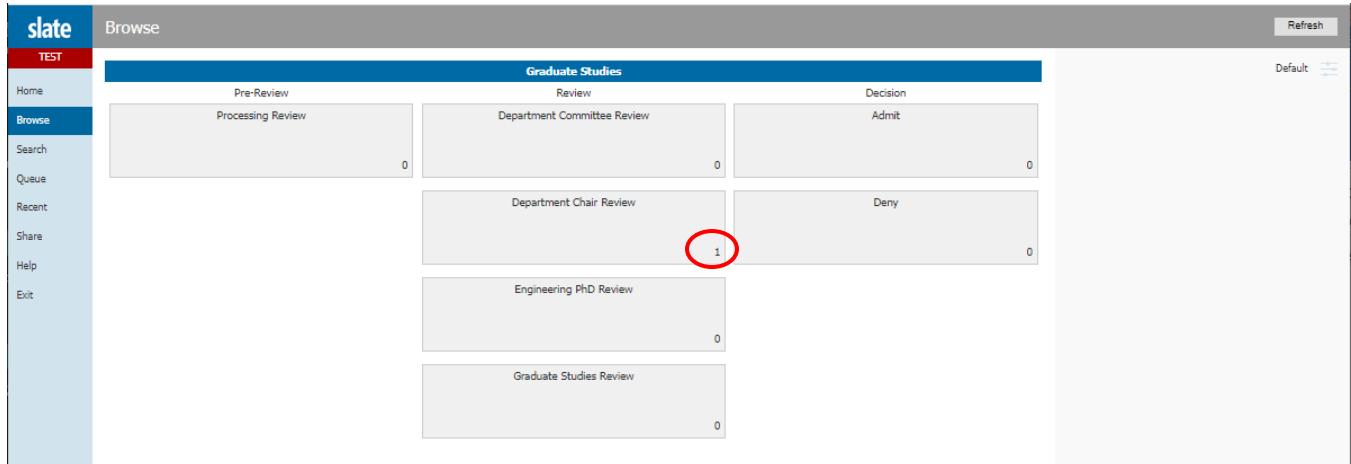
The screenshot shows the 'TEST' section of the Slate application. On the left, a sidebar lists 'Student Info', 'Schools', and 'Tests'. The 'Student Info' section contains fields for Name, Race/Hispanic, Birthdate, Contact, Student Type, Major, Concentration, and Application Term. The 'Schools' section lists Olabisi Onabanjo University with a CEEB code of NI0646. The 'Tests' section indicates no test scores are available. On the right, the 'Graduate Reader Review Sheet' is displayed, featuring fields for Overall Impression, Your Recommended Decision, Final Record Action, and a 'Send to Bin' section. The 'Send to Bin' section includes dropdowns for Current Bin (set to Department Committee Review) and Next Bin (set to Next Bin (required)). A red circle highlights this 'Next Bin (required)' field. Below these are fields for Next Reader (optional) and a 'Send' button.

The “Next Bin (required)” must have the **Department Chair Review** selected. Then Save.

Processing a Graduate Admissions Evaluation—Department Chair (Head Reviewer)

After successfully logging into the Slate Reader, select “Browse” from the Left Menu to see the bins and number of applications ready for review.

- You will only be able to process any applications listed in the Department Chair Review bin.



The screenshot shows the 'Browse' screen of the Slate TEST application. The left sidebar includes 'Home', 'Browse' (which is selected and highlighted in blue), 'Search', 'Queue', 'Recent', 'Share', 'Help', and 'Exit'. The main area is titled 'Graduate Studies' and shows four bins: 'Pre-Review' (0), 'Review' (0), 'Decision' (0), and 'Department Chair Review' (1). The 'Department Chair Review' bin is circled in red. Below these are 'Engineering PhD Review' (0) and 'Graduate Studies Review' (0). A 'Default' button is located in the top right corner.

Click on the “Department Chair Review” bin to see the applicants you need to review.

At the end of the application information on the right, please click on the “paper” (Display Copy) to open the record.

You will need to add the applicant record to your Queue. Simply click “Add to Queue” at the bottom left of the screen.

Slate

TEST

Name:	/ Unknown	City:	Abeokuta
Race/Hispanic:	04/01/1993	State:	Nigeria
Birthdate:	owofatadas93@gmail.com	Country:	INT-NI Nigeria
Contact:		Geomarket:	
Student Type:			
Major:			
Transcripts			
Concentration:			
Application Term:			

Schools

Name	CEEB	Location	Degree	Major 1	GPA
Olabisi Onabanjo University	N10648	..	Bachelor of Science in Chemistry		3.87 / 5
					Converted: 3.1

Tests

Type	Subtype	Date	Total	Score 1	Score 2	Score 3	Score 4	Score 5	Status
There are no test scores to display for this record.									

Add to Queue **Displaying Copy**

The next step, if you are ready to complete the admission review, is to click on “Review Form / Send to Bin” on the bottom right of the screen.

Remove from Queue **Annotations** **Review Form / Send to Bin**

You will now see the Review Sheet along the right side of your screen.

The screenshot shows the slate software interface. On the left, a sidebar menu includes 'TEST', 'Dashboard', 'Application', 'Transcripts', 'References', 'Other Materials', and 'Review Forms'. The main content area is titled 'Student Info' and contains fields for Name, Race/Hispanic, Birthdate, Contact, Student Type, Major, Concentration, and Application Term. It also lists 'Schools' (Olabisi Onabanjo University) and 'Tests' (none listed). On the right, the 'Graduate Reader Review Sheet' panel is open, showing sections for 'Overall Impression' (dropdown), 'Your Recommended Decision' (dropdown), 'Final Recommendation' (dropdown), 'Send to Bin' (checkbox), 'Current Bin' (dropdown), 'Next Bin (required)' (dropdown), 'Next Reader (optional)' (dropdown), a 'Send' button, and a 'Draft Saved' message.

Once you have completed the top portion of the Review Sheet, you are ready to complete the “Next Bin (required)” section. **SPECIAL NOTE:**

- If the application is for a **Ph.D. in Engineering major**, the Departmental Chair/head reviewer/designee will select **Next Bin** of “Engineering PhD Review” to route for the final admission decision.
- If the application is for **any other major**, the Departmental Chair/head reviewer/designee will select the **Next Bin** of ‘Graduate Studies Review’.
- For the Ph.D. in Engineering majors, once the Engineering PhD Review has entered a final admission decision, the **Next Bin** will be ‘Graduate Studies Review’.