

Slate — Batch Application Decisions

You will need:



Internet connection



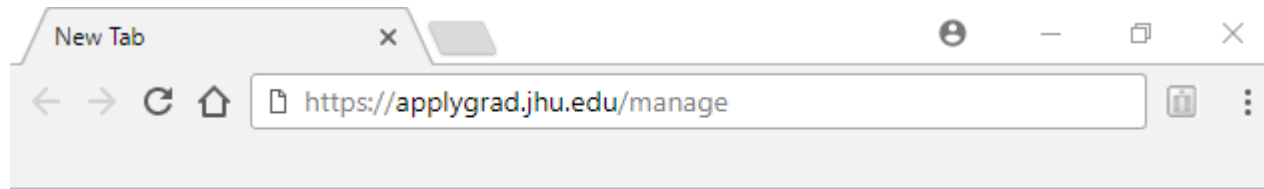
Your JHED ID and password



Web browser: Firefox, Safari or Chrome

1

<https://applygrad.jhu.edu/manage>



Enter your
JHED credentials

A screenshot of the Johns Hopkins University & Medicine login page. The page has a blue header with the text "JOHNS HOPKINS UNIVERSITY & MEDICINE". Below the header, it says "Enter your Login ID and Password". There are two input fields: "Login ID" and "Password". Below these fields is a "Login" button. At the bottom of the page, there are links for "First time JHED User?", "Forgot Password", "Login Problems?", and "Frequently". The footer of the page says "© 2018 Johns Hopkins Institution".

2

Click Slate Reader.

The screenshot shows the Slate application interface. At the top is a dark blue header bar. On the left, the word "slate" is written in white. To its right are several icons: a person, an envelope, a document with a magnifying glass (highlighted by a callout), a megaphone, a folder, a list, a calendar, a clock, and a gear. On the far right of the header, the text "Ann Shiu Logout" is visible. Below the header, the text "Welcome, Ann." is displayed. A callout box points to the document icon, showing a "Reader" menu with the option "Slate Reader". Below the welcome message, there are four columns of user posts. The first column is from @Technolutions, the second from @abbythebluehen, the third from @ZibblesWibbles, and the fourth from @zach_kuba. On the right side of the interface, there are links for "Details" and "Supervised Login", and social media icons for Facebook and Twitter.

slate

Ann Shiu Logout

Search...

Welcome, Ann.

Reader

Slate Reader

@Technolutions

We're so excited for #SharkWeek that we just keep swimming Round, and Round, and Round.

@abbythebluehen

I just got back from a week-long vacation and all these new #Slate features are live... How am I supposed to

@ZibblesWibbles

I love using #Slate for all my admissions worker needs! Fun and accesible :-) thx @Technolutions

@zach_kuba

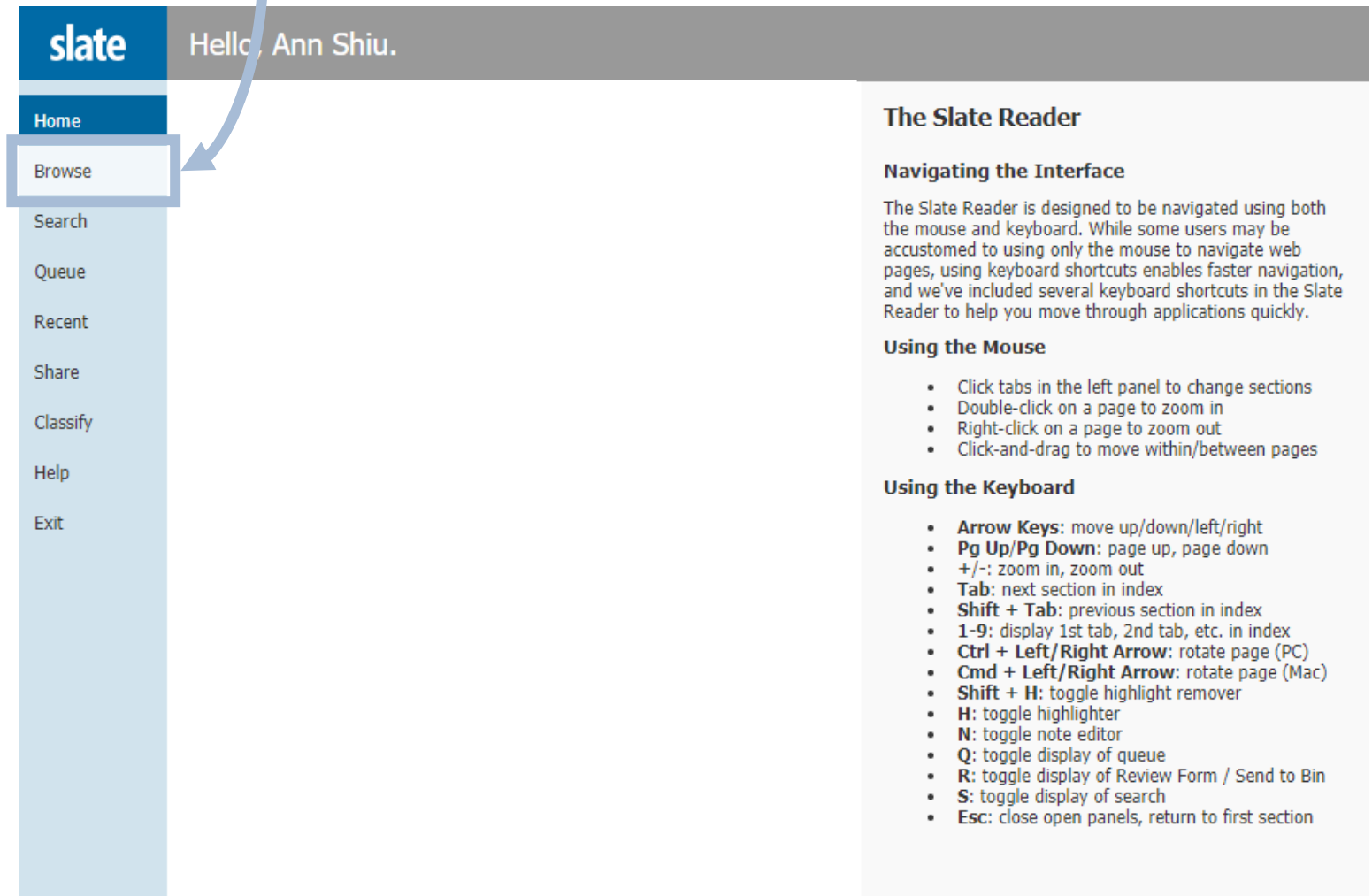
Me before and after using #Slate on this early Monday morning @Technolutions

Details Supervised Login

f

③

Click Browse.



The screenshot shows the Slate application interface. At the top, there is a header bar with the 'slate' logo on the left and 'Hello, Ann Shiu.' on the right. Below the header, there is a vertical sidebar on the left containing a list of menu items: Home, Browse, Search, Queue, Recent, Share, Classify, Help, and Exit. The 'Browse' item is highlighted with a blue box, and a blue arrow points to it from the text 'Click Browse.' above. The main content area on the right is titled 'The Slate Reader' and contains two sections: 'Navigating the Interface' and 'Using the Mouse'. The 'Using the Mouse' section contains a bulleted list of instructions for navigating the application using a mouse.

The Slate Reader

Navigating the Interface

The 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 the Slate Reader to help you move through applications quickly.

Using the Mouse

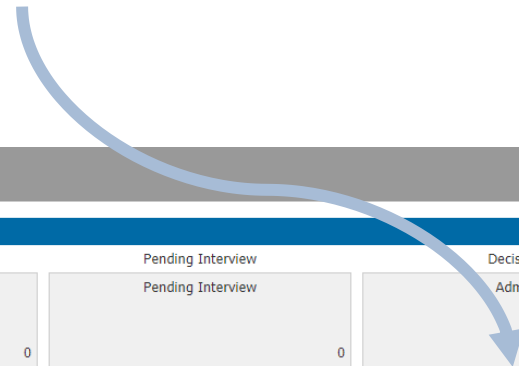
- Click tabs in the left panel to change sections
- Double-click on a page to zoom in
- Right-click on a page to zoom out
- Click-and-drag to move within/between pages

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)
- **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
- **Esc:** close open panels, return to first section

4

Click the bin you are processing decisions for.



slate		Browse				
Home Browse Search Queue Recent Share Classify Help Exit	School of Education					Filter NOT
	Pre-Review	Review	Committee	Pending Interview	Decision	
	Awaiting Submission	Reader 1	Committee A	Pending Interview	Admit	
	563	5	0	0	0	
	Awaiting Materials	Reader 2	Committee B		Admit With Requirements	
	39	0	0		0	
	Awaiting Review	Reader 3	Committee C		Applicant Withdrawal	
	0	0	0		0	
	Awaiting Assignment	Final Review	Final Committee Review		Deferred Offer	
	1	1	0		0	
	Program Review	Pre-decision			Deny - Grades	
	52	0			0	
					Deny - Incomplete	
					0	
					Waitlisted	
					0	

5

Click Build Query.



slate
Applications (57)

Build Query

Classify

Refresh

-5

+5

Add to Queue (0)

Name	Program	Bin	Ref
	Doctor of Education EdD (Online)	School of Education - ED - Program Review	268372227
	MS Clinical Mental Health Counseling	School of Education - ED - Program Review	726533886
	MS Clinical Mental Health Counseling	School of Education - ED - Program Review	077342861
	Doctor of Education EdD (Online)	School of Education - ED - Program Review	870020071
	Doctor of Education EdD (Online)	School of Education - ED - Program Review	797036784
	MS Clinical Mental Health Counseling	School of Education - ED - Program Review	516489224

Prev

Next

Search...

Pre-Review - ED - Program Review

ED Reader View

Filter

NOT

(

OR

)

Join

Round Key

IN ED

6

Click Run Query.



The screenshot shows the Slate application interface. At the top is a blue header bar with the 'slate' logo on the left and a search bar on the right containing the text 'Search...'. Below the header is a navigation bar with several icons. A large blue arrow originates from the number '6' in the top left and points to a button labeled 'Run Query' in a dropdown menu on the right side of the page. The dropdown menu also includes 'Preview Results', 'Display SQL', and 'Save Copy'. On the left side of the page, under the 'Quick Query' section, the 'User' is listed as 'Ann Shiu' and the 'Base' is 'Applications by Population'. Below this is an 'Exports' section with a table listing various data fields.

Quick Query

User: [Ann Shiu](#)

Base: Applications by Population

Exports

Name		
Program		
Bin		
Ref		
Users		
Readers		
Notes		

Export
Literal
Existence

7

Select Decision from the Output dropdown.

slate

All Queries > Quick Query

Quick Query

Output

Excel Spreadsheet

Export Destinations

- Excel Spreadsheet
- Deliver Mailing
- Portal
- Report Builder
- Comma-Delimited CSV File
- Tab-Delimited File
- PDF Document Export
- Decision Letter Export to Word
- PDF Report
- HTML Report
- Mail Merge Word Document

Batch Management

- Activity
- Bin
- Decision
- Generate PIN
- Interaction
- Priority

Rows 1-39 of 39

Name
Abt, Michelle
Adejumo (Ojo), Oluronke Ab
Alvarenga, Daniel
Ariett, Max
Bailey, Antonio
Band (Band), Mallory
Blanks, Carroll
Brightbill, Tara
Cheney (Cheney), Karl
Chou, Stephanie Rae
DeFillipo, Nicole
Drake (O'Carroll), B. Susan

Search...

Notes

8

Click Export.

slate

All Queries > Quick Query

Quick Query

Output

Decision

Export

Rows 1-57 of 57

Name	Program	Bin	Ref
Akinmoladun, Ayokunle Olumide (Ayo...	Doctor of Education EdD (Online)	School of Education - ED - Program R...	268372227
Anderson (Anderson), Victoria Eliza...	MS Clinical Mental Health Counseling	School of Education - ED - Program B...	776523886

9

Select the decision from the Code dropdown.

10

Complete the remaining fields.

The screenshot shows the 'Slate' application interface with a 'Decision Management' section. A dropdown menu is open, displaying a list of decision codes. The menu is titled 'Select Decision' and includes options such as 'Clear Decision', 'Admit', 'Admit Conditional', 'Admit Conditional/Accept', 'Admit Conditional/Decline', 'Admit With Requirements', 'Admit With Requirements/Accept', 'Admit With Requirements/Decline', 'Admit/Accept', 'Admit/Decline', 'Applicant Withdrawal', 'Deferred Offer', 'Denied', and 'Waitlisted'. A blue arrow points from the instruction 'Select the decision from the Code dropdown.' to the dropdown menu.

The screenshot shows the 'Slate' application interface with a 'Decision Management' section. The form fields are visible: 'Code' (set to 'Admit With Requirements'), 'Reason' (empty), 'Letter' (set to 'Default for Decision'), and 'Status' (checkbox for 'Confirm decisions immediately upon updating.'). A blue arrow points from the instruction 'Complete the remaining fields.' to the 'Reason' field.

Reason — select the reason if applicable.

Letter —select the decision letter.

Status — check the status checkbox to confirm decisions immediately.

11

Select the applications to be assigned using the check box next to the name or the top box to check all.

The screenshot displays the Slate Decision Management interface. At the top, there's a blue header with the 'slate' logo and navigation icons. Below the header, there's a search bar and a breadcrumb trail: 'All Queries > Quick Query > Results'. The main section is titled 'Decision Management' and contains several filter fields: 'Code' (set to 'Admit With Requirements'), 'Reason' (set to 'Pending Final Transcript'), 'Letter' (set to '2018-09-09 - Admit With Requirements - BU Admit with Requirements'), and 'Status' (with a checked box for 'Confirm decisions immediately upon updating.'). Below these filters are two buttons: 'Update Selected (57)' and 'Update All (57)'. A blue arrow points from the circled number '11' to the 'Update Selected (57)' button. Below the buttons is a table with columns: 'Rows 1-57 of 57', 'Prev', 'Next', 'Search...', 'Decision Management:...', 'Decision Management:...', 'Decision Management:...', 'Name', 'Program', 'Bin', 'Ref', and 'User'. The first column of the table contains checkboxes, and a blue arrow points from the circled number '11' to this column. The table lists various application decisions, including 'Doctor of Education EdD', 'MS Clinical Mental Health', and 'MS Urban Teachers - Seco...'. Each row has a checkbox in the first column, and the table is scrollable.

12

Click Update Selected.

slate

Ann Shiu Logout

Search...

All Queries > Quick Query > Results

Decision Management

Code: Admit With Requirements

Reason: Pending Final Transcript

Letter: 2018-09-09 Admit With Requirements - BU Admit with Requirements

Status: ☒ Confirm decisions immediately upon updating.

Update Selected (57) Update All (57)

Rows 1-57 of 57 Prev Next

Decision Management...	Decision Management...	Decision Management...	Name	Program	Bin	Ref	User
<input checked="" type="checkbox"/>				Doctor of Education EdD (...)	School of Education - ED -...	268372227	Cathy
<input checked="" type="checkbox"/>				MS Clinical Mental Health ...	School of Education - ED -...	726533886	Kyua
<input checked="" type="checkbox"/>				MS Clinical Mental Health ...	School of Education - ED -...	077342861	Kyua
<input checked="" type="checkbox"/>				Doctor of Education EdD (...)	School of Education - ED -...	870020071	Cathy
<input checked="" type="checkbox"/>				Doctor of Education EdD (...)	School of Education - ED -...	797036784	Cathy
<input checked="" type="checkbox"/>				MS Clinical Mental Health ...	School of Education - ED -...	516489224	Kyua
<input checked="" type="checkbox"/>				MS Urban Teachers - Seco...	School of Education - ED -...	015450624	Brittz
<input checked="" type="checkbox"/>				Doctor of Education EdD (...)	School of Education - ED -...	696787866	Cathy
<input checked="" type="checkbox"/>				Doctor of Education EdD (...)	School of Education - ED -...	365225017	Cathy
<input checked="" type="checkbox"/>				MS School Counseling (Flex)	School of Education - ED -...	077074465	Kyua
<input checked="" type="checkbox"/>				Doctor of Education EdD (...)	School of Education - ED -...	073607780	Cathy
<input checked="" type="checkbox"/>				MS Urban Teachers - Seco...	School of Education - ED -...	449398995	Brittz
<input checked="" type="checkbox"/>				MS Urban Teachers - Ele...	School of Education - ED -...	722601680	Brittz
<input checked="" type="checkbox"/>				Doctor of Education EdD (...)	School of Education - ED -...	234341747	Cathy
<input checked="" type="checkbox"/>				MS Urban Teachers - Seco...	School of Education - ED -...	217508389	Brittz
<input checked="" type="checkbox"/>				MS Urban Teachers - Seco...	School of Education - ED -...	446865383	Brittz
<input checked="" type="checkbox"/>				Doctor of Education EdD (...)	School of Education - ED -...	905660046	Cathy
<input checked="" type="checkbox"/>				MS Urban Teachers - Seco...	School of Education - ED -...	121092711	Brittz
<input checked="" type="checkbox"/>				Doctor of Education EdD (...)	School of Education - ED -...	246312461	Cathy

Using this process, the applications will change to a status of **Awaiting Release**. Applications will await processing through the Decision Release Tool.