

Slate — Batch Application

Reader Assignment

You will need:



Internet connection



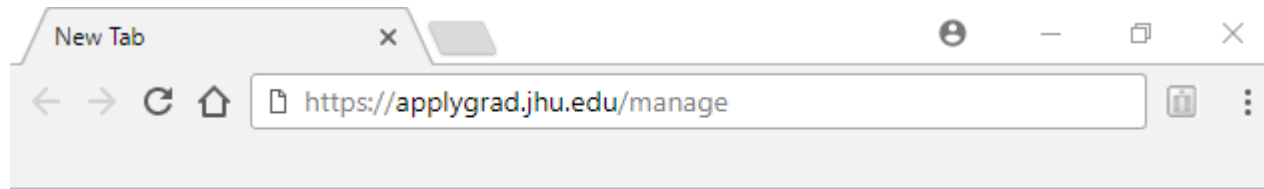
Your JHED ID and password



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, it says "Ann Shiu Logout" next to a lock icon. Below the header, the text "Welcome, Ann." is displayed. A callout box points to the document icon with the text "Reader" and "Slate Reader". Below the header, there are four user profile cards. The first card is for "@Technolutions" with a "slate" logo and text about #SharkWeek. The second card is for "@abbythebluehen" with text about a week-long vacation. The third card is for "@ZibblesWibbles" with text about using #Slate for admissions. The fourth card is for "@zach_kuba" with text about using #Slate on Monday morning. On the right side, there are links for "Details" and "Supervised Login", and social media icons for Facebook and Twitter.

slate

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.

slate Hello, Ann Shiu.

Home

Browse

Search

Queue

Recent

Share

Classify

Help

Exit

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 that is being assigned.

The screenshot shows the 'Slate' application interface. On the left is a sidebar with navigation links: Home, Browse, Search, Queue, Recent, Share, Classify, Help, and Exit. The main content area is titled 'Browse' and 'School of Education'. It displays a grid of application bins organized into columns: Pre-Review, Review, Committee, Pending Interview, and Decision. The 'Awaiting Materials' bin in the Pre-Review column is highlighted with a blue box, and a blue arrow points to it from the instruction above.

Pre-Review	Review	Committee	Pending Interview	Decision
Awaiting Submission 563	Reader 1 5	Committee A 0	Pending Interview 0	Admit 0
Awaiting Materials 39	Reader 2 0	Committee B 0		Admit With Requirements 0
Awaiting Review 0	Reader 3 0	Committee C 0		Applicant Withdrawal 0
Awaiting Assignment 1	Final Review 1	Final Committee Review 0		Deferred Offer 0
Program Review 52	Pre-decision 0			Deny - Grades 0
				Deny - Incomplete 0
				Waitlisted 0

5

Click Build Query.

slate
Applications (39)

Build Query

Classify

Refresh

-5

+5

Add to Queue (0)

	Name	Program	Bin	Ref	
Home	Abt, Michelle	MS Gifted Education	School of Education - Awaiting Materials	036288792	
Browse	Adejumo (Ojo), Oluronke Abolade	Doctor of Philosophy PhD	School of Education - Awaiting Materials	167804423	
Search	Alvarenga, Daniel	Post-Master's Cert Clinical Mental Health Counseling	School of Education - Awaiting Materials	254581497	
Queue	Arlett, Max	MAT/Elementary (Flex)	School of Education - Awaiting Materials	390852087	
Recent	Bailey, Antonio	MS Urban Teachers - Elementary	School of Education - Awaiting Materials	944354659	
Share	Band (Band), Mallory Ed Barger	MS Educational Studies/Interdisciplinary	School of Education - Awaiting Materials	654943117	
Classify	Blanks, Carroll	Grad Cert Gifted Education	School of Education - Awaiting Materials	467956229	
Help					

PrevNext

Search...

Pre-Review - Awaiting Materials

ED Reader View

FilterNOT (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...'. Between the logo and search bar is a row of icons representing various features. In the top right corner of the header, the text 'Ann Shiu Logout' is visible. Below the header, the main content area is divided into sections. On the left, there is a 'Quick Query' section with a 'User' field set to 'Ann Shiu' and a 'Base' field set to 'Applications by Population'. Below this is an 'Exports' section containing a table with columns for 'Name', 'Program', 'Bin', 'Ref', 'Users', 'Readers', and 'Notes'. Each row in the table has a small icon and a red 'X' in the rightmost column. To the right of the 'Exports' table is a vertical list of buttons: 'Export', 'Literal', and 'Existence'. On the right side of the main content area, there is a vertical menu with four buttons: 'Run Query', 'Preview Results', 'Display SQL', and 'Save Copy'. A blue arrow originates from the text 'Click Run Query.' and points directly to the 'Run Query' button, which is also highlighted with a blue rectangular border.

slate

Ann Shiu Logout

Search...

All Queries

Quick Query

User [Ann Shiu](#)

Base Applications by Population

Exports

Name	Program	Bin	Ref	Users	Readers	Notes

Run Query

Preview Results

Display SQL

Save Copy

Export

Literal

Existence

7

Select **Bin** from the **Output** dropdown.

The screenshot shows the Slate application interface. The 'Output' dropdown menu is open, displaying a list of export destinations and batch management options. The 'Bin' option is highlighted in the 'Batch Management' section. A blue arrow points from the 'Output' label to the 'Bin' option.

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

- Bin** (highlighted)
- Checklist
- Decision
- Field
- Generate PIN
- Interaction
- Priority

8

Click **Export**.

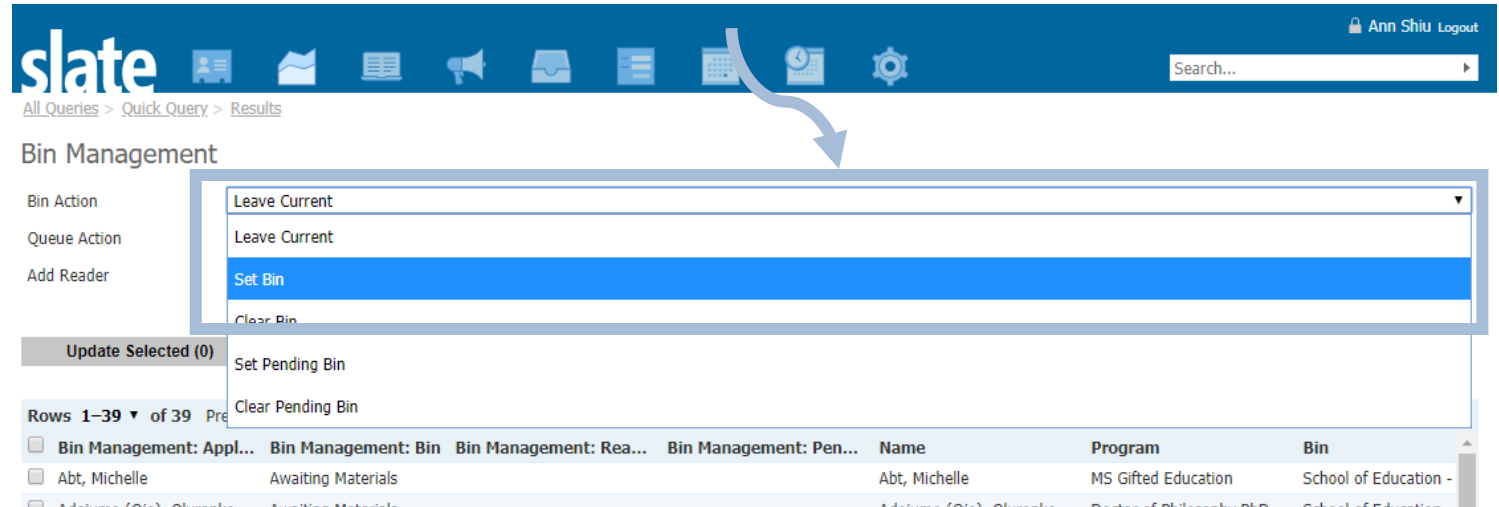
The screenshot shows the Slate application interface. The 'Output' dropdown is set to 'Bin'. The 'Export' button is highlighted. A blue arrow points from the 'Export' button to the 'Export' label.

Export

Name	Program	Bin	Ref	Users	Readers
Abt, Michelle	MS Gifted Education	School of Education - Awaiting Mat...	036288792		
Adejumo (Ojo), Oluronke Abolade	Doctor of Philosophy PhD	School of Education - Awaiting Mat...	167804423		
Alvarenga, Daniel	Post-Master's Cert Clinical Mental H...	School of Education - Awaiting Mat...	254581497		

9

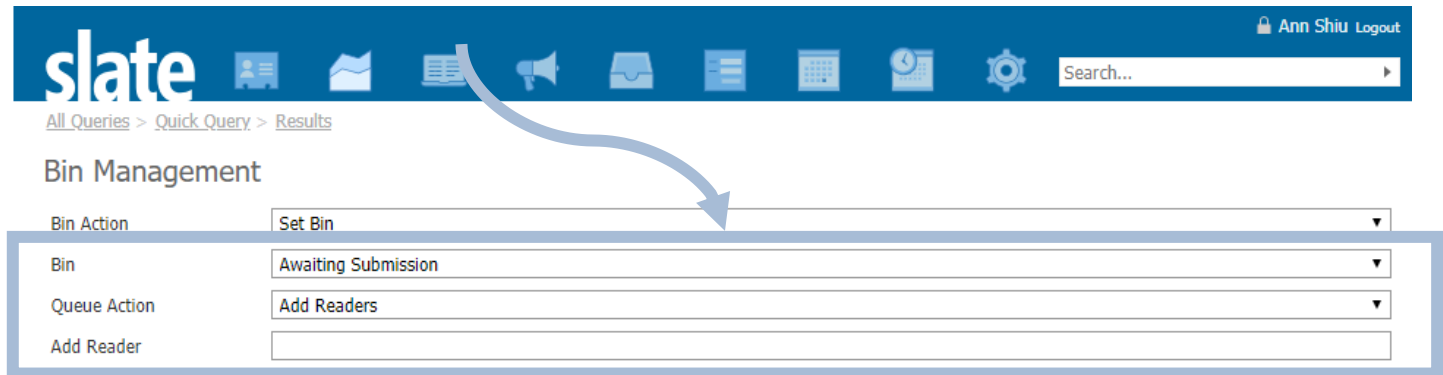
Select Set Bin from the Bin Action dropdown.



The screenshot shows the Slate application interface. At the top is a blue header with the 'slate' logo, navigation icons, and a search bar. Below the header is a breadcrumb trail: [All Queries](#) > [Quick Query](#) > [Results](#). The main section is titled 'Bin Management'. On the left, there are three labels: 'Bin Action', 'Queue Action', and 'Add Reader'. The 'Bin Action' dropdown menu is open, showing four options: 'Leave Current', 'Leave Current', 'Set Bin' (highlighted in blue), and 'Clear Bin'. Below the dropdown is a button labeled 'Update Selected (0)'. Underneath that is a table with columns: 'Bin Management: Appl...', 'Bin Management: Bin', 'Bin Management: Rea...', 'Bin Management: Pen...', 'Name', 'Program', and 'Bin'. The table contains two rows of data.

10

Complete the remaining fields.



The screenshot shows the same Slate application interface as before, but now the 'Bin Action' dropdown is closed and the 'Bin' dropdown is open. The 'Bin' dropdown shows four options: 'Awaiting Submission' (highlighted), 'Awaiting Materials', 'Awaiting Review', and 'Awaiting Submission'. The 'Queue Action' dropdown is also open, showing four options: 'Add Readers' (highlighted), 'Add Readers', 'Add Readers', and 'Add Readers'. The 'Add Reader' field is empty.


Bin— select the bin the applications will be sent to.

Queue Action—set to Add Readers.

Add Reader—enter the reader/readers for assignment.

11

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

slate  Ann Shiu Logout

[All Queries](#) > [Quick Query](#) > [Results](#)

Bin Management

Bin Action:

Bin:

Queue Action:

Add Reader:

Rows	Bin Management: Appl...	Bin Management: Bin	Bin Management: Rea...	Bin Management: Pen...	Name	Program	Bin
<input checked="" type="checkbox"/>	Michelle	Awaiting Materials			Abt, Michelle	MS Gifted Education	School of Education -
<input checked="" type="checkbox"/>	Adejumo (Ojo), Oluronke ...	Awaiting Materials			Adejumo (Ojo), Oluronke ...	Doctor of Philosophy PhD	School of Education -
<input checked="" type="checkbox"/>	Alvarenga, Daniel	Awaiting Materials			Alvarenga, Daniel	Post-Master's Cert Clinical ...	School of Education -
<input checked="" type="checkbox"/>	Arlett, Max	Awaiting Materials			Arlett, Max	MAT/Elementary (Flex)	School of Education -
<input checked="" type="checkbox"/>	Bailey, Antonio	Awaiting Materials			Bailey, Antonio	MS Urban Teachers - Ele...	School of Education -
<input checked="" type="checkbox"/>	Band (Band), Mallory	Awaiting Materials	Ed Bargeron		Band (Band), Mallory	MS Educational Studies/In...	School of Education -
<input checked="" type="checkbox"/>	Blanks, Carroll	Awaiting Materials			Blanks, Carroll	Grad Cert Gifted Education	School of Education -
<input checked="" type="checkbox"/>	Brightbill, Tara	Awaiting Materials			Brightbill, Tara	MAT/Elementary (Flex)	School of Education -
<input checked="" type="checkbox"/>	Cheney (Cheney), Karl	Awaiting Materials			Cheney (Cheney), Karl	Doctor of Education EdD (...)	School of Education -
<input checked="" type="checkbox"/>	Chou, Stephanie Rae	Awaiting Materials			Chou, Stephanie Rae	Grad Cert Urban Education	School of Education -
<input checked="" type="checkbox"/>	DeFillipo, Nicole	Awaiting Materials			DeFillipo, Nicole	MS Urban Teachers - Ele...	School of Education -
<input checked="" type="checkbox"/>	Drake (O'Carroll), B. Susa...	Awaiting Materials			Drake (O'Carroll), B. Susa...	Doctor of Education EdD (...)	School of Education -
<input checked="" type="checkbox"/>	Duran (Duran), Libia	Awaiting Materials			Duran (Duran), Libia	MS School Counseling (Flex)	School of Education -
<input checked="" type="checkbox"/>	Ecker, Joshua Alexander (...)	Awaiting Materials			Ecker, Joshua Alexander (...)	Doctor of Education EdD (...)	School of Education -
<input checked="" type="checkbox"/>	Eggleton, Chang	Awaiting Materials			Eggleton, Chang	Grad Cert Gifted Education	School of Education -
<input checked="" type="checkbox"/>	Ferguson, William Claibor...	Awaiting Materials	Ed Bargeron	Final Committee Review	Ferguson, William Claibor...	MS Educational Studies TF...	School of Education -
<input checked="" type="checkbox"/>	Gou (Gou), Jian	Awaiting Materials			Gou (Gou), Jian	Doctor of Education EdD (...)	School of Education -
<input checked="" type="checkbox"/>	Green, Danielle	Awaiting Materials			Green, Danielle	MS Urban Teachers - Ele...	School of Education -
<input checked="" type="checkbox"/>	Inga, Dino	Awaiting Materials			Inga, Dino	Grad Cert Gifted Education	School of Education -

12

Click Update Selected.

slate

Ann Shiu Logout

All Queries > Quick Query > Results

Bin Management

Bin Action

Set Bin

Bin

Awaiting Materials

Queue Action

Add Reader

Add Reader

Ed Barger

Update Selected (39)

Update All (39)