

Slate — Batch Application

Reader Assignment

You will need:



Internet connection



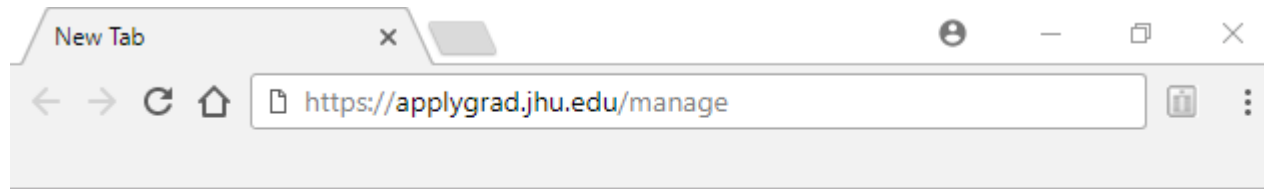
Your JHED ID and password



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 features the university's name in a large, serif font at the top. Below the name, it says "Enter your Login ID and Password". There are two input fields: "Login ID" and "Password". A "Login" button is positioned below the password field. At the bottom right, there are links for "First time JHED User?", "Forgot Password", "Login Problems?", and "Frequently Asked Questions". The footer includes the text "© 2018 Johns Hopkins Institution".

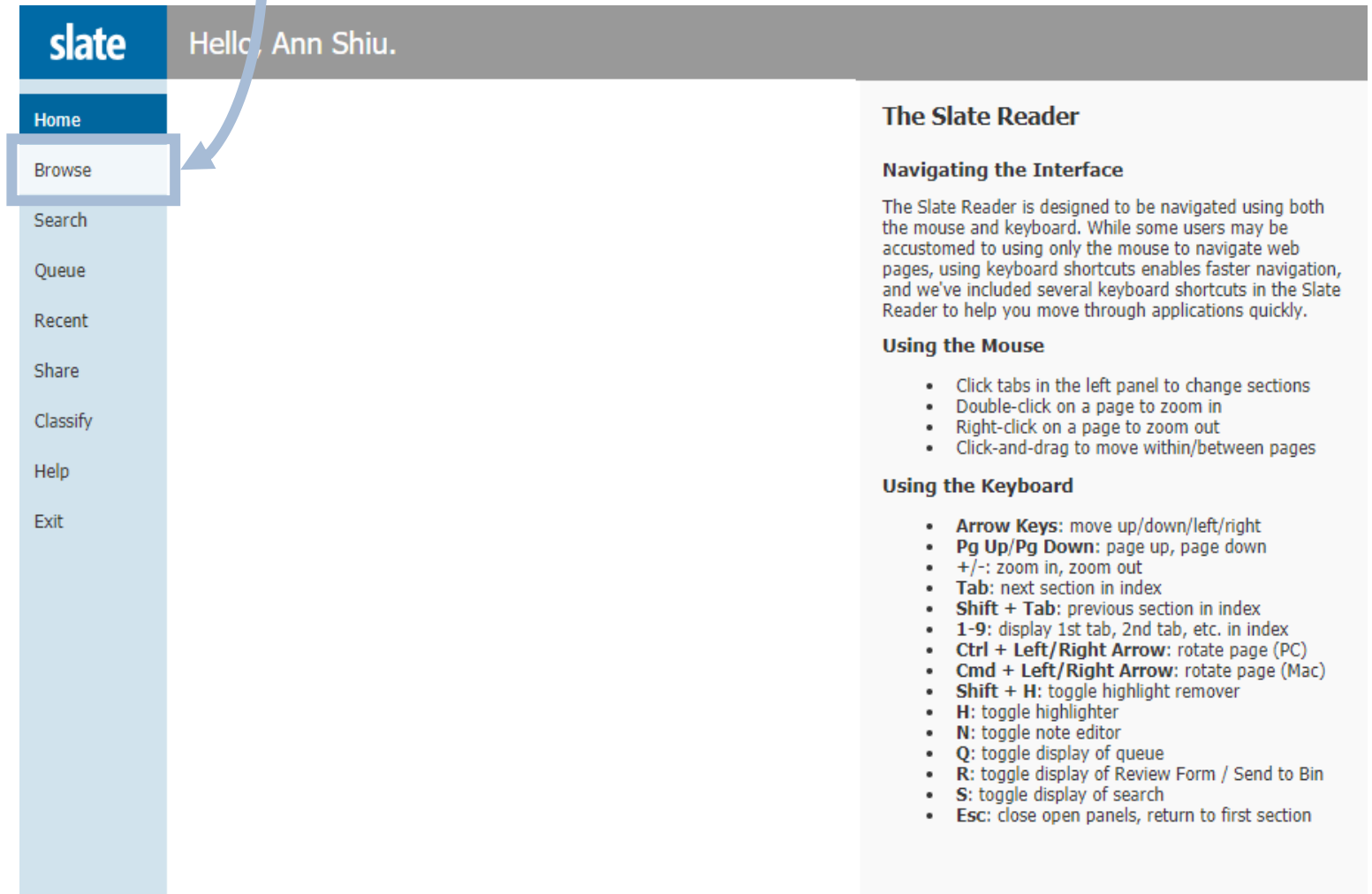
2

Click Slate Reader.

The screenshot shows the Slate application interface. At the top is a dark blue navigation bar with the 'slate' logo on the left and a search bar on the right containing the text 'Search...'. In the center of the navigation bar is a menu icon (a square with a white border) which is highlighted by a white box. A white arrow points from the large number '2' in the top left of the slide to this menu icon. Below the navigation bar, the main content area displays a 'Welcome, Ann.' message. Below the welcome message are four columns of social media posts. The first column is from '@Technolutions' and the others are from '@abbythebluehen', '@ZibblesWibbles', and '@zach_kuba'. On the right side of the main content area, there are links for 'Details' and 'Supervised Login', and social media icons for Facebook and Twitter.

3

Click Browse.



The screenshot shows the Slate application interface. At the top, there is a dark grey header bar with the 'slate' logo on the left and the text 'Hello, Ann Shiu.' on the right. Below the header is a vertical navigation menu on the left side, containing the following items: Home, Browse, Search, Queue, Recent, Share, Classify, Help, and Exit. The 'Browse' item is highlighted with a light blue background and a white border. A blue arrow points from the '3' in the top left towards the 'Browse' item. To the right of the navigation menu is the main content area, which is currently empty.

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



Click the bin that is being assigned.

slate Browse

Home

Browse

Search

Queue

Recent

Share

Classify

Help

Exit

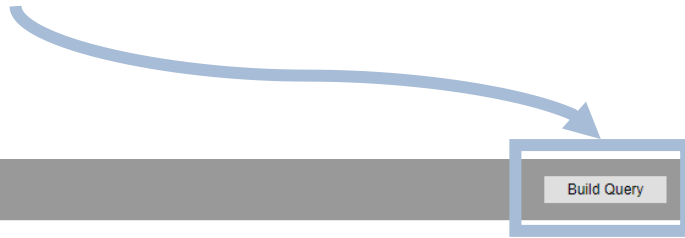
School of Education

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

Filter NOT



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 Bargeron	MS Educational Studies/Interdisciplinary	School of Education - Awaiting Materials	654943117	
Classify	Blanks, Carroll	Grad Cert Gifted Education	School of Education - Awaiting Materials	467956229	
Help					

Prev Next

Search...

Pre-Review - Awaiting Materials

ED Reader View

Filter NOT (OR) Join

Round Key IN ED

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Click Run Query.

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

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Select Bin 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

- Bin
- Checklist
- Decision
- Field
- Generate PIN
- Interaction
- Priority

Rows 1-39 of 39

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

Search...

Users

Notes

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Click Export.

slate

All Queries > Quick Query

Quick Query

Output

Bin

Export

Rows 1-39 of 39

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		

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Select Set Bin from the Bin Action dropdown.

The screenshot shows the Slate application interface. At the top, there is a navigation bar with the 'slate' logo, several icons, and a search bar. Below the navigation bar, the breadcrumb trail reads 'All Queries > Quick Query > Results'. The main heading is 'Bin Management'. On the left, there are labels for 'Bin Action', 'Queue Action', and 'Add Reader'. The 'Bin Action' dropdown menu is open, showing options: 'Leave Current', 'Leave Current', 'Set Bin' (highlighted in blue), and 'Clear Bin'. Below the dropdown, there are buttons for 'Update Selected (0)', 'Set Pending Bin', and 'Clear Pending Bin'. At the bottom, a table is partially visible with columns for 'Name', 'Program', and 'Bin'. The first row shows 'Abt, Michelle' with 'MS Gifted Education' and 'School of Education -'.

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Complete the remaining fields.

This screenshot shows the same Slate interface as the previous one, but with the 'Bin Action' dropdown set to 'Set Bin'. The 'Bin' dropdown is set to 'Awaiting Submission', and the 'Queue Action' dropdown is set to 'Add Readers'. The 'Add Reader' field is currently empty. An arrow points from the 'Queue Action' dropdown to the 'Add Reader' field.

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

Queue Action—set to Add Readers.

Add Reader—enter the reader/readers for assignment.

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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 -

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Click Update Selected.

Bin Management

Bin Action: Set Bin

Bin: Awaiting Materials

Queue Action: Add Reader

Add Reader: Ed Bargeron

Update Selected (39) Update All (39)

Rows 1-39 of 39	Bin Management: Appl...	Bin Management: Bin	Bin Management: Rea...	Bin Management: Pen...	Name	Program	Bin
<input checked="" type="checkbox"/>	Abt, 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 -