

# Slate — Release Decision Tool

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You will need:



Internet connection



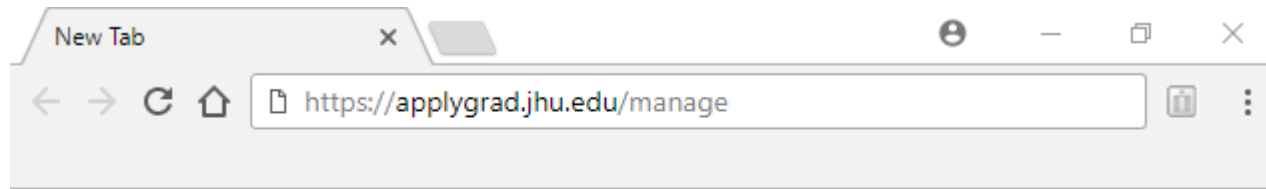
Your JHED ID and password



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. 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 "© 2018 Johns Hopkins Institution".

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Click Database.

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. The search bar contains the text 'Search...' and a right-pointing arrow. In the center of the navigation bar is a gear icon, which is highlighted with a light blue box. Below the navigation bar, the text 'Welcome, Ann.' is displayed. Below the welcome message is a social media feed with four posts. The first post is from '@Technolutions' and the third is from '@zach\_kuba'. On the right side of the page, there are links for 'Details' and 'Supervised Login', and social media icons for Facebook and Twitter. A blue arrow originates from the number '2' in the top left and points to the gear icon in the navigation bar. A light blue box highlights the gear icon, and another light blue box highlights the 'Database' menu item that appears below it.

Ann Shiu Logout

Search...

Welcome, Ann.

Database  
Database

Details Supervised Login

slate @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

f

🐦

3

Click Release Decisions.

The screenshot shows the Slate application interface. At the top is a dark blue header with the 'slate' logo on the left and a user profile 'Ann Shiu Logout' on the right. Below the header is a navigation bar with various icons. The main content area is titled 'Database' and contains a 'Pinned Features' section with instructions: 'To pin a feature or tool, access the feature or tool and then pin the item in your recent item list under the Database menu.' Below this are four main categories: 'Records', 'Applications', 'Decisions', and 'Reader'. Each category has a list of sub-items. The 'Decisions' category is highlighted with a blue box, and the 'Release Decisions' item within it is also highlighted with a blue box. A blue arrow points from the text 'Click Release Decisions.' to the 'Release Decisions' link. Other categories include 'Automations', 'Import', 'Queries', and 'Messages', each with their respective sub-items.

Database

Pinned Features

To pin a feature or tool, access the feature or tool and then pin the item in your recent item list under the Database menu.

| Records   | Applications  | Decisions   | Reader   |
|---|---|---|--|
| <a href="#">Fields</a><br><a href="#">Tabs</a><br><a href="#">Prompts</a><br><a href="#">Materials</a><br><a href="#">Checklists</a><br><a href="#">Tests</a><br><a href="#">Tags</a><br><a href="#">Activity &amp; Interaction Codes</a><br><a href="#">Datasets</a><br><a href="#">Entities</a> | <a href="#">Application Editor</a><br><a href="#">Application Periods</a><br><a href="#">Application Rounds</a><br><a href="#">Application Logic</a><br><a href="#">Teasers</a><br><a href="#">Essays (retired)</a> | <a href="#">Release Decisions</a><br><a href="#">Decision Codes</a><br><a href="#">Decision Reasons</a> | <a href="#">Reader Bins</a><br><a href="#">Reader Review Forms</a><br><a href="#">Reader Tab Groups</a><br><a href="#">Reader Tab Materials</a><br><a href="#">Workflows</a><br><a href="#">Merge Fields</a> |

| Automations  | Import  | Queries  | Messages  |
|--|---|--|---|
| <a href="#">Rules Editor</a><br><a href="#">Populations</a><br><a href="#">Origin Groups</a><br><a href="#">Origin Sources</a> | <a href="#">Upload Dataset</a><br><a href="#">Batch Acquire</a><br><a href="#">Consolidate Records</a><br><a href="#">SFTP Explorer</a> | <a href="#">Query Exports/Filters</a><br><a href="#">Query Bases</a><br><a href="#">Export/Filter References</a><br><a href="#">Standard Query Library</a> | <a href="#">Deliver Configuration</a><br><a href="#">DKIM Configuration</a><br><a href="#">Email Deliverability</a><br><a href="#">Communications History</a> |



Click Awaiting Release.

**slate** [Icons: Home, Mail, Messages, Alerts, Calendar, Settings] Search...

### Awaiting Release

Decision Groups

- Select All
- School of Education, Admit, Accepted Offer (1)
- School of Education, ED FA18 Cert Sch Admin Online, Admit Conditional, Pending Final Transcript (1)

Add Filter

Filter NOT ( OR )

Display

School of Education, Admit, Accepted Offer (1)

| <input checked="" type="checkbox"/> Applicant ▲                    | Prerequisite | Pages | Date       |                         |
|--|--------------|-------|------------|-------------------------|
| <input checked="" type="checkbox"/> <a href="#">Tester, Nicole</a> |              |       | 08/07/2018 | <a href="#">Preview</a> |

School of Education, ED FA18 Cert Sch Admin Online, Admit Conditional, Pending Final Transcript (1)

| <input checked="" type="checkbox"/> Applicant ▲              | Prerequisite | Pages | Date       |                         |
|--|--------------|-------|------------|-------------------------|
| <input checked="" type="checkbox"/> <a href="#">Guy, New</a> |              |       | 08/30/2018 | <a href="#">Preview</a> |

In order to ensure that decisions are released on the specific date and time, please specifically select the date and time (in Eastern Time) that you want to release decisions.

Release Date:  Time (Eastern Time):


Expiration Date (optional):  Time (Eastern Time):

Release

- [Overview](#)
- [Awaiting Confirmation](#)
- [Awaiting Assignment](#)
- Awaiting Release**
- [Queued for Release](#)
- [Recently Released](#)



Select the applicable check boxes next to Decision Groups.

**slate**  Search...

### Awaiting Release

Decision Groups

- Select All
- School of Education, Admit, Accepted Offer (1)
- School of Education, ED FA18 Cert Sch Admin Online, Admit Conditional, Pending Final Transcript (1)

Add Filter    Filter    NOT    (    OR    )

**Display**

School of Education, Admit, Accepted Offer (1)

| <input checked="" type="checkbox"/> Applicant ▲ | Prerequisite | Pages | Date       |                         |
|---|--------------|-------|------------|-------------------------|
| <a href="#">Tester, Nicole</a>                  |              |       | 08/07/2018 | <a href="#">Preview</a> |

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| <input checked="" type="checkbox"/> Applicant ▲ | Prerequisite | Pages | Date       |                         |
|---|--------------|-------|------------|-------------------------|
| <a href="#">Guy, New</a>                        |              |       | 08/30/2018 | <a href="#">Preview</a> |

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**Release**

[Overview](#)

[Awaiting Confirmation](#)

[Awaiting Assignment](#)

**Awaiting Release**

[Queued for Release](#)

[Recently Released](#)

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Select the applications to be released in each group.

**slate** [Icons: Mail, Calendar, Settings, etc.] Search...

### Awaiting Release

Decision Groups

- Select All
- School of Education, Admit, Accepted Offer (1)
- School of Education, ED FA18 Cert Sch Admin Online, Admit Conditional, Pending Final Transcript (1)

Add Filter: Filter NOT ( OR )

Display

| School of Education, Admit, Accepted Offer (1)                     |              |       |            |                         |
|--|--------------|-------|------------|-------------------------|
| <input checked="" type="checkbox"/> Applicant ▲                    | Prerequisite | Pages | Date       |                         |
| <input checked="" type="checkbox"/> <a href="#">Tester, Nicole</a> |              |       | 08/07/2018 | <a href="#">Preview</a> |

| School of Education, ED FA18 Cert Sch Admin Online, Admit Conditional, Pending Final Transcript (1) |              |       |            |                         |
|---|--------------|-------|------------|-------------------------|
| <input checked="" type="checkbox"/> Applicant ▲   | Prerequisite | Pages | Date       |                         |
| <input checked="" type="checkbox"/> <a href="#">Guy, New</a>  |              |       | 08/30/2018 | <a href="#">Preview</a> |

In order to ensure that decisions are released on the specific date and time, please specifically select the date and time (in Eastern Time) that you want to release decisions.

Release Date:  Time (Eastern Time):

Expiration Date (optional):  Time (Eastern Time):

**Release**

- [Overview](#)
- [Awaiting Confirmation](#)
- [Awaiting Assignment](#)
- Awaiting Release**
- [Queued for Release](#)
- [Recently Released](#)



Select the release date and time.  
*Note: expiration date is optional.*

**slate** Search...

### Awaiting Release

Decision Groups  Select All  
 School of Education, Admit, Accepted Offer (1)  
 School of Education, ED FA18 Cert Sch Admin Online, Admit Conditional, Pending Final Transcript (1)

Add Filter

School of Education, Admit, Accepted Offer (1)

| <input checked="" type="checkbox"/> Applicant ▲                    | Prerequisite | Pages | Date       |                         |
|--|--------------|-------|------------|-------------------------|
| <input checked="" type="checkbox"/> <a href="#">Tester, Nicole</a> |              |       | 08/07/2018 | <a href="#">Preview</a> |

School of Education, ED FA18 Cert Sch Admin Online, Admit Conditional, Pending Final Transcript (1)

| <input checked="" type="checkbox"/> Applicant ▲              | Prerequisite | Pages | Date       |                         |
|--|--------------|-------|------------|-------------------------|
| <input checked="" type="checkbox"/> <a href="#">Guy, New</a> |              |       | 08/30/2018 | <a href="#">Preview</a> |

In order to ensure that decisions are released on the specific date and time, please specifically select the date and time (in Eastern Time) that you want to release decisions.

Release Date  Time (Eastern Time)

Expiration Date (optional)  Time (Eastern Time)

- [Overview](#)
- [Awaiting Confirmation](#)
- [Awaiting Assignment](#)
- Awaiting Release**
- [Queued for Release](#)
- [Recently Released](#)





Click Release.

The applications will go into the **Queued for Release** status where they will be processed once the date/time is reached.

**slate** [Icons: Home, Mail, Messages, Alerts, Calendar, Settings] Search...

### Awaiting Release

Decision Groups

- Select All
- School of Education, Admit, Accepted Offer (1)
- School of Education, ED FA18 Cert Sch Admin Online, Admit Conditional, Pending Final Transcript (1)

Add Filter: Filter NOT ( OR )

Display

School of Education, Admit, Accepted Offer (1)

| <input checked="" type="checkbox"/> Applicant ▲ | Prerequisite | Pages | Date       |                         |
|---|--------------|-------|------------|-------------------------|
| <a href="#">Tester, Nicole</a>                  |              |       | 08/07/2018 | <a href="#">Preview</a> |

School of Education, ED FA18 Cert Sch Admin Online, Admit Conditional, Pending Final Transcript (1)

| <input checked="" type="checkbox"/> Applicant ▲ | Prerequisite | Pages | Date       |                         |
|---|--------------|-------|------------|-------------------------|
| <a href="#">Guy, New</a>                        |              |       | 08/30/2018 | <a href="#">Preview</a> |

In order to ensure that decisions are released on the specific date and time, please specifically select the date and time (in Eastern Time) that you want to release decisions.

Release Date: 08/31/2018 Time (Eastern Time): 11:00 AM

Expiration Date (optional): 09/03/2018 Time (Eastern Time): 12:00 AM

**Release**

- [Overview](#)
- [Awaiting Confirmation](#)
- [Awaiting Assignment](#)
- Awaiting Release**
- [Queued for Release](#)
- [Recently Released](#)