

Slate — Application Review and Evaluation Process

You will need:



Internet connection



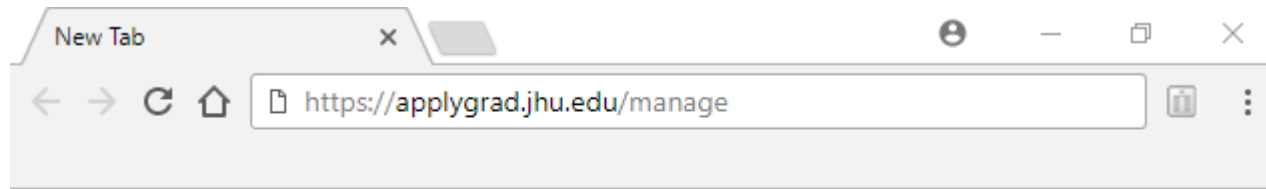
Your JHED ID and password



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 the text "© 2018 Johns Hopkins Institution".

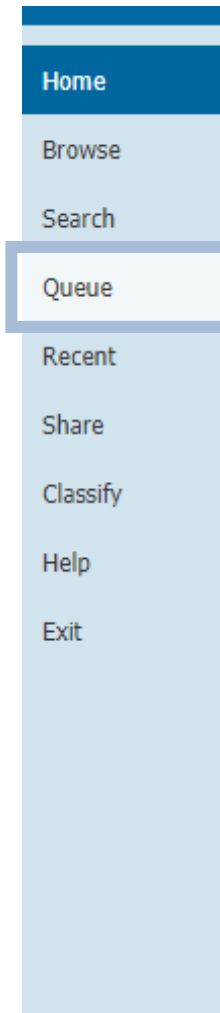
2

Click Slate Reader.

The screenshot shows the top navigation bar of the Slate application. On the left is the 'slate' logo. To its right is a row of icons: a person, an envelope, a document (highlighted with a blue box and a white arrow pointing to it), a megaphone, a folder, a list, a calendar, a clock, and a gear. On the far right of the bar is a search box with the text 'Search...' and a user profile for 'Ann Shiu' with a 'Logout' link. Below the navigation bar, the main content area displays a 'Welcome, Ann.' message and a grid of social media posts. A tooltip box labeled 'Reader' with a 'Slate Reader' icon is positioned over the document icon in the navigation bar. 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 Queue.



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

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Click to select an application to evaluate.

The screenshot shows the 'slate' application interface. The top navigation bar includes the 'slate' logo, 'Queue (1)', and buttons for 'Build Query', 'Classify', 'Refresh', and 'Remove from Queue (0)'. A left sidebar contains navigation options: Home, Browse, Search, Queue (highlighted), Recent, Share, Classify, Help, and Exit. The main content area displays a table with the following data:

Applicant	Bin	Ref
Hopfensperger, Derrick ▶ Adrian Hinson	ED - Reader 1	296337

To the right of the table is a search and filter panel with a 'Search...' input field, a dropdown menu set to 'All Bins', another empty dropdown menu, and buttons for 'Filter', 'NOT', '(', 'OR', ')', and 'Join'.

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Click **Review Form/Send to Bin**, located in the lower right corner, to launch the reader pane for evaluation.

The screenshot displays the Slate application review interface. The top navigation bar includes the 'slate' logo, application ID '296337', candidate name 'Hopfensperger, Derrick', and program details 'ED SU19 MS Spe Mild/Moderate (Flex)'. A 'Prospect Migration' button and a search field are also visible. The left sidebar lists various review sections, with 'Reader Review' highlighted. The main content area is divided into two panels: 'Biographical Information' and 'ED Identify Your Status'. The 'Biographical Information' panel contains the following data:

Biographical	
Prefix	Mr.
First Name	Derrick
Last Name	Hopfensperger
Sex	Male
Birthdate	

Contact	
Email	
Phone	+1 (888) 222-2222
Mailing Address	123 University Ave. Irvine, CA 92714-5000 United States

Citizenship	
Citizenship Status	United States Citizen
Primary Citizenship	United States

Ethnicity	
Hispanic	No
Race	White

The 'ED Identify Your Status' panel shows the form title 'School of Education Status' and a question: '* Have you previously applied to the School of Education?' with 'No' selected. At the bottom right, a button labeled 'Review Form / Send to Bin' is highlighted with a blue box and an arrow pointing to it from the instruction text above.

During the evaluation, click the tabs on the left to view documents associated with this specific applicant.

Documents

Review Pane

The screenshot displays the Slate application review interface for applicant Derrick Hopfensperger. The interface is divided into three main sections: a left-hand navigation menu, a central data entry area, and a right-hand review pane.

Navigation Menu (Documents):

- Application
- Identify Your S...
- Program Details
- Disposition Sur...
- Resume/CV
- Transcripts
- References
- Essay
- Test Scores
- TOEFL Waiver ...
- Reader Review
- Committee Re...

Central Data Entry Area:

Biographical Information

Biographical	
Prefix	Mr.
First Name	Derrick
Last Name	Hopfensperger
Sex	Male
Birthdate	
Contact	
Email	
Phone	+1 (800) 755-5400
Mailing Address	
	United States
Citizenship	
Citizenship Status	United States Citizen
Primary Citizenship	United States
Ethnicity	
Hispanic	No
Race	White

ED Identify Your Status

Form Title: ED Identify Your Status

School of Education Status: * Have you previously applied to the School of Education? (No)

Review Pane (PROGRAM RATING & DECISION PROCESSING FORM 1):

GPA Information

- UG Cum GPA: 3.58
- UG Cum Date: October 18, 2018
- UG Earned Credits: 119
- Grad Cum GPA: []
- Grad Cum GPA Date: []
- Grad Earned Credits: []
- Grad Partial GPA: []
- Grad Partial GPA Date: []
- Grad Partial Credits: []

Undergraduate degree conferred: Yes No

Graduate degree conferred: Yes No

Cohort Information: []

Reader Evaluation: []

Transcripts

Cum GPA less than 2.7 must be approved by PAL

- Academic Transcripts 1 - UG
- Cum GPA UG less than 2.7
- Cumulative GPA UG: 2.7-3.0
- Cumulative GPA UG: 3.1-3.5

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Select the next bin to send the application to. This is located at the bottom of the reader pane.

The screenshot displays the Slate application review interface for a prospect named Derrick Hopfensperger. The interface is divided into several sections:

- Biographical Information:** A table containing personal details such as Prefix (Mr.), First Name (Derrick), Last Name (Hopfensperger), Sex (Male), Birthdate, Contact information (Email, Phone, Mailing Address), Citizenship Status (United States Citizen), Primary Citizenship (United States), and Ethnicity (Hispanic: No, Race: White).
- ED Identify Your Status:** A section for identifying the applicant's status, including Form Title (ED Identify Your Status) and a question about previous application to the School of Education.
- PROGRAM RATING & DECISION PROCESSING FORM 1:** A section for entering academic performance metrics, including UG Cum GPA (3.58), UG Cum Date (October 2018), UG Earned Credits (119), Grad Cum GPA, Grad Cum GPA Date, Grad Earned Credits, Grad Partial GPA, Grad Partial GPA Date, and Grad Partial Credits.
- Decision Options:** Radio buttons for "Undergraduate degree conferred" (Yes/No) and "Graduate degree conferred" (Yes/No).
- Reader Selection:** A dropdown menu at the bottom right of the form, currently showing "Reader 1".
- Action Buttons:** A "Send" button and a "Draft Saved" button are located at the bottom of the form.

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Click Send. The application is now the bin or with the reader you selected.