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
2 Click Slate Reader.
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
Click to select an application to evaluate.
5. Click **Review Form/Send to Bin**, located in the lower right corner, to launch the reader pane for evaluation.
During the evaluation, click the tabs on the left to view documents associated with this specific applicant.
Select the next bin to send the application to. This is located at the bottom of the reader pane.

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