

REVIEWING FILES IN SLATE

It is best to use Firefox or Chrome

First Log into SLATE: <https://mcadmissions.messiah.edu/manage/>

Note: I would suggest bookmarking this URL on your toolbar for future reference.

After entering your login credentials (which will be the same for logging into MCSquare), you will see this screen.

The screenshot shows the Slate dashboard interface. At the top, there is a blue navigation bar with the 'slate' logo and several icons. Below the navigation bar, a welcome message reads 'Welcome, James.' followed by a notification: 'You have accessed Slate from 1 device in the past 72 hours. Details Supervised Login'. The main content area features a grid of social media posts from various users, including @mijame, @Technolutions, @UGABentley, @tom_savageau, and @EKUGradSchool. Below the posts, there is a section titled 'Upcoming Webinar: Compelling Communications' with details about a webinar on Friday, November 16 at 2:00 PM Eastern.

Next click on the **Reader** Icon



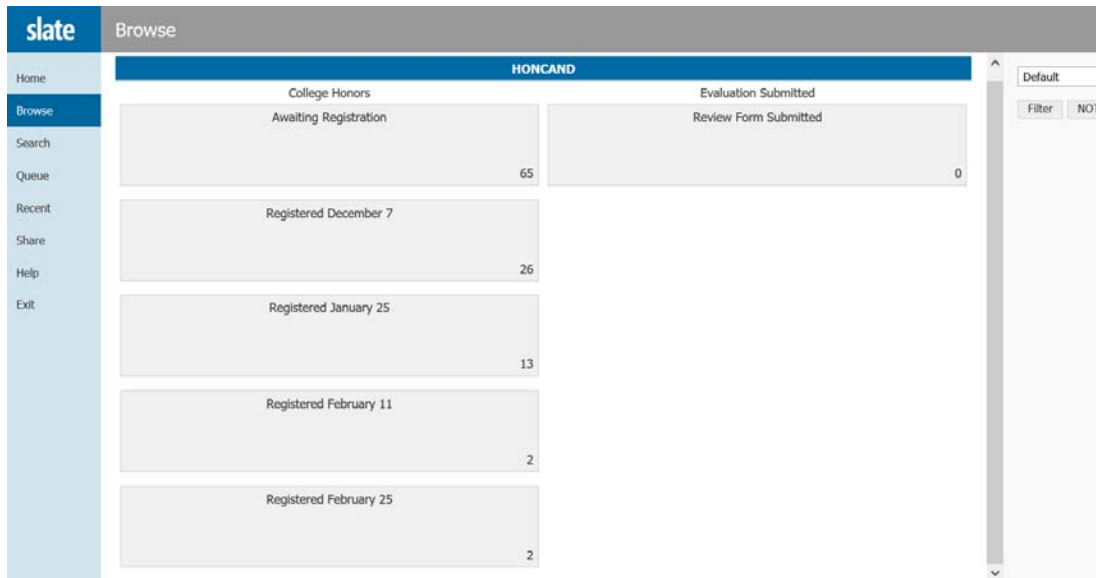
NOTE: If you are on more than one interview group your screen may look like this. You will want to select the appropriate workflow.

The screenshot shows the 'Slate Reader' interface. At the top, there is a blue navigation bar with the 'slate' logo and a search bar. Below the navigation bar, the text 'Slate Reader' is displayed. The main content area shows two workflow options: 'Workflow HONCAND' and 'Workflow HUMCAND'.

You will then see the screen to right.
Click on the **Browse** option.

A screenshot of the Slate navigation menu. The menu is displayed on a dark blue background. The 'slate' logo is at the top left, and the text 'Hello, James LaGrand.' is at the top right. The menu items are: Home, Browse, Search, Queue, Recent, Share, Help, and Exit. The 'Browse' option is circled in red, with a red arrow pointing to it from the text above.

You will then see the Reader Bin structure for the College Honors Program.



Click on the **Bin** for the respective day. You will now see the **Search** area for the Bin.

A list of the students for the day will appear in the following format.



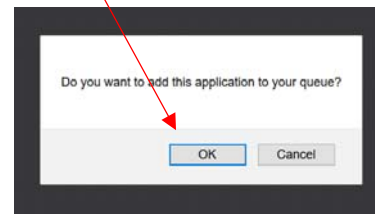
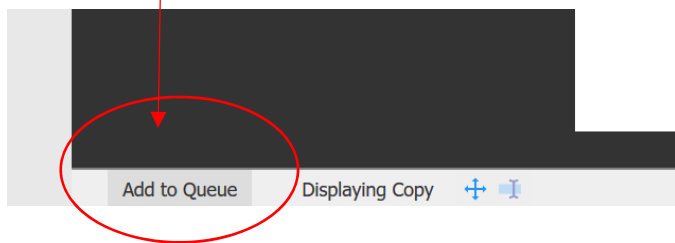
You may sort this data by clicking on any of the row headers.

Find the student. To review the documents for the student, click on the **multiple page icon** at the end of the row of student data. (see above red box)

You can navigate thru the documents by using your computer arrow keys.

You can enlarge the document by double left-clicking on the document, and to reduce right click.

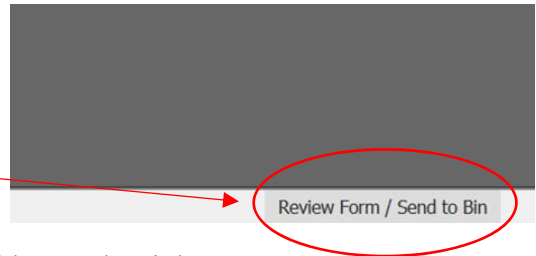
Click on **Add to Queue** at the bottom left-hand corner. Then click **OK** in the next pop-up box.



*See **Hint** at the end of the instructions for a way to add multiple records to your queue at one time.

After you add the record to your queue, you will see in the bottom right-hand corner

Review Form/Send to Bin



The review form will now appear. You will use the scroll bar to the right or use your tab key to continue thru the evaluation form.

If you want to adjust your evaluation, you will need to do so before you submit the review form.

At the bottom of the form, all you need to do is click on the **Send** button and you are done!

After you hit send it will return to you the **Queue** view. You will just click on **Search**, and you will be back to the list of students to select from.

Click **Exit** and then **OK** to leave the reader

Click **Logout** in the top right-hand corner beside your name to exit Slate.

HINT You can add all of the students to your queue at one time by doing the following:
 Hold your Ctrl key and select all your students.
 Then click on the **Add to Queue** button in top right-hand corner.
 All these students will now be in your queue.
 Instead of going to **Search** you can go directly to your **Queue** and find your students.

Applicant Name	GR Term	UG Term	Institution	Period	Round	Application Status	Bin	Staff Assigned User
Beckenrik, Lucas M...		Fall 2019	Oyster Central Sch...	UG	First Year	Decided	Undergrad - Admit	irochert
Boyce, Katelyn Mar...		Fall 2019	Northern High Sch...	UG	First Year	Decided	Undergrad - Depos...	mvjanczyk
Brandenburg, Elan...		Fall 2019	Middletown High Sc...	UG	First Year	Decided	Undergrad - Admit	mvjanczyk
Burkholder, Kayla R...		Fall 2019	Cocalco High School	UG	First Year	Decided	Undergrad - Depos...	mess
Clancy, Andrew Th...		Fall 2019	Cumberland Valley ...	UG	First Year	Decided	Undergrad - Depos...	mmritznour
Degenford, Elisabet...		Fall 2019	Marietts Ridge Hg...	UG	First Year	Decided	Undergrad - Admit	dkamwesa
Donnelly, Abby G		Fall 2019	Washington Christe...	UG	First Year	Decided	Undergrad - Admit	vanjaest