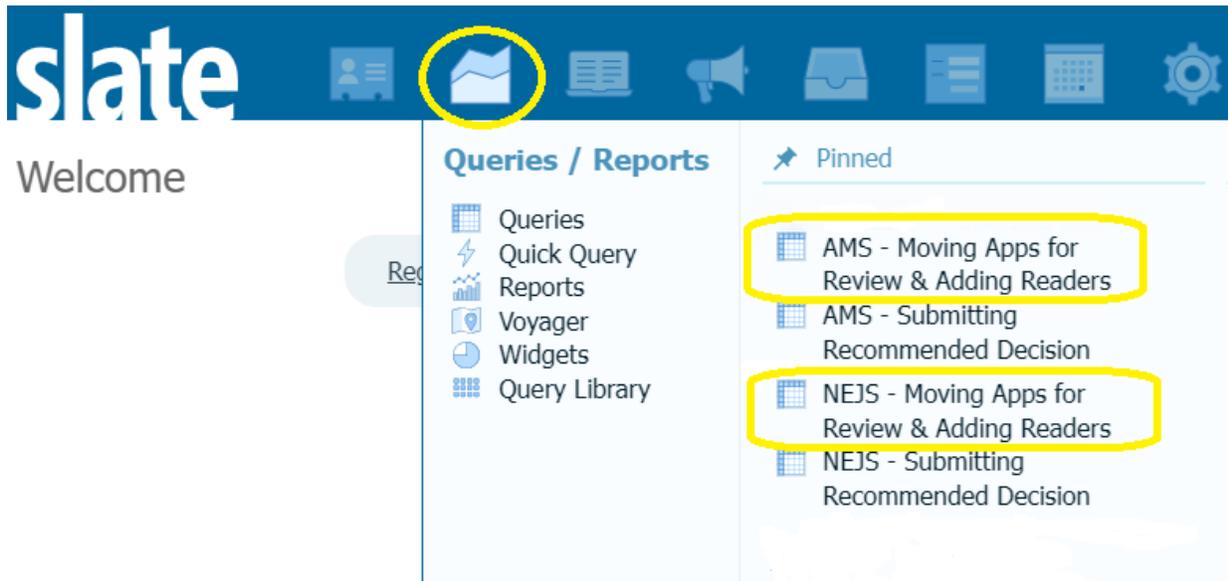


Assigning Applications to Faculty Queues for Review

These instructions explain how to find current applications, move them into the appropriate review bins, and add them to faculty review queues.

On the Slate homepage, hover over the **"Queries & Reports"** icon. It is the second icon from the left and looks like a two-tone graph. You'll see a few different queries that have been pinned (or bookmarked) to your account.

Click on the query called "Moving Apps for Review & Adding Readers."
If you manage admissions for more than one department, you'll see query for each one.



On the next page, select Run Query:

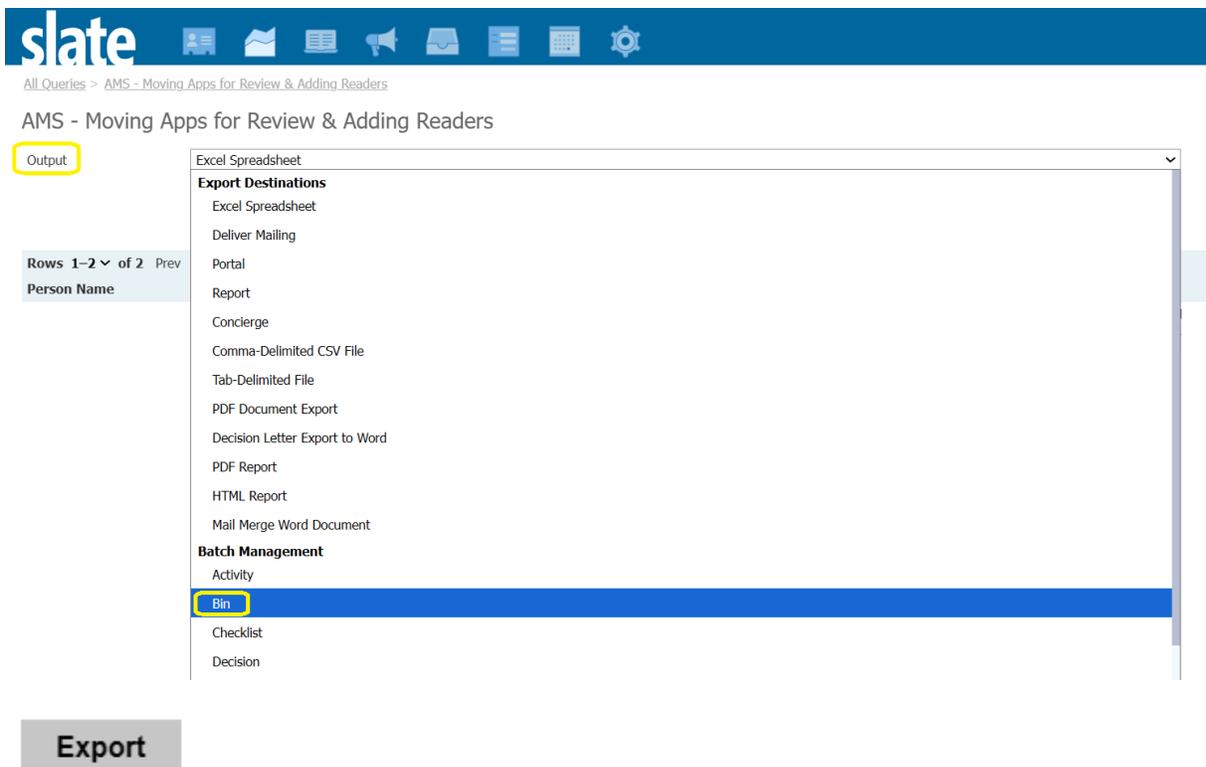
AMS - Moving Apps for Review & Adding Readers

Folder	Departments
User	
Base	Configurable Joins - Application
Execution Mode	Retrieve all records each time query is run
Filters	Current Application Period (Active Period) Exists Bins - Ready for Review and Incomplete Exists Program IN Ancient Mediterranean Studies (M.A.)
Matching Rows	2

Run Query

Assigning Applications to Faculty Queues for Review

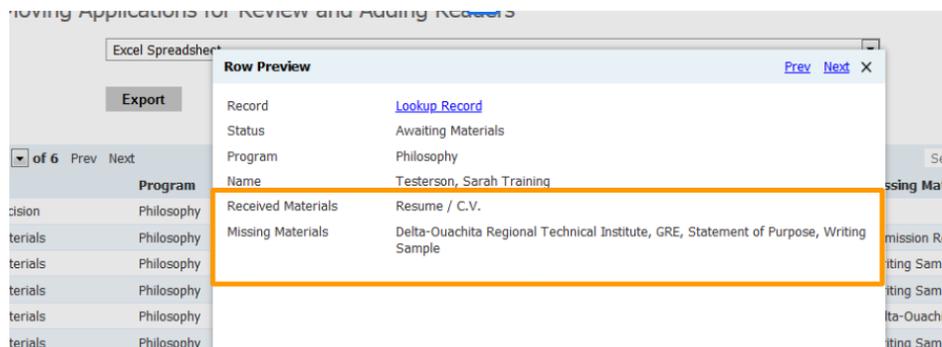
The query will return all the submitted applications that have yet to be reviewed by faculty. Select "Bin" from the Output drop-down menu, and then Export:



Next, you'll want to identify which applications are complete and ready to be reviewed by faculty.

Look at the Application Status column in your query results. Check the boxes next to any apps with status of "Awaiting Decision." Applicants in this status have submitted all of the necessary materials in order to be reviewed.

Next, look at apps listed as incomplete. Determine if any are actually complete despite missing materials. (Ex. an applicant listed more than the required number of recommenders and an extra letter is all we're awaiting.) Check the boxes next to these apps as well.



Assigning Applications to Faculty Queues for Review

From the Bin Action drop down menu select Set Bin, choose the appropriate review bin from the drop-down menu (e.g., Master's vs Doctoral), and then begin to type in the name of the first faculty member who you would like to assign. When the name auto-populates, click on the name to select it. You can then begin to type the name of the next faculty member and repeat the process until you have added all of the readers.

Bin Management

Bin Action	Set Bin
Bin	Committee Faculty Review Masters
Queue Action	Add Readers
Add Reader	amy re Amy Reardon reardona@brandeis.edu

Once you have added all of the appropriate faculty readers, choose *Update Selected* to move and assign all of the applications for which you checked the boxes. If you want to move/assign all of the applicants listed in the query results, then click *Update All*.

Update Selected (0)

Update All (1)

After you click the appropriate "Update" button, you'll see the applications' new bin and the readers assigned.

Rows 1-1 ▼ of 1	Prev	Next	
<input type="checkbox"/>	Bin Management: Rec...	Bin Management: Bin	Bin Management: Rea...
<input type="checkbox"/>	Testerson (Farina Testerso...	Committee Faculty Review...	Amy Reardon

After completing this step, the faculty reviewers you assigned the application(s) to will see them in their Reader Queue. The faculty may now begin their review of the application(s).