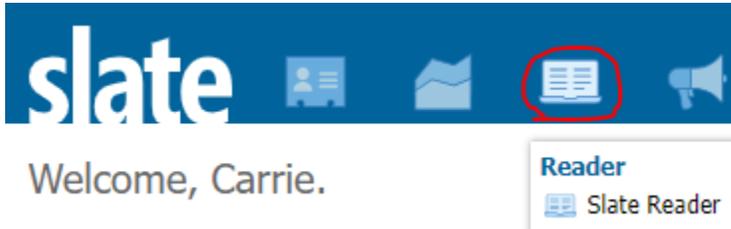


Reading, Reviewing, and Ranking Applications

Click on this link apply.gsas.brandeis.edu/manage and sign in using the Brandeis SSO. We suggest bookmarking the link for ease. If you are unable to access the link with your SSO, email gsas@brandeis.edu.

Accessing the Applications to Review

Applications to be reviewed are housed in the “Reader” section of Slate. To get there, click on the third icon over from the word Slate.



Faculty readers: your welcome page will open immediately.

DGS, Chairs, and Admins: on the subsequent screen, click on “Departmental Reader” to open your welcome page.



On the right-hand side of your screen, you will see a list of helpful shortcuts and instructions for navigating the Reader function.

Slate Reader

Navigating the Interface

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 Slate Reader to help you move through records quickly.

Using the Mouse

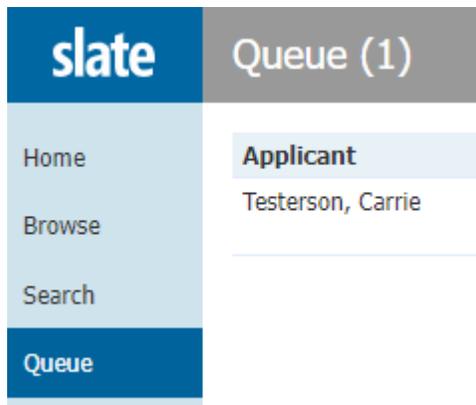
- Click tabs in the left panel to change sections
- Double-click on a page to zoom in
- Right-click on a page to zoom out
- Click-and-drag to move within/between pages

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

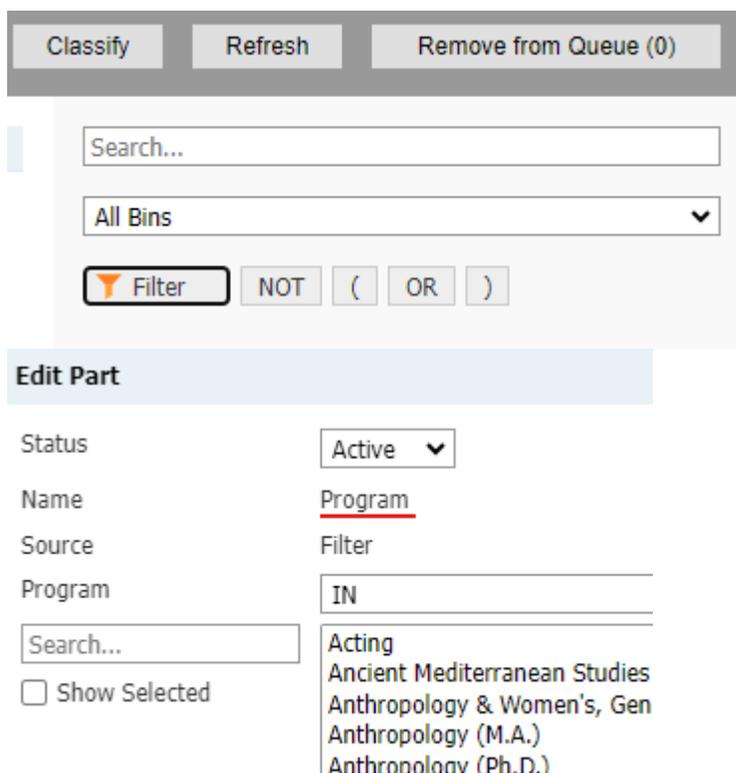
Reading, Reviewing, and Ranking Applications

On the left-hand side menu, click on **Queue** to populate the list of applications that have been assigned to you to review. If you do not see applications in your queue, then contact your department administrator.



To begin reviewing, simply click on an applicant's name and their application will open.

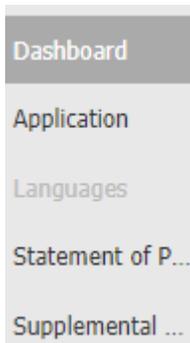
Note: You can sort through the applications in your Queue by clicking on the column heading that you would like to order them by (name, bin, or Ref [Slate ID]). You can also narrow down your list in a variety of ways by using the filter button on the right-hand side of the screen. For example, if you are reviewing both PhDs and Master's applications but only wish to look at the master's applications, you can use the Program filter to choose which applications you want to include in your results.



Reading, Reviewing, and Ranking Applications

Navigating through the Application you are Reviewing

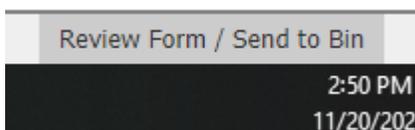
Once in an application, you may navigate through the pages one at a time using your keyboard's arrow buttons or you may jump to different sections by clicking on the headings in the left-hand menu. The Dashboard is a comprehensive summary of the applicant's file detailing the most referenced information. After the dashboard is the application itself, followed by supplementary materials. The items in the list that appear grayed out are not required for your program.



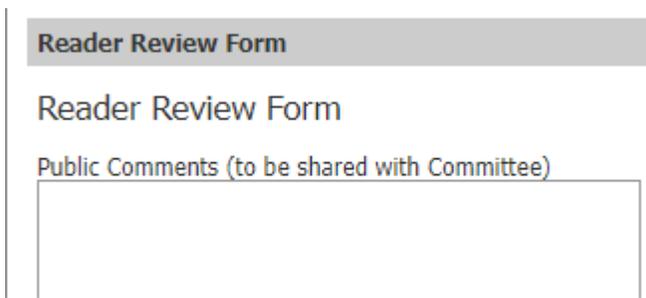
Double click on the page to zoom in for ease of viewing; you can zoom in on the page several times.

Taking Notes and Ranking Applications

There is a review form on which you can a) make comments on the application as you review, b) rank the application, or c) any combination of the two. Click on the *Review Form / Send to Bin* button the lower right-hand corner of your screen.



At the top of the screen is the box where you can enter comments as you work your way through the application.

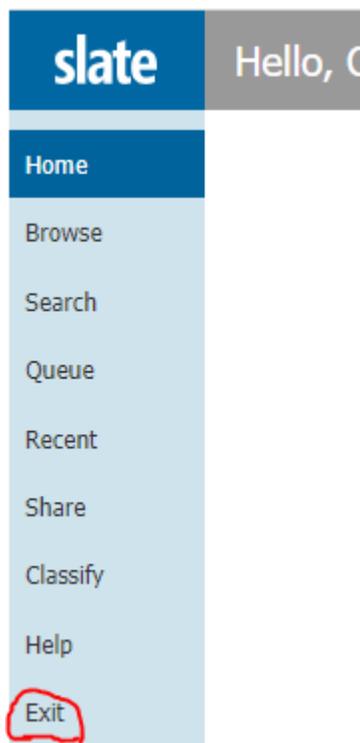
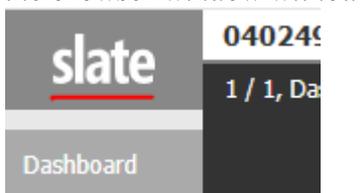


Reading, Reviewing, and Ranking Applications

Once you have finished reviewing the application, you can rank its strength.

- Ranking
- 1 (lowest)
 - 1.5
 - 2
 - 2.5
 - 3
 - 3.5
 - 4
 - 4.5
 - 5 (highest)

If you need to exit the reader prior to submitting the form, you can save your progress by clicking on the Slate button in the upper-left hand corner and then clicking on the Exit button. *If you exit out of the browser window without using Slate's Exit feature, your progress will not be saved.*



Submitting the Completed Review Form

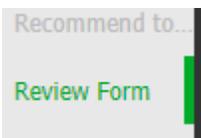
When you have completed the form, click on the *Send* button at the bottom to submit the form. If

Reading, Reviewing, and Ranking Applications

other colleagues are reviewing (or need to review) the application, then you will see a warning message indicating that the application will need to stay in the review bin that it is currently in until everyone in the queue has reviewed the application. You will still be able to click *Send* to submit your form.

This application currently resides in more than one queue. The application cannot be sent to a different bin or user until the other reviews have been completed.

Your submitted form will now appear in the list of supplementary materials associated with the application:



Any faculty readers who review that application after you will be able to see the form you submitted with your comments and rankings.



Brandeis University Graduate School of Arts and Sciences APPLICANT RECOMMENDATION

APPLICANT INFORMATION

Name:	Carrie	Testerson	
	First	Middle	Last
Program details:	Psychology (M.A.)	M.A.	
	Academic program	Degree type (eg. MA, MS, MAT, PhD, Post-Bac)	
	Concentration (if applicable)	Full-Time	
	Intended entry term	Registration status	

COMMENTS

Ranking from: Carrie Robertson 3 _____ (1=lowest; 5=highest)

Sample public comments for manual.

What happens next to the application?

After all faculty in the application queue have submitted review forms, the application will

Reading, Reviewing, and Ranking Applications

automatically move to the **Initial Committee Review Completed** bin.

Once your department has reached a decision on whether to recommend an application for admission or denial, administrators/ DGS/Chairs may move it to the **Final Department Review** bin and complete the **Decision Recommendation Form** to notify GSAS. Instructions for doing so, can be found in the GSAS Resources, Policies, and Procedures web portal.

Questions?

Should you have any questions regarding the Reader or the Reader Review Form, please email Amy Reardon (reardona@brandeis.edu).