

# Slate Reader

## Basic Navigation



**THE GRADUATE SCHOOL**  

---

**PRINCETON UNIVERSITY**

Slate is now the Graduate School’s online application system.

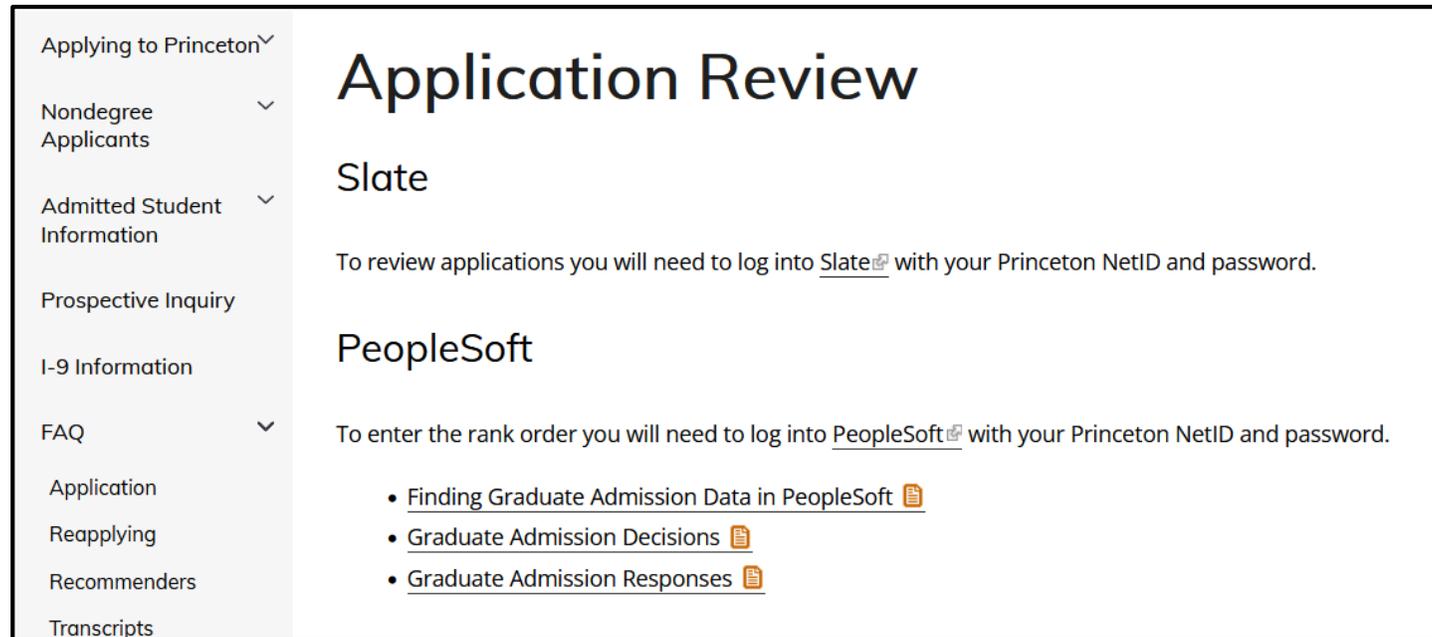
This information is to help guide you through the navigation of Reader in the Slate application system.

## Table of Contents

<a href="#">Table of Contents .....</a>	<a href="#">2</a>
<a href="#">Logging into Slate .....</a>	<a href="#">3</a>
<a href="#">Navigating to Reader.....</a>	<a href="#">4</a>
<a href="#">Reader Tab.....</a>	<a href="#">5</a>
<a href="#">Reader Landing Page.....</a>	<a href="#">6</a>
<a href="#">Browse Tab.....</a>	<a href="#">8</a>
<a href="#">Queue Tab .....</a>	<a href="#">11</a>
<a href="#">Reviewing an Application.....</a>	<a href="#">14</a>

# Logging into the Slate Application System

Log into <https://gradschool.princeton.edu/admission/application-review> using your Princeton NetID and password.



Applying to Princeton

Nondegree Applicants

Admitted Student Information

Prospective Inquiry

I-9 Information

FAQ

Application

Reapplying

Recommenders

Transcripts

## Application Review

### Slate

To review applications you will need to log into [Slate](#) with your Princeton NetID and password.

### PeopleSoft

To enter the rank order you will need to log into [PeopleSoft](#) with your Princeton NetID and password.

- [Finding Graduate Admission Data in PeopleSoft](#)
- [Graduate Admission Decisions](#)
- [Graduate Admission Responses](#)

# Navigating to Reader

Slate Reader is where admission committee members will read and review applications.

The slides show an overview Reader; if a department has a customized Bin structure and needs additional help, please get in touch with the Graduate Admission team.

# Reader Tab

To navigate to Reader, select the third icon on the top of the page.

The screenshot shows the Slate application interface. At the top, there is a blue navigation bar with the 'slate' logo on the left and a search bar on the right. The search bar contains the text 'Search...' and a search icon. In the center of the navigation bar, there are several icons: a mail icon, a document icon, a megaphone icon, a folder icon, a calendar icon, a clock icon, and a gear icon. The third icon from the left (the document icon) is circled in red, and a red arrow points from a text box on the left to it. Below the navigation bar, the main content area is divided into several sections. On the left, there is a 'Welcome, Christine.' message. To the right of this message, there are five social media posts from various users, each with a profile picture, name, and a short text snippet. Below these posts, there are two data dashboards. The first dashboard is titled 'Male vs. Female In Progress Applications' and features a pie chart with two segments: a blue segment representing 'Male' at 59% and a green segment representing 'Female' at 41%. The second dashboard is titled 'Domestic vs. International of Submitted Applications' and features a pie chart with three segments: a blue segment representing 'US Citizen' at 57.1%, a green segment representing 'Foreign National' at 28.6%, and an orange segment representing 'Permanent Resident' at 14.3%. At the bottom of each dashboard, there is a small text indicating the data is as of 11/11/2021 at 5:19:01 PM ET, along with 'Refresh' and 'Show SQL' links. On the right side of the main content area, there is a vertical menu with several options: 'Slate on Social', 'Slate Spirit Shop', 'Community Forums', 'Slate Feedback', and 'Service Status'.

# Reader Landing Page

Clicking on the Reader icon will open the Reader landing page. The **Home** screen will be blank.



The screenshot shows the Slate Reader landing page. At the top left, the word "slate" is displayed in a blue box, followed by the text "Hello, Michelle Carman." Below this is a vertical navigation menu with the following items: Home (highlighted in blue), Browse, Search, Queue, Recent, Share, Classify, Help, and Exit. The main content area is currently blank. On the right side, there is a sidebar with the following content:

### 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

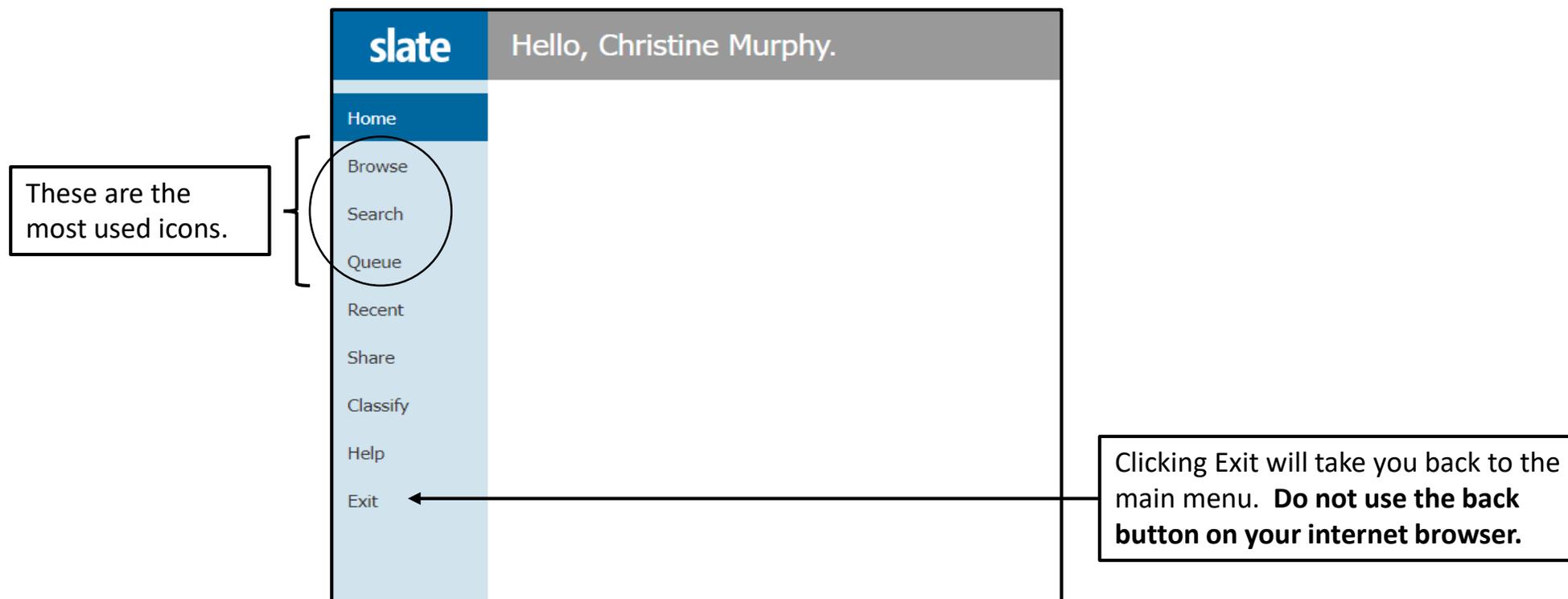
- Click tabs in the left panel to change sections
- Double-click on a page to zoom in
- Right-click on a page to zoom out
- Click-and-drag to move within/between pages

#### 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
- **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
- **Esc:** close open panels, return to first section

Once in Reader, the left-hand navigation options will display.

The ones used most often are Browse, Search, and Queue.



# Browse Tab

When you select the Browse option, you will be presented with your department bin structure.

The below screenshot is just an example of the template bin setup. An application can move left to right and only be in one column and one bin at a time. Applications must be ranked and tiered in the Admit/Waitlist bin.

Graduate School Studies - GSG			
In Progress Applications	First Review	Recommendation	Department Rank Order
All Apps Not Submitted 55	All Submitted Applications 5	Considering for admission 0	Admit/Waitlist 0
	Applicants after initial cut 1	Decision Hold (Optional) 0	Deny 0
		Deny 0	

Select the appropriate bin to start reading applications.

Rank and tier these candidates.

To view the applications in a particular bin, click on the bin.

The **Search** tab will open, and the list of applications in the bin will appear.

The screenshot shows the 'slate' application interface. The top bar includes the 'slate' logo, 'Applications (3)', and buttons for 'Build Query', 'Classify', 'Refresh', '-5', '+5', and 'Add to Queue (0)'. A left sidebar contains navigation options: Home, Browse, Search (highlighted with an arrow), Queue, Recent, Share, Classify, Help, and Exit. The main content area displays a table of applications with columns for Applicant, Bin, and Ref. The table lists three applications, with the second one, 'TEST Frankenstein, Bride Of I' by Christine Murphy, highlighted. To the right of the table are navigation buttons for 'Prev' and 'Next', a search input field, a dropdown menu set to 'First Review - All Submitted Applications', another dropdown menu, and a filter section with a 'Filter' button and logical operators 'NOT', '(', 'OR', and ')'.

Applicant	Bin	Ref
Guerrero-Robinson-Zilberschlag, Hollyhock TEST ⚠ You have read this file. ▶ Michelle Carman	All Submitted Applicatio...	417647253
TEST Frankenstein, Bride Of I ▶ Christine Murphy	All Submitted Applicatio...	153595449
Testing (Aunt Shell), Just - Michelle Lyn Jr. (Michelle) 👤 Christine Murphy	All Submitted Applicatio...	387774170

To open an application, click on the double paper icon for the selected applicant.  
You will be presented with the application and uploaded documents.

The screenshot shows the Slate interface for 'Applications (3)'. The table has columns for Applicant, Bin, and Ref. The first row is 'Guerrero-Robinson-Zilberschlag, Hollyhock TEST' with Bin 'All Submitted Applicatio...' and Ref '417647253'. The second row is 'TEST Frankenstein, Bride Of I Christine Murphy' with Bin 'All Submitted Applicatio...' and Ref '153595449'. The third row is 'Testing (Aunt Shell), Just - Michelle Lyn Jr. (Michelle) Christine Murphy' with Bin 'All Submitted Applicatio...' and Ref '387774170'. A callout box points to the 'Applicant' column, stating: 'The name of anyone that has read this application will also appear here, including if it has been read for a fee waiver request.' Another callout box points to the paper icon in the second row, stating: 'Clicking the paper icon opens the application in reader.' The interface also includes a sidebar with navigation options (Home, Browse, Search, Queue, Recent, Share, Classify, Help, Exit), a top navigation bar with buttons (Build Query, Classify, Refresh, -5, +5, Add to Queue (0)), and a right sidebar with search and filter options.

Applicant	Bin	Ref
Guerrero-Robinson-Zilberschlag, Hollyhock TEST ⚠ You have read this file. ▶ Michelle Carman	All Submitted Applicatio...	417647253
TEST Frankenstein, Bride Of I ▶ Christine Murphy	All Submitted Applicatio...	153595449
Testing (Aunt Shell), Just - Michelle Lyn Jr. (Michelle) 🗑 Christine Murphy	All Submitted Applicatio...	387774170

# Queue Tab

The Queue tab is applications that have been pre-assigned to a reader. A reader can add applications to their Queue by using the “Add to Queue” button on the top right of the Search tab page. A reader can remove applications from their Queue by using the “Remove from Queue” button on the top right of the Queue tab page.

The screenshot displays the 'Queue (1)' interface. On the left, a sidebar contains navigation options: Home, Browse, Search, Queue (highlighted with an arrow), Recent, Share, Classify, Help, and Exit. The main content area features a table with the following data:

Applicant	Bin	Ref
TEST Frankenstein, Bride Of I ▶ Christine Murphy	All Submitted Applicatio...	153595449

At the top right of the main area, there are buttons for 'Build Query', 'Classify', 'Refresh', and 'Remove from Queue (0)'. An arrow points from the text above to the 'Remove from Queue (0)' button. Below the table, there is a search bar labeled 'Search...', a dropdown menu for 'All Bins', and a filter section with a 'Filter' button and logical operators: 'NOT', '(', 'OR', and ')'. The 'slate' logo is visible in the top left corner.

Once you select an application to read, the application will open. You can move left to right to view the material in a section of the application and move up and down the left-hand navigation to move to a new section. Sections of the application are identified on the left-hand side of the page.

The screenshot shows the Slate application interface. At the top, the header includes the 'slate' logo, the application title '387774170 Testing (Aunt Shell), Just - Michelle Lyn Jr. (Michelle)', the course 'GCHEMENG - Fall 2022 - REG', and a search bar. The left-hand navigation menu lists: Dashboard, Application, Acad Statement, Resume/CV, Transcripts, and Recommenders. The main content area is divided into two sections: 'Applicant Summary' and 'Missing Checklist Items'. The 'Applicant Summary' section displays: Name: Testing (Aunt Shell), Just - Michelle Lyn Jr. (Michelle); Net ID; Age: 1; Sex: F; Field of Study: Chemical & Biological Engineering; Degree: Master of Engineering in Chemical and Biological Engineering. The 'Missing Checklist Items' section lists: Fall Semester Grades; Recommendation (Matthew Hitch, Fisher Middle School); Recommendation (Michelle Carman, Testing House); Resume/Curriculum Vitae; Statement of Purpose; Supplemental Essay (Optional); Transcript (Harvard); Transcript (Princeton University); Transcript (Princeton); Transcript (princeton). A callout box on the left explains that all parts of the application are listed on the left side and that moving right to left views all pages in a section, while moving up and down on the left hand navigation moves to new parts of the application materials. Another callout box at the bottom left points to the 'Add to Queue' button, stating it will add the application to your queue while you are in the application and allow you to complete the department review form. A third callout box on the right points to the 'Missing Checklist Items' section, stating that documents missing for the application will appear under the Missing Checklist Items. At the bottom of the page, there is an 'Add to Queue' button and a 'Displaying Copy' link.

Clicking the Slate button will take you back to the Search or Queue tab.

The screenshot displays the Slate application interface. At the top, the header includes the 'slate' logo, the applicant's name '387774170 Testing (Aunt Shell), Just - Michelle Lyn Jr. (Michelle)', the course 'GCHEMENG - Fall 2022 - REG', and a search bar. A left sidebar contains navigation options: Dashboard, Application, Acad Statement, Resume/CV, Transcripts, and Recommenders. The main content area is divided into two sections: 'Applicant Summary' and 'Missing Checklist Items'. The 'Applicant Summary' section lists personal details: Name, Net ID, Age (1), Sex (F), Field of Study (Chemical & Biological Engineering), and Degree (Master of Engineering in Chemical and Biological Engineering). The 'Missing Checklist Items' section lists various documents, with some items appearing in light gray. At the bottom of the interface, there are buttons for 'Add to Queue' and 'Displaying Copy'.

**Applicant Summary**

**Name:** Testing (Aunt Shell), Just - Michelle Lyn Jr. (Michelle)  
**Net ID:**  
**Age:** 1  
**Sex:** F

**Field of Study:** Chemical & Biological Engineering  
**Degree:** Master of Engineering in Chemical and Biological Engineering

**Missing Checklist Items**

- Fall Semester Grades
- Recommendation (Matthew Hitch, Fisher Middle School)
- Recommendation (Michelle Carman, Testing House)
- Resume/Curriculum Vitae
- Statement of Purpose
- Supplemental Essay (Optional)
- Transcript (Harvard)
- Transcript (Princeton University)
- Transcript (Princeton)
- Transcript (princeton)

Buttons: Add to Queue, Displaying Copy

If a document is missing from the application, it will appear in light gray. Likewise, a new document added after the last time you read the application will appear in green.

# Reviewing an Application

If used by your department, the review form function allows readers to complete a short review form for their applications. In most cases, the completed review forms will not be visible to other readers. Applications must be in your queue for you to use the review form.

The screenshot shows the Slate application review interface. The top header includes the Slate logo, the candidate name "387774170 Testing (Aunt Shell), Just - Michelle Lyn Jr. (Michelle)", the department "GCHEMENG - Fall 2022 - REG", and a search bar. The left sidebar contains navigation links: Dashboard, Application, Acad Statement, Resume/CV, Transcripts, and Recommenders. The main content area is divided into two columns: "Applicant Summary" and "Missing Checklist Items".

**Applicant Summary**

- Name:** Testing (Aunt Shell), Just - Michelle Lyn Jr. (Michelle)
- Net ID:**
- Age:** 1
- Sex:** F
- Field of Study:** Chemical & Biological Engineering
- Degree:** Master of Engineering in Chemical and Biological Engineering

**Missing Checklist Items**

- Fall Semester Grades
- Recommendation (Matthew Hitch, Fisher Middle School)
- Recommendation (Michelle Carman, Testing House)
- Resume/Curriculum Vitae
- Statement of Purpose
- Supplemental Essay (Optional)
- Transcript (Harvard)
- Transcript (Princeton University)
- Transcript (Princeton)
- Transcript (princeton)

At the bottom of the interface, there are buttons for "Remove from Queue", "Annotations", and "Review Form / Send to Bin". The "Review Form / Send to Bin" button is circled in red, and a callout box points to it with the text: "You can review an application in the system by selecting the review form option. Please note, you can only review applications that appear in your queue."

After clicking on Review Form (bottom right of page), the form will open on the right hand side. After completing the form, click **Send** to submit. A draft of the form will auto save until you are ready to submit.

*Note: The Review Form button will only appear if the department is using this function.*

The screenshot shows a 'Reader Review' form with the following sections:

- Academic Rating:** Radio buttons for 1, 2, 3, 4, and 5.
- Academic Comments:** A text input field.
- Recommended Decision:** Radio buttons for Admit, Waitlist, and Deny.
- Warning:** A yellow box with the text: "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."
- The current readers include:** A list of names: Christine Murphy, Kevin McDonald, and Michelle Carman.
- Current Bin:** Applicants after initial cut.
- Buttons:** A 'Send' button (circled) and a 'Draft Saved' button.

Callout boxes provide additional information:

- Top Left:** Rating can be customized and, if enabled, may provide an easy way to review applications.
- Top Right:** Comments should focus on the overall quality of the application. In most cases, other readers' comments will not be seen but will be seen by the GPA and DGS.
- Bottom Left:** Hitting send will submit your form and indicate you have read and reviewed the application.
- Bottom Right:** The yellow box indicates the application is in more than one reader's queue. The application will not move to the next bin until all readers have completed the review form.

If you have additional questions about the general navigation of Reader in the Slate system, don't hesitate to get in touch with the Graduate Admission team.

Email: [gsadmit@Princeton.edu](mailto:gsadmit@Princeton.edu)

Phone: 609-258-3034

Last updated 12/1/21