



Fall 2021 Slate Tutorial:

Part 1: Finding Student Records

When to use this function:

An applicant is in your queue and you need to view their prescreening

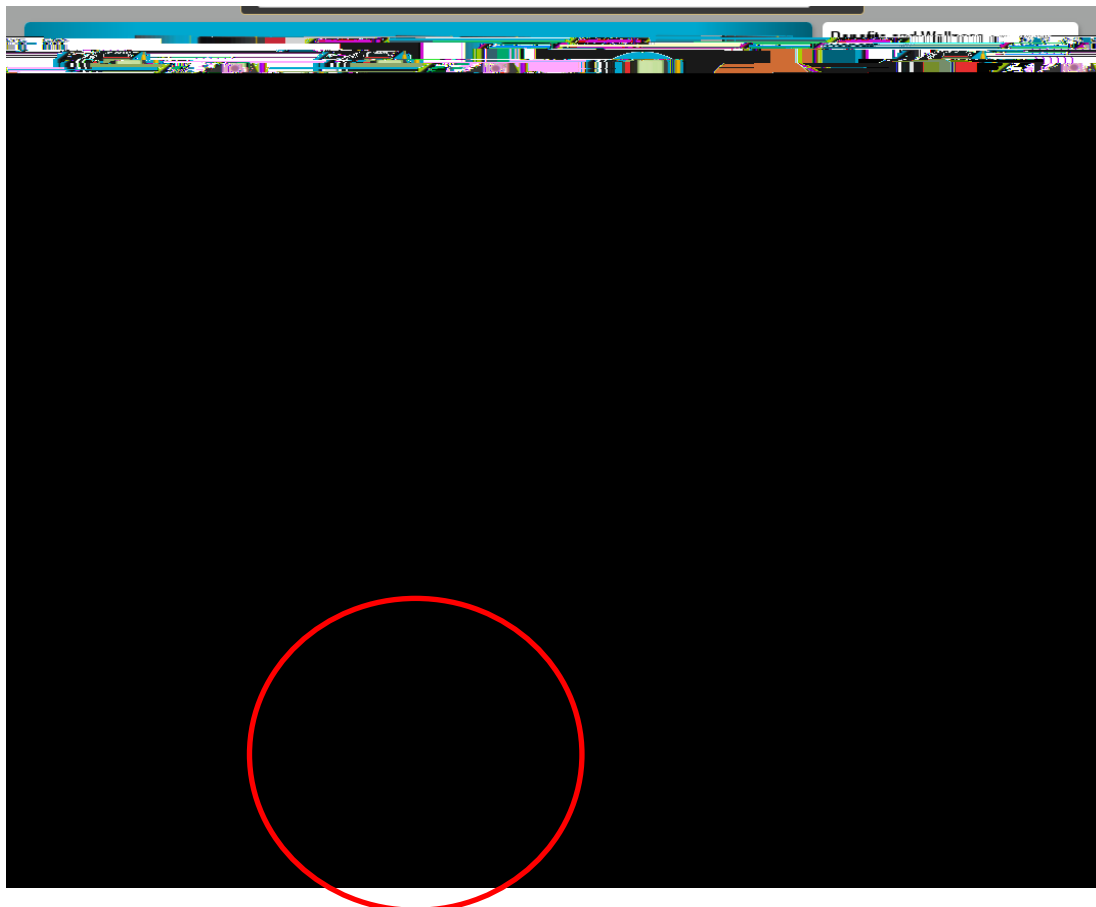
You have already submitted a Faculty Review Form for an applicant and need to check their application

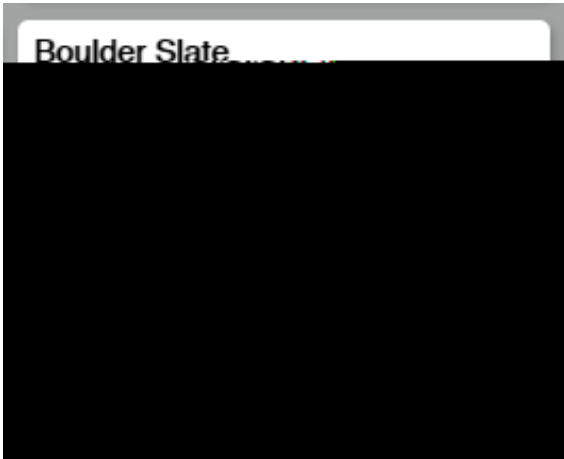
You need to see a checklist of what materials an applicant has submitted

Step 1: Accessing Slate

Log into your MyCUInfo and locate the Resources home page:

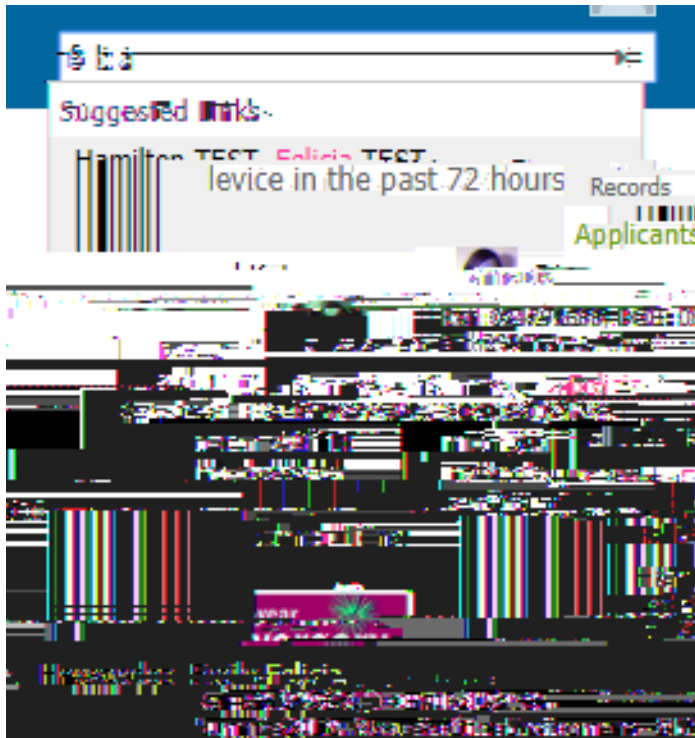
title in the My CU





Note that [redacted] will take you straight to your personal queue of assigned applications.

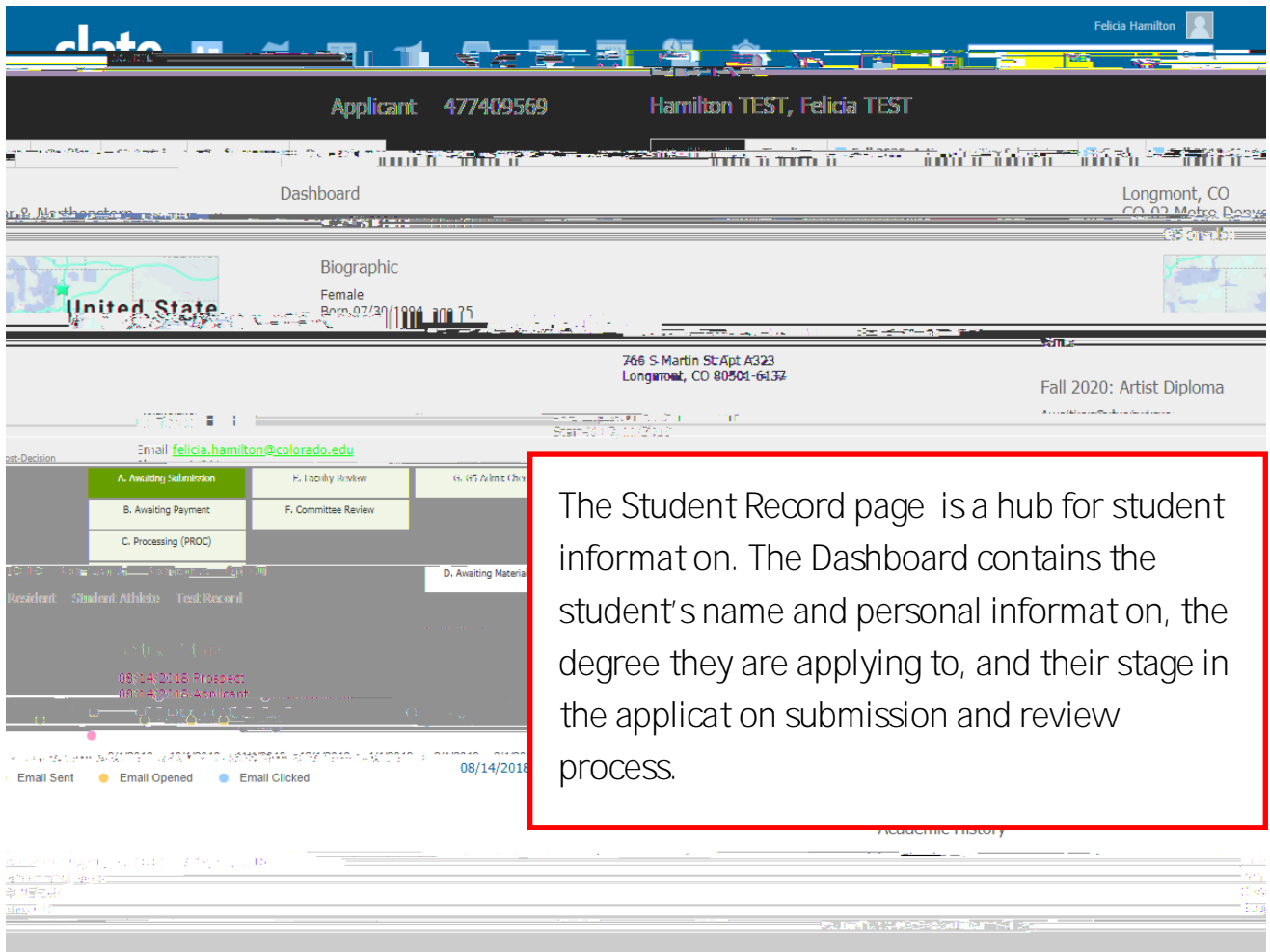
[redacted] will take you to the Slate home page. Click this link.



Wait for the drop-down menu to populate below the typed name, then click on the desired record.

Each record should list the degree level and entry term directly below the name.

" "

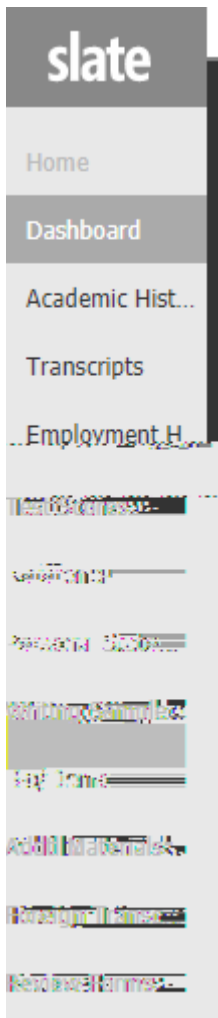


The student record has several tabs. Depending on your Slate permissions, you may see 6

On the right side of the Application tab, you should see a menu of links.

[View Application](#) will take you to a PDF of the application, which will include pre-screening materials.

[Download Application](#) will download a PDF of the full application to your computer.



When you are redirected to a student's application, you will see a menu along the left that shows the application sections. You can access parts of an application by clicking them on this menu, or you can navigate through the application with the arrow keys.

You can exit the Slate Reader and go back to the student record by clicking your browser's "Back" button.

Going back to the student record, click the

The screenshot shows a web interface with a navigation bar at the top containing tabs for Dashboard, Profile, Materials, and Drafts. Below the navigation bar is a table with columns for Date, Description, and Record. The table lists several materials uploaded by the applicant, including a Recommendation Form, an Application - Applicant, a Personal Statement, and a Transcript (Unofficial) from the University of Denver. A red box highlights a text description of the Materials tab, stating: "The Materials tab allows you to see a list of materials the applicant has uploaded, including personal statements, writing samples, transcripts, and recordings or composition scores, i.e. pre-screening recordings or composition scores."

Date	Description	Record
01/20/2019	Recommendation Form	Fall 2019: Music - M
01/07/2019	Application - Applicant	Fall 2019: Music - M
01/07/2019	Personal Statement	Fall 2019: Music - M
01/07/2019	Transcript (Unofficial) University of Denver	Fall 2019: Music - M