

CEE Grad Slate Evaluator Guideline (for Supervisor)

1. When application(s) is assigned to you, you will receive a notification email titled 'Action Required: New Graduate Admissions Application to Review' or [click here](#) to login as an Evaluator in Grad Slate.



2. Sign in with your CCID and password.
3. The link will bring you directly to the Queue page of the Slate Reader. This shows you a list of all applications awaiting your review.

slate	Queue (5)						
Home	Bin	First	Last	CCID	App Supervisor	Assigned Supervisor	Res Area 1
Browse					Sherilee Harper		
Search							
Queue					Yvonne Lam		
Recent							
Share							
Classify					Hai Jiang		
Help							
Exit							

4. Click on an application from the list to begin your review.

slate	Queue (5)						
Home	Bin	First	Last	CCID	App Supervisor	Assigned Supervisor	Res Area 1
Browse					Sherilee Harper		
Search							
Queue					Yvonne Lam		

- Review the application and documents by selecting tabs from the left navigation menu.

1 Robinson, Suzie Chelsey

Fall 2022 Educational Studies Master of Education (Co-ord) (Sharon's Library and Reading Science Lab) Submitted on May 5, 2022

Student Details

PERSON DATA

Name: Robinson, Suzie Chelsey (2022 Pending)

CS Ref ID:

CS App ID:

Country of Citizenship:

Citizenship Status:

Indigenous Status:

Birthdate & Age:

Location:

APPLICATION DATA

Priority: High Priority

Program: APS

GPS APP:

PROGRAM DATA

Term: Fall

Program: Educational Studies - Master of Education (Co-ord) (Sharon's Library and Reading Science Lab)

Academic History

Name	Category	Country	City/Region	Attendance Dates	Degree	Level of Study	Degree Status	Language of Instruction	Conferral Date	Accreditation
University of Lethbridge	College	Canada	Lethbridge AB	Sep 01 2018 - Apr 01 2020	BBA	Bachelor	Completed	English	Jun 01 2020	Accredited
University of Calgary	College	Canada	Calgary AB	Sep 01 2012 - Apr 01 2016	BEd	Bachelor	Completed	English	Jun 01 2016	Accredited

Right Sidebar:

- 3** Candidate Assessment: GPS Score Number Required, GPS APP, Program: APS
- 4** Document Scores (0-100): Reference, Review, Overall Score
- 5** Comments & Recommendations: Recommendation, Comments (Internal only)
- 6** 24 word summary
- 7** Send to Bin: Current Bin Review, Next Bin (Required), Program Evaluation, Review, Next Reviewer (optional)
- 8** Review Form (2) Send to Bin

Bottom:

- 9** Annotations
- 10** Remove from Queue

- 1 Reader Menu: Navigates to application details, references, and uploaded supporting documents.
- 2 Applicant Information: Demographics, priority ranking, and GPA values.
- 3 Candidate Assessment: GPS and Academic Unit assessment attributes.
- 4 Evaluation Scores: Record your evaluation of the attributes listed.
- 5 Recommendation: Your admission recommendation (there can be more than one evaluator).
- 6 Comments: Visible to other reviewers and evaluators.
- 7 Send to Bin: To send the application to the Decide bin or to another reviewer as needed.
- 8 Review Forms: Button to open and close the Academic Unit - Review form.
- 9 Annotations: Popup for notes.
- 10 Remove from Queue: Button to remove the file from your queue.

Left navigation menu

This menu shows "read-only" information from the application.

- Tabs with black text contain items to review
- Tabs with grey text do not contain any items.

slate	
Dashboard	Dashboard: A summary of the application with details about financial support, test scores, and prerequisites that the applicant may have listed.
Personal Info	Personal Info: The applicant's biographical and demographic data.
Application Info	Application Info: Answers to program-specific questions or research areas if required.
WAC	WAC: Weighted Average Calculation (AGPA) provided by GPS.
Review Forms	Review Forms: Comments and important details from GPS, your program coordinator (Ellie), the Supervisor(s) and/or the Group Coordinator. Reviews all that your colleagues have submitted.
Official Transcr...	Official Transcripts: Transcripts received from official sources.
Unofficial Tran...	Unofficial Transcripts: Transcripts uploaded by the student.
Official Degree...	Official Degree Certificate: Degree Certificates received from official sources.
Unofficial Degr...	Unofficial Degree Certificate: Degree Certificates uploaded by the student.
Insufficient Docs	Assessments: Scores for ancillary tests, such as CASPer, GRE, GMAT, uploaded by the applicant.
Assessments (...)	References: Questionnaire responses and reference letters received from referees.
References	ELP/FLP: Language proficiency test scores entered by administrators and unofficial score reports submitted by applicants.
ELP/FLP	Resume/CV: The resume or CV uploaded by the applicant.
Supervisor	Statement of Intent/Research Proposal: Submitted by the applicant as required.
Supervisor Con...	Additional Information: All other program-specific documents submitted by the applicant
Resume/CV	
Additional Info...	
Activities	

* View Review Forms

- Please read the “Academic Unit – Preparation” review form and complete your review form accordingly.

The screenshot displays the Slate Reader interface with two review forms side-by-side. The left form is titled "GPS - Review" and the right form is titled "Academic Unit - Preparation". Both forms include a sidebar on the left with navigation links such as Dashboard, Personal Info, Application Info, WAC, Review Forms, Official Trans., Unofficial Trans., Unofficial Diag., Assessment C., References, ELRP/PLP, File Record (S), Supervisor, Supervisor Com., Statement of I., Resume/CV, and Additional Info. The "Review Forms" link is highlighted in the sidebar. The "GPS - Review" form shows fields for Form User (Adekunle Oluwalan), Form Title (GPS - Review), Form ID (GPS Review), Info ID (Preparation), Form Submitted (10/23/2025), GPS AGPA (3.600), GPS Candidate Assessment (Required Degree In Progress), GPS Flags (Select all that apply), GPS Evaluation (All academic documents look good, and the student meets all of GPS's minimum requirements), and Comments (Internal only). The "Academic Unit - Preparation" form shows fields for Form User (Elle Han), Form Title (Academic Unit - Preparation), Form ID (Preparation), Info ID (Review), Form Submitted (10/30/2025), GPS Assessment (Required Degree In Progress), GPS AGPA (3.600), Academic Unit Assessment (Shirun's application is ready for your review and please fill in the review form.), Program Administrator Comments (Internal only), and a section for 1. Indicate your admission recommendation – Admit or Deny, 2. Please add your funding commitment by selecting one of the following options, 3. Check the "Supervisor Assignment" checkbox and type your name in the Assigned Supervisor box. Please note that entering your name in this box serves as your electronic signature and confirms the accuracy of your recommendation and funding commitment. If you wish to assign a co-supervisor, please enter the co-supervisor name in the "Secondary Supervisor" box. Thank you.

Please refer to Appendix A (page 6) for tips for navigating the Slate Reader interface.

6. Open the Review Form; Click the button at the bottom right side of the screen.

The screenshot displays the Slate Reader interface showing the Student Details form for Babarinde (Dosunmu), Omowumi Faith (Faith). The form is titled "Babarinde (Dosunmu), Omowumi Faith (Faith)" and includes the University of Alberta logo. The form is divided into three main sections: PERSON DATA, APPLICATION DATA, and PROGRAM DATA. The PERSON DATA section includes fields for Name/CCID, CS Empl ID, CS App ID, Country of Citizenship, and Citizenship. The APPLICATION DATA section includes fields for Priority, Priority Reason, Program AGPA, and GPS AGPA. The PROGRAM DATA section includes fields for Term, Program, Assigned Supervisor, and Assigned. At the bottom right of the form, there is a button labeled "Review Form / Send to B..." which is circled in red.

7. Fill in the Review Form.

The **Comments & Recommendation** section is **MANDATORY**.

Academic Unit - Review

Candidate Assessment Entered by GPS - Not editable

GPS Dean Review Required
☐ Yes

GPS AGPA

3.600

Program AGPA

Applicant Scores (1-10) Optional - No need to fill in

Using this scoring rubric is optional.

Any values entered into the individual scores will result in an average being calculated.

The "Average Score" field may be overwritten if your unit only needs an average score for ranking applications.

CV

References

Statement of Intent

Average Score

Comments & Recommendation

Recommendation ①

Comments (Internal only) ②

250 words remaining

☒ Supervisor Assignment ③

Supervisor Assignment

Assigned Supervisor ④

Assigned Secondary Supervisor

Send to Bin

Current Bin
Review

Next Bin (required) ⑤

Review (current)

Next Reader (optional)

Send ⑥

Draft Saved

1. Indicate your admission recommendation – Admit or Deny.

2. Please add your funding commitment by selecting one of the following options in the comments box:

For PhD:

- I will provide the minimum annual stipend of \$ [amount] for 4 years for the student.
- This is an admission with scholarship funding. Please specify scholarship details (e.g., CSC, Colfuturo, etc).
- This is a part-time PhD admission and I will not provide funding. The applicant is required to submit a part-time registration form and a proof of full-time employment.

For MSc:

- I will provide the minimum annual stipend of \$ [amount] for the student.
- This is an admission with scholarship funding. Please specify scholarship details (e.g., CSC, Colfuturo, etc).
- This is an admission with self-funding and I will not provide funding. Please complete the self-funding form and send the signed form (both student and supervisor must sign the form) to Ellie at engg.gradadm@ualberta.ca. If the form is not received, the application will be returned back to you.

3. Check the "Supervisor Assignment" checkbox.

4. Type your name in the Assigned Supervisor box.

NOTE: Entering your name in this box serves as your electronic signature and confirms the accuracy of your recommendation and funding commitment.

If you wish to assign a co-supervisor, please enter the co-supervisor name in the "Secondary Supervisor" box.

5. Choose "Review (current)" for the next bin.

6. Hit "Send" button to submit your review. It will automatically remove the application from your queue.

Your review is DONE!

Appendix A: Tips for Navigating the Slate Reader Interface.

You can find this information on the home page of the 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)
- **D:** drag pages
- **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
- **T:** toggle text selection
- **Esc:** close open panels, return to first section