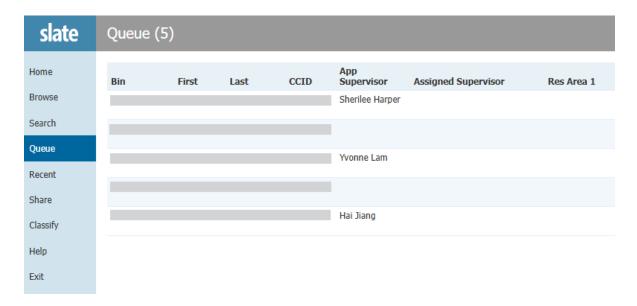
CEE Grad Slate Evaluator Guideline (for Supervisor)

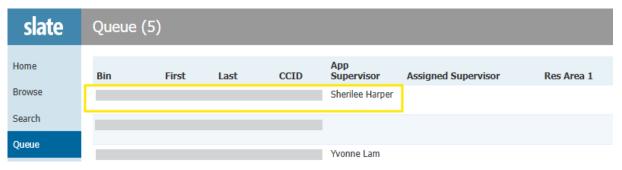
1. When application(s) is assigned to you, you will receive a notification email titled 'Action Required: New Graduate Admissions Application to Review" or <u>click here</u> to login as an Evaluator in Grad Slate.



- 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.



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



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



- 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

Personal Info

Application Info

WAC

Review Forms

Official Transcr

Unofficial Tran..

Official Degree

Unofficial Degr..

Insufficient Docs

Assessments (

References

ELP/FLP

Supervisor

Supervisor Con..

Resume/CV

Additional Info.

Activities

Dashboard: A summary of the application with details about financial support, test scores, and prerequisites that the applicant may have listed.

Personal Info: The applicant's biographical and demographic data.

Application Info: Answers to program-specific questions or research areas if required.

WAC: Weighted Average Calculation (AGPA) provided by GPS.

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 Transcripts: Transcripts received from official sources.

Unofficial Transcripts: Transcripts uploaded by the student.

Official Degree Certificate: Degree Certificates received from official sources.

Unofficial Degree Certificate: Degree Certificates uploaded by the student.

Assessments: Scores for ancillary tests, such as CASPer, GRE, GMAT, uploaded by the applicant.

References: Questionnaire responses and reference letters received from referees.

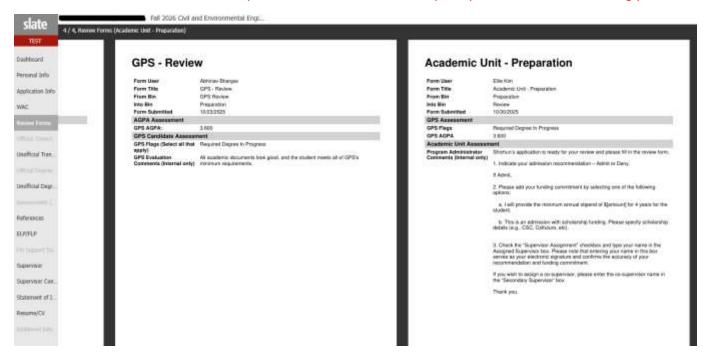
ELP/FLP: Language proficiency test scores entered by administrators and unofficial score reports submitted by applicants.

Resume/CV: The resume or CV uploaded by the applicant.

Statement of Intent/Research Proposal: Submitted by the applicant as required.

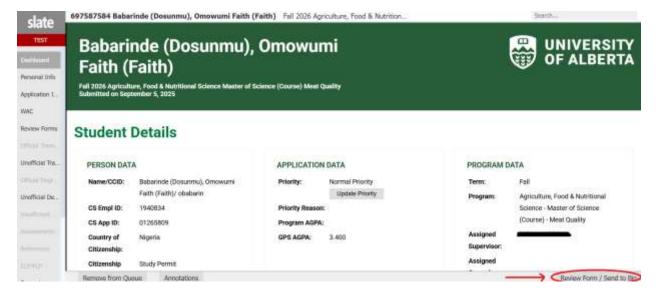
Additional Information: All other program-specific documents submitted by the applicant

- * View Review Forms
- Please read the "Academic Unit Preparation" review form and complete your review form accordingly.

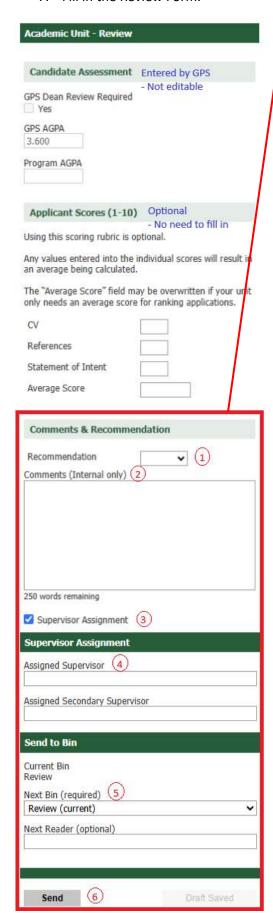


Please refer to Appendix A (page 6) for tips for navigating the Slate Reader interface.

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



7. Fill in the Review Form.



The Comments & Recommendation section is MANDATORY.

- 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:

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

For MSc:

- a. I will provide the minimum annual stipend of \$ [amount] for the student.
- b. This is an admission with scholarship funding. Please specify scholarship details (e.g., CSC, Colfuturo, etc).
- c. 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