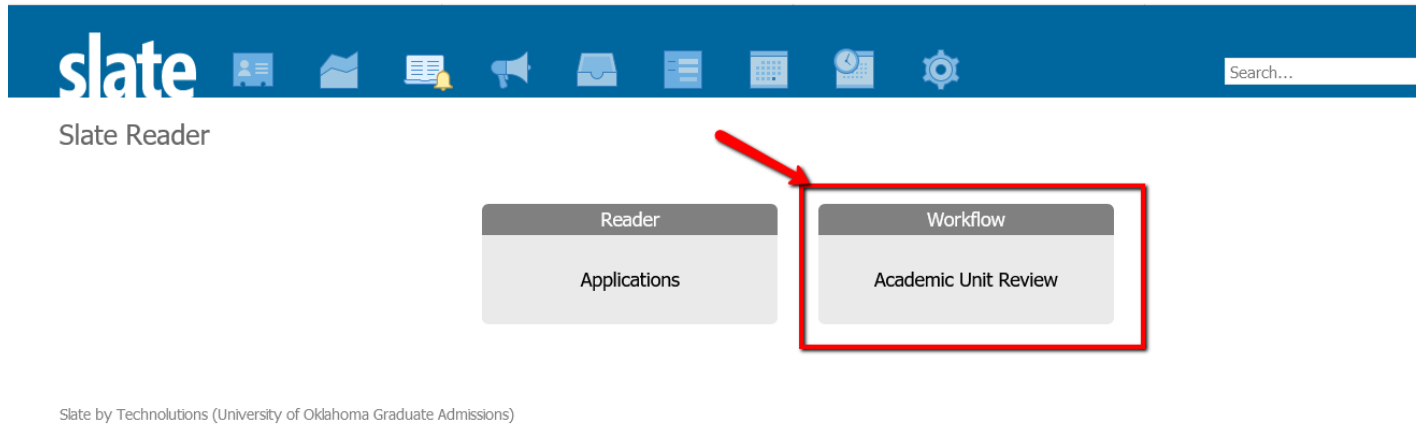


Evaluating Applications in Grad Slate

To begin evaluating the application that have been assigned to you in Slate, go to <https://gograd.ou.edu/reader>

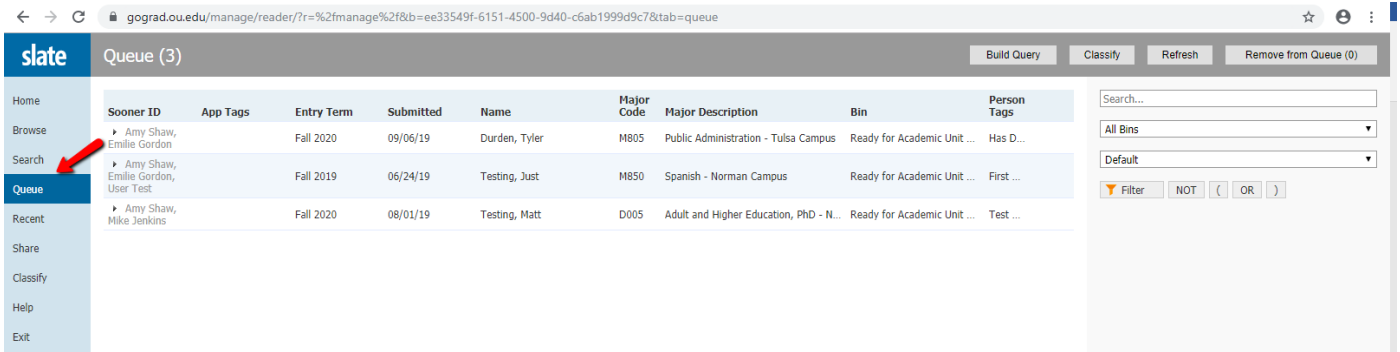
- Log in using your OUNetID and regular password
- Select the **Academic Unit Review** workflow



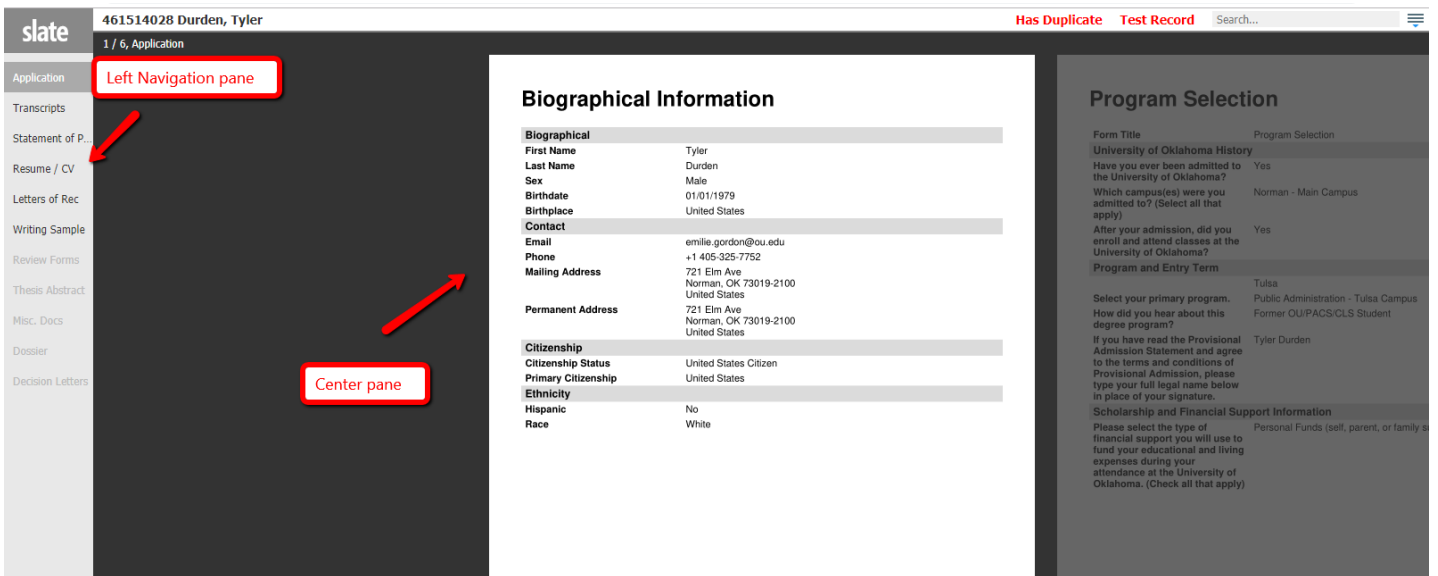
- You will see the Reader Home page.

The screenshot shows the Slate Reader Home page. At the top, there is a grey header with the 'slate' logo and the text 'Hello, Amy Shaw.'. Below the header, there is a vertical sidebar on the left with a blue background and white text, listing navigation options: Home, Browse, Search, Queue, Recent, Share, Classify, Help, and Exit. The main content area on the right is white and contains a section titled 'The Slate Reader'. Under this title, there is a sub-section 'Navigating the Interface' with a paragraph of text. Below that, there are two sub-sections: 'Using the Mouse' and 'Using the Keyboard', each with a list of bullet points detailing navigation shortcuts and actions.

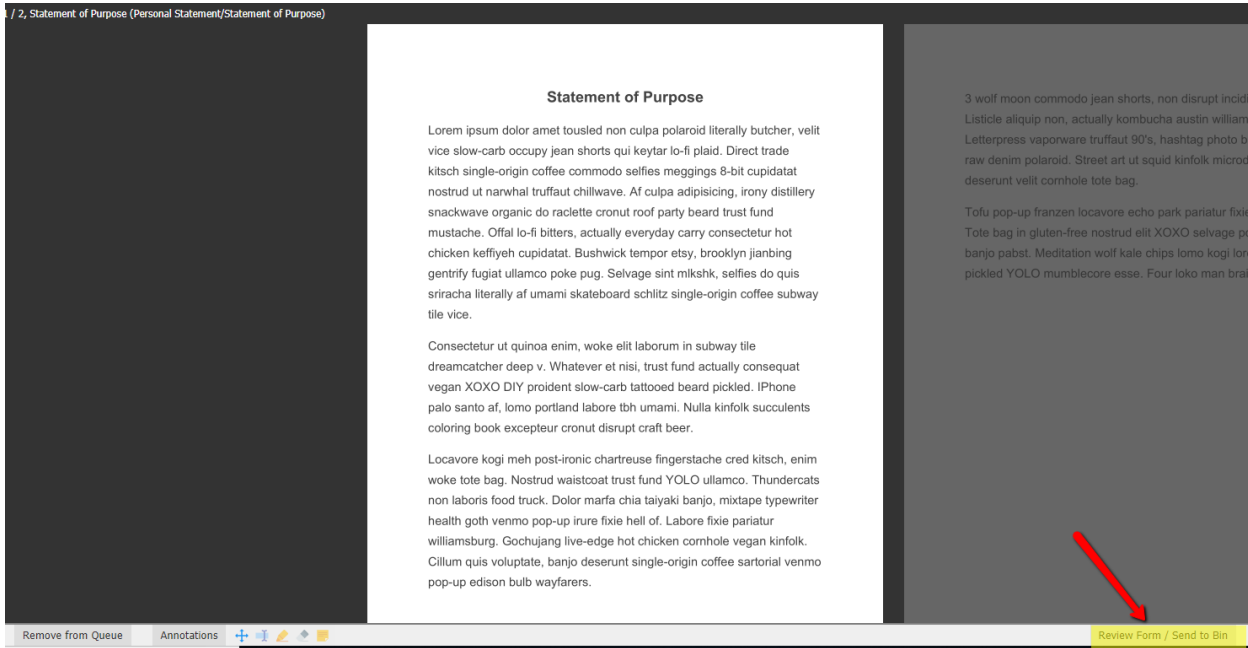
- To evaluate the applications that have been assigned to you, click on **Queue**.



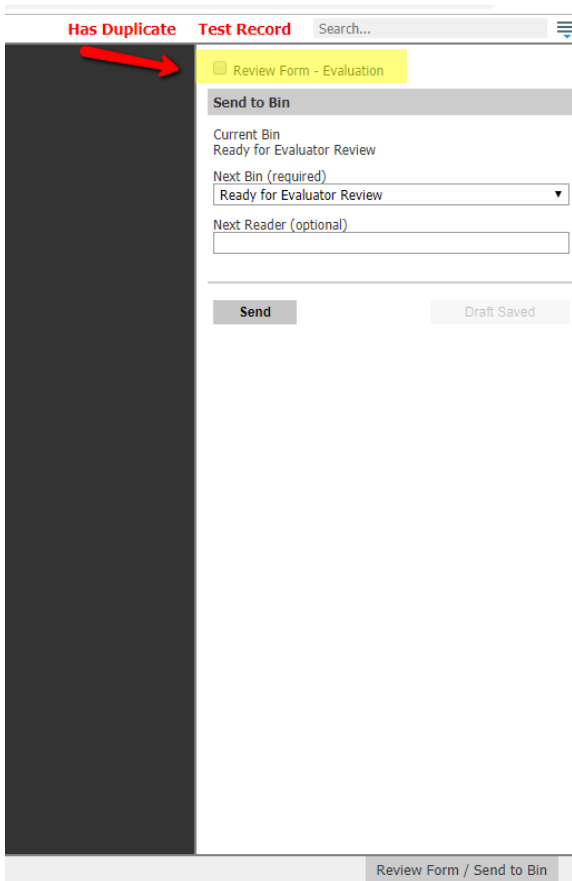
- Click on the first application in your Queue. Once it opens you will see the following:
 - Left navigation column** - shows the application and credentials associated with the application.
 - You may navigate through the application and credentials by clicking the credentials in the left navigation
 - If the credentials in the left navigation pane are grayed out then they have not been submitted.
 - The center pane** – this where you can view the application and credentials.
 - The document in the center pane changes as you click on credentials in the left navigation column.



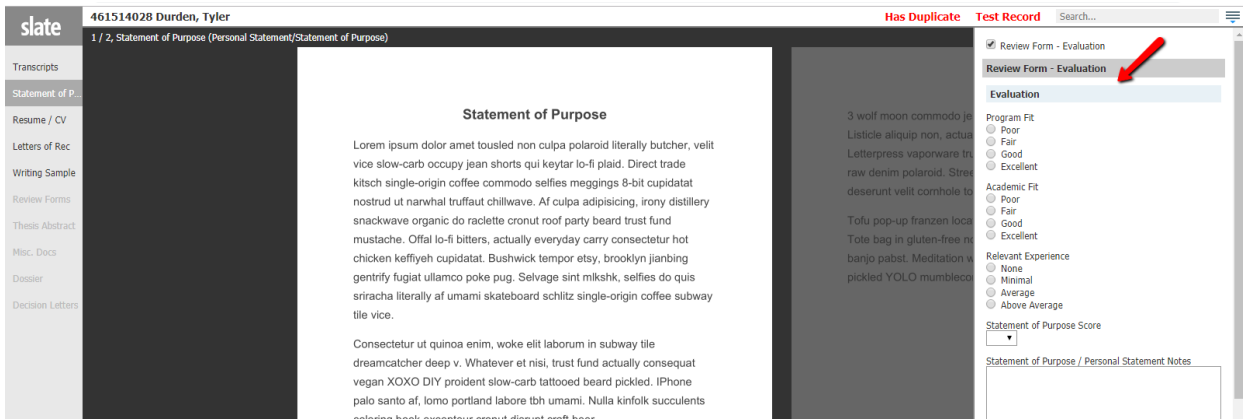
- To begin the Reader Evaluation process, click the Review Form/Send to Bin Icon in the bottom right corner.



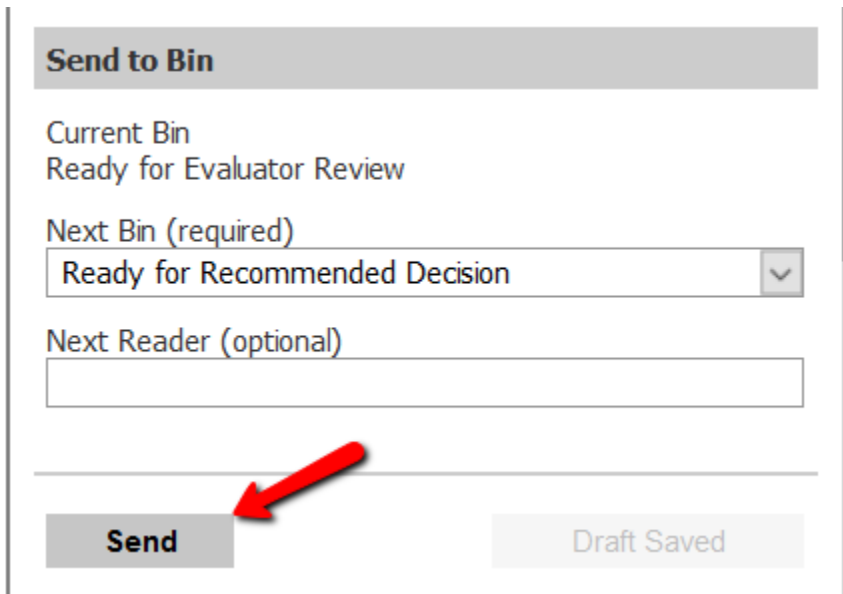
- Click the Review Form – Evaluation box.



- This will open the Review form.



- Complete the Review Form as needed. Remember you can toggle through the application and credentials and view each credentials in the center pane as you are completing the Review form.
- Once your evaluation is complete, click Send (at the bottom of the Review Form).



- By clicking **Send**, you have completed your evaluation. Once all the evaluations are completed for this application it will flow to the **Ready for Recommended Decision** bin where the Department Administrator will enter the official recommendation for your academic unit.

