It's true, there is a lot of information in Slate. The best way to efficiently navigate through the system is to first identify the question that you are asking. For example:

**How to Access and Log on to Slate**

1) Type `gograd.binghamton.edu/manage` into your address bar

2a) Sign in using PODS username and password

OR

Access Slate directly from the Binghamton portal (`my.binghamton.edu`)

2b) Click “Slate” on left side navigation bar

This is your Slate Dashboard/Homepage
It’s true, there is a lot of information in Slate. The best way to efficiently navigate through the system is to first identify the question that you are asking. For example:

**How do I access a student’s individual record?**

In order to view an individual record from the Slate dashboard, click on the Records icon.

Search for the file in question by typing their name, e-mail address, or reference number into the Partial Match search bar. The results of your search will appear below while you are typing. To open the record, click on the name of the student.

This is the student record. Below is a brief description of parts of the record.

**Reference #:** upper right hand corner of record

**Dashboard:** quick overview of contact information, academic records, and test scores

**Timeline:** compilation of all communications that have occurred from the Graduate School and possibly faculty/staff members.

**App:** contains application information.

**Profile:** biographic information, address, contact, academic history.

**Materials:** list of any material submitted by student or on their behalf.

**Prospect Details:** any information collected before an application was started.

Please keep in mind that you will only be able to view applications that are specific to your program.
The best way to find a list of applicants that fit specific criteria is to use a **query**. Access queries by clicking on the Queries/Reports icon at the top of the page.

The Graduate School has created several queries based on frequent requests from academic departments. In order to run the query, click on the name of the query.

In this example, we are looking to find a list of Admitted Applicants using the Admitted Applicants: Processed & Released shared query. To run the query and access the list of students, click on Run Query.

This query will generate a list of admitted applicants. There is also the capability to export this information to Excel from this page.

***For more detailed instructions regarding building your own queries, please refer to the manuals on the Graduate School’s Slate Treasure Box.***
How do I review applications?

Even though you can see pieces of the application when you click on the Records icon, application review occurs in the Slate Reader.

This is what the Slate Reader dashboard looks like. In order to access the departmental workflow, click on Browse.

In the Browse tab, you will see a gray box (referred to as a Bin) labeled “Faculty Review”. The number of applications that are ready for review will be visible in the bottom right hand corner of the bin. Click on the bin to open it and view a list of applications.

Select the name of the applicant(s) that you would like to review and click “Add to Queue” in the top corner of the screen. This will automatically send you to your Queue.

To read an application, click on the name of the applicant and the application will open.
How do I review applications?

Once the application is open, you will be able to review the materials.

1. To open the Review Form, you will click on the “Review Form/Send to Bin” button in the lower right hand corner of the screen.
2. Make sure that the box next to Faculty Review Form is checked and fill out the form appropriately.
3. When you have completed this form, hit “Send”. This will remove the application from your queue and you will be able to begin work on the next application.