

| CARNEGIE

POWERED BY UNDERSCORE



Massachusetts
Institute of
Technology



BALL STATE
UNIVERSITY

Graduate Implementations

Your GPS (Graduate Programs Strategy) Navigation for your
Implementation Journey



Presenter

Laura Bald

- + Senior Slate Strategist, Manager of Enrollment Implementations**
- + Former graduate Admissions and Systems Manager at Portland State University**
- + MS in Applied Information Management**
- + The Sophisticated and Curious Researcher**



Did you know?

Carnegie Slate Optimization, powered by Underscore, has implemented over 70 instances of Slate since 2019.

Presenter

Lauren Pouchak

- + **Director of Special Projects**
Office of the Vice Chancellor,
Massachusetts Institute of Technology
- + **Provides strategic direction, planning, and management for a wide range of educational projects and initiatives**
- + **Previous experience managing legacy database migration projects at two other institutions**



Did you know?

Massachusetts Institute of Technology (MIT) offers 138 graduate-level degrees within 38 departments.

Presenter

Kayla Elliott Miller

- + **Senior Systems Manager, Ball State University**
- + **Slate Guru for Graduate Admissions**
- + **Former Operations Manager for Graduate and International Admissions**



Did you know?

Ball State University has been in a **shared** Undergraduate and Graduate Slate instance since **2018**.

+ today's agenda

1. How to Begin
2. Slate Solutions
3. User Resources
4. Lessons Learned
5. Questions and Answers

1

How to Begin:

Map Your Journey

- Database Decisions
 - One or two or more?
 - Who are you sharing with?

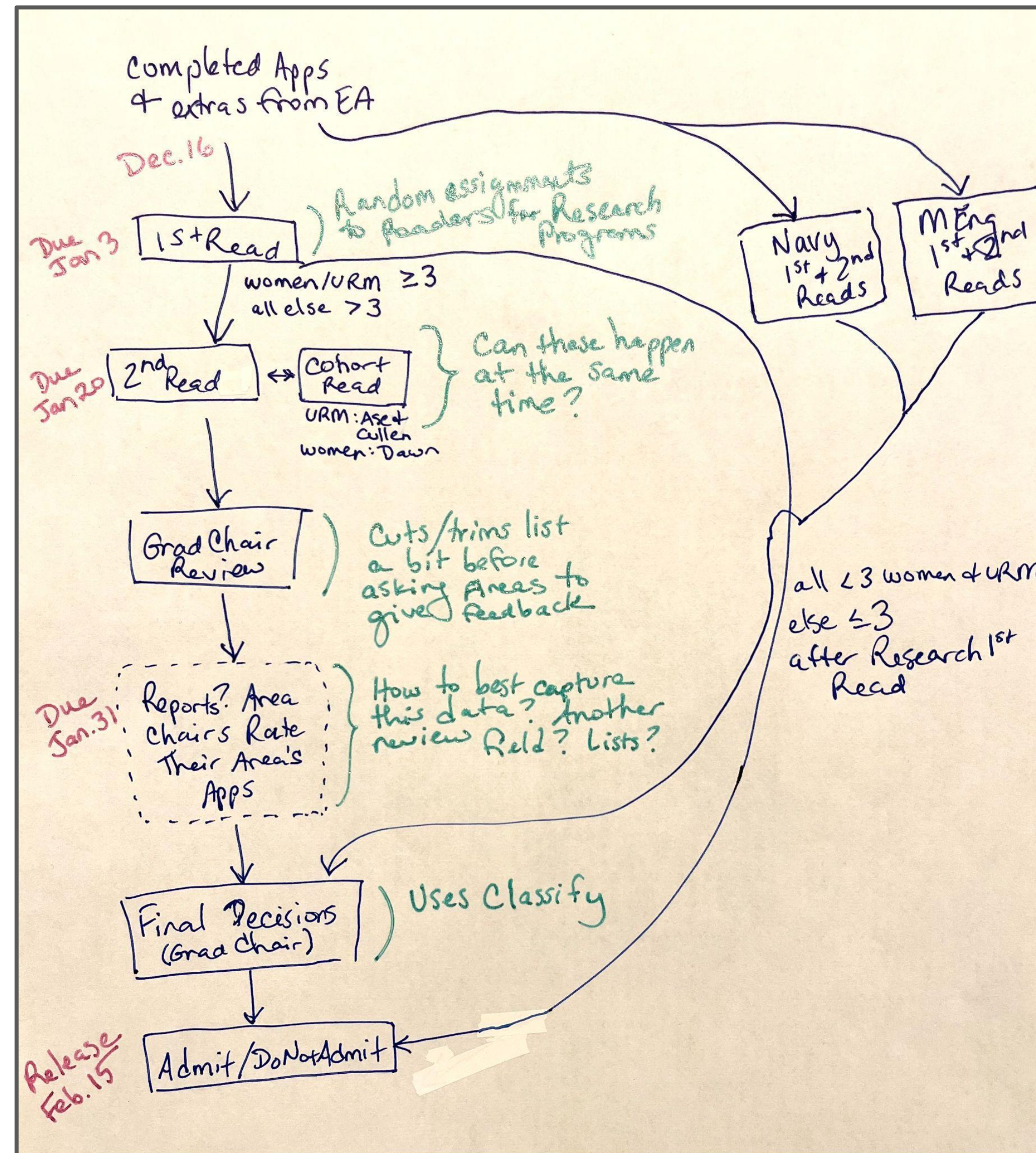
Map Your Journey

- Who's Involved?
 - Project Lead
 - Project Sponsor
 - Departments/Colleges

Map Your Journey

- What Does it All Look Like?
 - Map it Out

Map Your Journey



Map Your Journey

Legend - Groups				
All	Business	Engineering	PhD	International

Requirement	MBA	MSF	CS	Mech. Eng.	ETM
UG Transcripts	X	X	X	X	X
UG Transcripts					X
GMAT	X	X			
GRE	X	X	X	X	X
TOEFL	X	X	X	X	X
IELTS	X	X	X	X	X
Resume	X	X			X
Essay			X	X	X
Recommendation					X

Map Your Journey

- What Does it All Look Like?
 - Map it Out
 - Why? Seriously...why?
 - SIS Needs

2

Slate Solutions:

Permissions

Permissions

- User Permissions – What can a user do?
- Realms – Which objects can it be done to?
- Population Permissions – To whom can it be done?

Population Permissions

[illegible]

Custom Permissions

slate

TEST

Home

Browse

Search

Queue

Recent

Share

Classify

Help

Exit

Browse

Graduate

Awaiting Review

Processing

Read

Decision

Awaiting Submission

233

Material Processing

Program Coordinators

Admit

Awaiting Payment

0

Additional Transcripts Req

Awaiting Test Score

2

Readmit Review

Awaiting Materials

190

Pending Next Steps

Review 1

0

Review 2

slate

TEST

Home

Browse

Search

Queue

Recent

Share

Classify

Help

Exit

Browse

Graduate

Awaiting Review

Read

Review 1

0

Program Coordinators

29

Review 2

0

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Standard Permission Definitions

Application Decide

Add, Confirm, Assign Letters, and Release decisions individually from the application record. Also grants access to Decision Management if the user has read access for a query.

- + Must have access to application lookup. Allows for individual decisioning or decisioning through the query tool.
- + Recommendation: Try using rules as much as possible to add initial decisions and use the Release Decisions tool (and permission) to release decisions in bulk.

Application Decisions (View)

Allows for a user to see decisions and the decision section on an applicant's record. If given query access, decisions can still be queried.

- + If given query access, decisions can still be queried.

Application Lookup

Permissions Definitions and Recommendations

Powered by Underscore



Deadlines

Deadline Management

Edit Record in Application

Status

Folder

Type

Section

Name

Warning

Group

Base

Filters

Matching Rows

Filters

Edit Prompt Logic

Field

Prompt

Conditional Logic File

Filters

Save

Save as

Where you would like to at

Save

Cancel

Edit Record in Prompts

ID

bc47a2b6-a887-4f56-8b96-9347f4c39ed9

Status

Active

Folder

Key

aca_interest

Value

Chemistry

Category

Short Value

Index Value

Export Value

Export Value 2

Export Value 3

Export Value 4

Export Value 5

Order

Parent ID

Effective Date/Time

01/01/2021

Expiration Date/Time

01/01/2022

Prev

Next

X

Ch

Op

Se

Str

Bir

Ca

as

Re

Int

Tra

Vio

Translation Codes

Translation Codes

Edit Translation Code

Key	gr_deadlines
Type	String (Discrete)
Status	Active
Value	Summer Psych
Export Value	03/01/2022
Export Value 2	
Export Value 3	
Export Value 4	
Export Value 5	

- Fall Crimi
- Fall Healt
- Fall Psych
- Spring BS
- Spring Cr
- Spring Ps
- Summer I

Edit Record in Application Logic

StatusActive

Folder

TypeSubmission Requirement

Sectionfrm?25f7d3ff-7327-4668-b00d-8dc24034b8b5 - Program

NameDeadline Passed

WarningHard Fail

Group

BaseConfigurable Joins - Application

Filters

Matching Rows30

Filters

FilterNOT(OR)Join

Deadline Passed

Save

Save as Copy

Delete

Cancel

Snapshots

Deadline Passed

Subquery Filter

Independent subquery

System

Translation

Comparison

System Current Date

>

Translation (independ

Export

System Current Date

Translation (independ

Filter

Translation (independ

Dataset

program - Accountancy (MACC)

- Dashboard
- Timeline
- Profile
- Materials
- Program Setup

Type
Program

Program
Accountancy

Program Setup

New Record

Partial Match

Matching Rows 162

Filters

Filter

NOT

(

OR

)

name	Type	Program
program - Accountancy (MACC)	program	Accountancy (MACC)
program - Addiction Counseling (CERT)	program	Addiction Counseling (CERT)
program - Adult-Gerontology Acute Care Nurse Practitioner (MSN)	program	Adult-Gerontology Acute Care Nurse Practitioner (MSN)
program - Adult-Gerontology Acute Care Nurse Practitioner (PCER)	program	Adult-Gerontology Acute Care Nurse Practitioner (PCER)
program - Advanced Literacy Instruction & Intervention (CERT)	program	Advanced Literacy Instruction & Intervention (CERT)
program - Anthropology (MA)	program	Anthropology (MA)
program - Anti-Racism (CERT)	program	Anti-Racism (CERT)
program - Applied Artificial Intelligence (CERT)	program	Applied Artificial Intelligence (CERT)
program - Applied Energy (CERT)	program	Applied Energy (CERT)
program - Applied Energy and Electromechanical Systems (MS)	program	Applied Energy and Electromechanical Systems (MS)

- Lookup
- Organizations
- Organization Contacts
- Fee Waiver Codes
- Advisors
- Program Setup

Edit

3

User Resources:

Training

Training and Slate Scholar


- How to Approach Training
- Accessing Resources

Slate Scholar


The screenshot displays the Slate Scholar interface. On the left is a sidebar titled "Slate Scholar Classroom" with a close button. It contains a "Student Portal Manual" dropdown menu, which is currently expanded to show a list of lessons: "1. Introduction" (selected), "2. Your Portal", "3. Portal Admin Dashboard", "4. Accessibility", "5. Branding and Design", "6. Testing Instructions", "7. Going Live", "8. Upkeep/Maintenance", "9. How Do I...? [Common Tasks]", "10. Special Notes: ACCESS Portal", and "11. Special Notes". Below the menu, there is a paragraph of text: "If you need further guidance, do not hesitate to reach out to Underscore at [info@underscorehighered.com](\"mailto:info@underscorehighered.com\") and we can provide options. Please review the section Updates/Maintenance for more information." followed by "Thank you for letting Underscore assist you with your portals and good luck!". At the bottom of the sidebar is a section titled "Additional Training" with the text: "In addition to this Portal Manual, please [see the recorded training session](\"#\") with Underscore. This is accessed via Zoom with a passcode to unlock."

The main content area on the right has a blue header with the "slate" logo and several icons. Below the header, it says "Welcome, [redacted]" and "You have accessed Slate from 8 devices". The main body of the page features a large blue banner with the "slate" logo and the text "★ SPIRIT S". Below the banner, it says "Explore the **Slate Spirit Shop** and stock up on your favorite Slate gear: t-shirts, water bottles, ...". At the bottom of the main content area, there is a question mark icon and the text "Slate by Technolutions (DeSales University)".


Learning Management System




BALL STATE UNIVERSITY




Account




Dashboard




Courses




Calendar



Inbox



History





Help


Community 2020

- Home
- Assignments
- Discussions
- Grades
- People
- Pages
- Files
- Syllabus
- Modules
- Collaborations
- Office 365
- Chat
- BSU Bookstore
- Learner Resources


▼ Information for Director of Graduate Studies

 Graduate School Program Directors and Graduate Advisors Guide and Resources


 Graduate Catalog


 Graduate School Forms

Admissions Committees


 Slate Access and Trainings for Admissions Committee Members


How to Guides

 2021 DEPTS - Admissions Application & Reader Training.docx

 How to Run the Graduate Program Director Year to Year Report.pdf

Program Director Meetings

 2021 Fall DGS Welcome Back Meeting.pptx

 Best Practices in Recruitment_DGS Workshop_Fall 2021.pptx

Faculty Portal

Faculty Portal:

- Why Create a Faculty Portal?
- Considerations

Faculty Portal



DESALES UNIVERSITY

Graduate Faculty Portal

[Logout](#)

Welcome, Karen Kent

This portal will list the students listed within your department. You will be able to see the most recent interactions and log an interaction as well. Select which population you wish to view, below. If you wish to receive a special list of students not accessible in the portal, please complete this [Special List Request form](#).

Search all students [here](#).

To get started, please select the population you'd like to view from the list below:

Home

Inquiries

Applicants

Events

Scheduler

Reader

Form

Recent Admits

Print

Column visibility

Export

Office info

Show all

Search:

Last Name ▲	First Name ▼	Accepted Program ▼	App Program ▼	Application Date ▼	Accepted Date ▼	Student Type ▼	Start Term ▼	Status ▼
Bald	Dexter		MBA - Master of Business Administration	05/23/2022	05/13/2022	Graduate		Applicant

Showing 1 to 1 of 1 entries

Previous

1

 Next



Administrative Forms

Administrative Forms



Djarin, Din

Applicant 343355311

- Dashboard
- Timeline
- Fall 2023 - Mast... Awaiting Materials
- Profile
- Materials
- Admissions Notes
- Inquiry/Person Details
- Historical Inquiries

Fall 2023 - Masters/Doctoral

Awaiting Materials
Submitted May 19, 2022
Last updated May 19, 2022

Current Bin: File Processing
Queue: [Heather Woodville](#)

No decision on file.

[Upload Materials](#)

send transcripts to Inbox for upload

[Waive Checklist Items](#)

[Application Change Request](#)

Banner ID:
Student Type: Masters
Academic Program/Level: Child Development - Adult Undergraduate
Degree:
Application Term: Fall 2023 First Half
Location: Online
Application Major
Application Minor
Round: Masters/Doctoral
Priority: Normal Priority
Registered:

Partner (OPM):
Enrollment Deposit:
RNL ForecastPlus Score:
Flaherty:
College Readiness:
GPA:
Music/Theater Interest:
Phi Theta Kappa:
Employer:
Intl Agency:

Overview

- [Financial Aid](#)
- [Workflows](#)
- [Portfolio](#)
- [Populations](#)

- [Read Application](#)
- [Download PDF](#)

- [Impersonate > Applications](#)
- [Impersonate > Status Page](#)
- [Edit Application Details](#)
- [Application Details](#)

Checklist

[Insert Requirement](#)

✗	Bank Statement	Awaiting	▼
✗	Certificate of Finance	Awaiting	▼
✗	Copy of Passport	Awaiting	▼
✗	English Proficiency Scores	Awaiting	▼
✗	Transcript (Mandalore University)	Awaiting	▼

Administrative Forms

Ball State Application Requirements Form



2023-2024 Annual Graduate Application Requirements

It is time to begin selecting your department-level application requirements for the 2023-2024 admissions cycle. Please complete the below **2023-2024 Annual Graduate Application Requirements** form by **May 16, 2022**.

- On this form you will be asked to:
- 1. Choose a transcript option that will best support your program's admission decisions.
 - 2. Select department-level application requirements for Fall 2023, Spring 2024, and Summer 2024.
 - 3. Provide updates on your program's priority and confirmation deadlines.
 - 4. Request changes to your "apply now" webpages.

- Please note that this form allows you to select multiple programs.**
- 1. For all programs that you advise that have the same requirements: Select all of your programs from the list including certificate programs. You can select multiple programs using the control function. Press control and click on the programs that share the same requirements.
 - 2. For programs that you advise that have varying requirements: Submit one form per program or group of programs with the same requirements.

You will receive an email confirmation that outlines the requirements submitted by your department upon submitting the form. This email will include important details on the launch of the 2023-2024 application and apply now webpages. As a reminder, the next opportunity to update your program's application requirements and associated apply now webpages will be March/April 2023 for 2024-2025.

We are here to assist you with exploring the best options in department-level application materials. Please do not hesitate to reach out to us at admhelp@bsu.edu.

Many thanks!

Your Name	<input type="text"/>
Email	<input type="text"/>
Department	<input type="text"/>

Select all program types that you advise for (that have exactly the same admissions requirements):

- ☐ Master's
- ☐ Certificate
- ☐ Doctoral
- ☐ Specialist
- ☐ Licensure

For what terms may applicants apply to start your program(s)?

- ☐ Fall 2023
- ☐ Spring 2024
- ☐ Summer 2024

Administrative Forms

MIT Intake Forms

Slate Transition intake form

Process questions

- 1. Who is your current team working on grad admissions?
 - a. Who configures the application page in GradApply?
 - b. Who is your grad/admissions chair, how long are they in place?
- 2. Workflow - What is your current reading/decision process - how can we help 'optimize business process'?
- 3. Who reviews/comments/scores applications (forms)?
- 4. Access to student data - Identify who will need what kind of access to Slate:
 - a. **Slate Dept Admin** (grad admissions office) - manage dept application Deliver, reader form customizations, reading bin management, grant assignments, admit letters, reporting queries, governance and committee prospecting, customize committee reading
 - b. **Committee Chair** - bin management, assign readers, reading
 - c. **Readers** - reading only that dept
 - d. **Faculty** - view applicants & prospects, comment on student record, offers, may read applications?
 - e. Others?

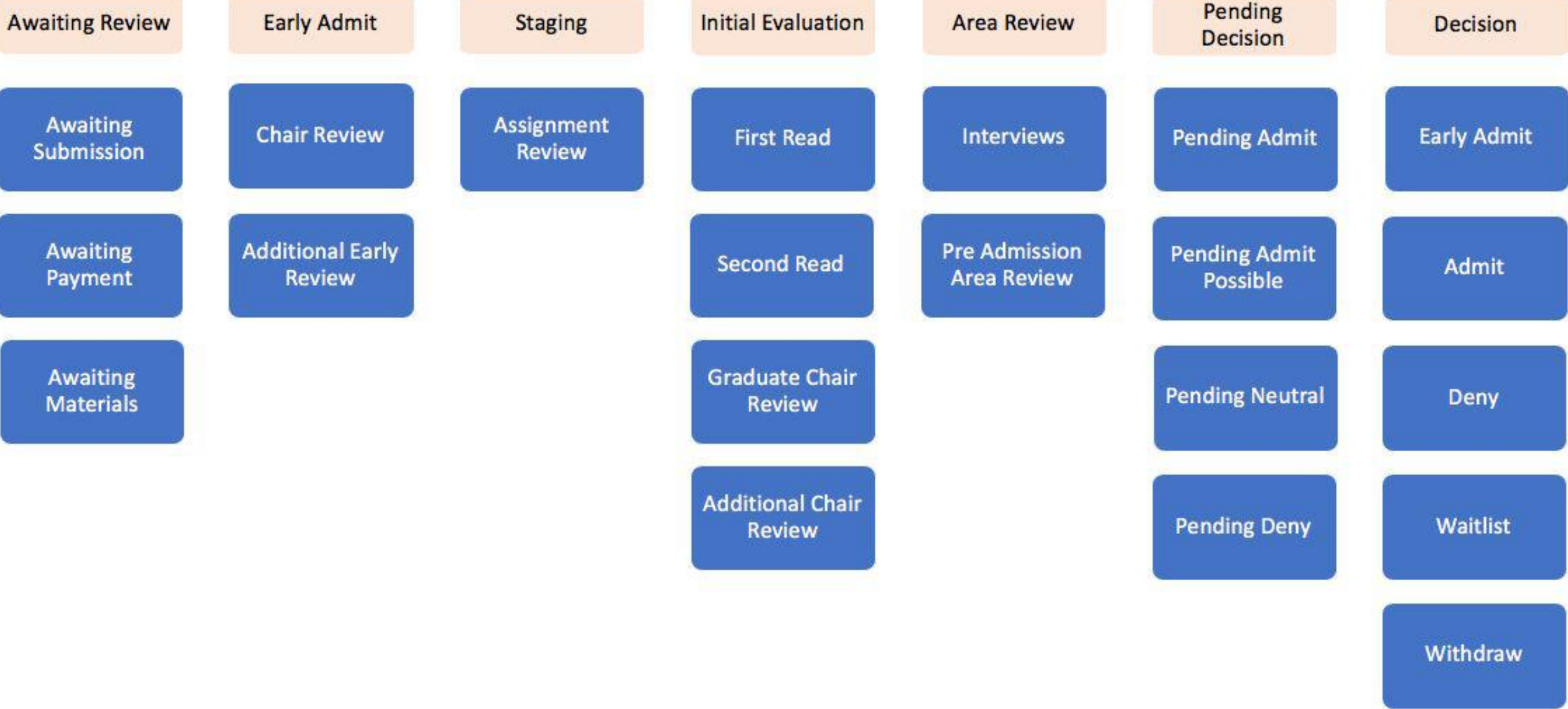
The following sections of the application can be customized by admissions program, please review.

Program Information (Custom by Department: Degree Objectives, Primary and Sub areas)

Please review your program page on: <https://gradadmissions.mit.edu/programs> and confirm the fields below. Students will select these as options for the admissions process.

- Degree Objectives
- Primary Areas of Research
- Secondary Areas of Research (do you use these? If so, how?)
- Area of interest (do you use these, do they map to Grade20?)
- Joint programs?
- Other groups that you send receive admits to/from?
- Entry semester (s)?

Application Review – Reading Bin Structure Template



4

Lessons Learned :

Lessons Learned

- Lessons Learn...ing
- Partnership with Carnegie
- Start Slow and Scale Up!
- Permissions

Lessons Learned

- Plan for Faculty Turnover
- Resources Required!

AUAA

Ask Us (Almost) Anything

Contact Us!

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Lauren Pouchak

lpouchak@mit.edu

Kayla Elliott Miller

kemiller2@bsu.edu

Thank You!

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