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.
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.
- To return to your Queue to evaluate, you next application, click on Slate in the top left corner.

- You will see you Queue and can begin evaluation process again.