Welcome, District Enrollment Directors!

Thank you for your time, effort, and leadership on behalf of Dartmouth as a DED. The following manual provides an outline of how to navigate the Slate Alumni Portal and manage your volunteers. See below for a Table of Contents. For returning DEDs, you may notice a few new features and enhancements to the Portal, all of which were developed in response to your feedback from previous years.

Should you have any questions regarding the Portal, please do not hesitate to be in touch with a member of the AAP. Thank you again for your hard work on behalf of Dartmouth. We look forward to supporting you throughout the upcoming admissions cycle!

Sincerely yours,

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Internet Browser

- The Alumni Portal in Slate works best (and fastest!) with Google Chrome or Firefox.

Zooming In/Out to View the Full Screen:

Most computer screens do not show all of the columns in the Portal. To view the whole screen, try:

Option 1:

- You can also click (and hold down) the long gray buttons on the bottom and on the right-hand side of the screen and drag them side-to-side or up-down.

Option 2:

- At the top of your internet browser (each browser offers slightly different options), click the “View” tab (Figure 1). Then, select “Zoom.” You will be able to zoom out (or in) as much as you would like.

  ⇒ Note: If you use Google Chrome as your browser, you can also click the 3 horizontal lines in the upper-right hand corner of your screen (Figure 2), which also enables you to zoom out.

Option 3:

- If you use a mouse with your computer, first make sure that your mouse is hovering somewhere over the Portal page. Then, gently roll your finger over the “wheel,” which is in the middle of the mouse. (Figure 3)
General Tips and Tricks: Part 2 of 2

Sorting Columns

- You may find sorting helpful when viewing applicants and volunteers.
- You can click once on a column header to sort A-Z and you can click twice to sort Z-A.
- When sorting the status column on the "My Volunteers" page, all blank status volunteers show first when you click once. To view all active volunteers, you need to scroll down. In early January, we will remove all blank status volunteers from the Portal.

TIP! You can sort several columns at once by holding down the "Shift" key as you click the column headers.

Emailing:

- The Alumni Portal in Slate only allows you to email individual applicants or volunteers. You can do this by clicking on the email icon next to their name.
  
  ⇒ Note: If your computer, tablet, or device is not connected to an email account, you can simply right click the email icon next to the applicants’ name and click “copy email address.” (Figure 4) Then, simply paste the email address into a new email.

- If you wish to email all volunteers, click the “Email Active Interviewers” button on the “My Volunteers” page and copy and paste the email addresses into your email browser.

We appreciate your time, effort, and dedicated service to Dartmouth. Should you have any questions, please do not hesitate to contact our office anytime.

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Assignment Management

- If you have not already accepted the assignment via the notification email, you can accept it here. Click on the applicant’s name and click “Confirm Assignment”

- Once the report is submitted, it can be viewed by clicking on the green icon next to the applicant’s "status." If you need to make changes to an interview report, please contact a member of the AAP team.

- Please note that if an interviewer declines the assignment, the applicant will simply disappear from their “My Interview Assignments” page. The DED must then re-assign.

Status Legend

Awaiting Confirmation 2016-XX-XX: the interviewer has not yet confirmed or declined the interview assignment, with the date of the initial assignment; an automatic reminder email is sent if the interview has not yet responded after 5 days

Confirmed 2016-XX-XX: the interviewer has confirmed the assignment, with the date of confirmation

Submitted 2016-XX-XX: the interview has taken place and the interview report has been submitted, with the date of submission

Declined 2016-XX-XX: the interview has declined the assignment; you will need to return to the ‘My Volunteers’ page and choose a different interviewer to assign to the applicant
Making Assignments

There are two ways to assign an interviewer to an applicant:

**Option 1: Traditional**
Click on the applicant name and a pop up box will appear. (Figure 1) Use the “Assign to” drop down menu. Interviewers are organized by last name. You will also see the interviewer’s year of graduation, their interview capacity and assignments to date, as well as their distance from the applicant’s high school.

**Option 2: Assignment Tool**
This assignment tool is meant to speed up the assignment process when you already know who you want to assign to the applicant. You can quickly find the interviewer’s name on this list. For example, if you wish to assign one interviewer to all applicants from a high school, simply sort by the high school and make the assignments. (Figure 2)

- You will notice that the interviewer will be assigned the applicant right away. However, you can change your assignment without any notification being sent. The assignment email will be sent to an interviewer after a 1 hour delay.
- When you click the “refresh” button you will see any assignments you have made.

Important to Note:
- If an interviewer declines an assignment (the applicant’s status will be “Declined: 2016-XX-XX), you will need to select a new interviewer to assign to the applicant.
- If an interviewer accepts the assignment but then changes his/her mind, you will need to let a member of the AAP know so we can release the assignment.
- The LL column refers to the fact that a student has received a “likely letter.”
  - At Early Decision, all likely letters are athletic.
  - At Regular Decision, the likely letter may be academic as well.