SLATE DOCUMENT PORTAL

The Slate Document Portal allows faculty and department administrators access to select documents that were submitted by the students during the application process. Access to these documents is determined by your role at the college, and is administered by Undergraduate Admissions.

Logging into the Portal

The Slate Document Portal can be accessed by typing go/sdp in the address bar if you are on campus. If you are off-campus you can use the following direct link: https://admissions.middlebury.edu/portal/slatedocumentportal.

Your username for the portal is your full email address (e.g. yourusername@middlebury.edu) and your password is always the same as your middlebury.edu password. The login screen will look slightly different depending on the browser you use. Here’s an example using Internet Explorer:

The portal will work with Internet Explorer, Google Chrome, Mozilla Firefox, and Apple’s Safari.

Once you have logged in you will be on the Home screen:

This screen may look different depending on your role. If you are not a First-Year Seminar instructor, for example, you will not see the ‘Lookup by FYSE’ box. All users have the ability to look up a student by name or course number. Type any part of the name into the Note that it may take a few seconds (less than 30) for a name to appear after searching by Name or Course Number.
LOOKUP BY COMMONS

If you are a Commons Administrator you will have the option to look up students individually, or by Commons. Clicking the ‘Lookup by Commons’ box will take you to a screen listing each Commons:

![Slate Document Portal](image)

Clicking on the Commons you are affiliated with will produce a list of the students in your Commons, along with their First-Year seminar:

![Atwater Commons](image)

Note that you can sort the columns by clicking on the column name.

To view the documents you have been granted permission to view that are associated with the student, click on the name:

![Middlebury, Michael (Mike)](image)

To view a document, click on the document name. This will open a new tab in your browser. See page 4 for an example.

Click ‘Home’ in the top-right corner to return to the previous screen.

Please see the Glossary of Terms at the end of this document for a list of document names and test score abbreviations.
LOOKUP BY FYSE

If you are a First-Year Seminar instructor, you can look up a student individually as described on page 1, or by clicking on the ‘Lookup by FYSE’ box. Clicking on this box will bring you to a screen listing your seminar:

**Slate Document Portal**

Hello Cates!

![Slate Document Portal](image)

Click your Course name to bring up the students in your seminar (we are only showing one for this documentation):

**Anti-Heroes**

2018
FYSE 1477 A
Cates Baldridge

<table>
<thead>
<tr>
<th>Name</th>
<th>Commons</th>
<th>FYSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middlebury, Mary II (Merry)</td>
<td>Atwater</td>
<td>Anti-Heroes</td>
</tr>
</tbody>
</table>

Note that you can sort the columns by clicking on the column name.

**Middlebury, Mary II (Merry)**

Atwater | 2018
FYSE 1477 A (Anti-Heroes)

**Documents**
- Application

**Test Scores**

<table>
<thead>
<tr>
<th>Test</th>
<th>Status</th>
<th>Date</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAT R</td>
<td>Self-Reported</td>
<td>1/1/18</td>
<td>1450</td>
</tr>
</tbody>
</table>

To view a document, click on the document name. This will open a new tab in your browser. See page 4 for an example.

Click ‘Home’ in the top-right corner to return to the previous screen.

Please see the Glossary of Terms at the end of this document for a list of document names and test score abbreviations.
Here is a sample of the Application being viewed in the portal:

You can scroll through the pages of the document by using the blue arrows, or with the scroll wheel on your mouse.

Use the Printer Icon if you need to print the document.

Use the Magnify icons to zoom in or out. Note that you can also double-click the document to zoom in.

Click on the red X or Return to return to the portal.
GLOSSARY OF TERMS

Test Score Terms

**SAT R**: Scholastic Aptitude Reasoning Test (re-designed in 2016). Components include:

- **Ev**: Evidence-Based Reading and Writing (max score = 800)
- **Ma**: Mathematics (max score = 800)
- **Re**: Reading subscore (max score = 40)

**SAT II**: SAT Subject Tests (max score = 800)

Subject category will be shown in parentheses

**ACT**: American College Testing standardized test. Components include:

- **En**: English (max score = 36)
- **Ma**: Math (max score = 36)
- **Re**: Reading (max score = 36)
- **Sc**: Science (max score = 36)
- **Wr**: Optional writing test (max score = 12)

**AP**: Advanced Placement (maximum score = 5)

Subject Category will be shown in parentheses

**TOEFL**: Test of English as a Foreign Language (maximum score = 120)

Documents

- **Application**: Either the Common App or the Coalition App
- **High School Transcript**: Transcript received during the application period (generally 9th – 11th)
- **High School Report**: School Report submitted by the high school counselor which includes a school profile
- **High School Final Transcript**: Transcript received at the end of the school year (generally 9th – 12th)
- **Mid-Year Grades**: Transcript received at the end of the first semester (sometimes 2nd trimester)
- **Mid-Year Report**: School Report submitted at the end of the first semester (sometimes 2nd trimester)
- **Teacher Recommendation(s)**: Academic recommendation submitted by one or more teachers.