Slate - Training and Resources

- Slate - Monthly Training
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- Slate - Appointment Portal Calendar Intergration
- Slate Random Help
    - Update Form/Query Permissions

Slate - Monthly Training

Description

We hold a virtual 1 hour training session each month that covers Slate basics, new features, and open discussion. Topics covered include; general overview of Slate navigation, NOA processing, Communications, Queries, Advising Appointment management, and new features recently added.

The sessions typically have a 30 minute crash course in Slate followed by 30 minutes of open discussion covering use cases, errors/issues, inefficiencies, or anything else Slate related.

Schedule (All sessions start at 2 p.m. CT)

August 20th

Meeting Link

September 17th

Meeting Link

October 22nd

Meeting Link

November 19th

Meeting Link

December 17th

Meeting Link

Slate Resources - Internal and Vendor

Slate Vendor Resources

Slate Knowledge Base - Large database of Slate articles. You can find just about everything here.

Slate Community - Upload or search for user generated questions on features, use cases, and issues. Official user social group.

Slate Feedback - Do you wish Slate had a feature its lacking? Search or request for features to be added to Slate.

Slate Super Friends Facebook Group - Just like Slate Community but in an unofficial Facebook form.

A-State Internal Slate Resources

PDF Articles

Slate Overview Reference - Overview of Slate navigation and basic features

Slate Messaging Guide - Guide to sending messages, email and text, and setting up mass message mailings.

Instructions for Setting up External Email Gateway

Slate Instructional Videos

Student Tutorials

Applying to the HOWL or ATLAS Programs

Faculty and Staff Tutorials

Processing NOA's (Notice of Admission Form)

Updating Query Filers

Advising Appointment Managing Availability

Mailing and SMS Training

Full List of Slate Tutorials

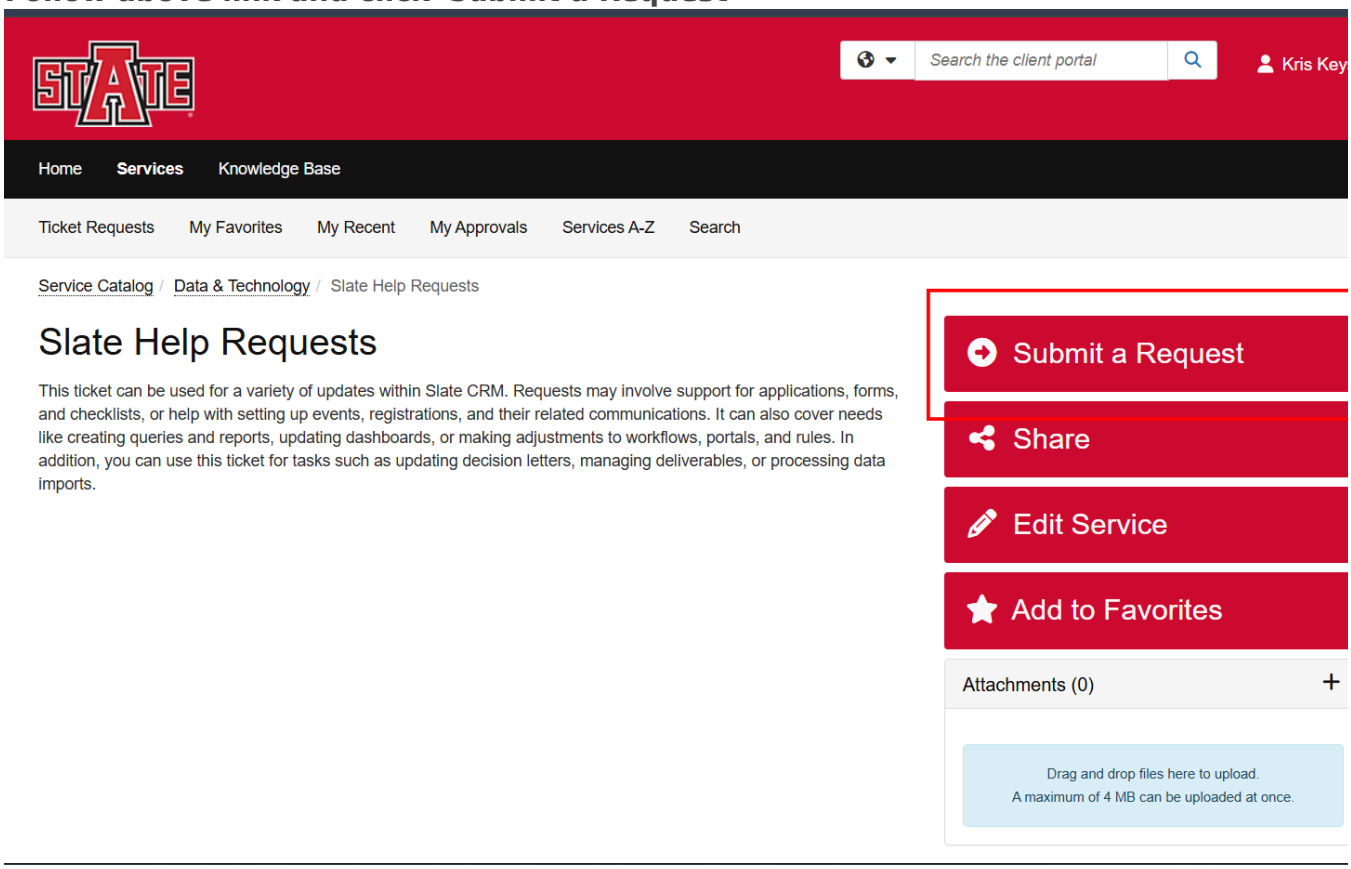
Slate - Submit Request

Submit a Ticket Service - Slate Help Requests

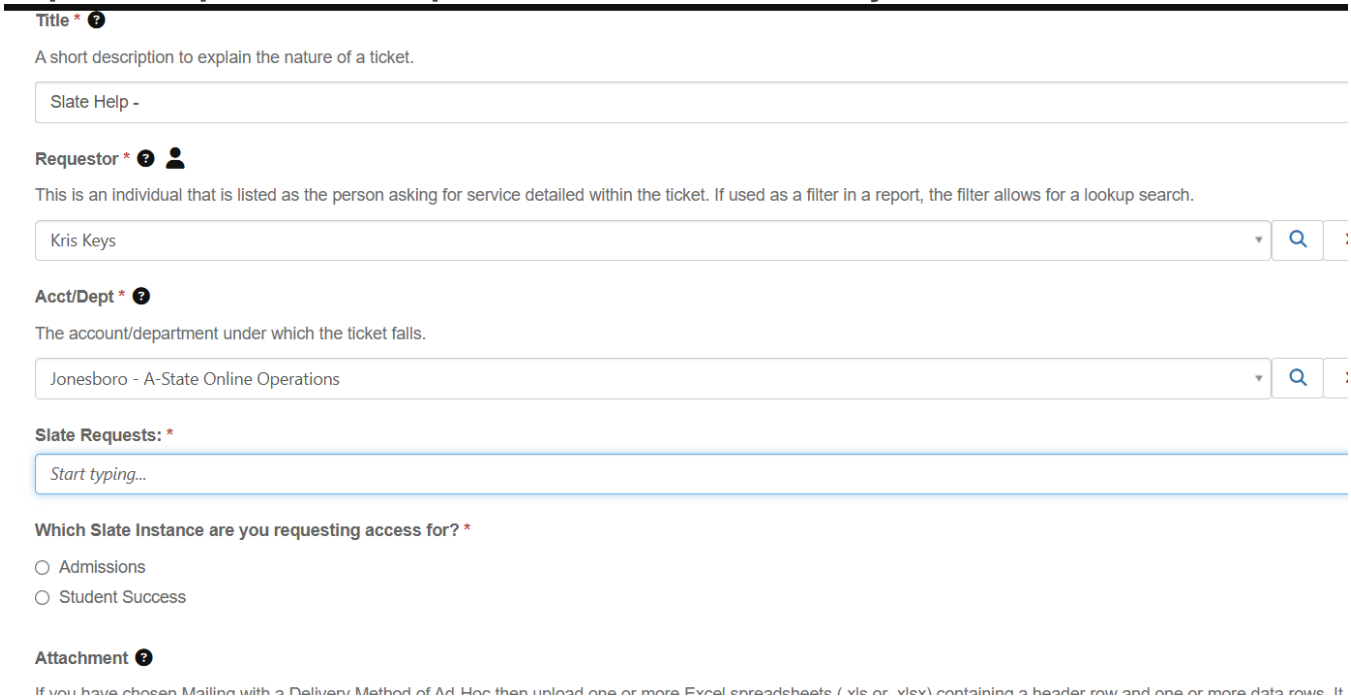
We strive to have fastest turn around time as possible but please note some requests like Mailings and Events take longer than Access and Query requests. Please allow for up to 2 weeks turnaround time for larger requests such as Mailings and Events. This gives us time to build, implement, test, and review while also being able to still manage our other tasks and requests.

How to:

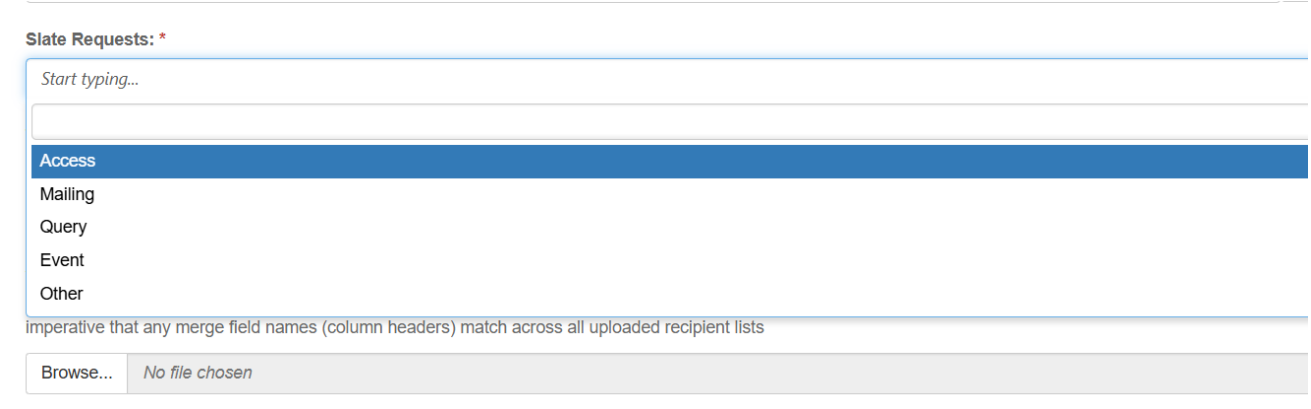
1. **Follow above link and click 'Submit a Request'**



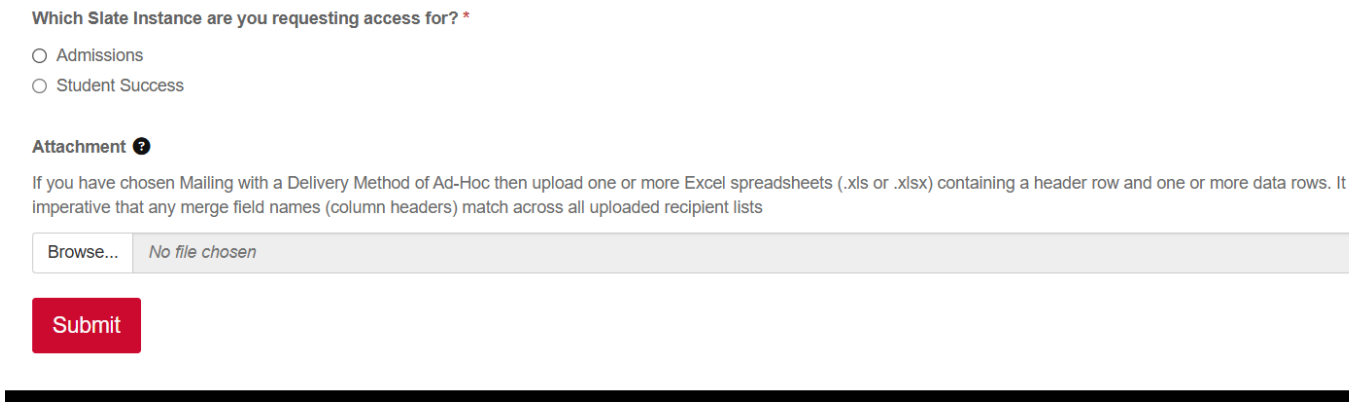
2. **Enter basic information regarding the request. Title - Short description of the request; Requester and Department should default to your information.**



3. **Select a Request Type**
    1. **Access - Use for New Access Request to Slate. Requirements: New Employee Name, ID, Email, FERPA completion. List of jobs/duties or other existing account to mirror permission from.**
    2. **Mailing - Use to request a One-off or Reoccurring automated email(s). Please submit a new ticket for each unique message. Requirements: List of recipients, Message Body, Sender information, Schedule of deliver.**
    3. **Query - Use to request a Query/Report of data from Slate.**
    4. **Event - Use to request an Event or Series of Events to be created. Requirements: Date/Time, Location, Event Description, and Event Title.**
    5. **Other - Use for any request that do not fit the above criteria.**



4. Select which instance the request is for (Admissions or Student Success) and attach any file/documents via the uploader. Click Submit



Slate - Advising PTO/Holiday Settings

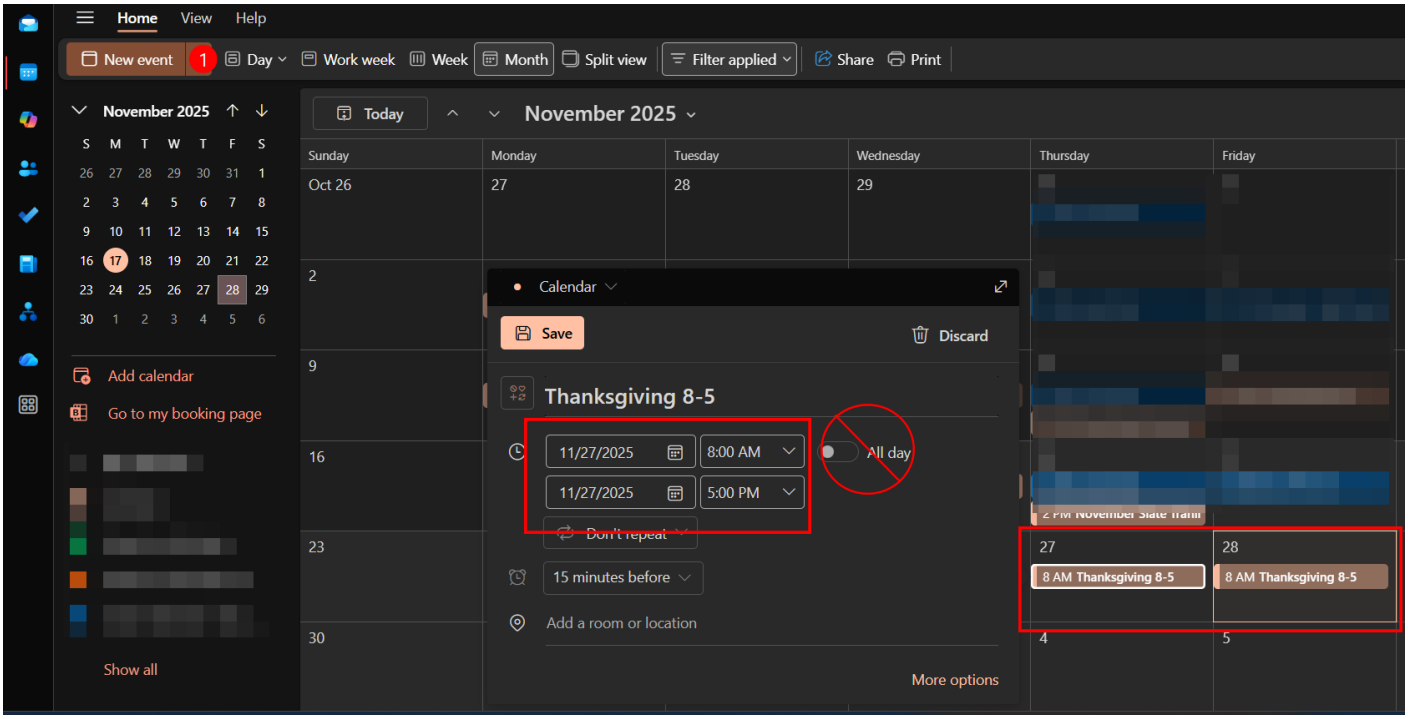
There are a couple different ways you can control your time off and holidays for your Slate advising appointments.

> Please note that University holidays and closing are not automatically applied to your appointments.

Option 1 - Setting your PTO and Holidays as Events in your Outlook Calendar. For example, Thanksgiving Thursday 8-5. This will block your calendar in Slate as well. You must enter the calendar event as a set time.

> Selecting 'All Day' will not block out the time on your appointment calendar in Slate.

Open Outlook > Click on the day or 'New Event' > Set the time frame > Save. You must do this for each day your are not available.



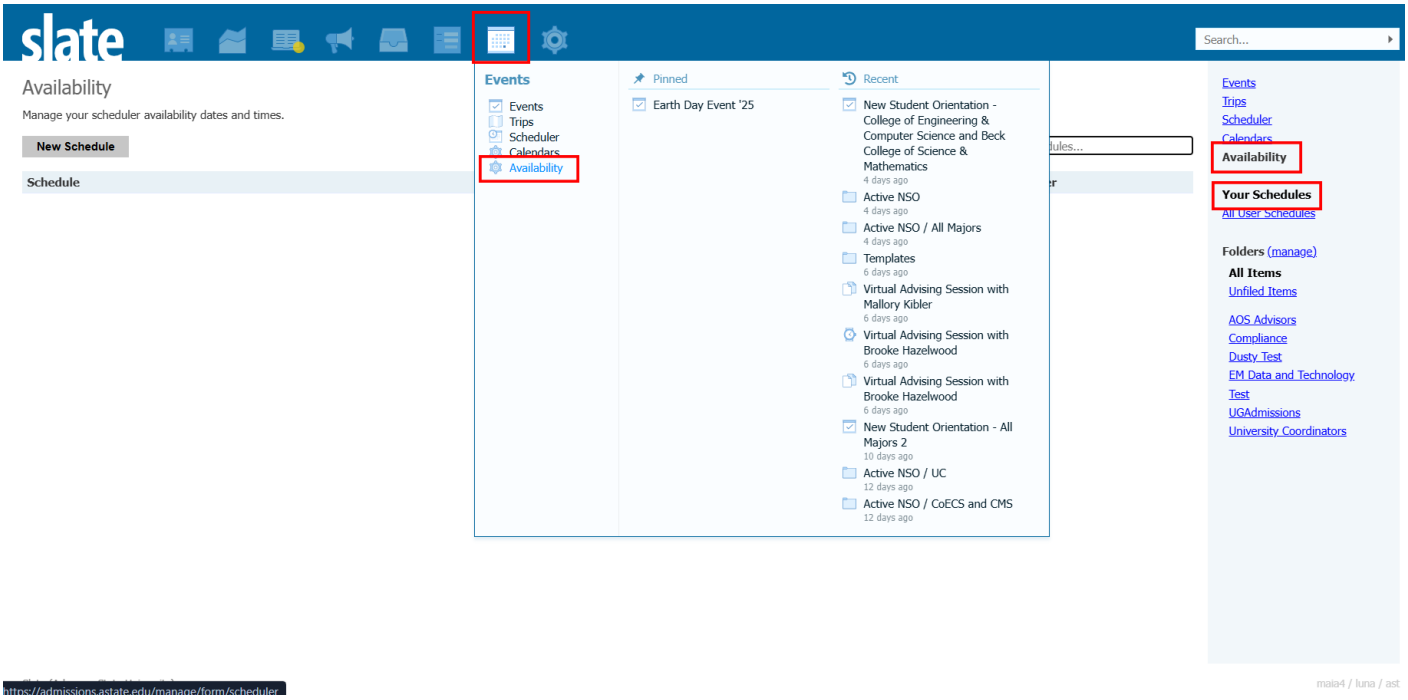
Option 2 - Setting alternative date availability within Slate.

Open Slate > Navigate to the Event Tab and Select Availability > Click on your Schedule to Edit > Click the + under 'Special Availability' to add the dates. Set the new timeframe or Delete the time

to remove all availability for the day > Save

Direct Link to Slate Availability

> You must click 'Save' for the changes to update.





Availability

Kris Keys Schedule

User	Kris Keys
Folder	
Dates	11/17/2025 to 09/01/2026
Templates	Online Advisor Availability
Portals	AOS ADVISING MASTER (Online / Virtual Appts)

Changes will be reflected in the live schedule upon clicking Save.

Save

3

Regular Availability

Select the days and times you will generally be available. Calendar integrations will automatically remove any days and times when you're listed as busy or away.

Monday 09:00 AM – 05:00 PM

Tuesday

Wednesday

Thursday

Friday

Saturday

Special Availability

Specify the days when availability may need to be different. As Slate will remove times when you're busy or away, most users don't need to specify dates with special availability.

11/17/2025

09:00 AM – 05:00 PM

11/24/2025

2

1

Live Preview

Set a duration, recurrence interval, and time zone on this schedule to see a live preview.

Slate - Appointment Portal Calendar Intergration

Linking Your A-State Email Calendar with Slate

Follow the steps below to link your A-State email calendar with Slate and vice versa.

Get Your Calendar Link

1. Log in to your email calendar.
2. Click the **Settings** button (gear icon in Outlook).
3. Click **Shared Calendars**.
4. Under **Publish a Calendar**, select the appropriate calendar and permission level.
5. Click **Publish**.
6. Copy the generated ICS link.

Share Your Calendar with Slate

1. Log in to Slate and navigate to **Events** > **Calendars**.
2. Click **Add New Calendar**.
3. Select **ICAL Feed** as the service, then click **Continue**.
4. Enter a name (for example, **First Last Calendar**).
5. Choose a folder.
6. Confirm that you are listed as the user.
7. Paste the ICS link into the **URL** field.
8. Set the appropriate time zone.
9. Click **Save**.

Share Your Slate Calendar with Your External Calendar

1. Log in to Slate and navigate to **Events**.
2. Scroll down until you see **iCal Subscribe** in the right-hand menu.
3. Click **Your Events** under **iCal Subscribe**.
4. A dialog box will open prompting you to open your external email calendar.
5. Click **OK**.
6. Once your email application opens, click the **Calendar** icon to display the **Subscribe from Web** page.
7. The subscription link will be automatically populated but is missing one component.
8. Add `webcal:` to the beginning of the link.
9. Click **Import** to complete the subscription.

Your A-State calendar appointments will now appear in Slate and will affect your appointment availability. Likewise, your Slate appointments will appear on your external calendar.

For more information about availability settings and configuring PTO, click **here**.

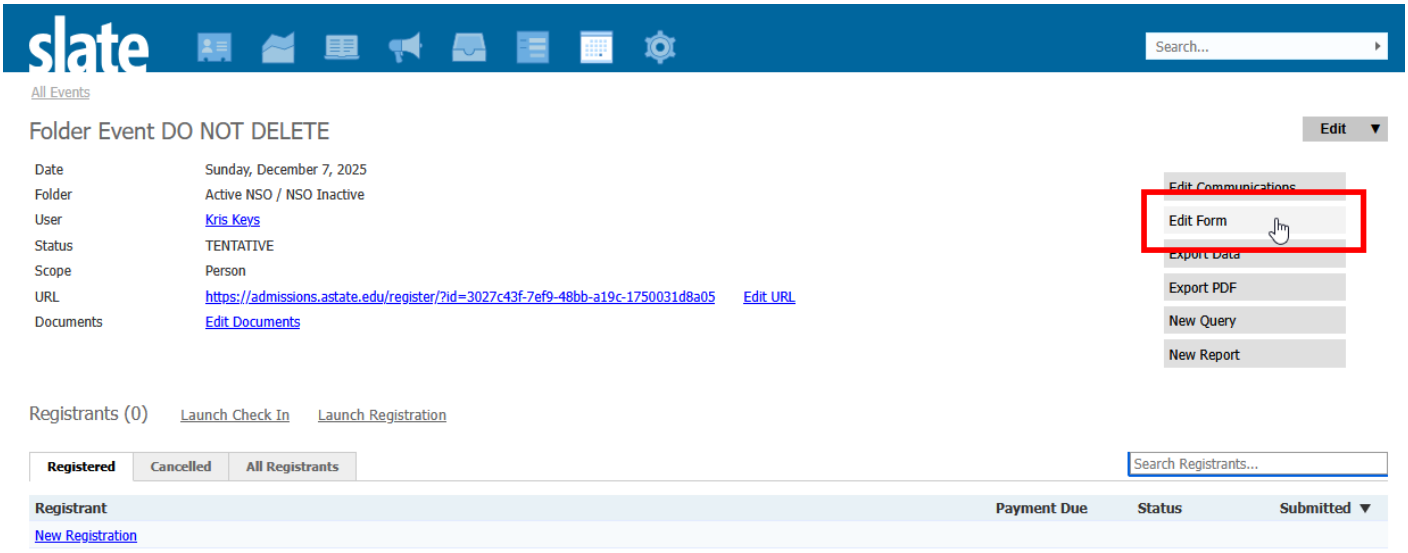
Slate Random Help

Update Form/Query Permissions

Steps to add users as grantees on Forms, Events, and Queries

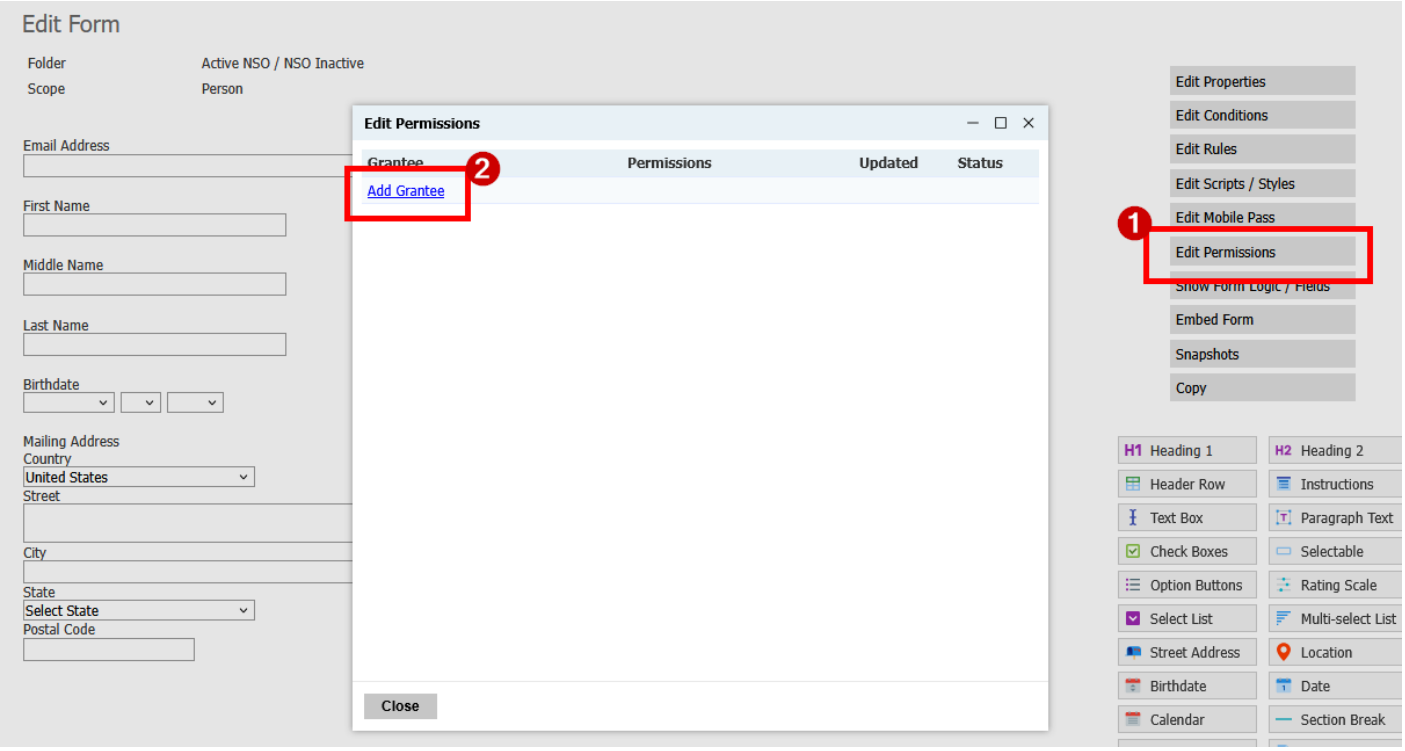
Step 1 - Open Form, Event, or Query

Step 2 - Click 'Edit Form' if in Form or Event. Query skip to step 3



Step 3 - Click 'Edit Permissions'

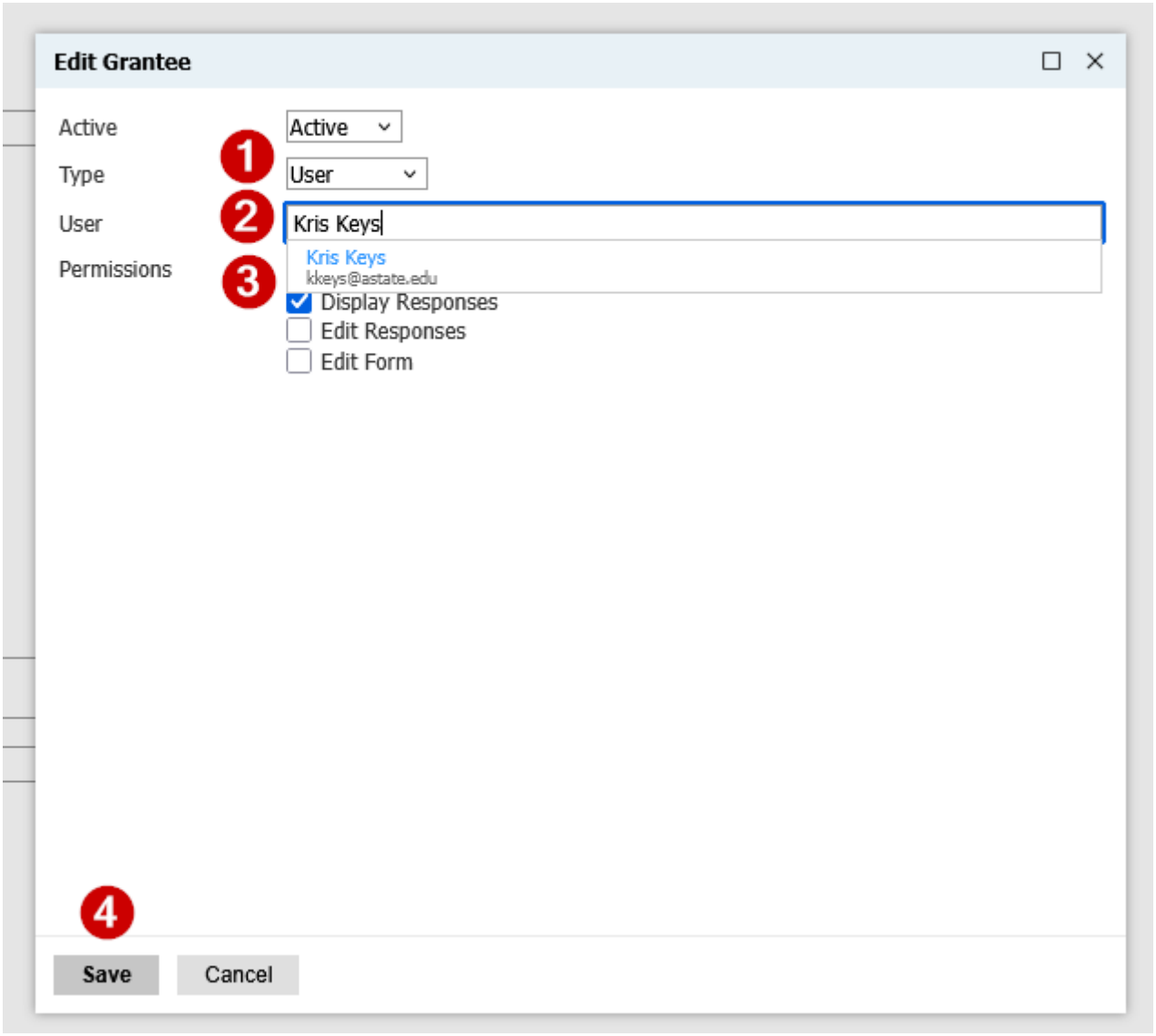
Step 4 - Click 'Add Grantee'



Step 5 - Choose Type: User, Role, Permission

Step 6 - Select specific User, Role, or Permission

Step 7 - Select Permission Level


Edit Grantee
Active
Active
1
Type
User
2
User
Kris Keys
3
Permissions
Kris Keys
kkeys@astate.edu
Display Responses
Edit Responses
Edit Form
4
Save
Cancel