Assigning and Managing Reviewers

A Tutorial for Strand Coordinators

- 1. Click on the invitation link in your email: https://www.xcdsystem.com/aaal/chair
- 2. Log-in using your AAAL credentials. If it is your first time on the AAAL portal, the email address that AAAL used to contact you is the default password. Reset password if needed. (Note: If you are not a AAAL member, you might want to consider joining as a member. Otherwise, you will need to set up a AAAL <u>guest</u> <u>account</u>.)

CHAIR LOGIN
Email Password
Login
Reset Password
Conference and Association Management Software by X-CD Technologies Inc.

3. Submissions and reviewers for your strand will be automatically populated in your portal. You land at the Overview page, where you can click on the title of each submission to read the proposal. In this tutorial, we are using a dummy strand called Favorite Bedtime Stories that Brittney from AAAL created for us.

- Change Primary Strand -	~	
Current Primary Stra Track Chair(s): Opie Love, blove0528@gmail Dmitrii Pastushenkov, pastus	nd: Favorite Bedtime Stories .com; D. Philip Montgomery, dpmontgomery@gmail.com; ne@msu.edu;	
Menu	List Submissions	
≡ Overview		
📠 Dashboard	Sort By:	
Perform Reviews	Filter By:	
Q Manage Reviewers	Filter By Final Status:	
Add Contact	—	
≛ Download/Email	Number of Proposals Displayed: 5	
A Profile Home		Reviewers
🖙 Logout	287 Never Touch a Dragon Brittney Love, brittney≅aaal.org ≮ Final Status: No Assignment @	Manage Reviewors
	288 Love You, Little Peanut Katle Henley, katle@nardoneconsulting.com ▲, Final Status: No Assignment @	Manage Reviewors
	289 Be Kind, Be Brave, Be You! Hannah Queen, hannah@aaal.org ≮ Final Status: No Assignment I	Manage Reviewers

Strand Coordinator Portal

4. Click on Manage Reviews in the left-hand menu to see your reviewer pool. Double check this against your records. Add in or remove reviewers if needed. Use the Manage Reviewers button on the left hand menu to use only the list of reviewers assigned to your strand. *Note: The Manage Reviewers button to the right of each proposal title allows you to assign any contact in the AAAL system. Don't do this.*

- Change Primary Stran	d -	~		
Current Primary S rack Chair(s): Dpie Love, blove0528@g Dmitrii Pastushenkov, pa	Strand: Favorite Bedtime S mail.com; D. Philip Montgomery, dpr stushe@msu.edu;	Stories		
Menu	Submission Reviewer	rs		
E Overview Influence Influence	Current Reviewer Pool		Create Assignments	
	Current Reviewer P	ool		
Q Manage Reviewers	Below is a list of all review You may add additional of	wers currently available to be assigned to contacts into the pool or remove people fi	submissions. rom the pool.	
a Add Contact	Reviewers in the pool are	available for assignment selections.		
Lownload/Email A Profile Home	Find Existing Contac	t by Last Name		
🕩 Logout	Quick Add to Pool			
	Name	Total Assigned	Total Complete	
	Matt Coss			Remove From Pool
	Meagan Driver			Remove From Pool
	Vashti Lee			Remove From Pool
	Laxmi Ojha			Remove From Pool
	Robert Randez			Remove From Pool

Strand Coordinator Portal

5. Click Create Assignments to assign reviewers to each proposal. This can happen between July 19 and July 29. For each submission click Select Reviewers, click the submissions to add to those reviews, and click Create Assignments. As a general rule, you might want to assign three reviewers to each proposal. In the long run, this will make your decision making process easier. Otherwise, you will have to stand in as a third reviewer in cases where conflicting reviews are submitted.

Submissi	on Reviev	vers					
Current	Reviewer Po	Create Assignments					
Create Assignments							
Filter Sub	omissions:	- Select Value - Reset					
(1) Se Matt Co	elect Rev	iewers 1 ashti Lee x					
Select All Su	Ibmissions	De-Select All Submissions					
Assign	ID	Title Reviewers - To remove reviewers, return to Overview					
☑ 2	287	Never Touch a Dragon Brittney Love, AAAL					
	288	Love You, Little Peanut Katie Henley, Nardone Consulting Group					
	289	Be Kind, Be Brave, Be You! Hannah Queen					
	290	Rocky Raccoon and Other Woodland Friends Sherry Battle, AAAL Event Planner					
	290 291	Rocky Raccoon and Other Woodland Friends Sherry Battle, AAAL Event Planner We're Going on a Bear Hunt Opie Love, Shorter University					

6. From the Manage Reviewers page, you can check the number of assigned proposals for each reviewer.

enu	Submi	ssion Reviewer			
■ Overview	Cur	rent Reviewer Pool		Create Assignment	S
♂ Perform Reviews	Currer	nt Reviewer Po	lool		
Q Manage Reviewers	Below You m	is a list of all review	rers currently available to be assign ontacts into the pool or remove peo	ed to submissions. ple from the pool.	
2+ Add Contact	Revie	wers in the pool are	available for assignment selections		
≵ Download/Email					
	Ein	100 1. STICE 100 01 7 100 00 00 00 00 00 00 00 00 00 00 00 00	by oat Nama		
# Profile Home	Fin	id Existing Contact	by Last Name		
✿ Profile Home● Logout	Fin	ick Add to Pool	by Last Name		
# Profile Home	Qu	ick Add to Pool	by Last Name		
# Profile Home	Name	ick Add to Pool	by Last Name Total Assigned	Total Complete	
∯ Profile Home	Name Matt 0	ick Add to Pool	Total Assigned	Total Complete	
∯ Profile Home	Name Matt 0 Meage	id Existing Contact lick Add to Pool Doss an Driver	by Last Name Total Assigned	Total Complete	Remove From Pool
# Profile Home	Name Matt C Meage Vashti	id Existing Contact lick Add to Pool Coss an Driver Lee	Total Assigned 1 1 1	Total Complete	Remove From Pool
# Profile Home	Name Matt C Meag Vashti Laxmi	ick Add to Pool Coss an Driver Lee Ojha	Total Assigned 1	Total Complete	Remove From Pool
# Profile Home	Name Matt C Meag Vashti Laxmi Rober	id Existing Contact lick Add to Pool Coss an Driver Lee Ojha t Randez	by Last Name Total Assigned 1 1 1	Total Complete	Remove From Pool Remove From Pool Remove From Pool

7. From the Overview page, you can monitor which reviewers have completed reviews. Monitor the review progress regularly (see #item 10 below) to ensure that your reviewers are on track to complete their reviews by the August 18 deadline.

Menu	List Sul	bmissions	
 ■ Overview Lull Dashboard ² Perform Reviews Q. Manage Beviewers 	Sort B Filter B Filter B	y: v By: v By Final Status: v	
Add Contact	Numbe	er of Proposals Displayed: 5	
# Profile Home	ID	Title	Reviewers
Cogout	287	Never Touch a Dragon Brittney Love, brittney@aaal.org	Matt Coss - Incomplete Vashti Lee - Incomplete Manage Reviewers

Developed July 2022 by the Michigan State University AAAL conference planning team.

8. By clicking on Manage Reviewers for each submission, you can remove or reassign reviewers using the Trash Can button.

2	87 - Never	Touch a Dra	gon			Х
	Current Re Email All Ir	eviewers 🕐	iewers Reminder			
	Name	Status	Total Assigned	Total Completed		
	Matt Coss	Incomplete	1	0	\searrow	Û
	Vashti Lee	Incomplete	1	0		Û
	Find Conta	act To Assig	n			
	Enter last na	ame				
	Assign Cont	tact as Reviewe	7			

9. Once all reviewers are assigned to their proposals, you can send out invitations to give reviewers access to begin reviewing. Go to the Download/Email page and click All Reviewers - Invitation to Review. *Note: the system will allow this to be sent on July 29.*

Menu	You may perform downloads or email contacts in the different modules below.	
≡ Overview	C Submission Module	Q Review Module
III Dashboard		
I Perform Reviews	Lagenerate Download	All Reviewers - Invitation to Email Review
Q Manage Reviewers	🛗 Program Module	All Incomplete Reviewers Email
Add Contact	View Online Program	Review Summary Downloads
≵ Download/Email	Download Presenter Program Schedule	Print Friendly Reports
Profile Home Engout	Download Program Session Summary	Excel Reports
	Q Email History Module	Quick Scoring Summary Download as XLS
	View Email History	Each Reviewer by Submission
		A Download Detail Reviews

10. Click Email All Complete Reviewers to send periodic reminder emails <u>one week, three</u> <u>days, the day before</u>, and <u>the day of the August 18 deadline</u>.

Name	Status	Total Assigned	Total Completed		
Matt Coss	Incomplete	1	0	\searrow	Ŵ
Vashti Lee	Incomplete	1	0	\searrow	Û

11. In case of emergency or unfinished reviews, you can assign new reviewers (see step 8), or review them yourself through the Perform Reviews page. Use your discretion at this step.

Menu	Perform Review					
≡ Overview	Start Review: Click on the abstract ID button to start reviewing the abstract, and the "Submit Review" button when you are done.					
III Dashboard	View Review:					
I Perform Reviews	To take a look at the review you have done, click on the "View Review" link. Make Changes:					
Q Manage Reviewers	To make changes to any review you have done, click on the abstract ID button, make the desired changes and click the changes.	the "Update Review" button to submit				
Add Contact	ID Title	Status				
≵ Download/Email	Favorite Bedtime Stories					
륡 Profile Home	287 Never Touch a Dragon	D. Philip Montgomery - Incomplete				
🕩 Logout	288 Love You, Little Peanut	D. Philip Montgomery - Incomplete				

12. Email your Conference Team member (Philip <<u>montg301@msu.edu</u>> or Dima <<u>pastushe@msu.edu</u>>) if you have any questions.