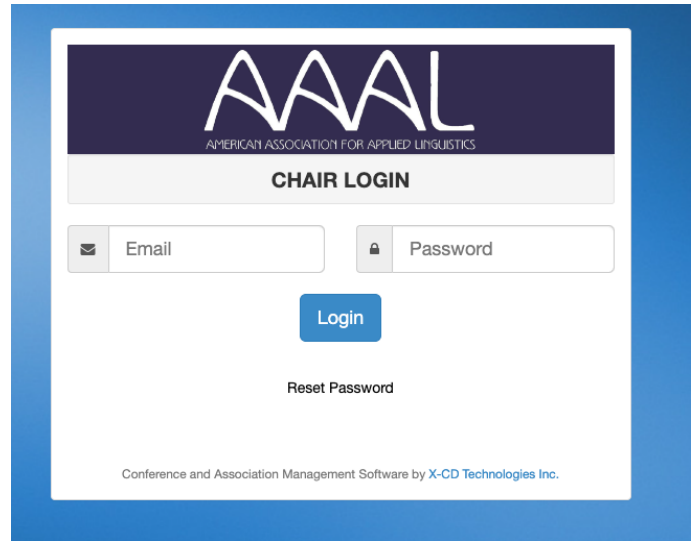


Assigning and Managing Reviewers

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 [guest account](#).)



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.

Strand Coordinator Portal

- Change Primary Strand -
Current Primary Strand: Favorite Bedtime Stories
Track Chair(s):
Opie Love, blove0528@gmail.com; D. Philip Montgomery, dpmontgomery@gmail.com;
Dmitrii Pastushenkov, pastushe@msu.edu;

Menu

- Overview
- Dashboard
- Perform Reviews
- Manage Reviewers
- Add Contact
- Download/Email
- Profile Home
- Logout

List Submissions

Sort By: [v]
Filter By: [v]
Filter By Final Status: [v]
Reset
Number of Proposals Displayed: 5

ID	Title	Reviewers
287	Never Touch a Dragon Brittney Love, brittney@aaal.org	Manage Reviewers
288	Love You, Little Peanut Katie Henley, katie@nardoneconsulting.com	Manage Reviewers
289	Be Kind, Be Brave, Be You! Hannah Queen, hannah@aaal.org	Manage Reviewers

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.*

Strand Coordinator Portal

- Change Primary Strand -

Current Primary Strand: Favorite Bedtime Stories

Track Chair(s):
Opie Love, blove0528@gmail.com; D. Philip Montgomery, dpmontgomery@gmail.com;
Dmitrii Pastushenkov, pastushe@msu.edu;

Menu

- Overview
- Dashboard
- Perform Reviews
- Manage Reviewers**
- Add Contact
- Download/Email
- Profile Home
- Logout

Submission Reviewers

Current Reviewer Pool [Create Assignments](#)

Current Reviewer Pool

Below is a list of all reviewers currently available to be assigned to submissions. You may add additional contacts into the pool or remove people from the pool. Reviewers in the pool are available for assignment selections.

Find Existing Contact by Last Name

[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

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.

Submission Reviewers

Current Reviewer Pool Create Assignments

Create Assignments

Filter Submissions: Reset

(1) Select Reviewers **1**

Matt Coss Vashti Lee

(2) Select Submissions Below

Select All Submissions De-Select All Submissions

Assign	ID	Title	Reviewers - To remove reviewers, return to Overview
<input checked="" type="checkbox"/> 2	287	Never Touch a Dragon Brittney Love, AAAL	
<input type="checkbox"/>	288	Love You, Little Peanut Katie Henley, Nardone Consulting Group	
<input type="checkbox"/>	289	Be Kind, Be Brave, Be You! Hannah Queen	
<input type="checkbox"/>	290	Rocky Raccoon and Other Woodland Friends Sherry Battle, AAAL Event Planner	
<input type="checkbox"/>	291	We're Going on a Bear Hunt Opie Love, Shorter University	

3 Create Assignments

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

Submission Reviewers

Current Reviewer Pool

Below is a list of all reviewers currently available to be assigned to submissions. You may add additional contacts into the pool or remove people from the pool. Reviewers in the pool are available for assignment selections.

Find Existing Contact by Last Name

Quick Add to Pool

Name	Total Assigned	Total Complete
Matt Coss	1	
Meagan Driver		Remove From Pool
Vashti Lee	1	
Laxmi Ojha		Remove From Pool
Robert Randez		Remove From Pool

- 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.

List Submissions

Sort By:

Filter By:

Filter By Final Status:

Reset

Number of Proposals Displayed: 5

ID	Title	Reviewers
287	Never Touch a Dragon Brittney Love, brittney@aaal.org Final Status: No Assignment	Matt Coss - <i>Incomplete</i> Vashti Lee - <i>Incomplete</i> Manage Reviewers

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

287 - Never Touch a Dragon X

Current Reviewers ?

Email All Incomplete Reviewers Reminder

Name	Status	Total Assigned	Total Completed		
Matt Coss	Incomplete	1	0		
Vashti Lee	Incomplete	1	0		

Find Contact To Assign

[Assign Contact as Reviewer](#)

- 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

- [Overview](#)
- [Dashboard](#)
- [Perform Reviews](#)
- [Manage Reviewers](#)
- [Add Contact](#)
- [Download/Email](#)
- [Profile Home](#)
- [Logout](#)

You may perform downloads or email contacts in the different modules below.

Submission Module

[Generate Download](#)

Program Module

[View Online Program](#)

[Download Presenter Program Schedule](#)

[Download Program Session Summary](#)

Email History Module

[View Email History](#)

Review Module

[All Reviewers - Invitation to Review](#) [Email](#)

[All Incomplete Reviewers](#) [Email](#)

Review Summary Downloads

Print Friendly Reports

[View on Screen](#) [Download as PDF](#)

Excel Reports

Quick Scoring Summary [Download as XLS](#)

Each Reviewer by Submission [Download as XLS](#)

[Download Detail Reviews](#)

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

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

287 - Never Touch a Dragon X

Current Reviewers ?

Email All Incomplete Reviewers Reminder

Name	Status	Total Assigned	Total Completed		
Matt Coss	Incomplete	1	0		
Vashti Lee	Incomplete	1	0		

Find Contact To Assign

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

- Overview
- Dashboard
- Perform Reviews
- Manage Reviewers
- Add Contact
- Download/Email
- Profile Home
- Logout

Perform Review

Start Review:
Click on the abstract ID button to start reviewing the abstract, and the "Submit Review" button when you are done.

View Review:
To take a look at the review you have done, click on the "View Review" link.

Make Changes:
To make changes to any review you have done, click on the abstract ID button, make the desired changes and click the "Update Review" button to submit the changes.

ID	Title	Status
Favorite Bedtime Stories		
<input type="button" value="287"/>	Never Touch a Dragon	D. Philip Montgomery - Incomplete
<input type="button" value="288"/>	Love You, Little Peanut	D. Philip Montgomery - Incomplete

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