From: JACKSON, AMANDA
To: Stepp, Sherri
Subject: ***UPDATED LINK for Annual Conference on The First-Year Experience Proposal Reviews
Date: Wednesday, November 06, 2013 12:57:36 PM

Subject: UPDATED LINK for Annual Conference on The First-Year Experience Proposal Reviews

Proposal Review Committee,

First of all, thank you for your patience.

You can now begin reviewing proposals for the 33rd Annual Conference on The First-Year Experience using the updated link below. As you know, we received 537 proposal submissions. Each reviewer will be assigned no more than 7 proposals.
The review deadline is Friday, November 15, 2013.

Please evaluate and review each proposal based on four to six criteria listed on the proposal review form by selecting a rating on the scale. If a rating of 1-3 is given for any of the criteria, then an explanation in the comment box is required.

If you submitted a proposal and are also serving as a reviewer, please do not read your own proposal. Please note that in order for you to complete blind reviews, the presenters' information is not shown. Should you have any questions or concerns about completing blind reviews, please contact Nina L. Glisson at ninal@mailbox.sc.edu or call (803) 777-8158.

Here is the information that you need to get started:
Proposal Link:
http://tech.sa.sc.edu/fye/events/proposals/Annual_Reviewers_2014_web_access/login.php
Username: SteppSh
Password: Sherri Stepp
*Both the username and password are case sensitive.

Below are ten steps to review a proposal.

1. Go to the proposal link.
2. Enter Username and Password.
3. Click the "Edit" box to review a proposal.
4. Evaluate the proposal based on four to six criteria by selecting a rating on the scale. If a score of 1-3 is given for any of the criteria, written feedback in the comment box is required. Every criterion should be rated.
5. Enter any Comments and Feedback to Presenters.
6. Click "Reset" button to clear form and re-enter scores/comments.
7. Click "Save" button when review is complete.
8. Click "Back to list" button to return to list of assigned proposals.
9. Click arrow button to view previous or next proposal.
10. Click "Log out" button on the screen with list of assigned proposals to exit.

If you have any questions, feel free to contact me. Thank you for serving as a proposal reviewer.

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