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Introduction

Thank you for joining the NAIS People of Color Conference (PoCC) as a reviewer. Below we will cover the basics of the platform from login to reviewing abstracts and submissions.
How to Log In to Your Account

1. Click the “Login” button on the left-hand side of the home or help page to be taken to the login screen.

2. From the login screen you will be able to provide your Username and Password associated with your NAIS account to login.
1. Once logged in, you will be able to select “My Reviewing Assignments” on the left-hand control box. This will take you to a list of categories under which you will have a number of assignments to review.

2. From here you will be able to select “Open” under the action column to be taken to a list view of those entries assigned to you.
3. From the list view, you will be able to view each proposal by selecting “View Proposal” on the right-hand side of the screen.

<table>
<thead>
<tr>
<th>Proposal Title</th>
<th>Category</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning to Unlearn: A Spanish Teacher Journey with Gender Neutral Pronouns</td>
<td>General Workshop Proposal # 8164</td>
<td>-</td>
</tr>
<tr>
<td>Evaluating Equitable Practices in your Classroom</td>
<td>General Workshop Proposal # 8165</td>
<td>-</td>
</tr>
<tr>
<td>How to Teach Racial Diversity at an Evangelical Christian School</td>
<td>PoCC Equity Seminar &gt; Half Day Seminar</td>
<td>-</td>
</tr>
<tr>
<td>Leveraging Competency-Based Learning to Support Culturally Responsive Curriculum</td>
<td>General Workshop Proposal # 8167</td>
<td>-</td>
</tr>
</tbody>
</table>
4. Once selected, the proposal will load, and on the left-hand side of the screen you will be able to review all information associated with that entry, clicking through each page of information via the top controls outlined in the first red block below.
5. Once you have reviewed the submission, you will be able to enter your review of it on the right-hand side under the “Evaluation Form.” You will be reviewing the submission for “Relevance,” “Approach,” “Creativity and innovation,” “Demonstrated expertise,” “Impact,” and “Application,” along with leaving notes on the expected engagement strategies and other feedback. Rate from 1-5, with 5 being the highest.

**Relevance**

The proposed session should interface with the felt needs, challenges, and opportunities in today's schools, organizations, and society.

- Rating: 3

**Approach**

The following should be clear: the session description and objectives; how the session adds value to the conference and serves attendees; who the target audience is; what modes of facilitation the presenters will use; and what takeaways participants can expect.

- Rating: 4

**Creativity and innovation**

The session should bring to bear a new lens or perspective on its topic.

- Rating: 4

**Demonstrated expertise**

The session should present original research, applied knowledge of (others’) recognized research or theory, models or use of evidence-based practices, personal mastery, and/or reflective practice.

- Rating: 5
6. Once you have entered your review, you will be able to move on to the next entry for review by clicking “Save and Go to Next,” head back to the list by clicking “Save and Back to List,” or disregard your input by hitting “Cancel and Go Back.”
Lost Password: How to Recover Password

1. If you have forgotten your password, you are able to retrieve it by clicking “I need to reset my password.”

2. You will be taken to the “Set a New Password” screen, where you can enter your email address and retrieve your relevant information.
1. If you have recently switched organizations, you can find and update your account by clicking “I’ve recently switched organizations.”

2. You will be taken to the “Switch Organization” screen, where you can enter your old email address and new email address and retrieve your relevant information.