

# NAIS People Of Color Conference: Abstract Reviewer's Guide

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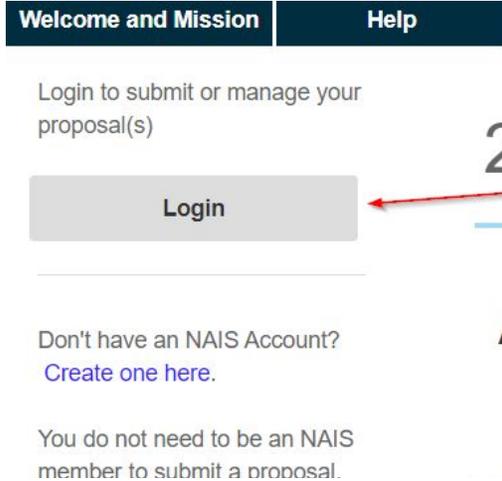
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## Introduction

Thank you for joining the 2020 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 Login 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.



Welcome and Mission Help

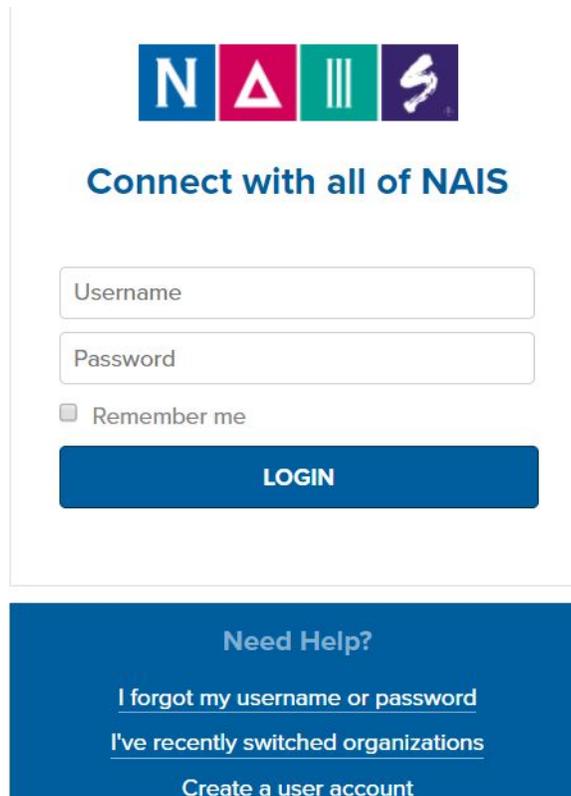
Login to submit or manage your proposal(s)

Login

Don't have an NAIS Account?  
[Create one here.](#)

You do not need to be an NAIS member to submit a proposal.

2. From the login screen you will be able to provide your Username and Password associated with your NAIS account to login.



**NAIS**

Connect with all of NAIS

Username

Password

Remember me

LOGIN

Need Help?

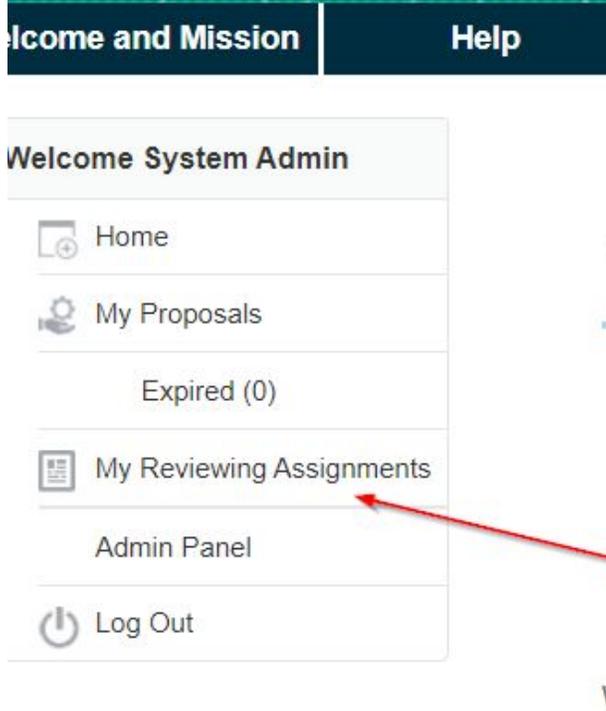
[I forgot my username or password](#)

[I've recently switched organizations](#)

[Create a user account](#)

## Reviewing Assignments

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.

Category Name	# Pending	# Reviewed	Action
View All Categories	6	0	<a href="#">Open</a>
General Workshop	5	0	<a href="#">Open</a>
PoCC Equity Seminar	1	0	<a href="#">Open</a>
--- Half Day Seminar	1	0	<a href="#">Open</a>

3. From the list view you will be able to view each proposal by selecting the “View Proposal” on the right hand side of the screen.

DESC Score ▾

<b>Learning to Unlearn: A Spanish Teacher Journey with Gender Neutral Pronouns</b> Category: General Workshop Proposal # 8164	 <b>VIEW PROPOSAL</b> Score: -
<b>Evaluating Equitable Practices in your Classroom</b> Category: General Workshop Proposal # 8165	 <b>VIEW PROPOSAL</b> Score: -
<b>How to Teach Racial Diversity at an Evangelical Christian School</b> Category: PoCC Equity Seminar > Half Day Seminar Proposal # 8166	 <b>VIEW PROPOSAL</b> Score: -
<b>Leveraging Competency-Based Learning to Support Culturally Responsive Curriculum</b> Category: General Workshop Proposal # 8167	 <b>VIEW PROPOSAL</b> Score: -

4. Once selected the proposal will load, 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.

**Presenter Information** → [Proposal](#) → [General Workshop](#)

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**School/ Organization City \***

Putney

**School/ Organization Country \***

United States  
 International

**State \***

Vermont

**Race/Ethnicity \***

Latina/o/x Heritage, Hispanic Heritage, Latino/a/x Hisp

**If yes, in which years have you presented at PoCC?**

Check all that apply. Choose at least one option.

2018  
 2017

---

**Learning**  
**Gender N**  
[Recuse Mys](#)

**Category:**  
General Wo

**Proposal #**  
8164

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**Evaluati**

**Scale**

For each of  
Standards t

**Relevance**

The propos  
and opportu

Select

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.



**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.



**Creativity and innovation \***

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



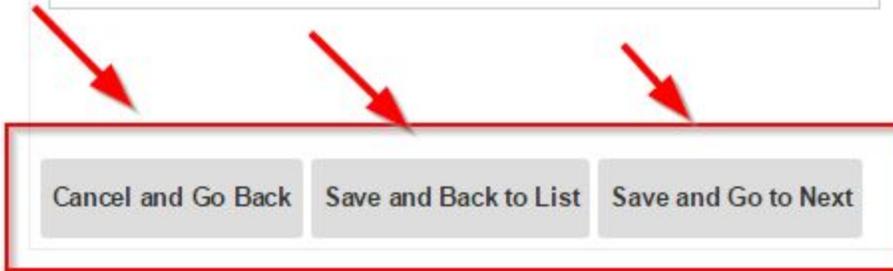
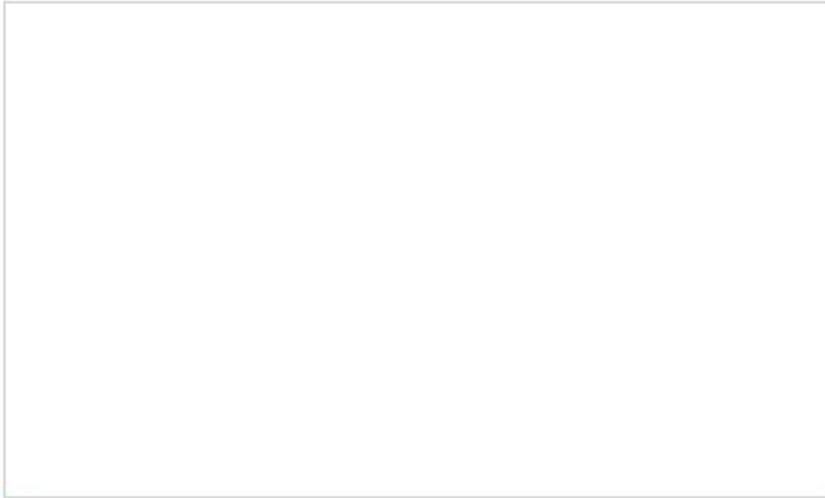
**Demonstrated expertise \***

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.



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”.

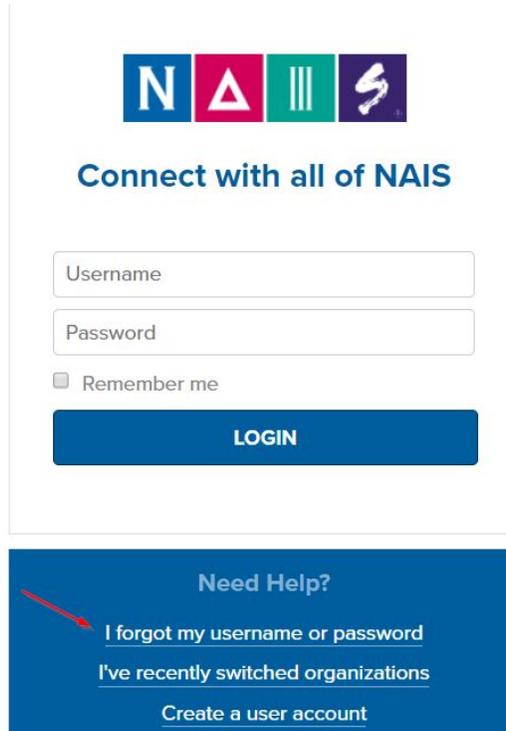
**Notes / Other Feedback**



Cancel and Go Back   Save and Back to List   Save and Go to Next

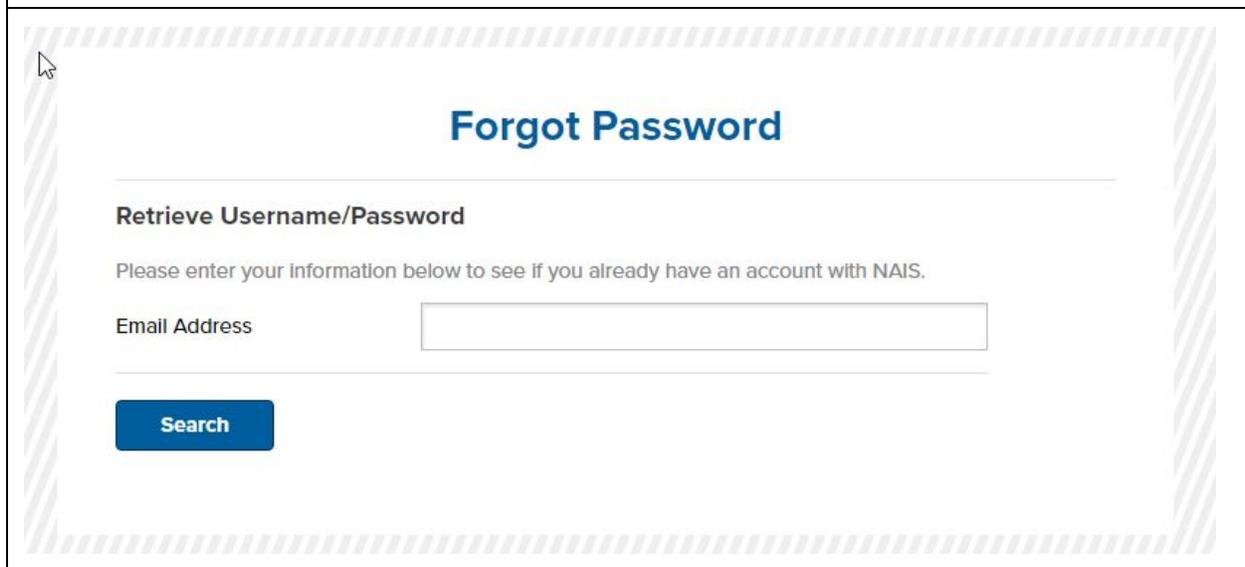
## Lost Password: How To Recover Password

1. If you have forgotten your password you are able to retrieve it by clicking “I forgot my username or password”.



The image shows a login form for NAIS. At the top, there is a logo consisting of four colored squares: a blue square with a white 'N', a red square with a white triangle, a green square with three white vertical bars, and a purple square with a white 'S'. Below the logo is the text "Connect with all of NAIS". The form contains two input fields: "Username" and "Password". Below these fields is a checkbox labeled "Remember me". A blue button labeled "LOGIN" is positioned below the checkbox. At the bottom of the form, there is a blue box with the text "Need Help?" and three links: "I forgot my username or password" (with a red arrow pointing to it), "I've recently switched organizations", and "Create a user account".

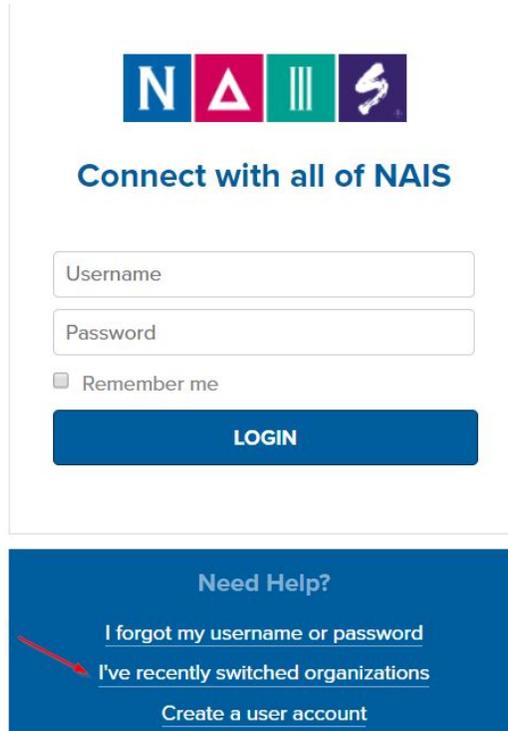
2. You will be taken to the “Forgot Password” screen where you can enter your email address and retrieve your relevant information.



The image shows a "Forgot Password" form. The title "Forgot Password" is centered at the top. Below the title is a horizontal line. The text "Retrieve Username/Password" is displayed. Below this text is the instruction "Please enter your information below to see if you already have an account with NAIS." There is an input field labeled "Email Address". Below the input field is a blue button labeled "Search". The form is enclosed in a decorative border with diagonal lines.

## Switched Organizations: How To Update Account

1. If you have recently switched organizations you can find and update your account by clicking “I’ve recently switched organizations”.



The image shows a login form for NAIS. At the top, there is a logo consisting of four colored squares: a blue square with a white 'N', a red square with a white triangle, a green square with three white vertical bars, and a purple square with a white 'S'. Below the logo is the text "Connect with all of NAIS". The form includes a "Username" input field, a "Password" input field, and a "Remember me" checkbox. A blue "LOGIN" button is positioned below the input fields. At the bottom of the form, there is a blue box containing the text "Need Help?" and three links: "I forgot my username or password", "I've recently switched organizations" (which is highlighted with a red arrow), and "Create a user account".

2. You will be taken to the “Switched organizations” screen where you can enter your email address or name and previous organization and retrieve your relevant information.

## Switched organizations

### Have you recently switched organizations?

Enter your information to claim your previous account and update your contact information.

Previous email  
address

First name

OR Last name

Previous  
organization

Start typing an organization name

Search