Instruction Manual for Conferences in Digital Commons@Georgia Southern:

Review Process:

Login into your Digital Commons account by clicking on My Account and entering your conference's email and password. To start the review process, click Manage Presentations either from the menu at the top of the homepage or through your My Account page.
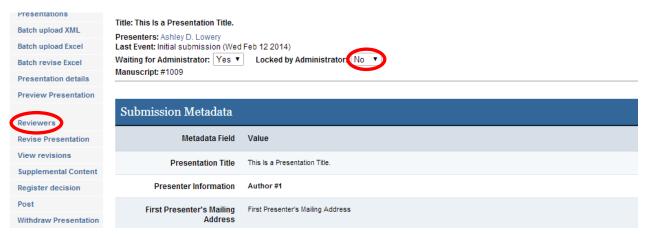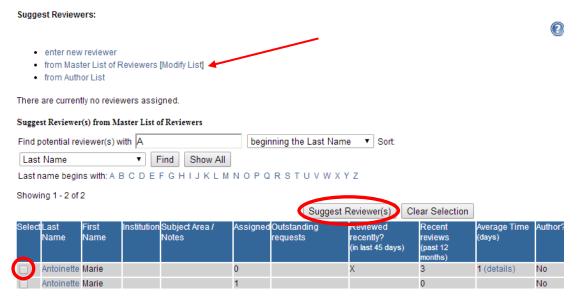
Homepage:

My Account Page:

Once you are in the Manage Presentations section, skim to see if there is a red dot. This indicates that you need to complete an action. "Last Event" will state where the proposal is in the submission process. If it shows "Initial submission," it needs to be assigned reviewers. (It may also say "Revision uploaded" if the presenter edited it after its initial submission.) Click on the title to complete any actions (review process, decision letters, posting, etc.).

▼ ID	Presenter	Title	Last Event	Date of Last Event	Waiting for Administrator	Type	Locked by Administrator	Submitted
1009	Ashley D. Lowery	This Is a Presentation Title.	Initial submission	Wed Feb 12 2014	•	Presentation (Open Access)		2014-02-12
1004	changed first name changed name	Testing Review Rubric 2	Revision uploaded	Wed Feb 12 2014	•	Presentation (Open Access)		2013-12-27

After clicking on the title of a proposal, you will see the Submission Metadata page. Click "Yes" in the drop down menu near Locked by Administrator. This will prevent presenters from editing their proposal during the review process. Once it is locked, click on Reviewers on the left-hand menu to request reviews of this proposal.

From the Reviewers screen, locate the reviewer's name by clicking "Master List of Reviewers." Select the reviewer and click "Suggest Reviewer(s)."

If you cannot locate the reviewer from the Master List of Reviewers, you can type in a new reviewer by clicking "enter new reviewer." Only the reviewer's email address and first/last name are required. Click on "add to Master list of Reviewers" if you want to suggest them to review in the future.

After you have suggested a reviewer, it will show up in a list on the Reviewers page. Click "request" for each reviewer.

Reviewer	Status (key)	History	Options
#1 Marie Antoinette	suggested review history	history	request delete

When you see this email, click "Send." (An email will not send.)

Request Review from Marie Antoinette

Review due date: ⦿ 02/22/2014

○ 10 days after reviewer agrees to review.

From: Ashley D. Lowery <alowery@georgiasouthern.edu>   Send   Reset to boilerplate
To: Marie Antoinette <marie1793antoinette@gmail.com>
Cc: "Ashley D. Lowery"

Attachment 1: Choose File No file chosen   − +

Subject:
0

Body (Note: "DAYS_ALLOWED" will be replaced with text of time allotted for the review as above)
Pe810023mnsvu112mmai9J&mn18mnxcm881nmbncKI@E@%65278NNFVk099mmssim

Click "Commit for Reviewer." This will send the email to the reviewer.

Reviewer	Status (key)	History	Options
#1 Marie Antoinette	requested: Today 11:10 AM PST review history	history	re-request withdraw request commit for reviewer decline for reviewer

On the Manage Presentations page, it will state "Reviewer commits to review." You do not need to do anything until it states "Review completed." When it states "Review completed," click on the Title then Reviewers on the left-hand menu.

| 1006 changed first name changed name | test presentation 10 | Reviewer commits to review | Fri Jan 10 2014 | ● | Presentation (Open Access) | 2014-01-10 |
| 1005 Barry Manilow | Manilow's Presentation on Mandy | Review completed | Wed Feb 12 2014 | ● | Presentation (Open Access) | 2014-01-08 |

On the Reviewers screen, it will state the reviewers' recommendations. To view their comments, click on "View." (If you have your rubric in Google Forms, login to your general conference email and click on "Drive." From here you can locate the form and the responses.)

	Reviewer	Recommendation	Options	Hide	Save Changes
Sep 4 2013 3:46 PM PDT	#1 Barry Manilow	Accept	view	☐	
Today 08:04 AM PST	#3 David Cassidy	Accept with minor revisions	view	☐	
Today 08:04 AM PST	#4 Ashley D. Lowery	Major revisions recommended	view	☐	
Today 08:05 AM PST	#5 Marie Antoinette	Reject	view	☐	

Download the file on the next page to read the reviewers' comments by clicking on the file near "Referee report." You will also be able to view the additional comments/cover letter that are only intended for the Conference Chairs on this page.
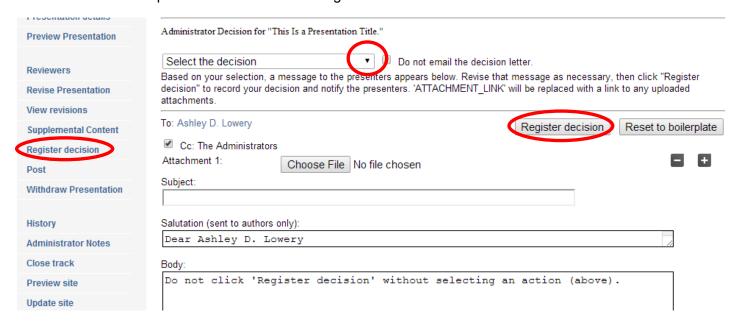
Review by Reviewer #1: Marie Antoinette <marie1793antoinette@gmail.com>

- Recommendation : Accept with minor revisions
- History:
    ◦ Requested: Feb 3 2014 08:24 AM PST
    ◦ Committed: Feb 3 2014 08:24 AM PST
    ◦ Due date: Feb 13 2014 11:59 PM PST
    ◦ Submitted: Feb 3 2014 08:34 AM PST

Reviewer Cover Letter (visible only to administrators): Printable version   Plain Ascii

This is a cover letter.

Referee report: Text

When you ready to send the decision letter, click on Register decision on the left-hand menu. Choose the decision from the drop down menu and click "Register decision."

Preview Presentation

Reviewers

Revise Presentation

View revisions

Supplemental Content

Register decision

Post

Withdraw Presentation

History

Administrator Notes

Close track

Preview site

Update site

Administrator Decision for "This Is a Presentation Title."

Select the decision ▼   Do not email the decision letter.

Based on your selection, a message to the presenters appears below. Revise that message as necessary, then click "Register decision" to record your decision and notify the presenters. 'ATTACHMENT_LINK' will be replaced with a link to any uploaded attachments.

To: Ashley D. Lowery   Register decision   Reset to boilerplate

☑ Cc: The Administrators
Attachment 1:   Choose File   No file chosen   ➖ ➕
Subject:

Salutation (sent to authors only):
Dear Ashley D. Lowery

Body:
Do not click 'Register decision' without selecting an action (above).

For those allowing revisions:

When the presenter has submitted a revision (indicated by the red dot and the statement "Revision uploaded" on the Manage Presentations page), click on the title and view the revisions. If the revisions match the reviewers' comments, then hit Register decision and send the acceptance letter. If the revisions are correct, send another Accept with Minor or Major Revisions email. In the email, reiterate what they need to change. (You can type individualized comments into the email template.)

| 1004 changed first name changed name | Testing Review Rubric 2 | Revision uploaded | Wed Feb 12 2014 | • | Presentation (Open Access) | 2013-12-27 |

Creating the Schedule:

After you have accepted/rejected the proposals, you can create a schedule and post it into Digital Commons. The schedule can include the start and end date of the presentations and the location in the building it will be held. You can do this two ways: Revise submissions individually or Batch revision.

Revise Submissions Individually:

Click on a title of an accepted presentation. From the Submission Metadata page, click Revise Presentation on the left-hand menu.

On the Submission Form, state the time you want the presentation to start and end as well as the location of that the presentation.

Click "Submit" at the bottom of the form.

Batch Revision:

While in the Manage Presentations page, click on Batch revise Excel on the left-hand menu.

On the Batch Revise page, generate and download the Excel spreadsheet. This spreadsheet will list all the information associated with each submission. In this Excel sheet, you can edit the start/end date times, which will create your schedule on the site. After editing the spreadsheet, choose the file and upload it.

Batch Revise

To revise content via an Excel spreadsheet:

1. Generate a spreadsheet of current data from Curriculum Studies Summer Collaborative: [Generate]
2. Download the data from the Spreadsheet History below.
3. Revise spreadsheet
4. **Upload revised spreadsheet:**

[Choose File] No file chosen   [Upload]

Spreadsheet History

Date	Download	Delete
Tue Feb 18 15:08:01 2014 PT	Download	Delete

	A	B	C	D	E	F	G	H
1	title	start_date	end_date	disciplines	author1_fname	author1_lname	author1_email	author1_institution
2	Test Submission 1	2013-01-01 00:00	2013-01-01 00:00	Business	FirstName	LastName		
3	Test Submission 2	2013-01-01 00:00	2013-01-01 00:00	Physical Sciences	FirstName	LastName		
4	Test Submission 3	2013-01-01 00:00	2013-01-01 00:00	Life Sciences	FirstName	LastName		
5	Testing Review Rubric	2013-01-01 00:00	2013-01-01 00:00	Arts and Humanitie	changed first name	changed name	author99@pryan.b	Edith Cowan Unive
6	Testing Review Rubric 2	2013-01-01 00:00		Arts and Humanitie	changed first name	changed name	author99@pryan.b	Edith Cowan Unive
7	Manilow's Presentation on Mandy			Arts and Humanitie	Barry	Manilow	bmanilow007@gm	

You will get an email confirming that you want to make these revisions. If you accept the changes, you will get another email requesting you to update the site.

Email 1: We have received gaintlit.xls_Wed_Feb_12_06_42_56_2014.xls. Please review the following summary and accept or cancel your revisions.

- Submissions: 9
- Submissions Revised: 5 (55.56%)
- New Submssions: 0 (0.00%)
- Columns Revised: embargo_date, end_date, start_date
- Cells Revised: 14 (3.46%)

Note: "Accept Changes" queues all revisions for publication.

ACCEPT CHANGES: http://demo.gs.bepress.com/cgi/editor.cgi?window=batch_revise_confirm&context=gaintlit&importq_key=10513&confirm=1
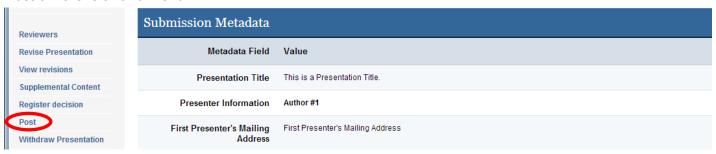
CANCEL CHANGES: http://demo.gs.bepress.com/cgi/editor.cgi?window=batch_revise&context=gaintlit&cancel=1

Email 2: You have successfully made 14 changes in Georgia International Conference on Information Literacy. Note: these changes will not be live until you update the site.
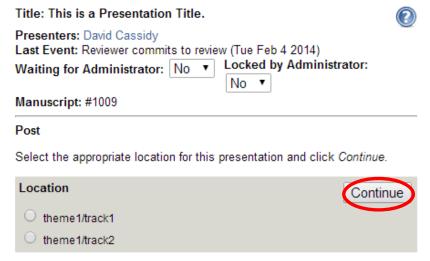
To preview revisions: click here
To update the site: click here

Posting the Schedule:

In order to post the schedule, you must click on each individual title. On the Submission Metadata page, click Post on the left-hand menu.

Select the Theme/Track you would like the session/presentation to be posted. (Themes are often used to represent particular years/iterations of a conference or symposium. A theme can contain multiple tracks. Tracks can be days, rooms, session topics or any organizing principle to that year's conference. You can also just have a theme with no tracks. To create these, please contact Ashley Lowery the list of your themes/tracks.) Click "Continue."

Click "Update" to have the changes take affect.

If you have any further questions, please contact:
Ashley D. Lowery
alowery@georgiasouthern.edu
(912) 478-4056