University of Missouri, St. Louis

IRL @ UMSL

Dissertations   UMSL Graduate Works

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Measuring Serum Lactate in Sepsis

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IRL@UMSL - Advisor/Reviewer Instructions

This guide provides a summary of the three steps needed to complete a review for Theses and Dissertations on IRL@UMSL - http://irl.umsl.edu/ - confirming whether you will review the submission, evaluating the submission, and submitting your report. IRL@UMSL replaces the previous UMSL ETD.

If it is your first time logging in, you may need to use the "Sign up" link to create a bepress Digital Commons account. When signing up for a new account, please enter the email address that was used to contact you [your UMSL e-mail address] and create a unique password. You'll be sent an email asking you to confirm your account. Click on the link in the email to confirm your account and log in. **Your UMSL email address is required.**

Step One: Confirm Whether You Will Evaluate the Student Submission

If you are sent an email to requesting review of a submission:

1. Click on the link in the email.
2. This will lead you to a webpage where you can agree to do the review and download a PDF of the submission, if desired, before committing to review.
3. Click on either "I will review it" or "I will not review it" to indicate whether you will return a review within the requested time frame. Please note that the email will either contain a specific due date or a number of days that the review should be completed in. If a certain number of days is specified, these days will begin counting down once you agree to the review.
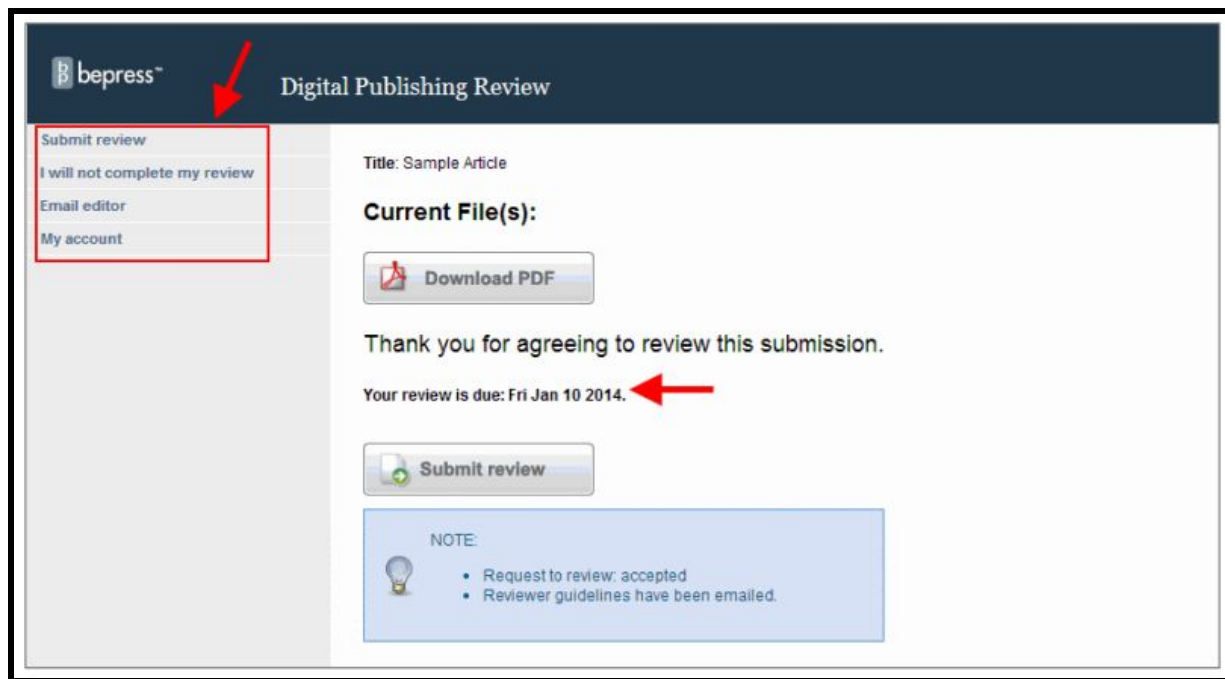
Need help with the emailed link?

- If the link in the email does not work, or you are unable to retrieve the original email, go to http://irl.umsl.edu/, click on My Account, and log in. Once you have logged in, click on the title of the submission, and follow the prompts above.

Need help logging in?

- If it is your first time logging in, you may need to use the "Sign up" link to create a bepress Digital Commons account. When signing up for a new account, please enter the email address that was used to contact you [your UMSL e-mail address] and create a unique password. You'll be sent an email asking you to confirm your account. Click on the link in the email to confirm your account and log in. Note that your account's email address can be updated after your account has been confirmed by using the Edit Profile link on your My Account page. Your UMSL email address is required.

Step Two: Evaluate the submission
1. Download the PDF from the webpage.
2. Write your evaluation.

Please note that you may receive reminders from the system to help you keep track of deadlines.

If you will be unable to make your evaluation deadline, please let the graduate office know. You can do this by using the link in the email to access the submission page, and then click on the sidebar link "Email administrators."

You can also do this by logging into your Digital Commons account, clicking on the title of the submission and then clicking the "Email administrators" link.

Step Three: Submit Your Evaluation
1. Click on the link in the request email or log into your Digital Commons account and click on the title of the submission that is under review.
2. Click on the link "Submit Review."
3. Complete the form. Note that you may upload your review in Microsoft Word, RTF, PDF, or simply cut and paste your comments into the fields provided.
4. Select a summary "Recommendation."
5. Click "Submit Report" to complete your review.

An example of an acceptable review -
The student has incorporated all committee requested changes into this final version of the dissertation.

Thank you for reviewing this submission. The system will automatically notify the administrators that you have completed your review.

For Further Assistance
- For assistance with the content of your review, contact Amy Banken at the Graduate School.
- For assistance with your account or submitting your review, please contact Consulting Services at 510-665-1200, ext. 2, or email dc-support@bepress.com