



EasyChair Instructions for Reviewers

The submission and review of abstracts for the ASCILITE 2017 conference will be managed through an online conference paper management system called [EasyChair](#). This guide provides an overview of how to use EasyChair to complete reviews.

In addition to this guide, please review the [Reviewer Guidelines](#) on the ASCILITE website for important information on the review process, evaluation criteria, and tips for reviewing.

If you have any problems using EasyChair, please contact the Organising Committee for assistance: ascilite2017@usq.edu.au

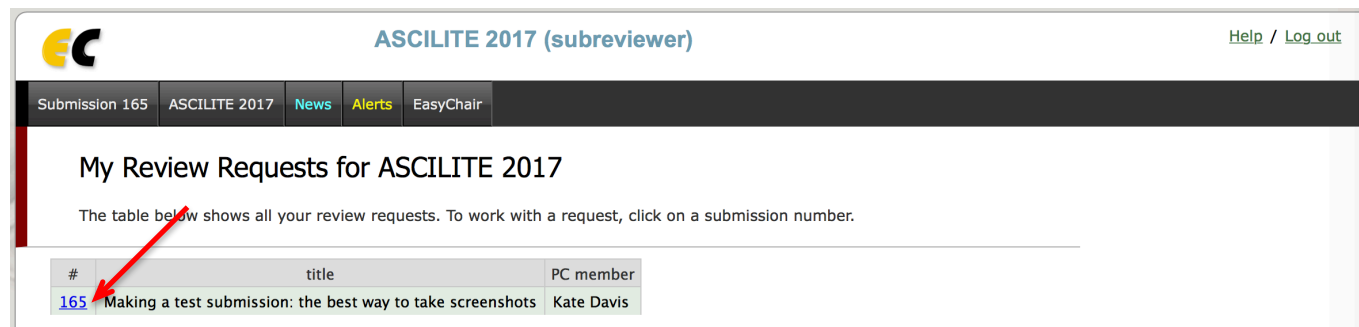
1. Log in to EasyChair

[Log in to EasyChair using this link](#) (it's a special link for the ASCILITE 2017 conference), then select the *subreviewer* role.

A screenshot of the EasyChair website. The top header shows the 'EC' logo, 'My EasyChair', and links for 'Help / Log out'. Below this is a navigation bar with 'Conferences', 'CFPs', 'News', 'Alerts', and 'EasyChair'. The main content area displays 'ASCILITE 2017 (34th International Conference on Innovation, Practice and Research in the Use of Educational Technologies in Tertiary Education)'. A message states: 'You can log in ASCILITE 2017 using any of the following roles:' followed by a bulleted list: 'author' and 'subreviewer'.

2. Accept the invitation to review the submissions

You will see a list of submissions you have been invited to review. Click on the submission number to view the request to review the submission.



EC ASCILITE 2017 (subreviewer) Help / Log out

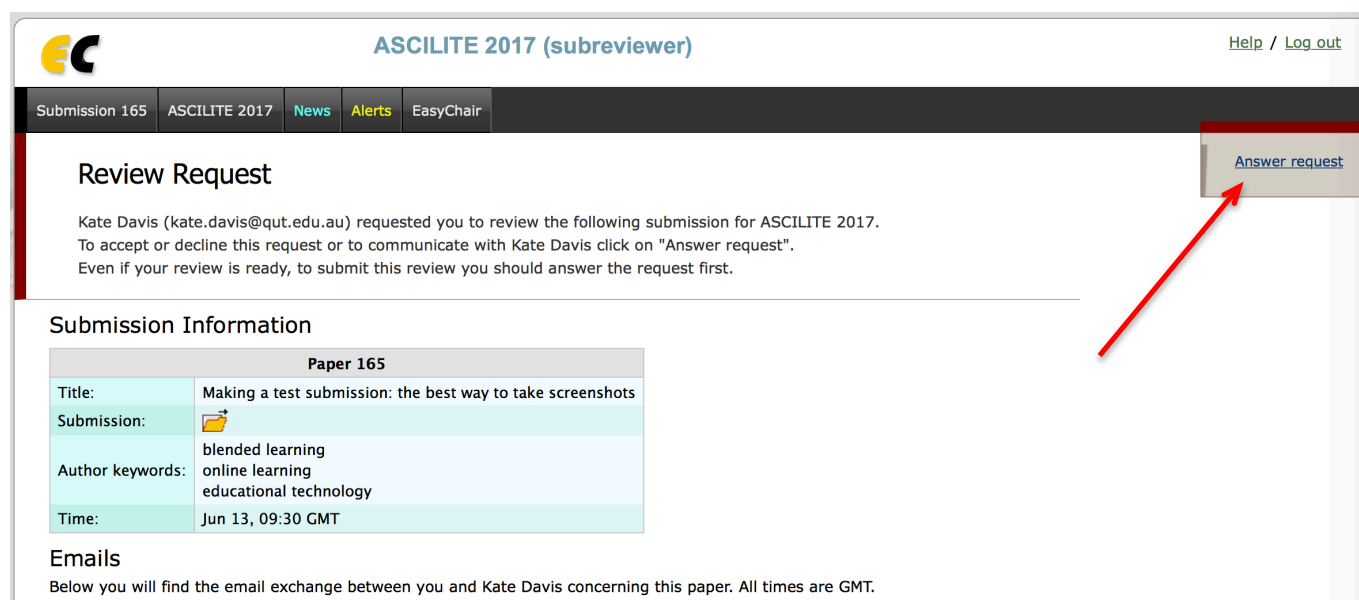
Submission 165 ASCILITE 2017 News Alerts EasyChair

My Review Requests for ASCILITE 2017

The table below shows all your review requests. To work with a request, click on a submission number.

#	title	PC member
165	Making a test submission: the best way to take screenshots	Kate Davis

Click on *Answer request* in the top right hand corner of the screen to accept or reject the submission.



EC ASCILITE 2017 (subreviewer) Help / Log out

Submission 165 ASCILITE 2017 News Alerts EasyChair

Review Request

Kate Davis (kate.davis@qut.edu.au) requested you to review the following submission for ASCILITE 2017. To accept or decline this request or to communicate with Kate Davis click on "Answer request". Even if your review is ready, to submit this review you should answer the request first.

[Answer request](#)

Submission Information

Paper 165	
Title:	Making a test submission: the best way to take screenshots
Submission:	
Author keywords:	blended learning online learning educational technology
Time:	Jun 13, 09:30 GMT

Emails

Below you will find the email exchange between you and Kate Davis concerning this paper. All times are GMT.

Choose either *I agree to review the submission* or *I do not agree to review it*.

If you agree to review the submission, there's no need to send the committee a message. **However, please note, you must untick the *Send message* box or you will get an error message.**

If you are rejecting the invitation to review because of a conflict of interest, please note this in the message box and make sure the *Send message* box is ticked.

Submission 165
ASCILITE 2017
News
Alerts
EasyChair

Review Request

To answer the review request you should choose the appropriate action and edit a message to Kate Davis. The message will be sent by email to Kate Davis with a copy to you. Only Kate Davis and you will have access to the text of the message. If you choose not to send the message, Kate Davis will receive a notification about your decision.

You can choose one of the following actions.

Agree to review
In this case you should select "I agree". The message is optional.

Not agree to review
In this case you should select "I do not agree". The message is optional, however, you may think of suggesting names of other potential reviewers.

Postpone your decision
Select "I will decide later". The message is then required. You can, e.g., ask Kate Davis for further information in the message.

Subject:
Your review request for ASCILITE 2017 submission 165

Message:


☐ I agree to review this submission
☐ I do not agree to review it
☐ I will decide later
☒ Send message

Select and/or Send Message

Please accept the invitations to review the submissions as soon as possible and no later than Monday 26 June 2017, so that we can re-allocate reviews if necessary.

3. Complete the reviews

When you are ready to complete the review, you will also need to access the submissions by clicking on the submission number on the *My Review Requests for ASCILITE 2017* page.


ASCILITE 2017 (subreviewer)
[Help](#) / [Log out](#)

Submission 165
ASCILITE 2017
News
Alerts
EasyChair

My Review Requests for ASCILITE 2017

The table below shows all your review requests. To work with a request, click on a submission number.

#	title	PC member
165	Making a test submission: the best way to take screenshots	Kate Davis

Once you have the submission open, click on the *Submit review* link at the top right of the screen.

The screenshot shows the ASCILITE 2017 (subreviewer) interface. At the top, there is a navigation bar with links for Submission 165, ASCILITE 2017, News, and EasyChair. On the right, there are links for Help and Log out. The main content area is titled "Review Request" and contains a message from Kate Davis (kate.davis@qut.edu.au) requesting a review for submission 165. A red arrow points to a "Submit review" button in the top right corner. Below the message, there is a section titled "Submission Information" which contains a table with details for Paper 165.

Paper 165	
Title:	Making a test submission: the best way to take screenshots
Submission:	
Author keywords:	blended learning online learning educational technology
Time:	Jun 13, 09:30 GMT

Below the submission information, there is a section titled "Emails" which contains a message from Kate Davis to the reviewer. The message includes the time (Jun 13, 09:57), the subject (ASCILITE 2017 submission review request), and the body text (Dear [*FIRST-NAME*], I am a PC member of ASCILITE 2017. Could you please write a review for me on the following paper submitted to ASCILITE 2017:).

Complete the review form. You will be required to rate the submission against the six criteria for selection using a five point scale (5: Excellent – 1: Very Poor).

The screenshot shows the review form. It starts with a "Paper information" section containing fields for Title, Authors, and PC member. Below this is the "Evaluation" section, which contains six criteria for rating the submission. Each criterion has a five-point scale (5: excellent, 4: good, 3: fair, 2: poor, 1: very poor) and a radio button for "5: excellent".

Paper information

Title: Another ASCILITE submission
Authors: (anonymous)
PC member: Helen Partridge

Evaluation

Alignment to the conference theme (*). How well does the proposal meet the conference theme?
☐ 5: excellent
☐ 4: good
☐ 3: fair
☐ 2: poor
☐ 1: very poor

Conceptual Quality (*). What is the overall conceptual quality of the proposal?
☐ 5: excellent
☐ 4: good
☐ 3: fair
☐ 2: poor
☐ 1: very poor

Originality and innovation of the work/proposal (*). Does the submission offer sufficient innovation and contribution to warrant program space?
☐ 5: excellent
☐ 4: good
☐ 3: fair
☐ 2: poor
☐ 1: very poor

Clarity, coherence and organisation of writing (*). Has the content of the submission been presented in a manner that is easy for the reader to follow?
☐ 5: excellent
☐ 4: good
☐ 3: fair
☐ 2: poor
☐ 1: very poor

Value/interest of the topic to a diverse range of delegates (*). Would the submission be of interest to a broad range of ASCILITE conference delegates?
☐ 5: excellent
☐ 4: good
☐ 3: fair
☐ 2: poor
☐ 1: very poor

Appropriateness of the session type for the topic (*). Is the session type appropriate for the nature and content of the submission?
☐ 5: excellent
☐ 4: good
☐ 3: fair
☐ 2: poor
☐ 1: very poor

Provide an overall evaluation of the submission. Make sure you include text comments for the author/s to make revisions. You may wish to number your comments to assist the author in responding to your feedback. Check the reviewer guidelines for tips on writing your review, including what you should cover in your comments. Remember, anything you write in this field will be visible to the authors when reviews are returned.

Overall evaluation (*). Please provide a detailed review, including a justification for your scores. Both the score and the review text are required.

- ☐ 3: strong accept
- ☐ 2: accept
- ☐ 1: weak accept
- ☐ 0: borderline paper
- ☐ -1: weak reject
- ☐ -2: reject
- ☐ -3: strong reject

If you would like to make some confidential comments to the Organising Committee, please use the space provided.

Confidential remarks for the program committee. If you wish to add any remarks intended only for PC members please write them below. These remarks will only be seen by the PC members having access to reviews for this submission. They will not be sent to the authors. This field is optional.

Submit review

Click *Submit* review to finish your review.