



## 2017 Reviewer Guide

### Before You Begin:

Review the information below before you begin:

- We estimate it takes 10-15 minutes to review each proposal. Please plan accordingly.
- This is the first round of review. Further review will take place; the Greenbuilding Brasil Program Working Group will participate in the second round of review.

### Home Page:

Once you have logged into the Abstract Scorecard using your email address and Access Key sent to you from [programa@gbcbrasil.org.br](mailto:programa@gbcbrasil.org.br), you will see the below menu:



**REVIEWS** (you have 0 completed reviews, 15 incomplete reviews and 0 recused reviews)

 Review Period: March 13–24

 [Reviewer Guide](#)

**1** [Greenbuilding Brasil 2017 - Reviewer Code of Conduct/Código de Conduta dos Revisores --- \(NEW\)](#) (Due Date: Friday, March 24, 2017)


**2** You can begin reviewing when you have completed the first task above.

*\*Please note, this is all sample data. Your individual screen may appear differently.*


Before reviewing any proposals, please review, sign and submit the **Greenbuilding Brasil 2017 Reviewer Code of Conduct** (task 1 above).



**REVIEWS** (you have 0 completed reviews, 15 incomplete reviews and 0 recused reviews)

 Review Period: March 13–24, 2017

 [Reviewer Guide](#)

 [Greenbuilding Brasil 2017 - Reviewer Code of Conduct/Código de Conduta dos Revisores --- \(NEW\)](#) (Completed: 3/13/2017, 3:32 PM)

**2** [Click here to begin reviewing](#)

 [View a summary of your reviews](#)

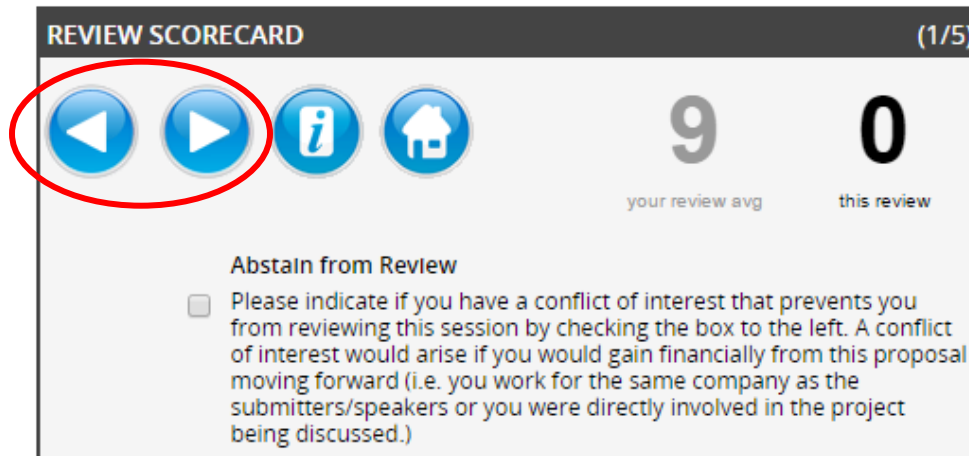
To begin reviewing session proposals, click on '[Click here to begin reviewing](#)' (task 2 above). The system will take you to the first review to be completed, or if you have already begun the process, it will automatically advance you to the next proposal you need to review.

Click on '[View a summary of your reviews](#)' to see all the proposals assigned to you and the scores that you entered. Clicking on any of the titles will bring you to the Scorecard for that proposal.

## **Navigation:**

There are two basic ways to navigate within the Abstract Scorecard:

1. The arrow keys at the top of the scorecard will allow you to navigate through the proposals.



*\*Please note, this is all sample data. Your individual screen may appear differently.*

2. The 'Picker' at the bottom of the scorecard will allow you to 'jump' to any specific proposal assigned to you.



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## **Review Summary:**



This icon, positioned next to the arrow keys, allows you to review the scores you have already entered in addition to all the proposals assigned to you.

You can change the order that the proposals appear in the Review Summary (pictured below) by clicking on the column headings in order to sort them by ID and Title. Once sorted, the abstracts will appear in this order when grading resumes.



## REVIEW SUMMARY

Your assigned reviews are listed below. You can click on any review to jump in to that review. This list can be sorted by clicking on a column title. You can group the reviews with the FOCUS button on the top right of th list. You can even add comments to individual reviews by clicking on each review's comment icon... or flag a review for future reference with the star icon. With the search option you can quickly find a review with just a few key strokes.

Review Summary (5)						Search			
						+ COLLAPSE ALL	FOCUS: REVIEW STATUS		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Score Type	ID	Title		Notes	Favorites	Flagged	
No Decision ( 3 )									
<input type="checkbox"/>	1	0	60 Minute Education ...	78597	What Owners Really Hear in the Development Process				
<input type="checkbox"/>	2	0	60 Minute Education ...	78433	Reaching Zero:Ecological-Friendly Design @ Continental Scale				
<input type="checkbox"/>	3	0	60 Minute Education ...	80499	Achieving a High Performance Air Barrier System				
I recuse ( 1 )									
<input type="checkbox"/>	4		0	60 Minute Education ...	80940	WallPerformanceByDesignRoleofRainscreensinMoistureManagement			

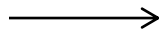
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You can print and download individual submissions by clicking on the icons below.



## SUBMISSION PREVIEW

Print submission



PRINT

Submission ID: 78597

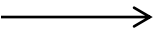
[What Owners Really Hear in the Development Process](#)

Submission Type: 60 Minute Education Session - General Format

Submission Focus Area: Design Innovation

Submitter: Sara Neff, Kilroy Realty Corporation

Download submission



DOWNLOAD

Presenter(s)

Sara Neff, MBA, LEED AP (BD+C, ID+C, ND, EB: O&M)

Vice President, Sustainability

Kilroy Realty Corporation

\*Please note, this is all sample data. Your individual screen may appear differently.

## Frequently Asked Questions:

### 1. Does "Abstaining from a review" affect the average score of the proposal?

No, once you have abstained from a review, that score is removed completely and has no negative effect on the proposal.

### 2. How can I review all of my proposals before I begin to score them?

You can download and/or print all of the submissions by clicking on the appropriate blue icon located next to the submission details.

**3. *Can I edit proposals?***

No, we do not allow modifications; proposals should be scored as is.

**4.**

**5. *How do I save my proposal scores?***

Scores are automatically saved as you complete them in the system. Please note, only the final session scores submitted at the conclusion of the review period are counted.

If you have any additional questions, please email [programa@gbcbrasil.org.br](mailto:programa@gbcbrasil.org.br)