

OSPA Platform Instructions for Coordinators and Liaisons

Thank you for participating in the AGU 2022 OSPA program. Below, you can find instructions for using the online judging platform. You can also find video instructions on the [OSPA website](#). If you have any questions about your role as a coordinator or liaison, please contact the OSPA team at ospa@agu.org.

Liaison Responsibilities

- Secure judges for every student presentation within your session(s), by leveraging your network.
 - Each presentation should be evaluated by three judges.
 - The deadline for judges to be assigned a presentation is 16 December.
 - The deadline for judges to submit their evaluations is 9 January 2023.
- You may choose to judge students in your session yourself. This is acceptable if there is no conflict of interest.

Coordinator Responsibilities

- Monitor the overall effort to secure judges for students within your section,
 - Encourage judges to participate via email, section newsletters, or other communications
 - Assist liaisons in recruiting judges and monitoring the number of evaluations
 - Potentially fill last-minute judge needs at Fall Meeting
- Send reminder emails to your section's liaisons and judges, and
- Participate in the selection of OSPA winners within your section.

Quick links:

- [Access the Platform](#)
- [Your Landing Page](#)
- [Manage Judge Evaluations](#)
- [Assign Judges to Presentations](#)
- [Review your Section's Progress with Reports](#)
- [Evaluate a Presentation](#)

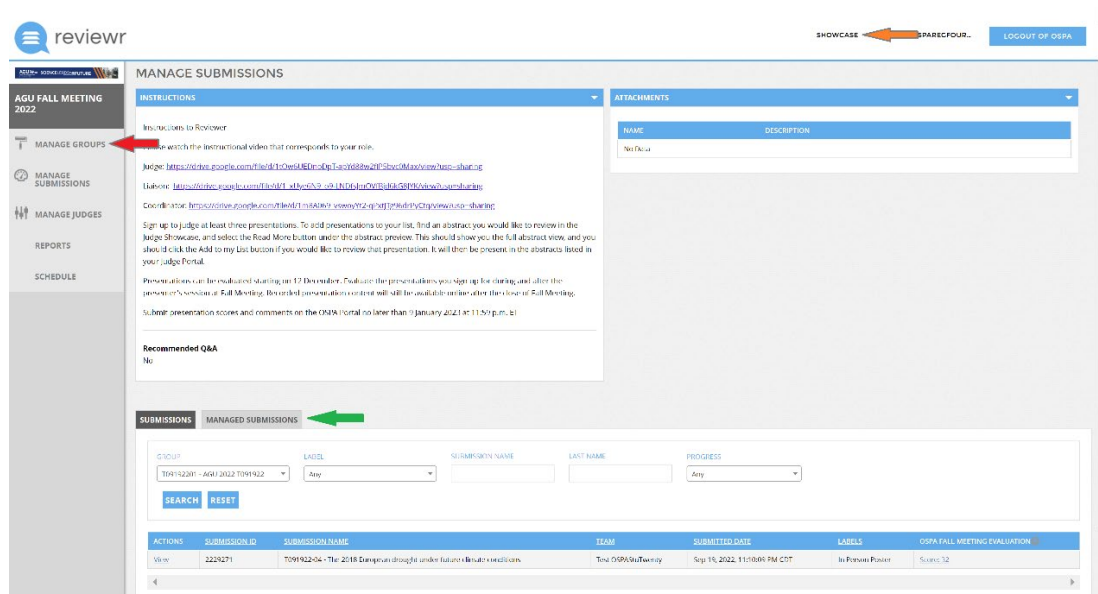
Access the Online Judge Platform

- Access the log in button on [this webpage](#).
- Log in to your AGU account.
- You will automatically be logged in to the online judge platform.

Agreement Forms

When you first access the platform, you must complete your participation forms. Then, you will automatically enter the judging portal.

Landing Page



When you enter the system, you will automatically be brought to your landing page, which has three essential areas:

- **Submissions Tabs** (green arrow), which are used for evaluating presentations you've been assigned to judge and reviewing your judge's work. [Learn more.](#)
- **Showcase** (orange arrow), which is used by the judges to assign themselves presentations to evaluate. [Learn More.](#)
- **Landing Page Menu** (red arrow), which has two important sections:
 - Reports will allow you to pull reports to evaluate your section's progress;
 - Schedule will be used to see your judging schedule if you have assigned yourself a presentation to evaluate.
 - Optionally, coordinators and liaisons may use Manage Judges and Manage Groups to manually assign and un-assign judges.
 - [Learn more.](#)

Manage Judge Evaluations with the Submissions Tabs

- **Submissions Tab: Presentations for Evaluation**

This is the area judges will use to evaluate assigned presentations. Presentations assigned to a specific judge will appear in this section. Coordinators and liaisons may choose to evaluate a presentation, but it is not required. If a coordinator or liaison chooses to evaluate a presentation, please refer to the [judge instructions](#) below.

- **Managed Submissions Tab: Review your Judges' Progress**

Here you will find a list of your sessions and the corresponding assigned evaluations. This tab will be essential to reviewing your judges' work. *Please note:* When you first login, you will not see any presentations here. Presentations will only appear on this tab once at least one judge is assigned to it.

To review your judges' work, take the following steps:

The screenshot shows the 'MANAGED SUBMISSIONS' tab. At the top, there are three filter dropdowns: '1. GROUP' (selected: T09192201 - AGU 2022.T091922), '2. DIVISION' (selected: OSPA Fall Meeting Evaluation), and '3. SCORECARD'. Below these are search fields for 'SUBMISSION NAME' and 'JUDGE NAME', with 'SEARCH' and 'RESET' buttons. A table displays the following data:

ACTIONS	SUBMISSION NAME	GROUPS	DIVISION	JUDGES	AVERAGE SCORE	WINNER	
View	T091922-04 - The 2018 European drought under future climate conditions	T09192201 - AGU 2022 T091922	Advancing Testing Science (ATS)	Test OSPARegFourteen: Not Started Test OSPARegNine: Not Started Test OSPARegNineteen: Not Started	26.500		<input type="checkbox"/>
View	T091922-01 - Ammonia Emission From Agricultural Fields in India: A Case Study of Nitrogen Fertilizers Application	T09192201 - AGU 2022 T091922	Advancing Testing Science (ATS)	Test OSPARegEleven: Not Started Test OSPARegFifteen: Not Started	None		<input type="checkbox"/>
View	T102522-13 - Nam dignissim mollis quam eget porta.	T09192201 - AGU 2022 T091922	Advancing Testing Science (ATS)	Test OSPARegFifteen: Not Started Test OSPARegFive: Not Started	None		<input type="checkbox"/>

At the bottom right, there is an 'ACTIONS' section with a dropdown menu set to 'Mark Winner' and a 'GO' button.

- Select the Session you would like to review in the Group drop down menu (yellow arrow).
- Review judges assigned to each presentation and review the scores for each presentation (red arrow). To the right, you can see the averaged scores for each presentation (incomplete evaluations do not factor into the average).
- **Coordinators only:** In January, you will use this area to mark the winner of your section by checking the box to the right of their abstract, selecting "Mark Winner" (green arrow) and selecting "Go."

Assign Judges

AGU strongly encourages the following workflow for liaisons assigning judges to presentations. Coordinators should be monitoring the liaisons' efforts and supporting as necessary.

1. Liaison identifies three potential judges per presentation.
2. Liaison emails a judge asking them to judge a presentation and add it to their schedule.
3. Judge finds the presentation in the Judge Showcase and assigns themselves by adding the presentation to their schedule.
 - a. Please note: Once three judges have added a presentation to their schedule, the presentation will no longer appear in the showcase.
4. Once a judge assigns themselves to a presentation, liaisons and coordinators may monitor their progress in the Managed Submissions tab or using reports.

The below instructions show how a judge should find a presentation, add it to their schedule, and evaluate it. You may need to refer to these instructions as you communicate with your judges and monitor their progress.

- [Review All Presentations](#)
 - [Add a Presentation to your Schedule](#)
 - [Evaluate a Presentation](#)
 - [Ask a Presenter a Question](#)
-

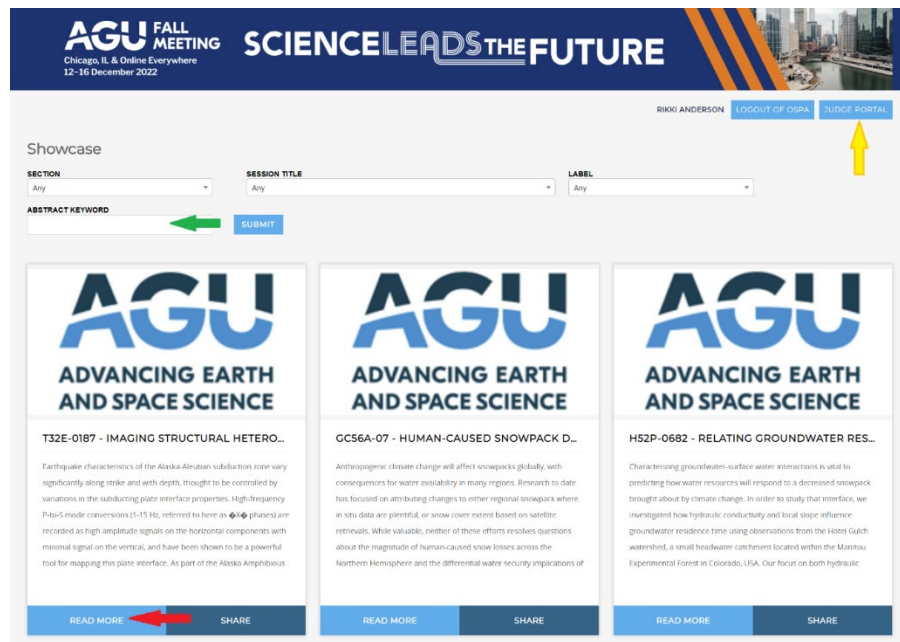
Review all presentations

At the top right side of your landing page, you will see a link to the Judge Showcase (orange arrow).

The showcase allows judges to review all abstracts in all sections that still need a judge assigned.



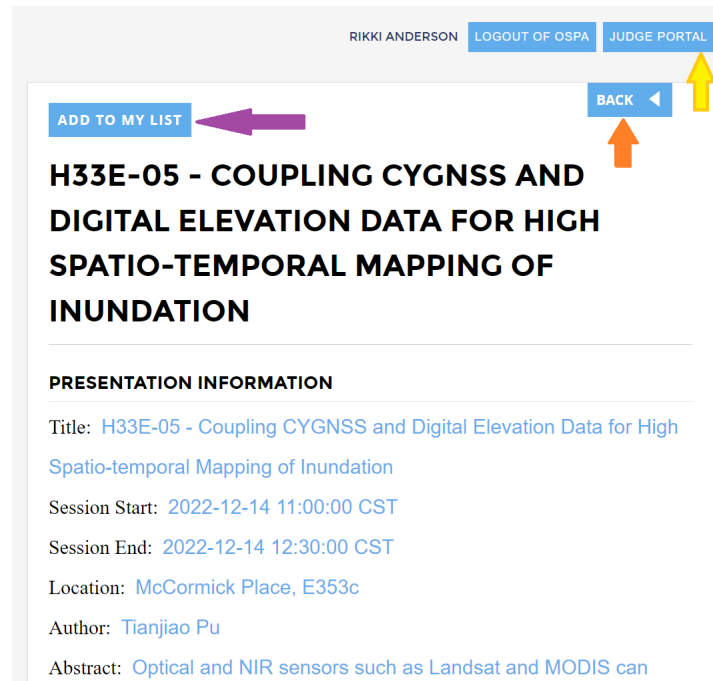
Once you access the showcase, you will see the following:



If you would like to exit the showcase and return to your landing page, select “Judge Portal” (yellow arrow).

Add a presentation to your schedule:

- Use the drop-down menus or search bar (green arrow) to narrow your search.
- Use the label to search for in-person posters, online iPosters, or oral presentations.
- Once you find a presentation you are interested in, select “Read More” (red arrow).



- Once you select an abstract, you can find the presenter information, the abstract description, and scheduling details.
- Once you find a presentation you would like to evaluate, select “Add to my list” (purple arrow)
- If you would like to find more presentations to evaluate, select “Back” (orange arrow).
- When you are ready to evaluate your presentation(s), select “Judge Portal” (yellow arrow).

Please note: Students have been asked to confirm if they will be presenting in-person or virtually. They have until 1 December to confirm.

Beginning 2 December, if a student has not confirmed, you will see the presentation type they were assigned and a note that they have not confirmed.

The most important presentation type for judges to note will be **in-person posters**. If a poster presenter has swapped to virtual without notifying OSPA, you will see that poster’s status as “in-person, unconfirmed” in the system. If you are unable to find the poster in the poster hall on-site, please check the online poster platform.

Evaluate a Presentation

reviewr SHOWCASE TEST OSNAREPOUR... LOGOUT OF OSNA

AGU FALL MEETING 2022

MANAGE SUBMISSIONS

INSTRUCTIONS

Instructions to Reviewer

Please watch the instruction video that corresponds to your role.

Judge: <https://bit.ly/3wqy7w7>

Reviewer: <https://bit.ly/3wqy7w7>

Content: <https://bit.ly/3wqy7w7>

Sign up to judge or review presentations. To add presentations to your list, first go to the AGU Fall Meeting, and select the AGU Fall Meeting under the AGU Fall Meeting. This should show you the full list of presentations, and you should click the Add to my list button. If you would like to review presentations, all then be presented to you in your Judge Portal.

Presentations can be evaluated starting on 12 December. Evaluate the presentations you sign up for during and after the presentation session at AGU Fall Meeting. Submitted presentation content will still be available online after the close of AGU Fall Meeting.

Submit presentation scores and comments on the OSNA Portal no later than 1 January 2023 at 11:59 pm, ET.

Recommend OSA

No

ATTACHMENTS

SUBMISSIONS

GROUP: AGU 2022 11/22/22

SEARCH RESET

ACTION	SUBMISSION ID	SUBMISSION NAME	TEAM	SUBMITTED DATE	LABELS	AGU FALL MEETING EVALUATION
View	2495443	The 2022 AGU Fall Meeting	The 2022 AGU Fall Meeting	Oct 26, 2022, 10:18:18 AM CDT	Incomplete	Incomplete
View	2495442	The 2022 AGU Fall Meeting	The 2022 AGU Fall Meeting	Oct 26, 2022, 10:18:18 AM CDT	Incomplete	Incomplete

- At the bottom of your landing page in the “Submissions” tab (green arrow), you will see the presentations you have signed up to judge. If you have fewer presentations to judge you may see the tab labeled as the session’s title.
- Make sure to look through all the sessions in the “Groups” drop-down menu (yellow arrow) to make sure you don’t miss a presentation you are scheduled to evaluate.
- To begin your evaluation, select “Incomplete” next to the presentation name. Once you have started your evaluation, this status will change to “In Progress.” When you have finalized your evaluation, the status will change to “Complete.”

SUBMISSION VIEW

BACK

PRINT

Instructions to Reviewer

Please watch the instructional video that corresponds to your role.

Judge: <https://drive.google.com/file/d/1u3n5v0Ljcyd89w2f3bucd8aav/view?usp=sharing>

Liaison: <https://drive.google.com/file/d/1u3n5v0Ljcyd89w2f3bucd8aav/view?usp=sharing>

Coordinator: <https://drive.google.com/file/d/1u3n5v0Ljcyd89w2f3bucd8aav/view?usp=sharing>

Sign up to judge at least three presentations. To add presentations to your list, find an abstract you would like to review in the Judge Showcase, and select the Read More button under the abstract preview. This should show you the full abstract view, and you should click the Add to my List button if you would like to review that presentation. It will then be present in the abstracts listed in your Judge's Portal.

Presentations can be evaluated starting on 12 December. Evaluate the presentations you sign up for during and after the presenter's session at Fall Meeting. Recorded presentation content will still be available online after the close of Fall Meeting.

Submit presentation scores and comments on the OSPA Portal no later than 9 January 2023 at 11:59 p.m. ET

Reviewer Resources

NAME	DESCRIPTION
No Data	

Recommended Q&A: 0

TOGGLE SIDEBAR

SUBMISSION

EDITOR

ATTACHMENTS

NOTES

COMMENTS & QUESTIONS

EVALUATIONS

MEDIA GALLERY

SUBMISSION FORM

RULES OF CONTEST

CONFLICT OF INTEREST

AGREEMENT TO PARTICIPATE

APPLICATION

Save & Logout

Please confirm your Fall Meeting presentation/attendance type.

In person: I am presenting and participating in person in Chicago.

Type*

ANYONE WITH AN IP/OSTER

PLEASE PASTE DIRECT

Presentation URL below (OPTIONAL)

* Abstract Image

Please upload an image that best represents your abstract. It does not need to be an image of your poster - it can be any image related to your research.

UPLOAD IMAGE

Upload Logo

First Name

Last Name

Text

OSPASoftScreen

Rating Range:

0 being the lowest score (poor) and 5 being the highest score (outstanding)

Presentation Visuals

*APPEALING DESIGN AND LAYOUT

0 1 2 3 4 5

*APPROPRIATE USE OF TABLES OR FIGURES

0 1 2 3 4 5

*LOGICAL VISUAL FLOW THROUGHOUT MATERIALS

0 1 2 3 4 5

*QUALITY OF FORMATTING (FONTS, COLOR, SIZING)

0 1 2 3 4 5

5 / 20

*PRESENTATION VISUALS FEEDBACK FOR STUDENT PRESENTERS

PLEASE ENTER FEEDBACK DIRECTLY FOR PARTICIPANTS RELATED TO THEIR PRESENTATION VISUALS:

PRIVATE COMMENTS FOR COORDINATORS (OPTIONAL)

PLEASE ENTER ANY NOTABLE FEEDBACK FOR COORDINATORS RELATED TO THE PARTICIPANTS PRESENTATION VISUALS.

- Here, you will see the full presentation information on the left side of the screen and the evaluation form on the right.
- Complete your evaluation and select “Submit” at the bottom of the evaluation form.
- You will be able to adjust your evaluation until the deadline: **9 January 2023**.

Ask a Presenter a Question

When looking at the presentation you are evaluating, you will see a tab called “Comments and Questions” (green arrow).

Use the “Add question/comment” button to submit a question to the presenter. You will receive an email when your presenter has responded, and you can view their response.

Presenters are required to respond to your questions within the online system before the end of the meeting (16 December 2022).

Landing Page Menu

This area has two important sections:

- Reports will allow you to pull reports to evaluate your section's progress;
- Schedule will be used to see your judging schedule if you have assigned yourself a presentation to evaluate.
- Optionally, coordinators and liaisons may use Manage Judges and Manage Groups to manually assign and un-assign judges.

Reports: Reports are essential to your work as Coordinators and Liaisons. Reports will allow you to evaluate which presentations still need to be judged, which judges have not been assigned presentations, and the evaluation scores for presentations in your section.

- **Abstract Assignment Judge Manager Report:** This is your all-in-one report. This will show you every presentation in your section, their judges, their scores, and their presentation information.
- **Judge Assignment Report:** Here you can find the judges assigned to your section and the number of presentations they are currently signed up for. We ask all judges to sign up for at least three presentations. Please note: This report will be blank until judges are assigned submissions
- **Submission Assignment Count Report:** Here you can see how many judges have been assigned to each presentation in your section.
- **Total Score Report:** This report will show you the scores for each presentation in your section.
- **Judge Missing Evaluation report:** This report will show you which judges have not yet evaluated their presentations. Please note: This report will be blank until judges start their evaluations.

Schedule: The schedule for abstracts that you have signed up to judge will appear here.

YOUR ASSIGNED SUBMISSIONS

Please note that all times listed here are in CST. The official time zone for the AGU F

Sep 19, 2022, 8:00:00 AM - Sep 19, 2022, 12:20:00 PM

Session: T09192201 - AGU 2022 T091922

[T091922-04 - The 2018 European drought under future climate conditions](#)

OPTIONAL: Manually assign and unassign judges.

Please note: the below instructions are completely optional, and likely will only be used by liaisons. AGU strongly encourages liaisons to reach out to judges via email to ask judges to sign themselves up for certain presentations using the Judge Showcase.

However, if you need to manually assign or unassign a judge to a presentation, take the following steps.

Manage Judges: First, you will need to assign the judges to the session they will be judging in.

- Find the judge you want to assign to a session and select “Assign Group.”
- Your sessions will pop up. Select the session to assign and click “Save.”

Please note: this will assign a judge to a session, but not a specific abstract. To assign judges to an abstract, go to Manage Groups.

Manage Groups: Use this menu option to assign judges to presentations:

	GROUP	START DATE	END DATE	SHARE EVALUATIONS	HIDE IN JUDGE SEARCH	REVIEWER	
Manage Assignments	T09192201 - T091922	8:00:00 AM Sep 19, 2022 CDT	12:20:00 PM Sep 19, 2022 CDT	No EText	No	Test OSPARegEleven, Test OSPARegFour, Test OSPARegFourteen, Test OSPARegFifteen, Test OSPARegFive, Test OSPARegSeven, Test OSPARegSix, Test OSPARegSeventeen, Test OSPARegNineteen, Test OSPARegNine, Test OSPARegOne, Test OSPARegThirteen, Test OSPARegThree, Test OSPARegSixteen, Test OSPARegTen, Test OSPARegEight, Test OSPARegTwelve, Test OSPARegEighteen	<input type="checkbox"/>

- Select “Manage Assignments” to view the abstracts in a session (yellow arrow.)

[BACK](#)

SUBMISSION/REVIEWER ASSIGNMENTS FOR T09192201 - AGU 2022 T091922

SUBMISSIONS

REVIEWERS

SUBMISSION NAME

REVIEWER COUNT

REVIEWER NAME

Search

Reset

SUBMISSION NAME	DIVISION	REVIEWER COUNT	REVIEWERS	
T091922-01 - Ammonia Emission From Agricultural Fields in India: A Case Study of Nitrogen Fertilizers Application	Advancing Testing Science (ATS)	2	Test OSPARegEleven, Test OSPARegFifteen	<input checked="" type="checkbox"/>
T091922-04 - The 2018 European drought under future climate conditions	Advancing Testing Science (ATS)	3	Test OSPARegFourteen, Test OSPARegNineteen, Test OSPARegNine	<input type="checkbox"/>
T102522-13 - Nam dignissim mollis quam eget porta.	Advancing Testing Science (ATS)	3	Test OSPARegFifteen, Test OSPARegFive, Test OSPARegFifteen	<input type="checkbox"/>

Any

Go

Any

Auto-Assign Reviewers

Clear Assignments

Manually Assign Reviewers

- Here you will see a list of the session’s abstracts. To assign judges to an abstract, take the following steps.
 - Click the checkbox next to an abstract (blue arrow),
 - Use the dropdown menu at the bottom of the page to select “Manually Assign Reviewers” (green arrow),
 - Select “Go.”

ASSIGN REVIEWERS TO SUBMISSIONS	
Test OSPARegFive	<input type="checkbox"/>
Test OSPARegFour	<input type="checkbox"/>
Test OSPARegFourteen	<input type="checkbox"/>
Test OSPARegNine	<input type="checkbox"/>
Test OSPARegNineteen	<input type="checkbox"/>
Test OSPARegOne	<input checked="" type="checkbox"/>
Test OSPARegSeven	<input type="checkbox"/>
Test OSPARegSeventeen	<input checked="" type="checkbox"/>
Test OSPARegSix	<input type="checkbox"/>
Test OSPARegSixteen	<input checked="" type="checkbox"/>
Test OSPARegTen	<input type="checkbox"/>
Test OSPARegThirteen	<input type="checkbox"/>
Test OSPARegThree	<input type="checkbox"/>
Test OSPARegTwelve	<input type="checkbox"/>

SET ASSIGNMENTS CANCEL

- Select the three judges you would like to assign to this abstract (purple arrow), scroll down, and click “Set Assignments” (orange arrow). You have now assigned judges to an abstract.

Please note: The system will not notify judges of their assignment. As a coordinator or liaison, please confirm that your judge is available to evaluate a presentation before assigning them.

Thank you for participating in OSPA. We appreciate you volunteering your time to this important program!