

How to Login to PEAR (the Peer Review Software)

1. Access our proposal review system Peer Evaluation, Assessment and Review (PEAR) by clicking on this link: <https://www.uoguelph.ca/peartool/user/>
2. Click on **Retrieve your password**
3. Enter your email address. Note: please ensure that you enter the **same email address** that you used to sign up to review proposals.
4. Press **reset password**. You will receive an email with a temporary password that will allow you to login to PEAR.
5. Login using your email address and your temporary password.

How to Submit Your Reviews

1. Log in to PEAR.
2. Click on the **My Reviews** tab - you will see a list of 4 proposals for you to review. Under the column labelled **Status** you will see the words **Review Required** beside each proposal.
3. Click on the **Review Required** button for the first proposal.
4. Click on **Proposal PDF** link - this will download the first proposal for you to review.
5. Read the proposal and then score it using the **Grading Form** in PEAR. You will score the proposal on 5 criteria using a 5-point scale from 1 (*not at all*) to 5 (*very much*). To score the proposal, click on the drop-down box beside each criterion, and select the score between 1 and 5 (see image below).

Grading Form

Thank you for reviewing proposals for EDC2017. Your contribution as a reviewer helps to ensure that the presentations and workshops at EDC2017 are educational, dynamic, and high quality. Please read each proposal carefully and then score the proposal using the following rubric.

Please score the proposal on the following five criteria, using the following scale 1 (*Not at all*) to 5 (*Very much*)

If you have any questions about the review process, please contact the Conference Planning Committee at edc2017@uoguelph.ca

(re)Thinking Tradition Does the presentation uphold or challenge an Educational Development tradition?	4
Learning Outcomes Are the presentation's Learning Outcomes clearly stated? Are the Learning Outcomes valuable? Does it appear that all Learning Outcomes can be achieved in the time allotted?	5
Engagement Does the proposal appear to be interactive and engaging?	4
Meaningful content Does the proposal provide meaningful information/research and make a contribution to our understanding of teaching/learning or leadership?	5
Relevance Is the proposal relevant for the audience? Is the proposal supported by relevant literature or experience?	--
Comments to Presenters We also encourage reviewers to provide comments intended to help proponents improve their submissions. Please note that any text included in the comments section will be visible to all reviewers. Please use the following guidelines when writing suggestions and comments: <ul style="list-style-type: none">• Be concrete and specific. Focus on particular things the proponent could work on and give examples whenever possible.• Comment on the proposal, not the person who wrote it.	1 2 3 4 5

6. Provide comments to help proponents improve their submissions. Type your comments into the textbox provided at the bottom of Grading Form.
7. Click **Submit** at the bottom of the page. **Please make sure you review your feedback before submitting because you will not be able to go back and change your review once it is submitted.** You will see a summary page with the total grade listed at the bottom.
8. Click on the **My Reviews** tab at the top of the page to return to review your other assigned proposals.
9. Repeat for the other proposals.