

OSPA Platform Instructions for Coordinators and Liaisons

Thank you for participating in the AGU OSPA program. Below, you can find instructions for using the online OSPA platform. If you have any questions about your role as a coordinator or liaison, please contact the OSPA team at ospa@agu.org.

Coordinator Responsibilities

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

Liaison Responsibilities

- Secure reviewers for every student presentation within your session(s), by leveraging your network.
 - Each presentation should be evaluated by three reviewers.
 - The deadline for reviewers to submit their evaluations is 30 January 2024.
 - You may choose to review students in your session yourself. This is acceptable if there is no conflict of interest.
-

Quick links:

- [Access the Platform](#)
- [Your Landing Page](#)
- [Volunteering as a Reviewer](#)

Access the Online Judge Platform

- Access the OSPA platform [here](#).
- Log in to your AGU account.
- You will automatically be logged in to the online platform.

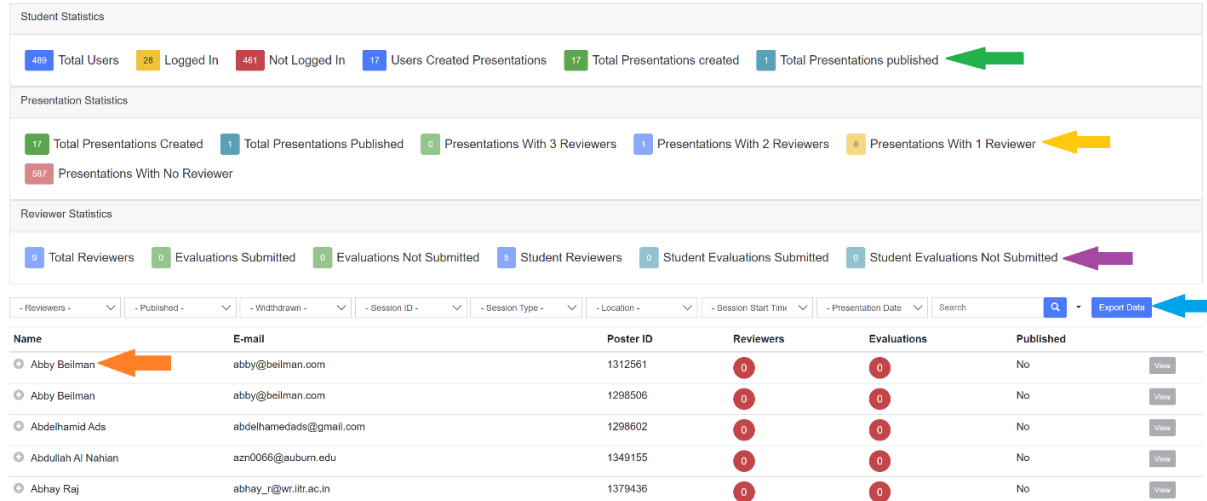
Agreement Forms

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

Landing Page

Coordinator

Coordinator Dashboard



When you enter the system, you will be brought to your landing page based on your role. If you are both a coordinator and a liaison, you will be able to toggle between your roles using the top left menu (red arrow). There are a few key areas you will see:

1. Data Points

- **General Information:**
 - If you hover your mouse over any number, an explanation of that data point will appear.
 - If you click on a number, your screen will only include data from that filtered list.
 - Please note: some of these lists are in the process of being created by our dev team. They will be available as they are finalized.
- **Green arrow:** This row will give you the data points for the **students** in your section/session.
- **Yellow arrow:** This row will give you the data points for the **presentations** in your section/session.
- **Purple arrow:** This row will give you the data points for the **reviewers/evaluations** in your section/session.

- 2. **Filters (Blue arrow): This area is key to using the iPoster system.** Here, you will be able to filter the presentations in your section/session. You can use more than one filter at a time to narrow your selection. Please note: If you are a liaison with only one session, these filters will not appear. Some tips:
 - **Withdrawn:** Filter by students who have not withdrawn to see the students who are still in the OSPA program.
 - **Sessions:** Filter by session ID to see the students in a specific session.
 - **Session Type:** Filter by session type to see all the poster presenters or oral presenters in your section/session.
 - **Presentation Date:** Filter by presentation date to see the students presenting on a specific date.

This area also allows you to export the data in your section/session to an Excel spreadsheet. Use the blue Export Data button to download the report.

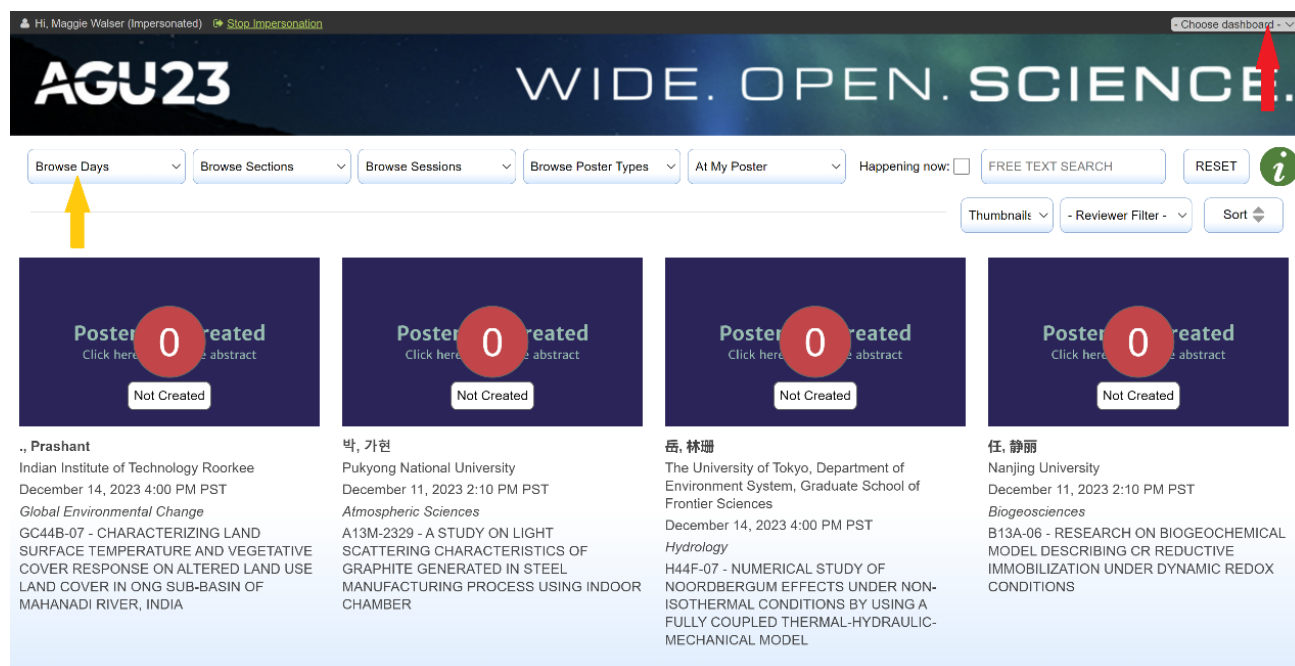
- Presentations in your Section/Session** (Orange arrow): This row will give you an overview of each presentation – you will see the presenter’s name, email, number of reviewers assigned, and number of evaluations submitted. Select the + button next to each presenter’s name to see their full presentation details. If a student has more than one presentation, they will appear in more than one row.

Once reviewers begin signing up for presentations, you will see the reviewer information here as well.

- Toggle between your roles** (Red arrow): If you have more than one volunteer role (coordinator and liaison or coordinator and reviewer), this drop-down menu will allow you to toggle between your roles.

Volunteer as a Reviewer: A Brief Overview

Reviewers will not have access to the OSPA system until 1 December. At that time, they will be able to access the gallery and sign up to evaluate presentations. Full reviewer instructions will be available at that time. In the meantime, we have included some basic instructions below, so you are familiar with how the gallery will work.



Assigning Reviewers: In this OSPA platform, coordinators and liaisons will not be able to manually assign reviewers to presentations. Instead, **reviewers must sign up for presentations themselves using this gallery.**

Once a student has created and published their virtual presentation, reviewers can view the presentation by clicking on the presentation in the gallery. There they will be able to review the presentation and sign up to evaluate it. Once a presentation has three reviewers, it will still appear in the gallery, but no more reviewers will be able to sign up to evaluate it.

Number of Reviewers per Presentation: You’ll notice that each presentation has a number over it – that is the number of reviewers who have signed up for the presentation.

Direct URL to Presentation: As a coordinator/liaison, you can open the presentation and copy the URL to send to a potential reviewer. Potential reviewers can use that URL to review and sign up to evaluate the presentation. **Again, you will not be able to do this until 1 December, when the system opens to reviewers.**

Filter presentations: Use the filters (yellow arrow) to narrow the presentations in your view – you can filter by:

- Presentation Date,
- Section or Session,
- Presentation Type,
- The number of Reviewers,
- Or, through a text search.

Again, in early December you will be able to review the detailed instructions for reviewers. At that time, we will also provide you with instructions on reviewing the evaluations/scores, which will begin being submitted during the AGU meeting.

In the meantime, your goals as a coordinator/liaison are:

- to review the presentations in your section/session,
- to identify potential reviewers and reach out to them via email letting them know the system will open to them on 1 December,
- to familiarize yourself with the overall OSPA program by reviewing the [OSPA webpages](#), and
- if you have any questions about your responsibilities, reach out to AGU at ospa@agu.org.

As this is our first year with this new system, we invite you to provide feedback as you use the system so we can continue to improve and strengthen the OSPA platform for future years.

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