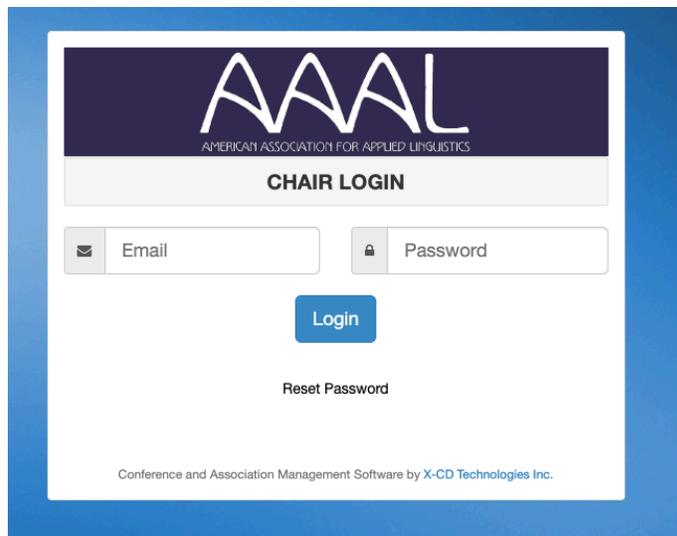


Assigning Final Statuses & Comments

A Tutorial for Strand Coordinators

Video Tutorial can be found here: https://drive.google.com/file/d/1XgoCA6dICthU2Htzc4gYxliH8aP2_X5/view

1. Access the Strand Coordinator portal here: <https://www.xcdsystem.com/aaal/chaire>
2. Log-in using your AAAL credentials. If it is your first time on the AAAL portal, the email address that AAAL used to contact you is the default password. Reset password if needed. (Note: If you are not a AAAL member, you might want to consider joining as a member. Otherwise, you will need to set up a AAAL [guest account](#).)
3. Once you are logged in, you will land at the Overview page, and you'll need to make sure that you are in the Strand you are assigning final statuses for. Submissions and reviewers for your strand will be automatically populated in your portal. In this tutorial, we are using a dummy strand called Favorite Bedtime Stories that Brittney from AAAL created for us.



Strand Coordinator Portal



4. Now that the reviewers have completed their work, for each proposal, there will be a list of who reviewed the proposal and their average score across all categories in a range from 1-6.

289	Be Kind, Be Brave, Be You! Hannah Queen, hannah@aaal.org	Matt Coss - Accept Avg: 5.75 - StdDev: 0.43 Meagan Driver - Accept if Space Avg: 4.50 - StdDev: 0.50 Laxmi Ojha - Accept if Space Avg: 3.50 - StdDev: 0.50
	🔍 Final Status: No Assignment 🔗	View All Reviews
	🏠 Primary Strand: Favorite Bedtime Stories 🔗	Manage Reviewers

- Click on **View All Reviews** to bring up a list of the individual reviewers' recommendations, comments, and the total and average scores for the proposal.

289 **Be Kind, Be Brave, Be You!**
 Hannah Queen, hannah@aaal.org

Final Status: No Assignment

Primary Strand: Favorite Bedtime Stories

Matt Coss - Accept
 Avg: 5.75 - StdDev: 0.43
 Meagan Driver - Accept if Space
 Avg: 4.50 - StdDev: 0.50
 Laxmi Ojha - Accept if Space
 Avg: 3.50 - StdDev: 0.50

[View All Reviews](#)
[Manage Reviewers](#)

- Please note when you are looking under Scoring Summary, the Average Score is out of a total of 24 (maximum for each proposal to be awarded). This is calculated by taking the total score across all reviews divided by the number of completed reviews. Between the average scores of the individual reviewers, the comments, and the recommendation summary, you will then move onto making your Final Status recommendation.

Be Kind, Be Brave, Be You! (289) X

Scoring Summary

Complete	Abstain	Total Score	Avg.	Std. Dev.
3	0	55.00	18.33	3.68

Recommendation Summary

Accept if Space	2
Accept	1

- To assign a final status recommendation for the AAAL Conference Team, click the edit button next to the proposal you are assigning.

289 **Be Kind, Be Brave, Be You!**
 Hannah Queen, hannah@aaal.org

Final Status: No Assignment

Primary Strand: Favorite Bedtime Stories [Assign Status](#)

Matt Coss - Accept
 Avg: 5.75 - StdDev: 0.43
 Meagan Driver - Accept if Space
 Avg: 4.50 - StdDev: 0.50
 Laxmi Ojha - Accept if Space
 Avg: 3.50 - StdDev: 0.50

[View All Reviews](#)
[Manage Reviewers](#)

The dropdown options to choose from are:

- All Other Proposal Types (AOPT):

- o SC Recommendation: Accept as Individual Paper
- o SC Recommendation: Accept as Poster
- o SC Recommendation: Accept as Roundtable
- o SC Recommendation: Accept if There is Space
- o SC Recommendation: Reject
- Colloquia:
 - o SC Recommendation: Accept
 - o SC Recommendation: Accept if There is Space
 - o SC Recommendation: Reject

Be Kind, Be Brave, Be You! (289)

X

Assign Final Status

Status

Final Comments

Comments here become the [FinalComments] hot key in the notification letter.

✓

- SC Recommendation: Accept as Individual Paper
- SC Recommendation: Accept as Poster
- SC Recommendation: Accept as Roundtable
- SC Recommendation: Accept if There is Space
- SC Recommendation: Reject
- Withdrawn

Assign Final Status

7. Here you will also have the opportunity (and are encouraged) to enter comments clarifying your status recommendation. We request that you be as informative, concise and clear as possible. For many first-time submitters, the comments they receive will be educative and insightful. In addition, your comments will help the Conference Team field any queries from proposal submitters, should they arise, after the final notifications are sent out. **Please note: The comments you enter here are viewable by both the Conference Team and the submitter.**

8. Once your status recommendation and final comments are in, click **Assign Final Status**.

Be Kind, Be Brave, Be You! (289)

Assign Final Status

Status: SC Recommendation: Accept as Individual Paper

Final Comments: I think this will be a great fit for AAAL 2023!

Assign Final Status

9. You'll now see your selected final status populated on the main screen:

289 **Be Kind, Be Brave, Be You!**
Hannah Queen, hannah@aaal.org

Final Status: SC Recommendation: Accept as Individual Paper

Primary Strand: Favorite Bedtime Stories

Matt Coss - Accept
Avg: 5.75 - StdDev: 0.43
Meagan Driver - Accept if Space
Avg: 4.50 - StdDev: 0.50
Laxmi Ojha - Accept if Space
Avg: 3.50 - StdDev: 0.50

[View All Reviews](#)
[Manage Reviewers](#)

Helpful Hints for Navigating this Process:

The filter buttons at the top under **List Submissions** allow you to filter by the Proposal Type in both modules (AOPT and Colloquia):

- AOPT Module:
 - o Proposal Type: Individual Paper
 - o Proposal Type: Roundtable Discussion
 - o Proposal Type: Poster

Strand Coordinator Portal

The screenshot displays the Strand Coordinator Portal interface. At the top, there is a dropdown menu for the primary strand, currently set to "Favorite Bedtime Stories". Below this, a list of track chairs and their contact information is provided. The main content area is titled "List Submissions" and features a "Filter By" dropdown menu. This menu is open, showing a list of secondary strands and a "Proposal Type" filter. The "Proposal Type" filter is highlighted with a red box, and its options are: "Individual Paper", "Roundtable Discussion", and "Poster".

Current Primary Strand: Favorite Bedtime Stories
Track Chair(s):
Peter De Costa, pdecosta@msu.edu; Brittney Love, brittney@aaal.org; D. Philip Montgomery, dpmontgomery@gmail.com; Dmitrii Pastushenkov, pastushe@msu.edu; Robert Randez, randezro@msu.edu; Corey Zelunka, corey@x-cd.com;

Menu

- Overview
- Dashboard
- Perform Reviews
- Manage Reviewers
- Add Contact
- Download/Email
- Change Event
- Profile Home
- Logout

List Submissions

Sort By: [Dropdown]

Filter By [Dropdown]

Reset

Number of Submissions: [Dropdown]

ID

288

289

Secondary Strand: Analysis of Discourse and Interaction (DIS)
Secondary Strand: Antiracism, Decolonization, and Intersectionality for Systemic Transformation (ADIST)
Secondary Strand: Assessment and Evaluation (ASE)
Secondary Strand: Bilingual, Immersion, Heritage, and Minority Education (BIH)
Secondary Strand: Corpus Linguistics (COR)
Secondary Strand: Educational Linguistics (EDU)
Secondary Strand: Language and Ideology (LID)
Secondary Strand: Language and the Law (LAL)
Secondary Strand: Language and Technology (TEC)
Secondary Strand: Language Cognition and Brain Research (COG)
Secondary Strand: Language, Culture, and Socialization (LCS)
Secondary Strand: Language, Gender, and Sexuality (LGS)
Secondary Strand: Language Maintenance and Revitalization (LMR)
Secondary Strand: Language Planning and Policy (LPP)
Secondary Strand: Phonology/Phonetics and Oral Communication (POC)
Secondary Strand: Pragmatics (PRG)
Secondary Strand: Reading, Writing, and Literacy (RWL)
Secondary Strand: Research Methodology (REM)
Secondary Strand: Second and Foreign Language Pedagogy (PED)
Secondary Strand: Second Language Acquisition, Language Acquisition, and Attrition (SLA)
Secondary Strand: Sociolinguistics (SOC)
Secondary Strand: Teacher Education, Beliefs, and Identities (TED)
Secondary Strand: Text Analysis (Written Discourse) (TXT)
Secondary Strand: Translation, Interpretation and Language Access (TRI)
Secondary Strand: Vocabulary and Lexical Studies (VOC)

Proposal Type: Individual Paper
Proposal Type: Roundtable Discussion
Proposal Type: Poster

- Colloquium Module:
 - Colloquium Duration: 1-hour
 - Colloquium Duration: 2-hour

Strand Coordinator Portal

- Change Primary Strand -

Current Primary Strand: Favorite Bedtime Stories

Track Chair(s):
 Peter De Costa, pdecosta@msu.edu; Brittny Love, brittny@aaal.org; D. Phillip Montgomery, dpmontgomery@gmail.com; Dmitrii Pastushenkov, pastushe@msu.edu; Robert Randez, randezro@msu.edu;

Menu

- Overview
- Dashboard
- Add Colloquium
- Perform Reviews
- Manage Reviewers
- Add Contact
- Download/Email
- Change Event
- Profile Home
- Logout

List Submissions

Sort By:

Filter By

Filter By

Reset

Number

ID

64

- Secondary Strand: Analysis of Discourse and Interaction (DIS)
- Secondary Strand: Antiracism, Decolonization, and Intersectionality for Systemic Transformation (ADIST)
- Secondary Strand: Assessment and Evaluation (ASE)
- Secondary Strand: Bilingual, Immersion, Heritage, and Minority Education (BIH)
- Secondary Strand: Corpus Linguistics (COR)
- Secondary Strand: Educational Linguistics (EDU)
- Secondary Strand: Language and Ideology (LID)
- Secondary Strand: Language and the Law (LAL)
- Secondary Strand: Language and Technology (TEC)
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- Secondary Strand: Sociolinguistics (SOC)
- Secondary Strand: Teacher Education, Beliefs, and Identities (TED)
- Secondary Strand: Text Analysis (Written Discourse) (TXT)
- Secondary Strand: Translation, Interpretation and Language Access (TRI)
- Secondary Strand: Vocabulary and Lexical Studies (VOC)
- Colloquium Duration: 1-hour
- Colloquium Duration: 2-hour

To navigate between the AOPT and Colloquium modules, click “Change Event” on the left-side menu.

Strand Coordinator Portal

- Change Primary Strand -

Current Primary Strand: Favorite Bedtime Stories

Track Chair(s):
Peter De Costa, pdecosta@msu.edu; Brittney Love, brittney@aaal.org; D. Philip Montgomery, dpmontgomery@gmail.com; Dmitrii Pastushenkov, pastushe@msu.edu; Robert Randez, randezro@msu.edu;

Menu

- Overview
- Dashboard
- + Add Colloquium
- Perform Reviews
- Manage Reviewers
- + Add Contact
- Download/Email
- Change Event**
- Profile Home
- Logout

List Submissions

Sort By:

Filter By:

Filter By Final Status:

Reset

Number of Colloquiums Displayed: 1

ID	Title
64	Seuss & Friends - A Collection Peter De Costa, pdecosta@msu.edu Final Status: No Assignment Primary Strand: Favorite Bedtime Stories