

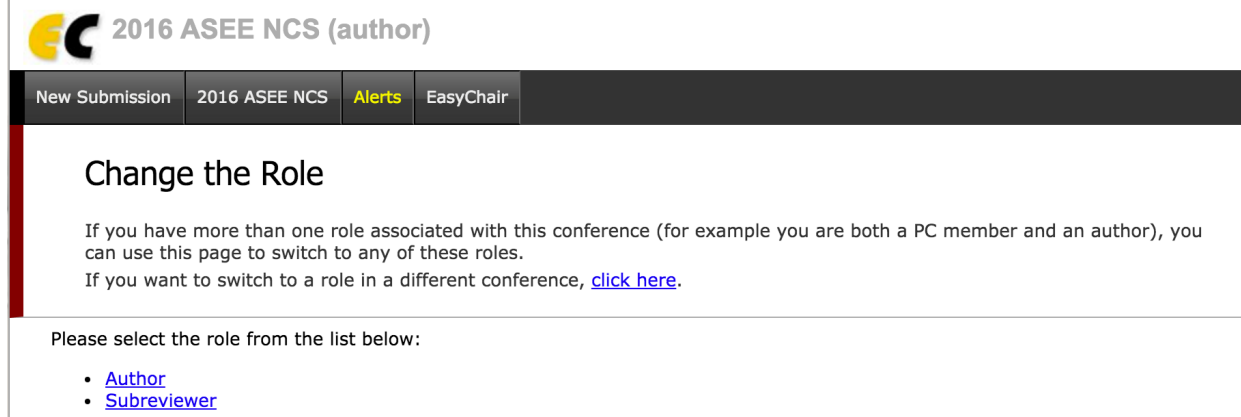
2016 ASEE NCS Conference
Process to Accept Review Request and Submit Review

Acceptance of Review request

Step-1: Login to EasyChair using your credentials (user id and password)

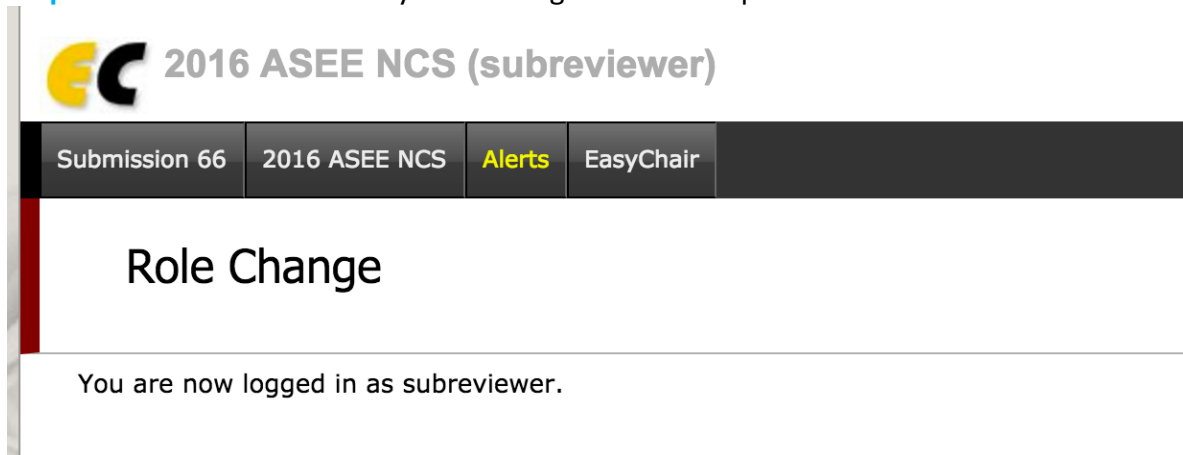
Step-2: Select EasyChair → My Conferences → 2016 ASEE NCS Conference on the top black color menu bar
(If you are not using EasyChair for any other conferences, you can skip this step)

Step-3: Select 2016 ASEE NCS → Change role on the top black color menu bar and select “Subreviewer”



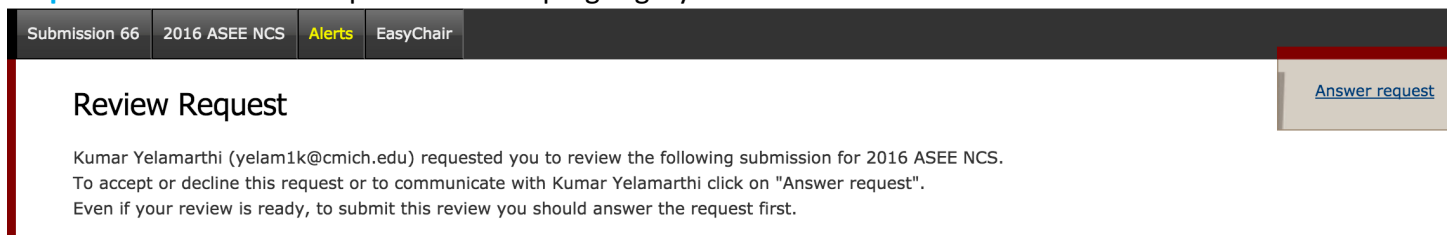
The screenshot shows the EasyChair interface for the 2016 ASEE NCS conference. At the top left is the EC logo and the text "2016 ASEE NCS (author)". Below this is a navigation bar with four items: "New Submission", "2016 ASEE NCS", "Alerts", and "EasyChair". The main heading is "Change the Role". Below the heading is a paragraph: "If you have more than one role associated with this conference (for example you are both a PC member and an author), you can use this page to switch to any of these roles. If you want to switch to a role in a different conference, [click here](#)." Below this is a line: "Please select the role from the list below:" followed by a bulleted list: "• [Author](#)" and "• [Subreviewer](#)".

Step-4: Select the submission you are assigned on the top left as shown below



The screenshot shows the EasyChair interface for the 2016 ASEE NCS conference. At the top left is the EC logo and the text "2016 ASEE NCS (subreviewer)". Below this is a navigation bar with four items: "Submission 66", "2016 ASEE NCS", "Alerts", and "EasyChair". The main heading is "Role Change". Below the heading is a paragraph: "You are now logged in as subreviewer."

Step-5: Select “Answer request” in the top right grey color box



The screenshot shows the EasyChair interface for the 2016 ASEE NCS conference. At the top left is the EC logo and the text "2016 ASEE NCS (subreviewer)". Below this is a navigation bar with four items: "Submission 66", "2016 ASEE NCS", "Alerts", and "EasyChair". The main heading is "Review Request". Below the heading is a paragraph: "Kumar Yelamarthi (yelam1k@cmich.edu) requested you to review the following submission for 2016 ASEE NCS. To accept or decline this request or to communicate with Kumar Yelamarthi click on "Answer request". Even if your review is ready, to submit this review you should answer the request first." In the top right corner, there is a grey button labeled "Answer request".

Submission Information

Step-6: Enter a brief message such as “yes” in the text box, and select “I agree to review this submission” and send the message



Submission 66 2016 ASEE NCS Alerts EasyChair

Review Request

To answer the review request you should choose the appropriate action and edit a message to Kumar Yelamarthi. The message will be sent by email to Kumar Yelamarthi with a copy to you. Only Kumar Yelamarthi and you will have access to the text of the message. If you choose not to send the message, Kumar Yelamarthi will receive a notification about your decision.

You can choose one of the following actions.

Agree to review

In this case you should select "I agree". The message is optional.

Not agree to review

In this case you should select "I do not agree". The message is optional, however, you may think of suggesting names of other potential review

Postpone your decision

Select "I will decide later". The message is then required. You can, e.g., ask Kumar Yelamarthi for further information in the message.

Subject: Your review request for 2016 ASEE NCS submission 66

Message:
Yes

I agree to review this submission
 I do not agree to review it
 I will decide later

Send message

Select and/or Send Message

Submit Review for the manuscript

Step-1: Login to easychair using your email and password

Step-2: Select EasyChair → My Conferences → 2016 ASEE NCS Conference on the top black color menu bar

Step-3: Select 2016 ASEE NCS → Change role on the top black color menu bar and select “Subreviewer”

EC 2016 ASEE NCS (author)

New Submission 2016 ASEE NCS Alerts EasyChair

Change the Role

If you have more than one role associated with this conference (for example you are both a PC member and an author), you can use this page to switch to any of these roles.
If you want to switch to a role in a different conference, [click here](#).

Please select the role from the list below:

- [Author](#)
- [Subreviewer](#)

Step-4: Select the submission you are assigned on the top left as shown below

EC 2016 ASEE NCS (subreviewer)

Submission 66 2016 ASEE NCS Alerts EasyChair

Role Change

You are now logged in as subreviewer.

Step-5: Select “Submit review” inside the grey color box present on the right side

EC 2016 ASEE NCS (subreviewer) [Help](#) [Log out](#)

Submission 66 2016 ASEE NCS EasyChair

Review Request

Kumar Yelamarthi (yelam1k@cmich.edu) requested you to review the following submission for 2016 ASEE NCS. You accepted the request.
To **submit your review** use "Submit review" in the upper right corner.

[Submit review](#)

Submission Information

Step-6: Enter your feedback in appropriate text boxes and submit the review