



## Freezer Challenge Site Coordinator Instructions for Brilliant Assessments

### Learn To:

- A. Sign labs up to fill out a scoresheet OR complete a scoresheet on behalf of a lab
- B. View scoresheets for labs at your organization
- C. Download a report detailing the scoresheet entries for all labs at your organization

### Before You Start:

Before you can start, you need to have created a username (your email address) and password for Brilliant Assessments. You should have received an email from [info@mygreenlab.org](mailto:info@mygreenlab.org) with the subject “Welcome to the 2021 Freezer Challenge” inviting you to do this. If you did not, please contact us at [info@mygreenlab.org](mailto:info@mygreenlab.org).

## A. Adding and Viewing Responses at Your Organization for the 2021 Freezer Challenge

### Sign labs up to fill out a scoresheet OR fill out a scoresheet on behalf of a lab\*\*

\*\*Please only complete scoresheets on behalf of labs if you have been directly involved in the Freezer Challenge actions yourself or are working with a lab member to fill out the scoresheet. Please, no guessing, and no assuming a lab took actions listed in the scoresheet. This competition operations on the honor system.

- 1) From the main screen in Brilliant Assessments, select “Add Response”

### Manage Responses

   
**Add Response** Groups Delete Responses CSV Template Upload  

	Assessment Name	Name	Status	Business Name	Completion Date	Subject	Org L1	Org L2
Action ▼	2020 Freezer Challenge.1							
Action ▼	2020 Freezer Challenge.1							

2) In the “Add Response” window that opens, fill in the following fields:

1. Choose your organization from the dropdown menu under “Organization”. If you do not see your organization listed here, contact [info@mygreenlab.org](mailto:info@mygreenlab.org). You cannot proceed until this is resolved. We will have added your Organization Name using the full name of your institution, not an acronym, so look at the list carefully.
2. If a new box appears that says “...next level” you may select your specific site, but this is not required for the Freezer Challenge. Your organization may or may not have this option.
3. Enter the email address of the contact for the lab you are registering. If you are filling this out on behalf of another lab, enter your own email address. If you do not finish the scoresheet in one sitting, we will email you a link to access the scoresheet using the email provided.
4. Enter the first name of the person who will be filling out the scoresheet or if you are filling it out on behalf of the lab, your first name.
5. Enter the last name of the person who will be filling out the scoresheet or if you are filling it out on behalf of the lab, your last name.
6. **Select “Save” at the bottom of the page. Once you’ve created a response, you can move on to the next section to modify specific scoresheets.**

The screenshot shows the 'Add Response' form with the following fields and annotations:

- Assessment:** A dropdown menu with '2021 Freezer Challenge.1' selected.
- Organisation:** A dropdown menu highlighted with a red box and the number '1'.
- ... next level:** A dropdown menu highlighted with a red box and the number '2'.
- Assessor:** A dropdown menu.
- Email:** A text input field highlighted with a red box and the number '3'.
- First Name:** A text input field highlighted with a red box and the number '4'.
- Last Name:** A text input field highlighted with a red box and the number '5'.
- Business Name:** A text input field.
- Report Identifier:** A text input field.
- Group Name:** A dropdown menu with '- none -' selected.
- Customer Type:** A dropdown menu with '- default -' selected.

Choose your organization from the dropdown menu under “Organization”. If you do not see your organization listed here, contact [info@mygreenlab.org](mailto:info@mygreenlab.org).

If a new box appears that says “...next level” you may select your specific site, but this is not required for the Freezer Challenge. Your organization may or may not have this option.

Enter the email address of the contact for the lab you are registering. If you are filling this out on behalf of another lab, enter your own email address.

Enter the first name of the person who will be filling out the scoresheet or if you are filling it out, your first name.

Enter the last name of the person who will be filling out the scoresheet or if you are filling it out, your last name.

## B. View / Modify Scoresheets for Labs at your Organization

From the main screen select “Action” and then “View Response”. A new window will open where you can click through that respondents’ answers. **You do have the ability to change answers in these screens, so use caution.**

### Manage Responses

Search

**Add Response** **Groups** **Delete Responses** **CSV Template** **Upload**

	Assessment Name	Name	Status	Business Name	Completion Date	Subject	Org L1	Org
Action ▾	2020 Freezer Challenge.1		Started				University of Illinois at Chicago	
Edit	allenge.1		Started				University of Illinois at Chicago	
View Emails	allenge.1		Completed		11 Dec 2019 8:23AM		University of Illinois at Chicago	
View Response	allenge.1		Started				University of Illinois at Chicago	

If you are making changes, make note of the **navigation menu** located next to the header and progress bar on each page of the scoresheet. You can use this to jump to each section of the scoresheet. If you make changes, save your work by clicking "**Save Progress**" in the navigation bar at the top. Only click "**Finish**" on the final page of the scoresheet if you are completely done with the Freezer Challenge and don't want to make any further changes. If you submit early and then wish to make changes, email [info@mygreenlab.org](mailto:info@mygreenlab.org) and we will open the response for you again.



#### Navigation Menu

**≡ Lab Information** 0% **Save Progress** ✓

Lab Information

Good Management Practices

Temperature Tuning

Retirements and Upgrades

Cutting-Edge Practices

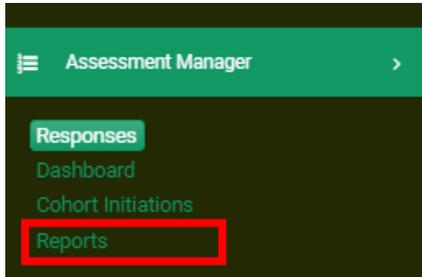
Additional Information

### 2021 Freezer Challenge Score Sheet!

It is great work you've done since August 2020 to implement cold storage management best practices. The data you enter into this score sheet will count toward your institution's overall score in the competition. Please remember this challenge is based on the 2021 Freezer Challenge organizing committee retains the right to review score sheets for accuracy and only completed score sheets will be included in the competition.

## C. Download a Report Detailing Scoresheet Entries for all Labs at your Organization

From the main screen use the left navigation menu to select “Reports”.



In the Report Manager:

- 1) Under “Report Type” select “Assessment Answers”
- 2) Under “Select Assessment” choose “2021 Freezer Challenge.1”
- 3) Under “Filter” select “Organization Level 1”
- 4) In the options that appear, select your organization (look for the full name)
- 5) Click “Get Report”

An Excel file will be generated and should appear in your downloads. Please note that there are questions (which appear as columns in the Excel file) that contain “Score” that are for My Green Lab use only. Because some questions are scored manually, these fields do not reflect your final scores. The questions that contain “kWh” are estimations of how much energy was saved by that activity.

[Home](#) > [Report List](#)

### Report Manager

Report Type	<input type="text" value="Assessment Answers"/>	1	—	Select “Assessment Answers”
Select Assessment	<input type="text" value="2021 Freezer Challenge.1"/>	2	—	Select “2021 Freezer Challenge.1”
Filter	<input type="text" value="Organisation Level1"/>	3	—	Select “Organization Level 1”
<input type="checkbox"/> TRIALS		4	—	Select your organization
<input type="button" value="Get Report"/>		5	—	Click “Get Report”