



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 with the subject "Access Your My Green Lab Data" inviting you to do this. If you did not, please contact us at programs@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"



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 programs@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 image shows a screenshot of a web form titled "Add Response". The form contains several fields, each with a red box around it and a number next to it. The fields are: "Assessment" (dropdown menu, value: "2022 Freezer Challenge.1"), "Organisation" (dropdown menu, value: empty), "... next level" (dropdown menu, value: empty), "Assessor" (dropdown menu, value: empty), "Email" (text input, value: empty), "First Name" (text input, value: empty), "Last Name" (text input, value: empty), "Business Name" (text input, value: empty), "Report Identifier" (text input, value: empty), "Group Name" (dropdown menu, value: "- none -"), and "Customer Type" (dropdown menu, value: "- default -").

Choose your organization from the dropdown menu under “Organization”. If you do not see your organization listed here, contact programs@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 L2	Org L3
Action ▾	2022 Freezer Challenge.1	Stephanie Ngugen	Completed		21 Dec 2021 3:56PM		TRIALS		
Response Settings	challenge.1	Diane Greever	Completed		17 Dec 2021 11:55AM		TRIALS	FC 2022 TEST	
View Emails	challenge.1	Diane GreeverZZZ					TRIALS	FC 2022 TEST	
View Response									
View Report PDF									
View Report Word									

1 - 2 of 2 items

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.



Navigation Menu

Lab Information 0% **Save Progress** ✓

- Lab Information
- Cold Storage Management Best Practices
- Temperature Tuning
- Retirements and Upgrades
- Cutting-Edge Practices
- Additional Information

If you submit early and then wish to make changes, go to Response Settings and in the window that opens, select “Reopen Response” at the bottom of the screen.

Manage Responses

Search

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

Action	Assessment Name	Name	Status	Business Name	Completion Date	Subject	Org L1	Org L2	Org L3
	2022 Freezer Challenge.1	Stephanie Ngugen	Completed		21 Dec 2021 3:56PM		TRIALS		
Response Settings	challenge.1	Diane Greever	Completed		17 Dec 2021 11:55AM		TRIALS	FC 2022 TEST	
View Emails	challenge.1	Diane GreeverZZZ					TRIALS	FC 2022 TEST	
View Response									
View Report PDF									
View Report Word									

BCC Report Address

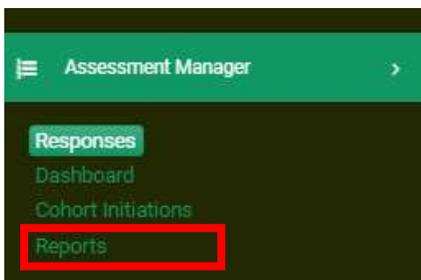
Suppress Emails

Subject

Save **Reopen Response**

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 “2022 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) If you want to include incomplete scorecards, select “Include incomplete responses”.
- 6) Select “Show Answers”
- 7) 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.

Report Manager

Report Type

1



Select “Assessment Answers”

Select Assessment

2



Select “2021 Freezer Challenge.1”

Filter

3



Select “Organization Level 1”

Include Incomplete responses

5



Select ‘include incomplete responses’, if desired

TRIALS

4



Select your organization

Show Answers

6



Select “Show Answers”

Show Scores

7



Click “Get Report”

Show Answers and Scores