

2023 Freezer Challenge Site Coordinator Instructions for *Brilliant Assessments*

The site coordinator role is for research institutions that wish to know which labs from their organization are participating in the Freezer Challenge for internal purposes, or to provide additional motivation for competing labs. Organizations are not required to have a site coordinator – it is an optional role. Site coordinators are able to sign labs up to have a scoresheet, view scoresheets and responses for labs at their organization only, and download a report detailing the scoresheet entries for all labs at their organization.

Before You Start:

Before you can start, you need to have created a username (your email address) and password for Brilliant Assessments. You can only do this through an initial login link we send you directly. You should have received an email from programs@mygreenlab.org with the subject “*Access Brilliant Assessments in the “Manager” Role on behalf of My Green Lab*” inviting you to log in. If you did not, please contact us at programs@mygreenlab.org to request your initial login link. Make a note of your Brilliant Assessments username and password so you do not forget.

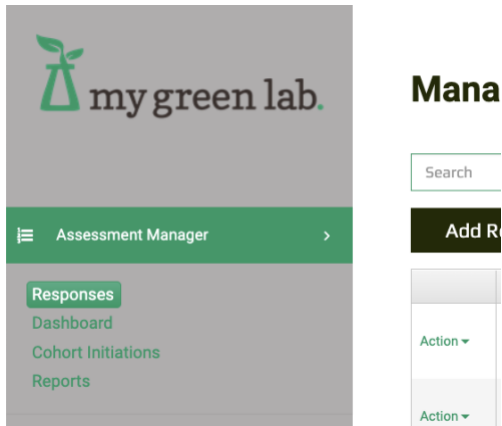
Learn To:

- A. Add a Response (a response is an instance of a scoresheet)
- B. View or Edit a Response
- C. Reopen a Response (change a scoresheet status from “completed” to “started” again)
- D. Download a report detailing the scoresheet entries for all labs at your organization

A. Add a Response (a new instance of a scoresheet)

This section describes how to create a new scoresheet for a lab, and view or edit an existing scoresheet. A site coordinator may use this function if they know of a lab that wishes to begin the Freezer Challenge, wish to view how far along a lab is in their scoresheet, or is with a lab member and wants to edit their scoresheet with them. **An important reminder to 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 operates on the honor system. **We recommend you put a lab member’s name and contact info on the scoresheet, not your own. This will make it easier for you to see which teams have started and are working on their scoresheets throughout the challenge.**

- 1) Log into Brilliant Assessments using your username & password.
- 2) To create a new scoresheet for an additional lab that wants to participate in the Freezer Challenge, first go to the “Responses” screen by selecting that option from the menu on the left side of the screen.



3) Next, click “Add Response” as highlighted in red below.

Manage Responses

2023 Freezer

	Assessment Name	Name	Status	Business Name	Completion Date	Subject	Org L1	Org L2	Org L3
Action ▾	2023 Freezer Challenge.1	Felicia Protter					TRIALS	Eastern Company	
Action ▾	2023 Freezer Challenge.1	John Greene					TRIALS	Eastern Company	
Action ▾	2023 Freezer Challenge.1	Diane Wilson					TRIALS	Eastern Company	

4) 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.**

Add Response

Assessment
2022 Freezer Challenge.1

Organisation
1

... next level
2

Assessor

Email
3

First Name
4

Last Name
5

Business Name

Report Identifier

Group Name
- none -

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

6

6 — Select "Save"

B. View or Edit a Response (Scoresheet) for a Lab at your Organization

Use this functionality to see how far along a lab is with their scoresheet, or to make edits with a lab member present. Note that as a Manager (Site Coordinator) in Brilliant Assessments, you do have editing power over every scoresheet from your organization so be careful not to make unintended edits to other people's scoresheets. You can view responses for incomplete scoresheets (status will be blank or just "started") as well as completed scoresheets (status will be "completed").

1. First ensure you are viewing the Responses screen, by selecting that option at left (see screenshot above). Each row under "Manage Responses" is a different Freezer Challenge scoresheet. Note that if your organization has many scoresheets started, there could be multiple pages of this screen.

Manage Responses

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		
	challenge.1	Diane Greever	Completed		17 Dec 2021 11:55AM		TRIALS	FC 2022 TEST	
	challenge.1	Diane GreeverZZZ					TRIALS	FC 2022 TEST	

Response Settings
View Emails
View Response
View Report PDF
View Report Word

1 - 3 of 3 items

2. Next to the scoresheet you wish to view or edit, click "Action" in the left-most column and then "View Response".
3. 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.**
4. If you are making changes, or just checking to see how a lab is making progress, 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 make any changes to a scoresheet, click “Save Progress” on the top right side of the screen on any page. Once you have saved, it is safe to close the browser window or tab.

C. Reopen a Response

Responses in Brilliant Assessments cannot be edited by Freezer Challenge participants once they have the status called “Completed”. This is because once a response is finished, the system locks it for further editing. As a site coordinator, you can reopen scoresheets though, which can be helpful if a lab from your organization “submits” their scoresheet before they intended to. Note that My Green Lab will only look at and analyze scoresheets after July 1 with the status of “Completed”. So do not reopen a lab’s scoresheet without notifying the, since they must go back in and submit it again for it to count in the Freezer Challenge competition. Similarly, we do not recommend you submit all scoresheets for your organization as the competition draws to a close, because we want researchers to certify that all information in the scoresheet is true and accurate.

- If you or a lab member submits their response too early (a scoresheet) and then wishes to make edits again, you will need to Reopen the Scoresheet.
- Be sure you are on the Responses screen first.
- Then click the “Action” drop down menu next to the response you need to reopen, and click “Response Settings”

Manage Responses

Add Response
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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 View Emails View Response View Report PDF View Report Word	challenge.1	Diane Greever	Completed		17 Dec 2021 11:55AM		TRIALS	FC 2022 TEST	
		challenge.1					TRIALS	FC 2022 TEST	

1 - 3 of 3 items

- On the next window that opens, scroll to the bottom of the page and click “Reopen Response” at the bottom of the screen.
- If you navigate back to the Manager Responses page now, you will see that the status of the reopened response went from “Completed” back to “Started”.
- If a lab member needs access to their scoresheet again, you can now click “View Response” on their scoresheet, copy the URL, and email that to them. That is their unique scoresheet link, so do not share it with other labs.

BCC Report Address

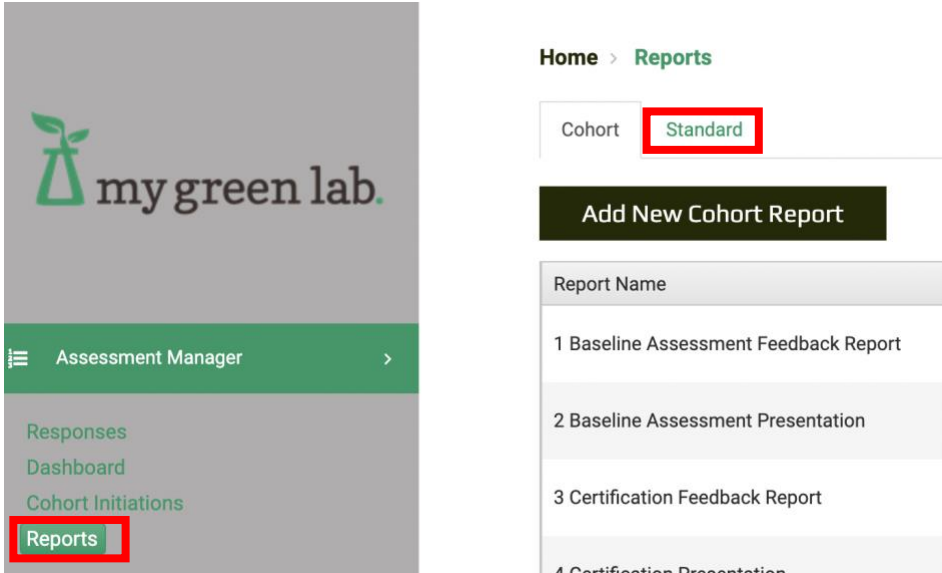
Suppress Emails

Subject

Save
Reopen Response

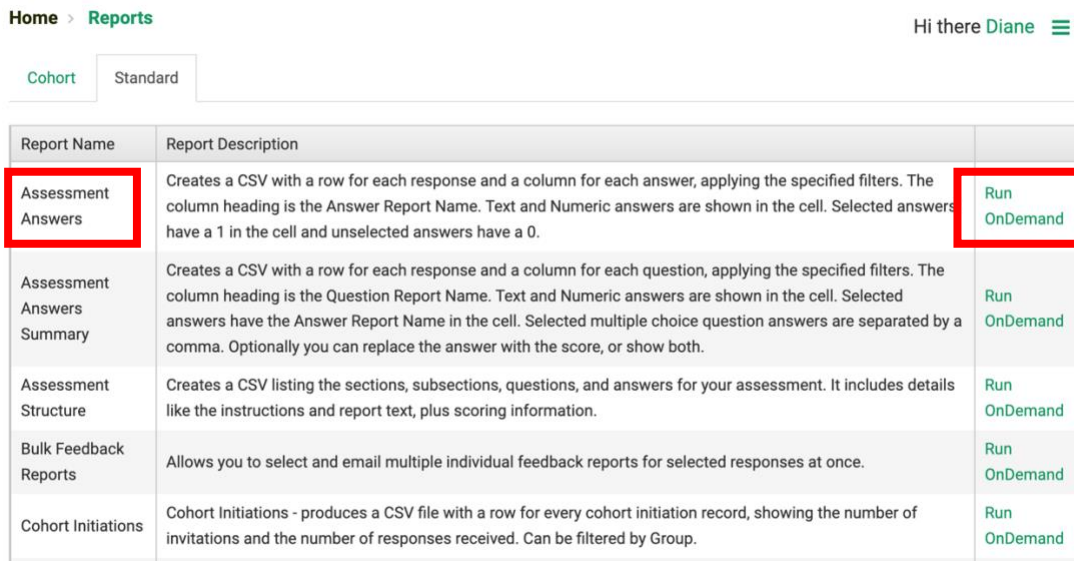
D. Download a Report Detailing Scoresheet Entries for all Labs at your Organization

- From the main screen use the left navigation menu to select “Reports” and then “Standard” as highlighted in red.



The screenshot shows the 'my green lab.' interface. On the left, a navigation menu is visible with 'Reports' highlighted in red. On the right, the 'Home > Reports' page is shown, with 'Standard' selected in the 'Cohort' dropdown and 'Add New Cohort Report' button. Below this, a list of report names is displayed, including '1 Baseline Assessment Feedback Report', '2 Baseline Assessment Presentation', '3 Certification Feedback Report', and '4 Certification Presentation'.

- Then from the “Standard” reports list, find “Assessment Answers” and click “Run OnDemand” which is hyperlinked in green next to the report type.



The screenshot shows the 'Home > Reports' page with 'Standard' selected. A table of reports is displayed, with 'Assessment Answers' highlighted in red. The 'Run OnDemand' button next to it is also highlighted in red.

Report Name	Report Description	
Assessment Answers	Creates a CSV with a row for each response and a column for each answer, applying the specified filters. The column heading is the Answer Report Name. Text and Numeric answers are shown in the cell. Selected answers have a 1 in the cell and unselected answers have a 0.	Run OnDemand
Assessment Answers Summary	Creates a CSV with a row for each response and a column for each question, applying the specified filters. The column heading is the Question Report Name. Text and Numeric answers are shown in the cell. Selected answers have the Answer Report Name in the cell. Selected multiple choice question answers are separated by a comma. Optionally you can replace the answer with the score, or show both.	Run OnDemand
Assessment Structure	Creates a CSV listing the sections, subsections, questions, and answers for your assessment. It includes details like the instructions and report text, plus scoring information.	Run OnDemand
Bulk Feedback Reports	Allows you to select and email multiple individual feedback reports for selected responses at once.	Run OnDemand
Cohort Initiations	Cohort Initiations - produces a CSV file with a row for every cohort initiation record, showing the number of invitations and the number of responses received. Can be filtered by Group.	Run OnDemand

- In the next window that appears (see screenshot below), pick the following:
 - Under “Select Assessment” choose “2023 Freezer Challenge.1”
 - Filter you can leave blank.
 - If you want to include incomplete scoresheets in the report, select “Include incomplete responses”. The default is to only include completed responses.
 - Select “Show Answers”
 - The email address shown will be the one the csv report gets emailed to.
 - Click “Get Report”

Run OnDemand

Assessment Answers

Select Assessment

2023 Freezer Challenge.1

Filter

Include Incomplete responses

Show Answers

Show Scores

Show Answers and Scores

File Name

Assessment Answers {date}.csv

Email

your.email@gmail.com

Run Report

A csv file will be generated and will be emailed to you. Give 5-10 minutes for this report to arrive. 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.