

2024 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 freezerchallenge@mygreenlab.org to request your initial login link. Make a note of your Brilliant Assessments username and password so you do not forget.

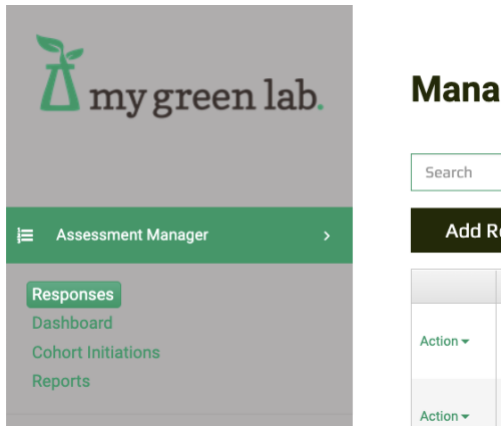
Learn To:

- 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 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 (email) & 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.



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 freezerchallenge@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.**

Response Settings

General Options

Assessment

2024 Freezer Challenge.1

Respondent Email

1

Respondent First Name

2

Respondent Last Name

3

Business Name

Organization

4

Save Delete

5

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.

Choose your organization from the dropdown menu under "Organization". If you do not see your organization listed here, contact freezerchallenge@mygreenlab.org.

Select "Save"

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

Use this functionality to see the progress of a lab 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 for every scoresheet from your organization so be careful not to make unintended edits to others' 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

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

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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 have the ability to change answers in these screens, PLEASE 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 lab directly, 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
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									

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

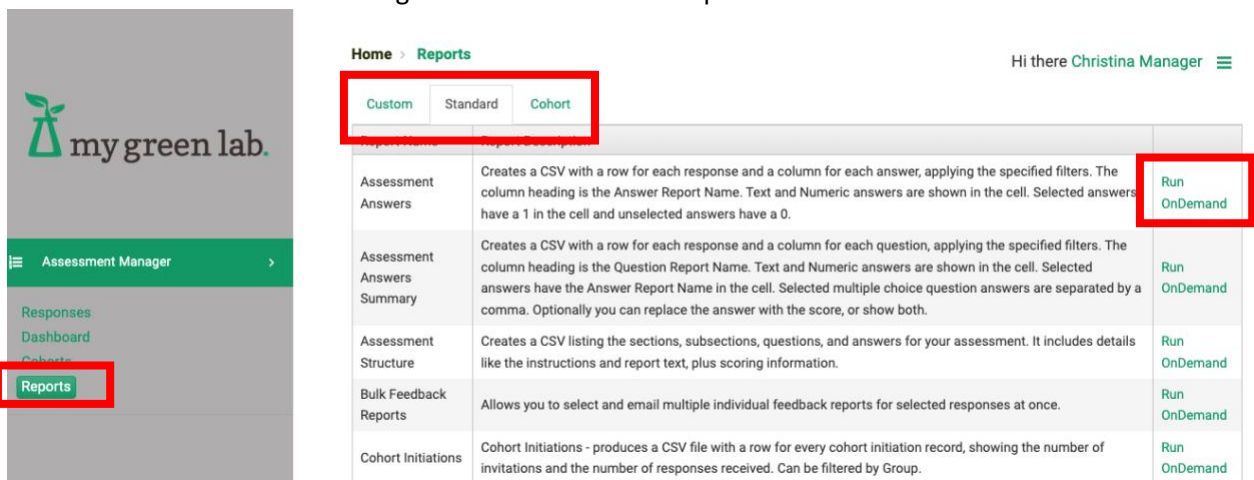
Save
Reopen Response

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

There are two main reports this section will show you how to pull. One is the “Assessment Answers” report, and this is the best report to use if you want to see data from your organization’s scoresheets prior to the end of the Freezer Challenge. With the Assessment Answers report, you can include incomplete data, and therefore see data from scoresheets that are still in the “started” status, as well as those in “completed” status. The other report option you may want to use is a custom report called “Your Organization's Data from Labs for 2024 Freezer Challenge”. This is the best one to pull for a summary of all the data your organization has submitted (completed) for the 2024 Freezer Challenge.

Assessment Answers Report

1. Let’s work with the Assessment Answers report type first.
2. Within Brilliant Assessments, make sure you are on the “Reports” tab by selecting “Reports” on the left hand side of your screen under Assessment Manager.
3. Next, be sure you’re on the Standard report tab. Find “Standard” between Custom and Cohort at the top of your screen. Highlighted in red below.
4. Finally, find the “Assessment Answers” report, which should be the top one on the Standard report list. Click Run OnDemand in the far right column next to this report name.



Home > Reports Hi there Christina Manager ☰

Custom Standard Cohort

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

5. In the next window that appears (see screenshot below), pick the following:
 - a. Under “Select Assessment” choose “2024 Freezer Challenge.1”
 - b. Filter you can leave blank.
 - c. **If you want to include incomplete scoresheets in the report, select “Include incomplete responses”. The default is to only include completed responses.**
 - d. Select “Show Answers”
 - e. The email address shown will be the one the csv report gets emailed to. Make sure your email address is correct.
 - f. Click “Run Report”

Assessment Answers

Select Assessment

Filter

Include Incomplete responses

Show Answers

Show Scores

Show Answers and Scores

File Name

Email

Run Report

Cancel

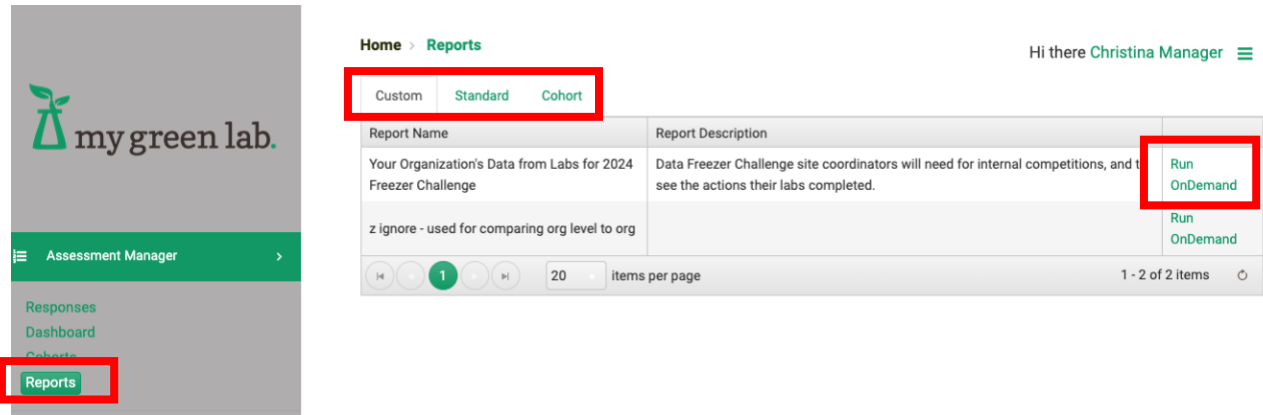
A csv file will be generated and will be emailed to you. Give 5-10 minutes for this report to arrive. You can then open it in Excel or a program of your choosing. Please note that there are questions (which appear as columns in the Excel file) that contain “Score” or “Points” that are for My Green Lab 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.

There are some columns in this report where the data from the scoresheet will show up as 0s and 1s. 1 indicates that the lab selected that answer option highlighted by the column heading, and a 0 indicates that the lab did not choose that option. An example of this is columns M-P where a lab indicates what type of organization they are a part of. 0s will show for what the lab did not select, and a 1 will show for the column the lab did select.

Custom Report called **Your Organization's Data from Labs for 2024 Freezer Challenge**

1. Let’s pull a custom report called “Your Organization’s Data from Labs for the 2024 Freezer Challenge”. This report only pulls data from completed scoresheets – those that have been finalized and submitted back to My Green Lab and I2SL for the competition. Use this report to have a comprehensive list of actions the labs at your organization took for the Freezer Challenge. Best to pull this report in early July, once the competition is over, or to use it periodically throughout the challenge for labs that have already finished entering their data.

2. Within Brilliant Assessments, make sure you are on the “Reports” tab by selecting “Reports” on the left hand side of your screen under Assessment Manager.
3. Next, be sure you’re on the CUSTOM report tab. Find “Custom” as the first report tab, before Standard and Cohort when reading from left to right.
4. Find the Report Name that is “Your Organization’s Data from Labs for the 2024 Freezer Challenge”. Click Run OnDemand in the far right column next to this report name.



Home > Reports Hi there Christina Manager ☰

Custom Standard Cohort

Report Name	Report Description	
Your Organization's Data from Labs for 2024 Freezer Challenge	Data Freezer Challenge site coordinators will need for internal competitions, and to see the actions their labs completed.	Run OnDemand
z ignore - used for comparing org level to org		Run OnDemand

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5. In the next window that appears (see screenshot below), pick the following:
 - a. Under “Select Assessment” choose “2024 Freezer Challenge.1”
 - b. Filter you can leave blank.
 - c. File Name you can leave blank, but you can choose to enter a file name or date if you wish.
 - d. The email address shown will be the one the csv report gets emailed to. Make sure your email address is correct.
 - e. Click “Run Report”
6. Remember, this report will only pull data for scoresheets that are in “Complete” status as defined and viewable on your Responses screen.

Your Organization's Data from Labs for 2024 Freezer Challenge

Select Assessment

2024 Freezer Challenge.1

Filter

File Name

Email

christina@mygreenlab.org

Run Report Cancel