

Getting Started with Foundant: CIT Abstract Reviewers

- 1) Log into your existing account (if you have submitted an abstract or reviewed in the past) **or** log in using the credentials that were just provided to you.
- 2) Change your password and edit your profile by clicking on your name and then Edit Profile

(See Below) - Only suggested if you are using the password that we set up for you.



- 3) You will see all of the abstracts that have been assigned to you (10 – in the example below). To view your abstracts click on the hyperlink “Staff Evaluator”


My Evaluations

Application Evaluation

| | |
|-----------------|----|
| Administrator | 0 |
| Staff Evaluator | 10 |

- 4) The next screen presents a listing of all of your abstracts ready to be reviewed. To view an abstract, click on the paper and pencil next to the Status Column (Circled in red below).

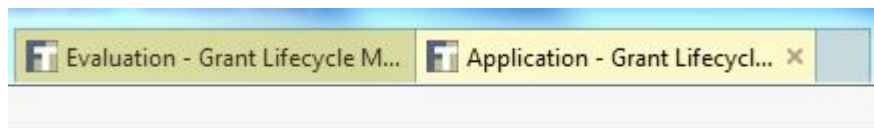
Staff Evaluator 10

| PROCESS | APPLICANT | APPLICANT LAST NAME | SCORE | STATUS |
|------------------------------|-----------------|--|-------|---|
| CIT 2017 Abstract Submission | Kirsty Digger | Accuracy and Proficiency of Auscultatory Skills in Nursing Students Using a Bluetooth Connected Stet | - |  |
| CIT 2017 Abstract Submission | Christine Paige | Using Simple Applications to Create Online Instructor Presence | - | |

- 5) The Abstract Review Form will appear on the next page. Click on the word "Application" (Circled in red below), in order to display the abstract details.



- 6) Then, you should have 2 "Tabs" (Evaluation & Application View) open at the top of your browser, that you can "toggle" between in order to conduct your review. (See example below)



- 7) Conduct your review and save. When you return to your abstract list you will see the following green exclamation point, signifying that the review is complete!

