

Dear Members of the Medical Thesis Review Committee.

I would like to have reviews completed by **3<sup>rd</sup> week of April**. The graduation requirements must be in the registrar's office by May 1. Please see below for thesis review instruction. If you have any questions or problems with the link please let me know and I will work with IT to fix the problem.

### **INSTRUCTIONS FOR SUBMITTING YOUR MEDICAL THESIS REVIEW**

1. Cut and paste this URL: <https://casemed.case.edu/msrreviewer/> into your web browser and enter your e-mail ID and password to log in.
2. You'll see a screen with a welcome message to you, the list of students you've been assigned, the title of their theses, a link to their statement of roles and responsibilities, and a link to the thesis itself (in pdf or word format).
3. When you click on the student's name, you'll be sent to an interactive assessment form that you can use to complete your review. The form has a series of yes/no questions, a prompt for your overall assessment, and a text box for open-ended comments (especially important to use if you feel revisions are needed in order for the thesis to meet requirements).
4. You can save your review as a draft, and come back to it later, if necessary (you'll see the status of the review is now "Saved as Draft").
5. Once you have finished your review and are ready to submit it as a final review, click on the Submit Final button. It will prompt you to see if you are actually ready to submit the review as final. Once you have done this, the status of the submission will change to the date on which you submitted your review.
6. After final submission, when you click on the student's name, you will be provided a printable version of the completed assessment form.
7. The student will receive an e-mail indicating your overall assessment and any comments made. **You will not be identified as a reviewer.**