

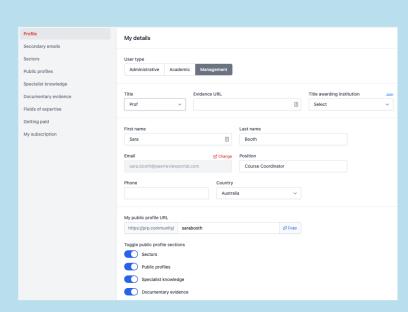
DASHBOARD

KEY FEATURES

1) YOUR INDIVIDUAL DASHBOARD

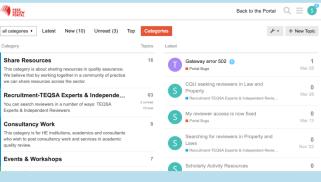
- PEER REVIEW PORTAL MY PROJECTS | MY UPLOADS | MY REVIEWS | MY COLLABORATIONS | MY DATASETS | MY DOCUMENTS Projects needing your attention EXTERNAL REVIEW OF THE GRADUATE DIPLOMA OF APPLIED TAX LAW 3 In Progress 19 Completed 4 2023 CLOSED (MD VIEW
- My Projects: This dashboard lists all projects in sequential order of use and date that you have been involved in.
- My Uploads: This dashboard lists all the projects you have been invited to upload evidence.
- My Reviews: This dashboard lists all the projects you have been
- invited to undertake a review.
- My Collaborations: This dashboard lists all the projects you have been invited to part of as a collaborator. Collaborators like project owners, can invited other collaborators to have oversight of the project and also invite reviewers.
- My Datasets: This dashboard is under subscription and provides real-time datasets.
- My Compliance Documents: This dashboard is under subscription and has a list of regulatory and professional standards frameworks, including evidence maps.
- Search: You can search your projects by ID, status, type, code and
- New Project: Click on new project to start a project.
- **Download:** This feature is under subscription which enables individual users to download a list of all projects for governance committees and reporting.
- Projects needing your attention: These are projects that you have been recently invited to review, calibrate, collaborate, attach files, evidence and action plans.
- Summary of Projects: Each dashboard has a summary status results: Draft, In progress and Completed. Each project is colour coded by these status results.
- Project ID: Each project has a unique ID which can be used when contacting info@peerreviewportal for queries about each project.
- Type: Identifies the type of project, eg. project review, accreditation support, assessment etc. **Code**: Each project owner can assign a code to a project, such as a course code, subject code for their own reporting purposes.
- Course/Unit: Each project owner assigns a name to each project. Black Tabs (View, Accept Review, Calibrate, Edit): provide access to each project and the current status.
- Profile: Each individual user creates their own profile which can be used as a public user link with all evidence of your expertise and experience. User types include administrative, academic and management
- Individual profiles have has been aligned to TEQSA's independent expert evidence to showcase evidence of your experience in quality assurance. It can be used as evidence of your scholarship activities.
- Secondary emails: You can secondary emails by adding Facebook, Google, Microsoft, or add manually.
- Sectors: You can be searched as a reviewer by the type of sector: Higher education, VET, Pathways, and English Language
- Public profiles: These include institutional profiles, research profiles, professional profiles and social profiles
- Specialist knowledge: List your specialist knowledge, for example, corporate/institutional governance, academic quality assurance, English language standards, academic
 - Documentary evidence: Add your current resume, letter of endorsement from your current employer, declaration of independence/conflict of interest, certified copy of your academic qualification and industry expertise.
- Fields of expertise: List your field of education, for example, education, management and commerce, so that you can be searched by FOE
- Getting paid: The PRP is connect to a third-party provider, Stripe, to enable you to be paid as a reviewer. Payments can only be made to reviewers who have completed the Stripe ID Verification. The PRP does not store any personal information gathered during the Stripe connection process. Payment for reviews is at the discretion and responsibility of the Project Owner.
- My subscription: PRP users can apply for subscription plans and add admin users. These users have the ability to use the PRP based on their subscription plan.
- Click on Save on your Profile to save your information and add your institution by clicking on 'Join an Institution' or adding your institution.

2) MY ACCOUNT

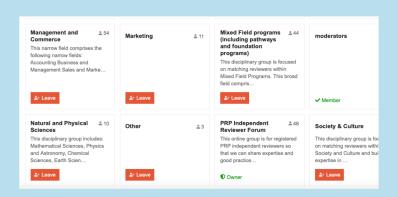




COMMUNITY



- RMIT are seeking reviewers in Fashion & Textiles Professional Practice & atalina.danculovic2 Catalina Danculovic C RMIT is seeking reviewers to benchmark the subject and assessments in the area of Fashion & Textiles - Professional Practice Course: GRAP2487 Professional Practice We are seeking reviewers with expertise in the area of Fashion & Textiles We are hoping reviewers are able to review within 4-5 weeks. Instead of sending a C.V, you can send us your public PRP URL Profile as evidence of your experience and expertise in review and assessment. Go to the My Account section on the Portal, fill in your expertise (including public profiles, specialist knowledge, documentary evidence you can share, fields of expertise). The PRP automatically records the reviews that you have been involved in. Copy and paste your public PRP Profile URL We will be in touch with you as soon as we can.
- **Community**: Individual users on subscription plans have access to the PRP Community. Key features include:
- Share Resources
- Recruitment: TEQSA Experts and Independent Reviewers
- Consultancy Work Events and Workshops
- Sector News
- Portal Updates
- Portal Bugs
- Community is a place for searching for reviewers and/or sharing practice with the PRP community.
- Field of Education Sector Community Groups. Subscription holders can have private online community groups.
 - Individual projects not on subscription do not have access to Community.



- Go to HELP & RESOURCES for more step by step information and guidance on how to use the Peer Review Portal.
- If you have any queries or questions about PRP, you can contact us by email

EMAIL: info@peerreviewportal.com

If you have any particular questions about a PRP project, please send us the project ID and a screenshot to help our IT Team support you as quickly as possible.

4) HELP & RESOURCES

