

LSAC Unite Essentials
Assigning and Reviewing Files Part I
Updated: 3/19/2024

Exercise 1 - Add a Standard Concurrent Review Group JD

Task: Add a standard concurrent review group

Scenario: You have a backlog of applications ready for review and want to fast track those that could be admitted. Create a presumptive admit concurrent review group so that Cory Calhoun, Jackson LaRevue, and Kate VanWinkle can evaluate applications at the same time to expedite the review process.

If you'd like to try the exercise on your own without detailed instructions, feel free to do so. If not, detailed instructions follow.

Guided Practice

1. Click **REVIEWS**.
2. Verify you are on the *My Pending Actions* tab.
3. Click **Manage Review Groups and Folders**.
4. Click + **Add**.
5. Enter the following:
 - Review Group Name: **Presumptive Admits - [Greek]**
 - Group Type: **Concurrent**
6. Select the following group members:
 - Cory Calhoun
 - Jackson LaRevue
 - Kate VanWinkle
7. Select the **Group Review Ends When...** condition: **Number of Admit Recs: 1**

8. Click **Save**.
9. Click **X** to close the **Manage Review Groups/Reviewers/Folder** window.