

LSAC Unite Essentials

Assigning and Reviewing Files Part II

Updated 3/19/2024

Exercise 1 - Assign Applications to a Standard Review Group LLM

Task: Assign a group of applications to a standard review group

Scenario: LLM applicants with an English proficiency test score less than 85 must be evaluated by a certain review group. Select all LLM applications that match this criterion and assign them to the Council of Reviewers reviewer group.

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

This training exercise has two parts. The first part walks you through how to organize the grid. The second part walks you through how to assign a standard review group.

Part 1: Organize the grid

1. Click **REVIEWS**.
2. Verify you are on the *My Pending Actions* tab.
3. Organize the grid.
 - a. Use the column chooser to show the Most Recent English Proficiency column.
 - b. Most Recent English Proficiency column: Filter to show scores less than 85.
 - c. Status column: Filter to only show Ready for Review.
 - d. Last Name, First column: Filter to show only your Greek records.
4. Notice the number of records in the grid. There should be at least 3 people.

Part 2: Assign applications to a review group

1. Select check box for applications of all your [Greek] records that appear in the *My Pending Actions* grid.
2. Click **Actions**.
3. Click **Assign**.
4. Select the *Council of Reviewers* reviewer group.
5. Click Submit.
6. Confirm your changes.
7. Click **Yes**.