

Guide for Panel Access to Honors Thesis

The Email to Panelists:

As a panelist you will receive an email inviting you to retrieve the thesis from SCARAB. The subject line of the thesis will be "Retrieve your examination copy of <<student name>>'s Bates honors thesis." The first sentence of the email will include the thesis title and the student's name.

The email you receive will include a link to SCARAB that allows you direct access to the thesis. It is a good idea to save this email for easy access to the thesis.

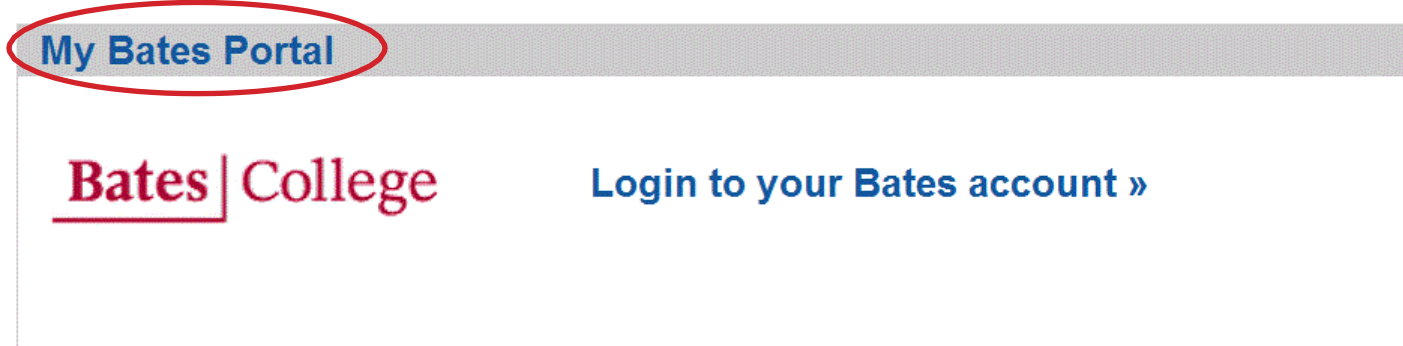
In the event the notification email is lost, panel members may also access the thesis by logging into SCARAB (<http://scarab.bates.edu/>) using the email address to which the notification email was sent.

The notification email also contains a link to the Individual Evaluation Form (<http://www.bates.edu/honors/honors-forms/>) which must be completed by all voting members of the panel prior to the oral examination. This form cannot be submitted through SCARAB. It must be brought to the oral examination. If you will not be present on the Bates campus for the oral exam, the evaluation form should be completed and sent to the panel chair one day prior to the exam.

Accessing the Thesis: Log in

If you are using the email link, skip to the "Accessing the Thesis: Retrieval" section. If you are not able to use the link in the notification email, navigate to <http://scarab.bates.edu> and follow these steps:

- Please log onto the system using **the email address at which you received the message**. Select "My Account" in the upper right hand corner.
- Bates users must follow the link in the "My Bates Portal" box.



- Non-Bates panelists must create an account using "Create new account" link and the email address at which they received their thesis notification email

<h3>Login</h3> <p>For other existing users, login to your account below.</p> <p>Email address:</p>	<h3>Create new account</h3> <p>You will need to create an account to complete your request. It's fast and free.</p> <p>Sign up</p>
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After logging in, click on the thesis title under the “THESES FOR REVIEW” heading.

Accessing the Thesis: Retrieval

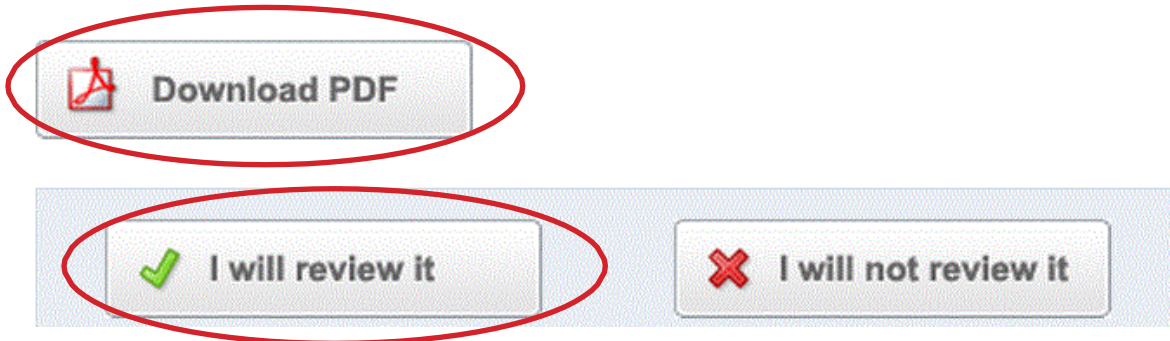
Click on the “I will review it” button. You must do this to access the thesis. Next select “Download PDF” button download the thesis.

Title: testing

Authors: hank duvall

Status: under review

Current File(s):



If you followed the link from the notification email, you will be prompted to log in to SCARAB at this time. Keep in mind that some documents can be quite large, so the download can take some time.

In cases where a thesis is comprised of multiple files, we have instructed students to bundle them together in a zip file. Both Microsoft Windows and Apple OSX operating systems handle these types of files. No special software is required.

Reading and Evaluating the Thesis

All voting members of the panel must read the thesis, download and complete the Individual Evaluation Form (<http://www.bates.edu/honors/honors-forms>), and bring a paper copy of the completed form to the oral examination. If the panelist is not on Bates Campus for the oral examination, the evaluation form must be submitted to the panel chair one day prior to the scheduled examination. Evaluations submitted to SCARAB will not reach us. Please use the Individual Evaluation Form.

Panelists may consult the Protocol for Honors Exam available on the Honors Program website at <http://www.bates.edu/honors/protocol-for-the-honors-exam/>.

If you need help using SCARAB, please contact Krystie Wilfong (kwilfong@bates.edu) or Laura Conforte (lconfort@bates.edu) in the Ladd Library.