

You are going to try a mini-review from scratch in this activity. This task will help you to familiarise yourself with EPPI-Reviewer Web and will include some important steps, as well as some bonus tasks, if you find that you have the time.

1. Login to [ER-Web](#) using your own account. If you do not have one yet, please create one [here](#).
2. Create a review called 'Education during COVID' and open it.
3. Within the 'Review home' tab, click on 'Coding Tools' and import the Coding Tool from the 'Minimal Review' template.
 - Click 'Close/back' in the top right when you want to return to the 'Review home' tab.
4. Download/save [this file](#) and [this file](#) to your computer and import them into ER-Web.
5. From 'Review home', click on 'Manage Duplicates'. Click 'Get new duplicates' and use the results to mark items as 'duplicates' or 'not duplicates' as appropriate, until all duplicate groups are marked as 'Done', then return to 'Review home'.
 - Hint: The 'Mark Automatically' function will speed this up.
6. Click on the 'References' tab and click on the green 'Codes' button on the right hand side, to open up the coding tools.
7. Select the first 100 items and assign them to the *Allocations* code (under the *Allocations and Admin* coding tool).
 - Hint: Use the blue 'Help' button at the top of the page, which will show you how to do this.
8. From the Collaborate tab, create a coding assignment with the following settings:

Reference group to assign	=	Allocations
Coding tool to use	=	Screening
Reviewer	=	yourself (select your name)

 - Hint: if all goes well, you should see a single Coding Assignment reporting Allocated = 100, Started = 0, Remaining = 100.
9. Click on the 100 underneath 'Remaining'.
10. Click on 'Go' on the first reference and start screening.
 - a. Tick the checkboxes 'Include' or 'Exclude', excluding any studies that were conducted in higher education or that were pre-January 2020.
 - b. Screen enough items to locate at least two included studies.
 - Hint: Try the *Auto Advance* feature.
11. Go back to the Review home tab and expand 'My work', where you can see the numbers in your coding assignment have changed.
12. Find the items that you have marked as included.
 - Hint: Look for 'with this code' on the right.
13. Open the first item and use the 'find on web' feature to locate the PDF of at least one 'included' reference.
14. Save the PDF to your computer and upload it into the item in EPPI-Reviewer.

EDUCATION FOCUS

- BONUS STEP 1:** In the 'Search' tab, find a way to locate references with 'at least one uploaded document' and those without any uploaded documents.
- BONUS STEP 2:** Retrieve the still 'remaining' items in your coding assignment. Experiment with the 'Show terms' feature, used to highlight relevant and irrelevant terms.
- BONUS STEP 3:** See if you can find a way to create a second 'Coding assignment', which should point to the references not already listed in the first assignment.