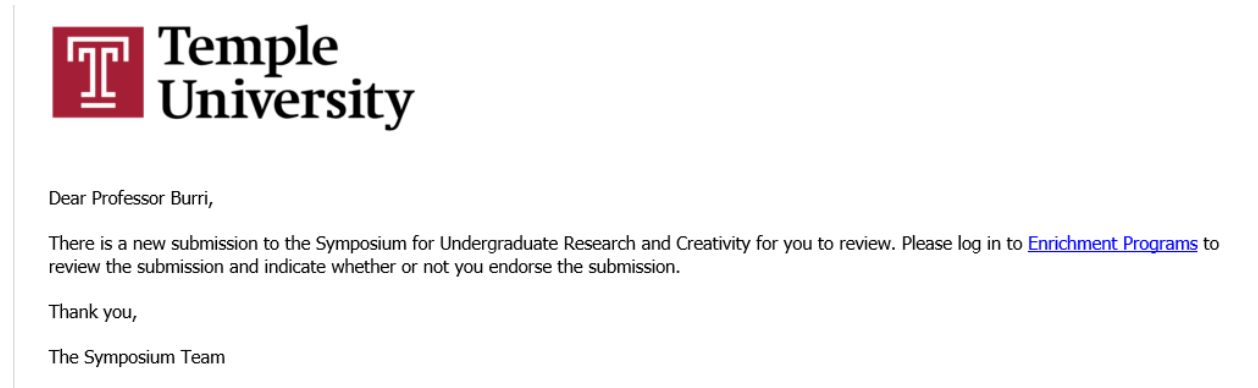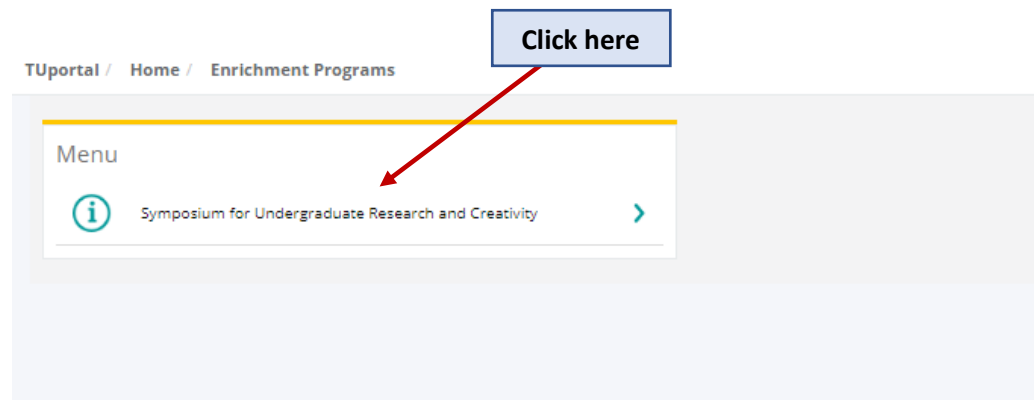**Faculty Guide to Reviewing Submissions**
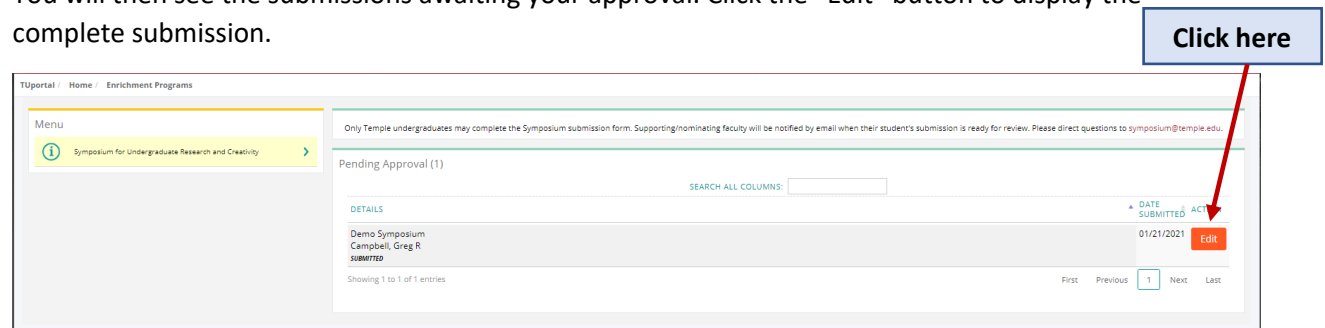**for the Symposium for Undergraduate Research and Creativity**
2024

After a student completes the Symposium submission form on the TUportal, you will receive an email that looks like this, notifying you that you have a submission awaiting your review:

Temple University

Dear Professor Burri,

There is a new submission to the Symposium for Undergraduate Research and Creativity for you to review. Please log in to Enrichment Programs to review the submission and indicate whether or not you endorse the submission.

Thank you,

The Symposium Team

When you click the link in the email, it will take you to a page that looks like this (you may need to enter your AccessNet login information first). Click on the link to access the submission.

Click here

TUportal / Home / Enrichment Programs

Menu

(i)   Symposium for Undergraduate Research and Creativity   >

You will then see the submissions awaiting your approval. Click the "Edit" button to display the complete submission.

Click here

The full submission will appear on the right side of the window. This will contain the title, abstract, co-presenters, and funding source, if any.

After you review the submission, you may choose to Endorse it, Not Endorse it, or Return to Student for editing. Choose Do Not Endorse if you do not know the student or you know the student but do not endorse the work for another reason. Use the drop-down menu under "Action" to select one of those three options.

Select an option from the drop-down menu here

After you select an option, you may enter comments for the student. Click on the orange button to confirm your choice and send a notification to the student. Possible actions:

(1)

Action

Select Action *   ✕

Endorse

Comments

Click here ———————————————→ Endorse

(2)

Action

Select Action *   ✕

Do Not Endorse

Comments to Student   *

If you do not endorse the submission, please explain why in the Comments section here.

Click here ———————————————→ Not Endorsed

(3)

Action

Select Action *   ✕

Send Back To Student

Comments to Student   *

If you are returning a submission to a student to edit, please enter comments here.

Then click here ———————————————→ Return To Student

After you make a decision about a submission, you will see this:

Click "View" to see full submission

After selecting "View," you will see the complete submission, including your decision.