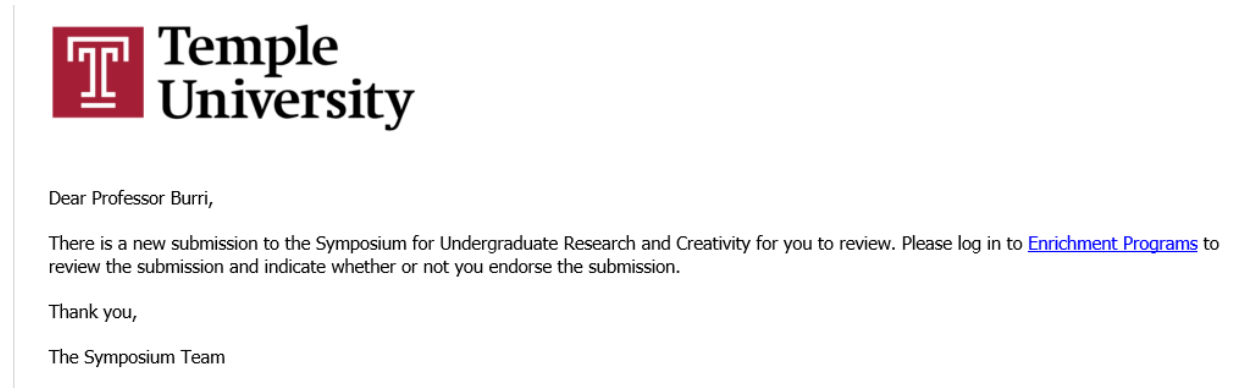
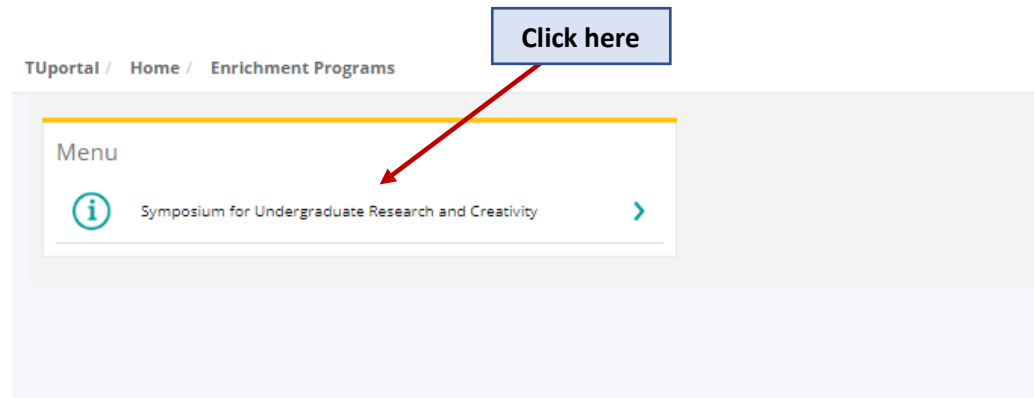


## Faculty Guide to Reviewing Submissions for the Symposium for Undergraduate Research and Creativity 2024

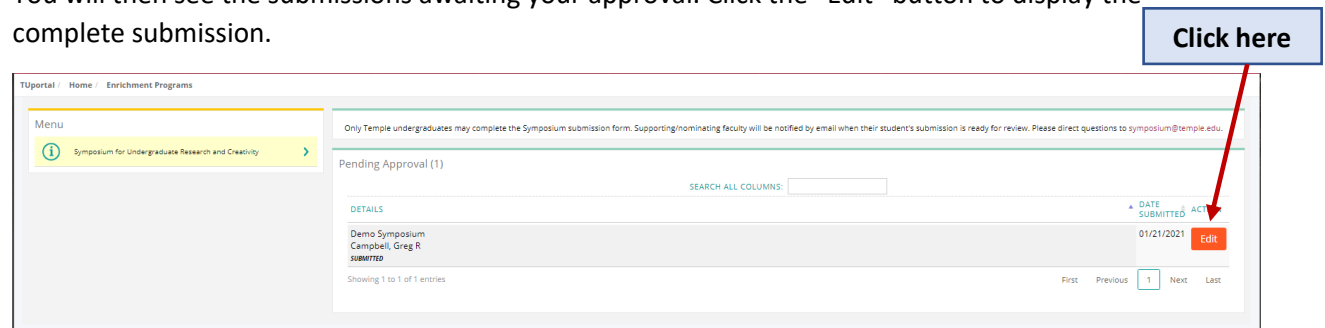
After a student completes the Symposium submission form on the TUportal, you will receive an email that looks like this, notifying you that you have a submission awaiting your review:



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.



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



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.

The screenshot shows a web interface for reviewing a submission. On the left, there is a table with one entry: "Demo Symposium" by Campbell, Greg R, submitted on 01/21/2021. The table has columns for "DETAILS", "DATE SUBMITTED", and "ACTION". The "ACTION" column contains a red "Edit" button. Below the table, there are navigation links: "First", "Previous", "1", "Next", "Last".

On the right side, there is a "Details" panel with the following information:

- Author:** 59862419 GR Campbell, Greg R (gcampbell@temple.edu, Liberal Arts Geographic Information Systems)
- TITLE:** Demo Symposium
- FUNDED BY:** Other
- ABSTRACT:** This is an abstract for the Demo Symposium

Below the details panel, there is a "Co-Presenters" section with one entry:

- Co-Presenter:** 59827623 GR Esposito, Michael F (mfe3023@temple.edu, IT)

At the bottom of the right panel, there is a "Faculty Endorsement" section with two items:

- FACULTY ENDORSEMENT:** Burni, Michael (mburni@temple.edu)
- COMMENTS:** Demo Symposium - comments to Faculty Endorser

At the top right of the right panel, there is an "Action" dropdown menu with the text "Select Action +", "Please Select --", and a downward arrow. A red arrow from the text above points to this dropdown menu.

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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

This screenshot is identical to the one above, but with a blue callout box at the top right containing the text "Select an option from the drop-down menu here". A red arrow points from this callout box to the "Action" dropdown menu in the interface.

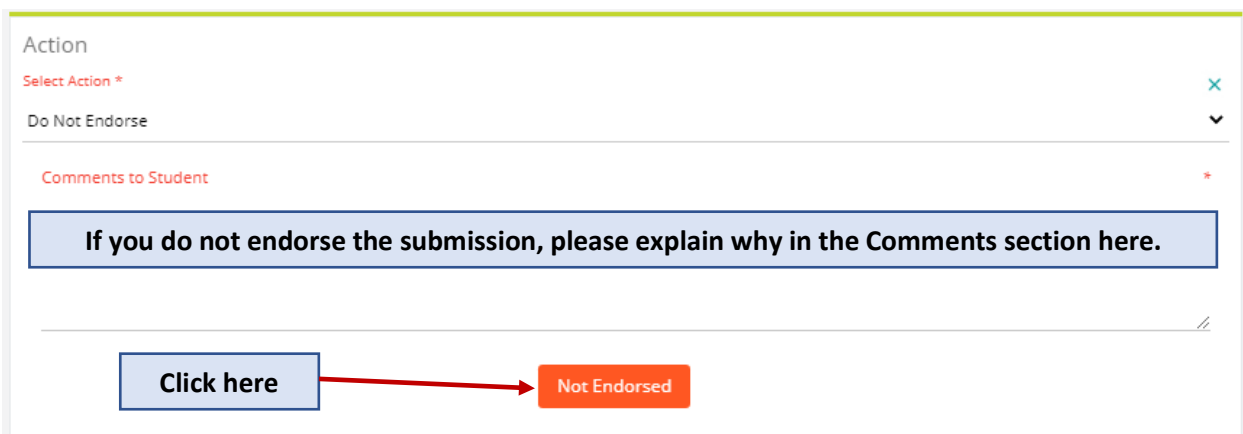
After you select an option, you may enter comments for the student. Click on the orange button to confirm your choice and send a notification to the student. Possible actions:

(1) **Endorse**- If you select this option you must also select your affiliated school/college from a drop-down menu that will appear. If you are a faculty member in a professional school, please select the student's undergraduate school/college instead.



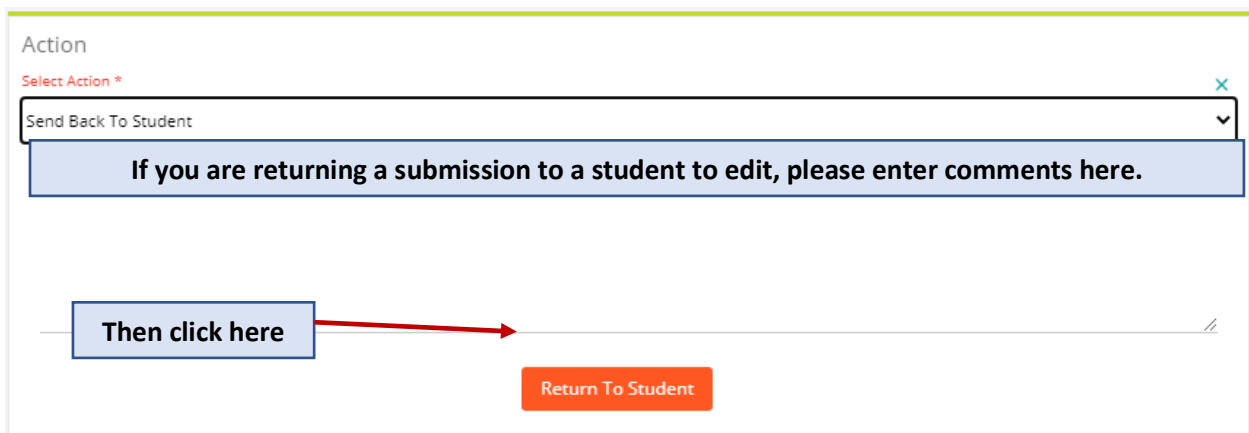
The screenshot shows a form titled "Action" with a dropdown menu labeled "Select Action \*". The dropdown menu is open, and "Endorse" is selected. Below the dropdown menu is a text input field labeled "Comments". At the bottom of the form, there is a blue box labeled "Click here" with a red arrow pointing to an orange button labeled "Endorse".

(2) **Do Not Endorse**



The screenshot shows a form titled "Action" with a dropdown menu labeled "Select Action \*". The dropdown menu is open, and "Do Not Endorse" is selected. Below the dropdown menu is a text input field labeled "Comments to Student". A blue box contains the text "If you do not endorse the submission, please explain why in the Comments section here." At the bottom of the form, there is a blue box labeled "Click here" with a red arrow pointing to an orange button labeled "Not Endorsed".

(3) **Send Back To Student**- Select this option if you are requesting revisions from the student. Please ensure that you explain your feedback in the comments section and contact the student over email to remind them to go back into the system and edit their abstract. Once they have made their edits and resubmitted, you will need to review their abstract in the system again.



The screenshot shows a form titled "Action" with a dropdown menu labeled "Select Action \*". The dropdown menu is open, and "Send Back To Student" is selected. Below the dropdown menu is a text input field labeled "Comments to Student". A blue box contains the text "If you are returning a submission to a student to edit, please enter comments here." At the bottom of the form, there is a blue box labeled "Then click here" with a red arrow pointing to an orange button labeled "Return To Student".

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

TUportal / Home / Enrichment Programs

Only Temple undergraduates may complete the Symposium submission form. Supporting/nominating faculty will be notified by email when their student's submission is ready for review. Please direct questions to [symposium@temple.edu](mailto:symposium@temple.edu).

Menu  
Symposium for Undergraduate Research and Creativity

### Approval History

SEARCH ALL COLUMNS:

DETAILS	DECISION	DATE SUBMITTED	ACTION
Demo Symposium Campbell, Greg R <b>SUBMITTED</b>	Endorsed	01/21/2021	<a href="#">View</a>

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

Click "View" to see full submission

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Showing 1 to 1 of 1 entries

First Previous **1** Next Last

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

TUportal / Home / Enrichment Programs

Only Temple undergraduates may complete the Symposium submission form. Supporting/nominating faculty will be notified by email when their student's submission is ready for review. Please direct questions to [symposium@temple.edu](mailto:symposium@temple.edu).

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Showing 1 to 1 of 1 entries

First Previous **1** Next Last

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#### Details

- 90683410 GR  
Campbell, Greg R  
[gcampbel@temple.edu](mailto:gcampbel@temple.edu)  
[Liberal Arts] Geographic Information Systems
- TITLE  
Demo Symposium
- FUNDED BY  
Other
- ABSTRACT  
This is an abstract for the Demo Symposium

---

#### Co-Presenters

- 915927822 GR  
Esposito, Michael F  
[mun5302@temple.edu](mailto:mun5302@temple.edu)  
[]

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#### Faculty Endorsement

- FACULTY ENDORSEMENT  
Burri, Michael ([tryst@temple.edu](mailto:tryst@temple.edu))
- COMMENTS  
Demo Symposium - comments to Faculty Endorser

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#### Decision History

- ENDORSED  
01/21/2021: Burri, Michael  
The Demo is Endorsed

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