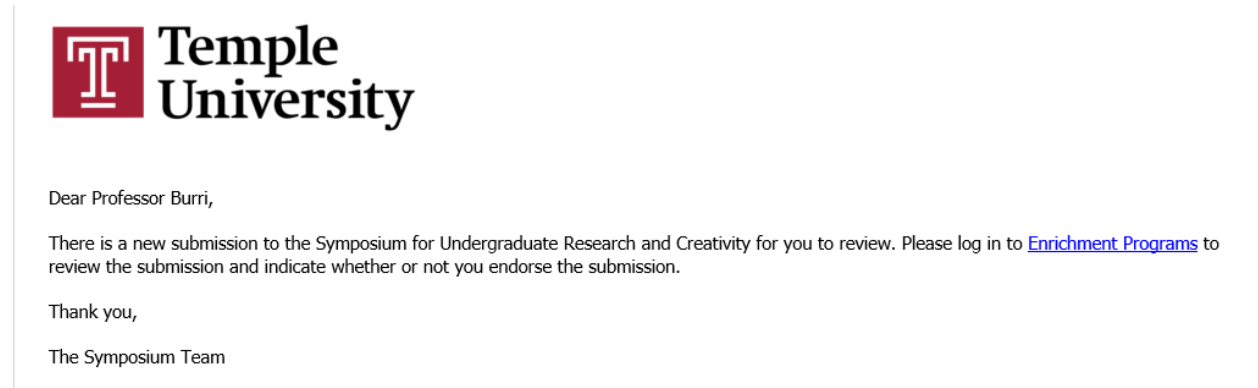
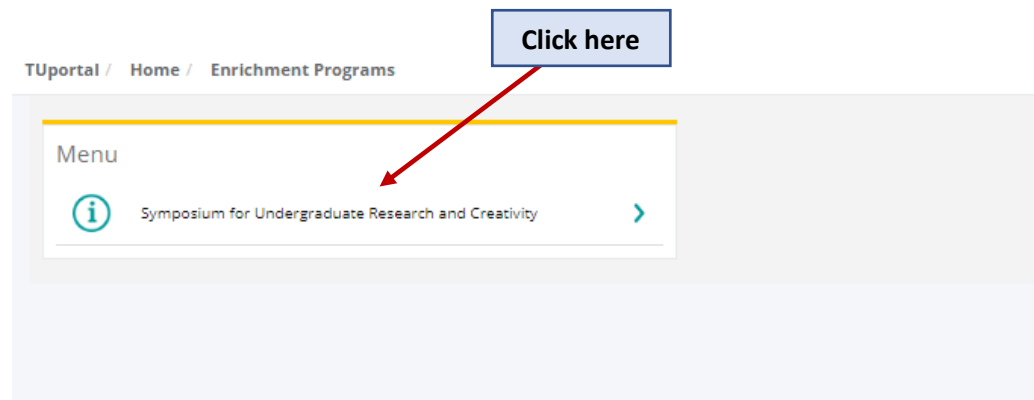


## Faculty Guide to Reviewing Submissions for the Symposium for Undergraduate Research and Creativity 2022

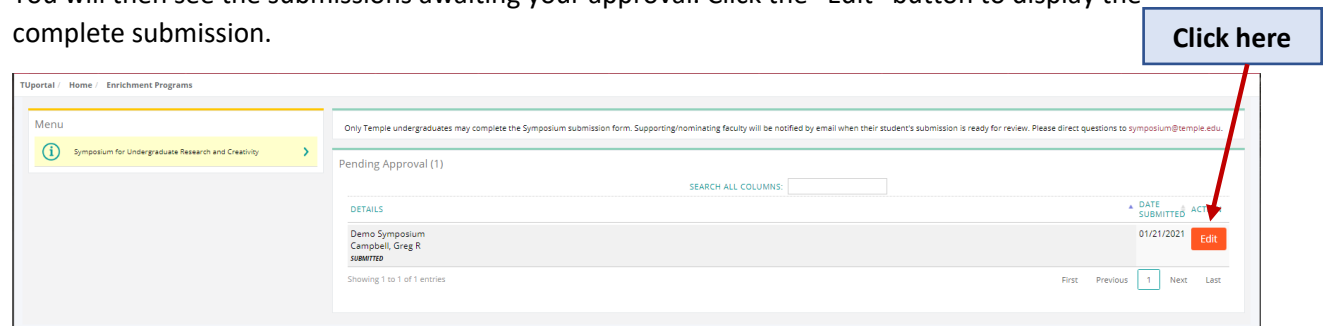
After a student completes the Symposium submission form on the TUportal, you will receive an email that looks like this, notifying you that you have a submission awaiting your review:



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

- Author:** 59862619 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:

- 59827623 GR Esposito, Michael F (mfe3022@temple.edu, I)

At the bottom, there is a "Faculty Endorsement" section with two entries:

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

At the top right, there is an "Action" dropdown menu with the text "Select Action +". A red arrow points to this menu. Below it, there is a "Pending Approval (1)" section with a search bar and a table with the same submission details as the left panel. The "ACTION" column in this table also has a red "Edit" button.

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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 box containing the text "Select an option from the drop-down menu here" and a red arrow pointing to the "Action" dropdown menu.

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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:

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

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).

### Approval History

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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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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

### 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)  
[]

### Faculty Endorsement

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

### Decision History

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

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