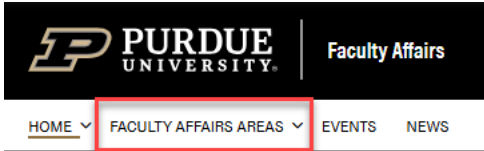
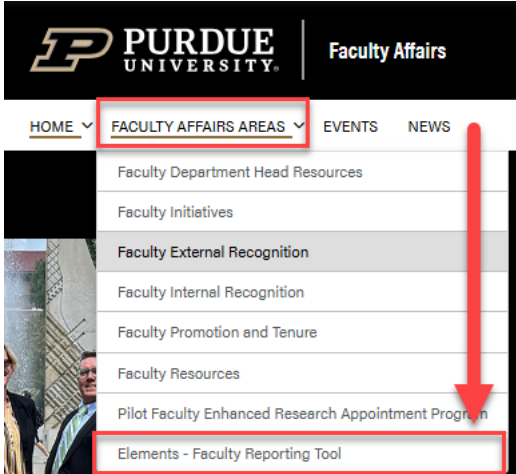


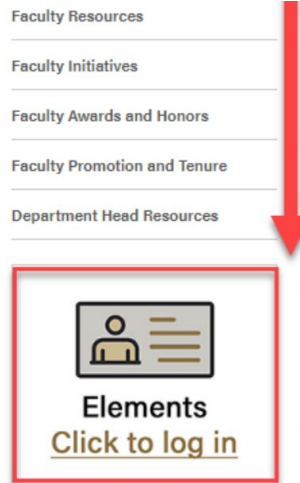
This guide outlines the primary tasks a reviewer might complete within the Elements Faculty Reporting Tool – Stage 2 Review. Additional resources and documentation regarding Optimizing the Elements Profile, Claiming and Rejecting Items, and more can be found on the Faculty Affairs Elements Training page located at [Faculty Resources>Purdue Elements>Training Resources and QRGs](#). Please contact your [Purdue Elements College Success Managers](#) for further assistance and guidance.

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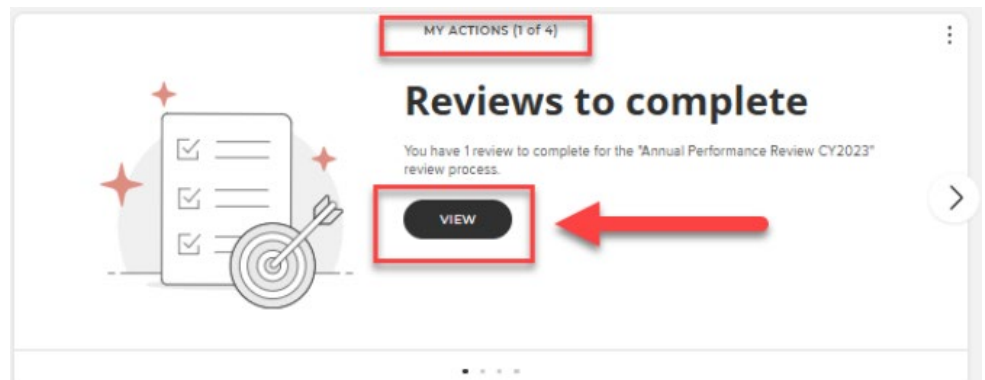
Accessing Elements Faculty Reporting Tool	
<p>To access the Elements platform, navigate to the Faculty Affairs website and click the 'Faculty Affairs Areas' tab.</p>	
<p>Select the 'Elements - Faculty Reporting Tool' from the drop-down menu.</p>	

Scroll to the Elements icon and **click to open** the tool.

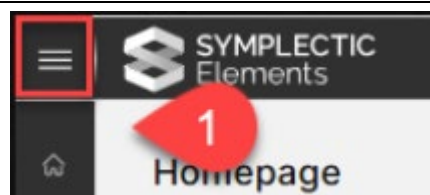


Accessing Stage 2: Review

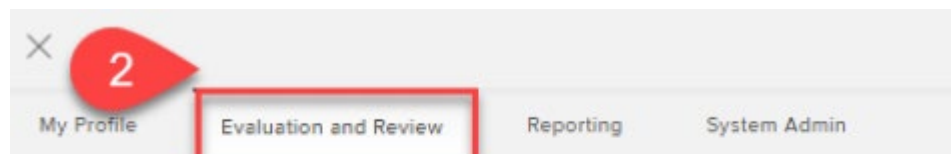
Click **'VIEW'** to open the **Annual Performance Review** exercise and the Annual Performance Review Cycle page will display.



An alternative is to click the three lines located at the top left of the screen.



Then navigate to the **'Evaluation and Review'** tab.



Navigate to **'My Reviews'** and click **'Review Processes'**.



While it is recommended to complete the review in one sitting, you may save your work and return later.

When you return, it will state that your review is **'In progress'** and you will **Click Continue Review**.

1–1 of 1

 PETE, Purdue
 College of Engineering
 Stage: 2. Review

In progress

Continue review

You last modified your review 23 hours ago.


Faculty Record Access

The 'Reviews for Annual Performance Review' screen allows you to select the faculty member you have been assigned to review.

The faculty name is listed on the **left side** of the screen.

On the **right side**, it states, **'Needs attention'**.


Click 'Start review' to open the record and begin the review process.

 PETE, Purdue
 College of Engineering
 Stage: 2. Review

Needs attention

Start review

1–1 of 1

 PETE, Purdue
 College of Engineering
 Stage: 2. Review

Needs attention

Start review

You may utilize **Filters** located on the far right to search for a missing record.

Input the last name and first name of the faculty member and their record should display.

If the record does not display, contact your College Success Manager for assistance.

Filters

Last name:

First name:

Member of group:

Purdue University

Current stage:

Any stage

Reviewer status:

Not done

☐ Include inactive users

[Clear filters](#)

Elements Section Navigation

To view a section from the **Elements homepage**, use the left-hand menu and **click the title of the section** you wish to view.

Introduction

Overview

Scholarly & Creative Works, Activities, and Outputs

Learning & Teaching Activities and Outputs

Grants, Funding, and Expenditures

Service & Engagement Activities and Outputs

Honors, Awards, and Recognitions

Reflection & Moving Forward

Extension & Impact

Nominate Colleague

Personnel Information

Attach CV

You may also utilize the **'PREVIOUS'** or **'NEXT'** buttons located at the top or bottom of the page to navigate sections.

< PREVIOUS



Scholarly & Creative Works, Activities, and Outputs

NEXT >

Use the **'SAVE'** feature to save your work while in progress.

SAVE

Please **DO NOT HIT 'SUBMIT'** until you are ready to fully submit the exercise back to the faculty member for a response.

Submit pushes the exercise into Stage 3: Respond.


Download Data

If you would like to download a PDF of the annual performance review, navigate to the menu located on the left-hand side of the screen and scroll to the bottom of the list.

Click the **'Download'** button and the export window will display.

Introduction

Overview

Scholarly & Creative Works, Activities, and Outputs

Learning & Teaching Activities and Outputs

Grants, Funding, and Expenditures

Service & Engagement Activities and Outputs

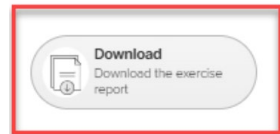
Honors, Awards, and Recognitions

Reflection & Moving Forward

Extension & Impact

Nominate Colleague

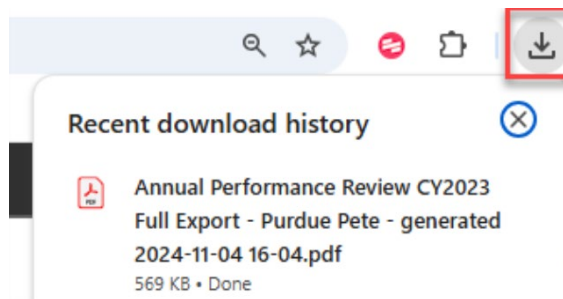
Personnel Information



Select **'PDF'** and then click **'DOWNLOAD'**. The system will respond with a 'rendering' notification.

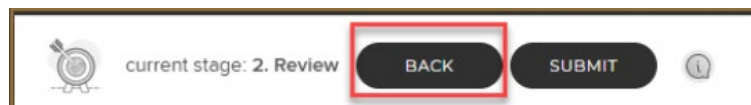


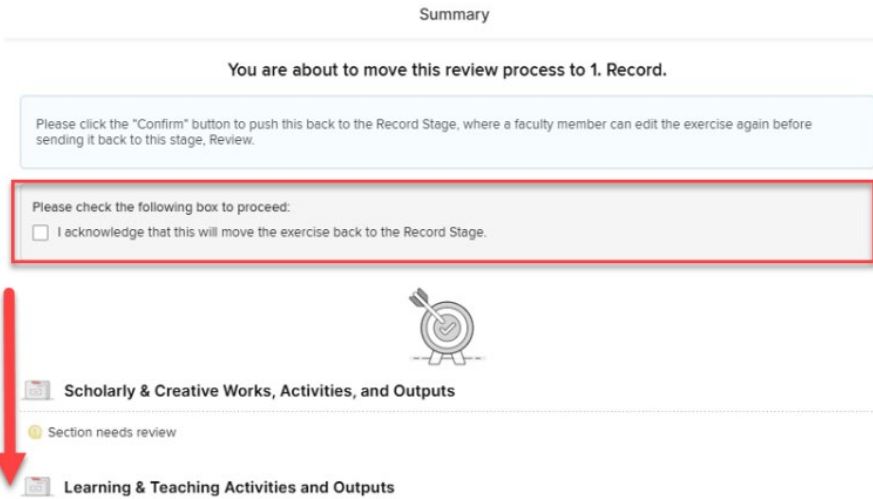
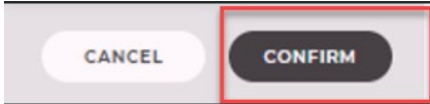
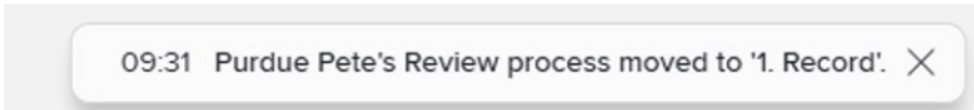
Once the download is complete, a pop up notifying you that it is ready to download will appear on the upper right-hand corner of your screen.



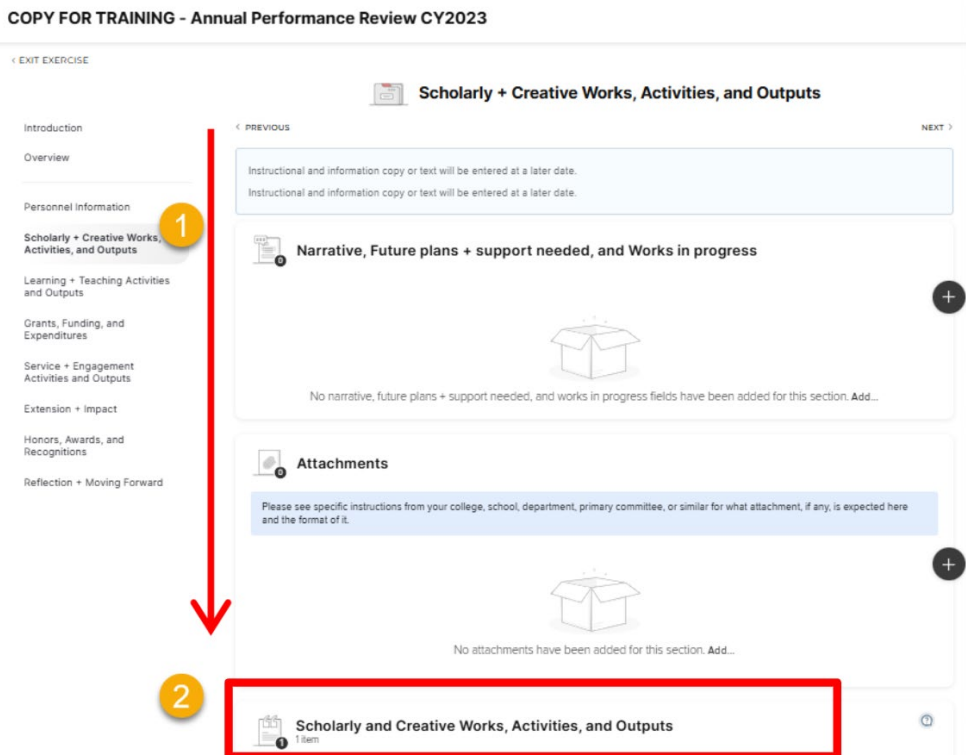
Send Back a Review

To send a review back to Stage 1, click the **'BACK'** button at the top right of the screen.



<p>A summary page for Stage 2 appears. Click the acknowledgement check box.</p>	
<p>Scroll to the bottom of the page and click 'CONFIRM'.</p>	
<p>A message will appear at the top of the page confirming the Review has moved back to Stage 1: Record.</p>	

Segment Navigation: Activities & Outputs

<p>Once you have accessed a section of the record, navigate to the item you want to review, click on the title, and scroll down to the 'Activities and Outputs' segment.</p>	
--	--

Scroll to the first item listed and click **'VIEW ITEM DETAILS'** to open the record.

Scholarly and Creative Works, Activities, and Outputs
1 item

Instructional and information copy or text will be entered at a later date.
Instructional and information copy or text will be entered at a later date.

10 per page 1-1 out of 1

REMOVE ALL

Performance impact: How mascot uniform design can work with physics to create an optimal environment for the performer

1

JOURNAL ARTICLE
[Pete P](#)
International Journal of Sports Science and Engineering 01 Mar 2023
Reporting Date: 01 Mar 2023

SUMMARY LABELS (3)

VIEW ITEM DETAILS →

REMOVE

When you are ready to review the next item click **'BACK TO LIST'** located in the upper left-hand corner of the screen.

Click into other records in the list to access them.

If there are missing items for the calendar year, please check that the information and dates in your Elements homepage profile are accurate and revise as needed.

← BACK TO LIST

Item details

VIEW JOURNAL ARTICLE DETAILS

JOURNAL ARTICLE
Performance impact: How mascot uniform design can work with physics to create an optimal environment for the performer
[Pete P](#) [see details \(1\)](#)

International Journal of Sports Science and Engineering 01 Mar 2023

This page displays information about the scholarly & creative work that has been selected for this list. You can view the full scholarly & creative work details by clicking the 'view journal article details' button.

Labels

Fields of Research (2008) 2 labels VIEW	Fields of Research (2020) 1 label VIEW	MeSH 0 labels VIEW	Research, Condition and Disease Categorization 0 labels VIEW	Science-Metrix 0 labels VIEW
---	--	--------------------------	--	------------------------------------

REPORTING DATE
01 Mar 2023

Segment Navigation: Narrative & Future Plans

To view the **‘Narrative, Future plans & support needed, and Works in progress’** segment, scroll to the top of the page.

There are no character limits for these text boxes, and no formatting capability.



Narrative, Future plans & support needed, and Works in progress

4 narrative, future plans & support needed, and works in progress fields

Narrative

This year has been a great year for growth and learning new ways to communicate non-verbally.

Plans for the Future and Support Needed

I will continue to find new ways to engage the fans to keep them excited for our team and the game.

Other

I enjoy the students' engagement in the game.

Works in Progress

Next year I have been invited to join other mascots in the first annual walk like a mascot convention. It is sure to be an event like no other.

Segment Navigation: Attachment Segment

Scroll to the **‘Attachments’** segment and then click the **‘download arrow’** to download a copy to view in Adobe Acrobat.

You will notice that different file types may be attached (e.g., Word, Excel, PDF) and are available for review.



Attachments

Please see specific instructions from your college, school, department, primary committee, or similar for what attachment, if any, is expected here and the format of it.

1 attachment



Event Schedule Sample.docx
Uploaded on 02 Dec 2024 16:20 | 15 kB

1

Description
Agenda for Walk Like a Mascot Convention



Download this attachment

Review Segment

Scroll to the **‘Review’** segment, navigate to the open text box, and provide your comments.

You will **click ‘SAVE’** to store the information.



Reviews

YOUR REVIEW (0)

OTHER REVIEWS (1)

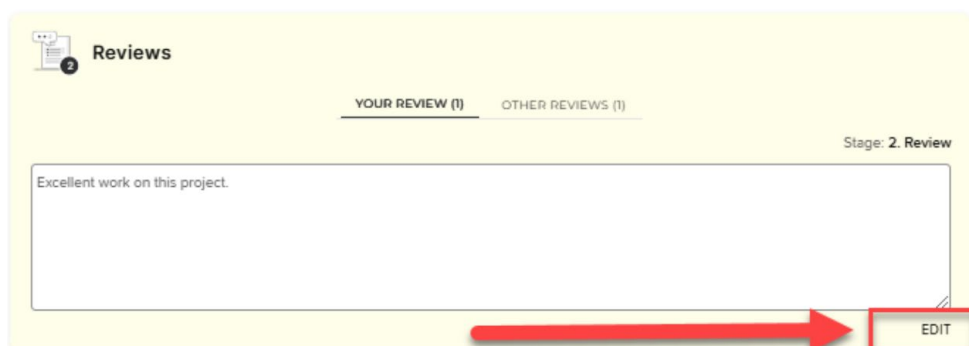
Stage: 2. Review

Excellent work on this project.

Input Feedback and
then "Click Save"

SAVE

You may also return to a review box and **click 'EDIT'** to make additions or corrections and then click **'SAVE'** if you do this prior to pressing 'SUBMIT'.



Reviews

YOUR REVIEW (1) OTHER REVIEWS (1)

Stage: 2. Review

Excellent work on this project.

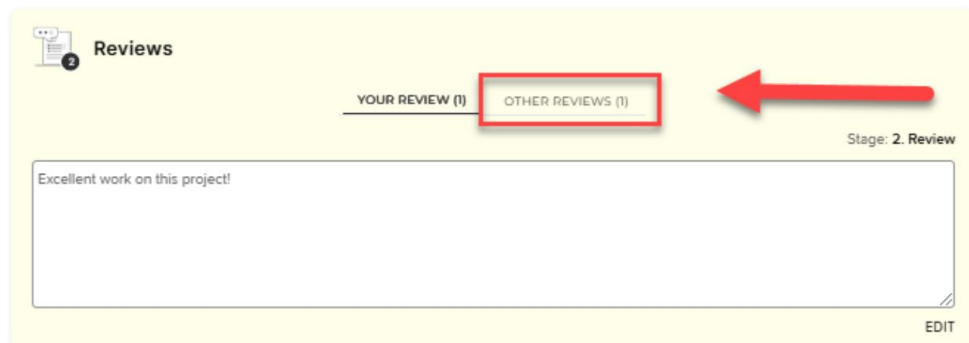
EDIT

Multiple Reviewers

When there are multiple reviewers, to see if comments have been left by another reviewer, navigate to the review box. If a review has been written, the **'OTHER REVIEWS'** tab will display.

Click 'OTHER REVIEWS' to view the comments left and identify the reviewer.

If multiple reviewers are in the same faculty's annual performance review record, you may experience a lag as to when comments from other reviewers become visible.



Reviews

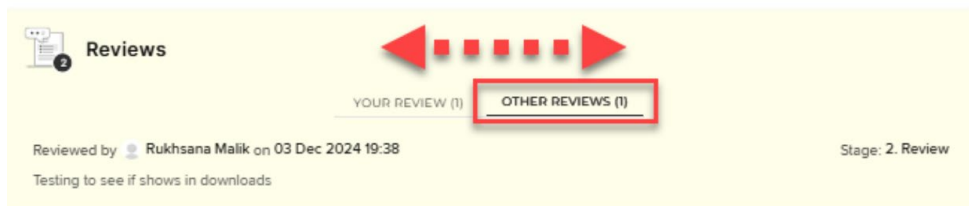
YOUR REVIEW (1) OTHER REVIEWS (1)

Stage: 2. Review

Excellent work on this project!


EDIT

You may **toggle** back and forth between your review and the comments left by other reviewers. This feature provides you with the ability to calibrate your review with the feedback provided by other reviewers.



Reviews

YOUR REVIEW (1) OTHER REVIEWS (1)

Reviewed by  Rukhsana Malik on 03 Dec 2024 19:38

Testing to see if shows in downloads

Stage: 2. Review

Optional Sections

There are several sections later in the Elements system that are not used by all departments/schools. All faculty are asked to **attach a recent copy of their CV in the 'Attach CV' section**. Please refer to your Department/School Head for guidance on what was asked of faculty and expectations for reviewing these sections.

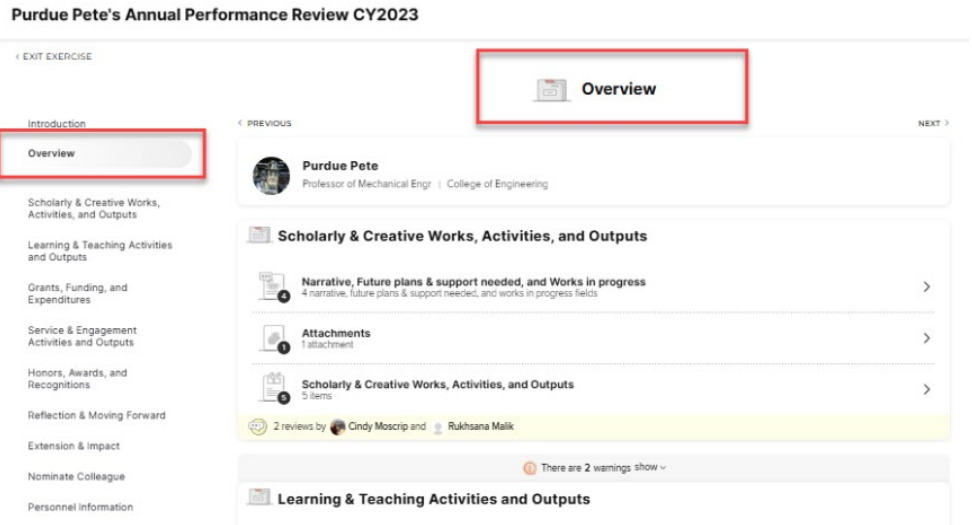
The **'Reflection & Moving Forward Section'** allows faculty to briefly summarize and evaluate the degree to which they achieved their goals during the last calendar year. Faculty may share how they plan to sustain or improve performance in this area during the next calendar year. They may also articulate what support, resources, or changes would facilitate sustained or improved performance in this area.

The **‘Extension and Impact’** section will only be completed by faculty that had activity within Purdue Extension. Reviewers within Extension will follow the process we articulated for the previous sections. If the faculty member under review did not perform any extension activities, then this section may be left completely blank.

The **‘Nominate Colleague’** and **‘Personnel’** sections do not have any segments to review in Stage 2, and therefore there is no option for reviewers to leave any feedback.

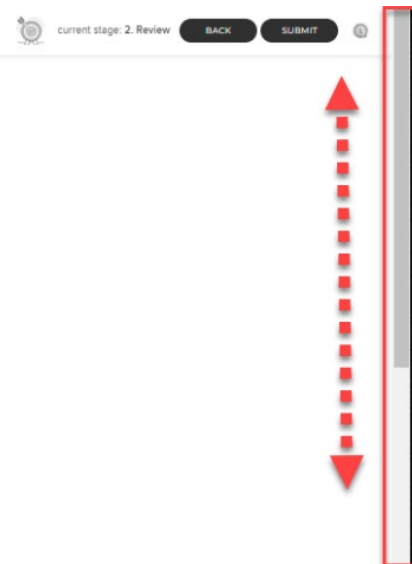
Overview Navigation

Click **‘Overview’** located on the menu on the left-hand side of the screen.



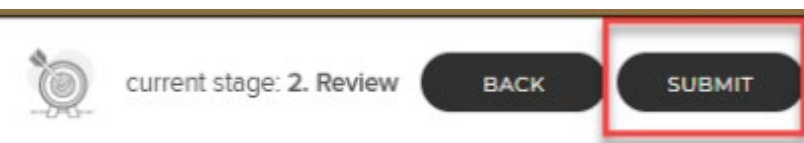
Use the scroll bar located on the right-hand side of your screen to navigate down to view all sections that were required to be reviewed.

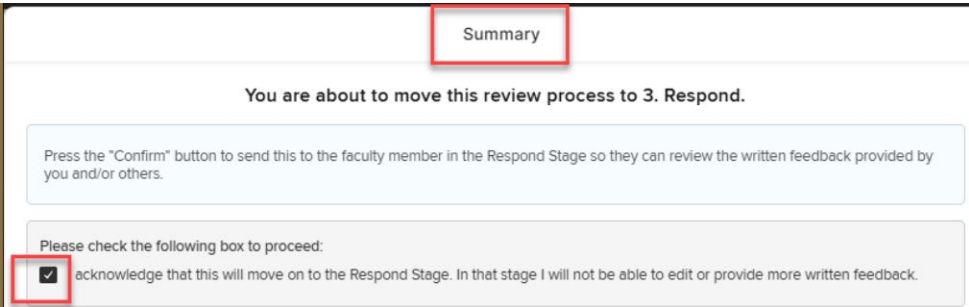
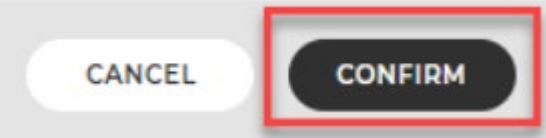
You may use this feature to ensure the accuracy of your review process.



Submit

To finalize a review and move the record to Stage 3, navigate to the top right-hand side of the Elements screen and click **‘SUBMIT’**.



<p>Check the acknowledgement box stating that you understand that you will not be able to edit or provide more written feedback.</p>	
<p>Scroll to the bottom of the summary and click 'CONFIRM'.</p>	
<p>The status will change, and a message will appear at the top of the screen stating that the process moved to Stage 3: Respond.</p>	