

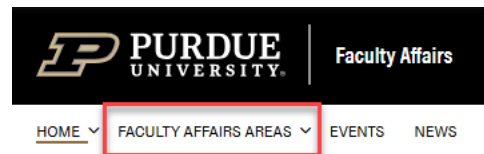
This guide outlines the primary tasks reviewers might complete within the Elements Faculty Reporting Tool – Stage 4 Complete. Additional resources and documentation regarding Optimizing the Elements Profile, Claiming and Rejecting Items, and more can be found on the Faculty Affairs Elements Training 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

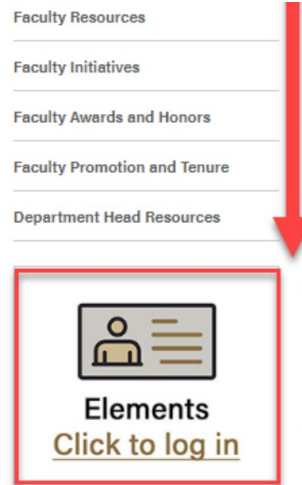
To access the Elements platform, navigate to the Faculty Affairs website and **click** the ‘**Faculty Affairs Areas**’ tab.



Select the ‘**Elements - Faculty Reporting Tool**’ from the drop-down menu.

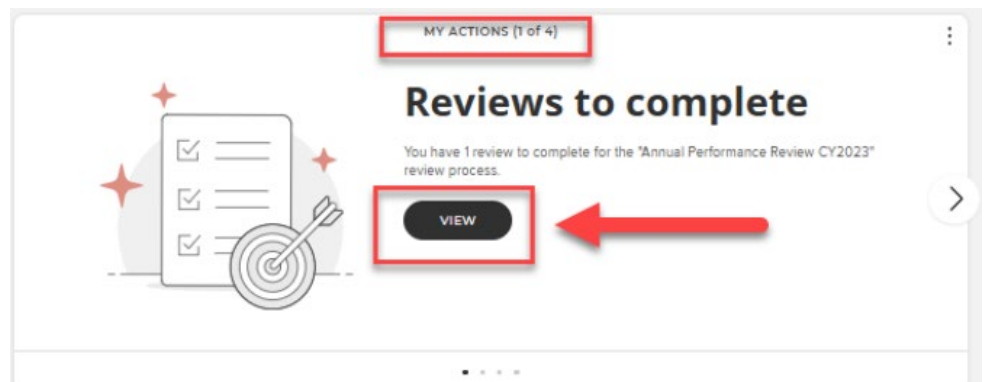


Scroll to the Elements icon and
click to open the tool.



Accessing Stage 4: Complete

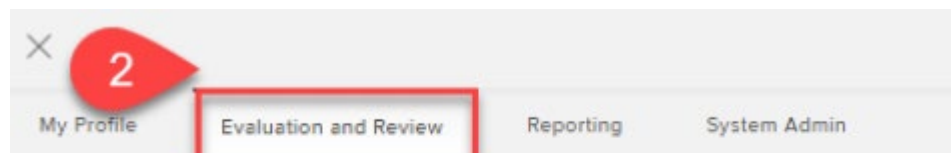
Click '**VIEW**' to open the **Annual Performance Review** exercise and the Annual Performance Review Cycle page will display.



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**.

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 PETE, Purdue
 College of Engineering
 Stage: 2. Review

In progress

Continue review

You last modified your review 23 hours ago.

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 >

Once you are in the section, scroll down to the yellow review box.



Reviews

Reviewed by  Purdue Pete on 18 Feb 2025 09:16
 This is a Stage 3 Response.

Stage: 3. Response



To view the full history of reviews and responses utilize the **arrows** on the left and right hand sides of the reviews box. The text next to the right-hand arrow indicates in which stage the review being displayed was entered. In Stage 4, you will not be able to leave any additional comments in these review boxes.

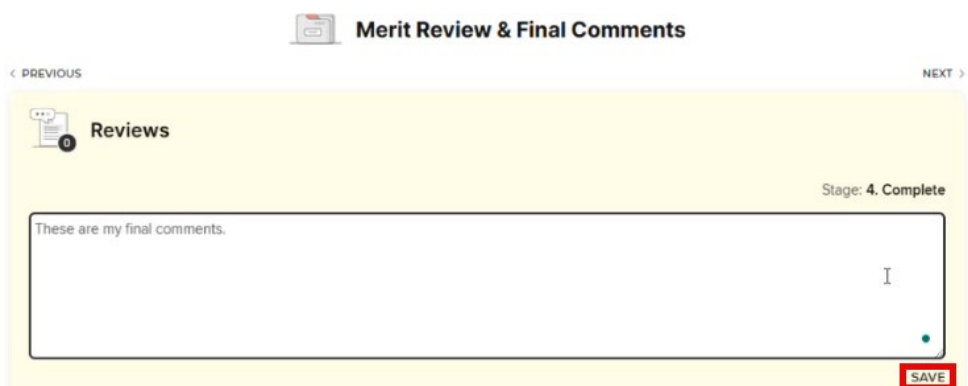


Please be aware of the new section titled **"Merit Review & Final Comments"**. Please view the other sections first before moving to this one.

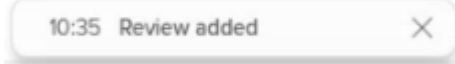
- Introduction
- Overview
- Merit Review & Final Comments**
- Scholarly & Creative Works, Activities, and Outputs
- Learning & Teaching Activities and Outputs
- Grants, Funding, and Expenditures
- Service & Engagement Activities and Outputs
- Honors, Awards, and Recognitions
- Reflection & Moving Forward
- Extension & Impact
- Nominate Colleague
- Personnel Information
- Attach CV



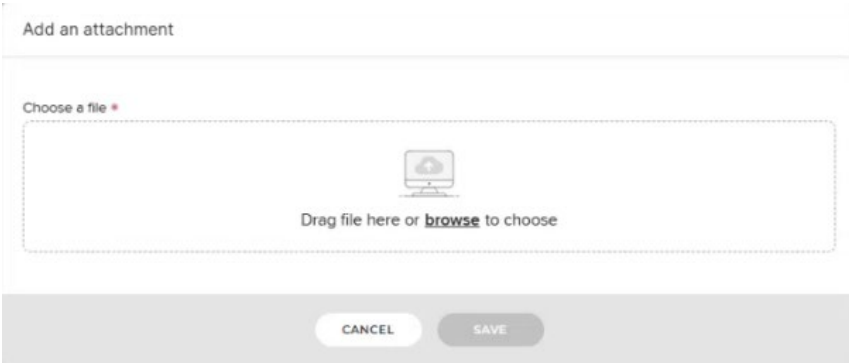
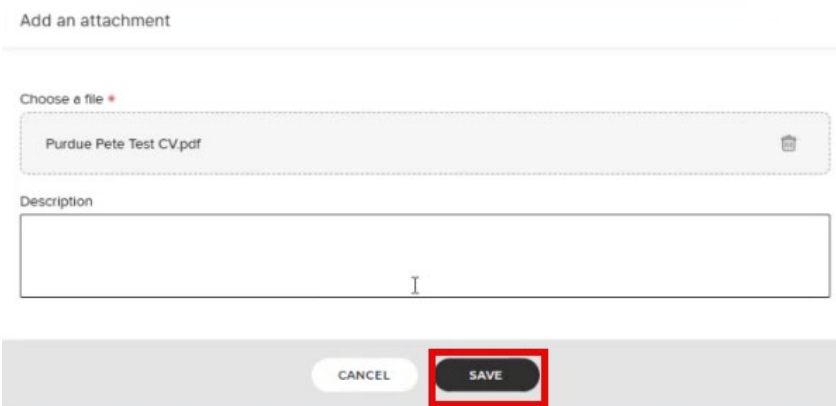
Merit Review & Final Comments

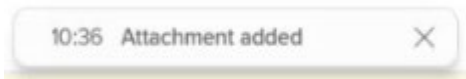
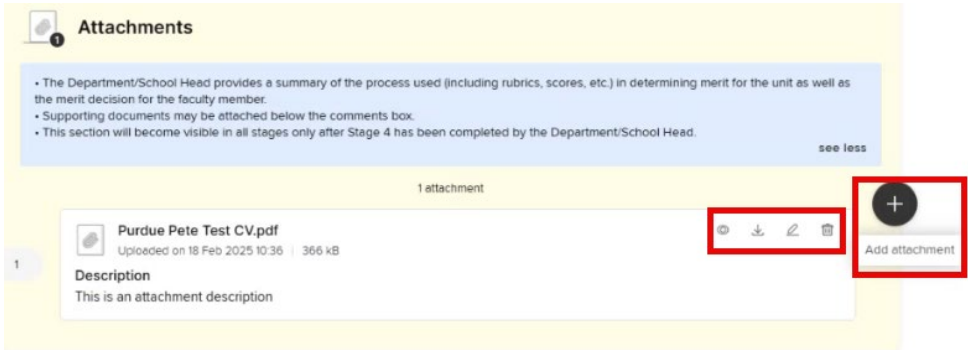
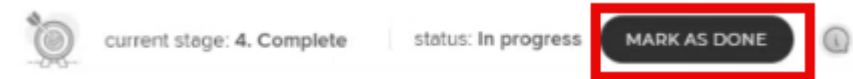
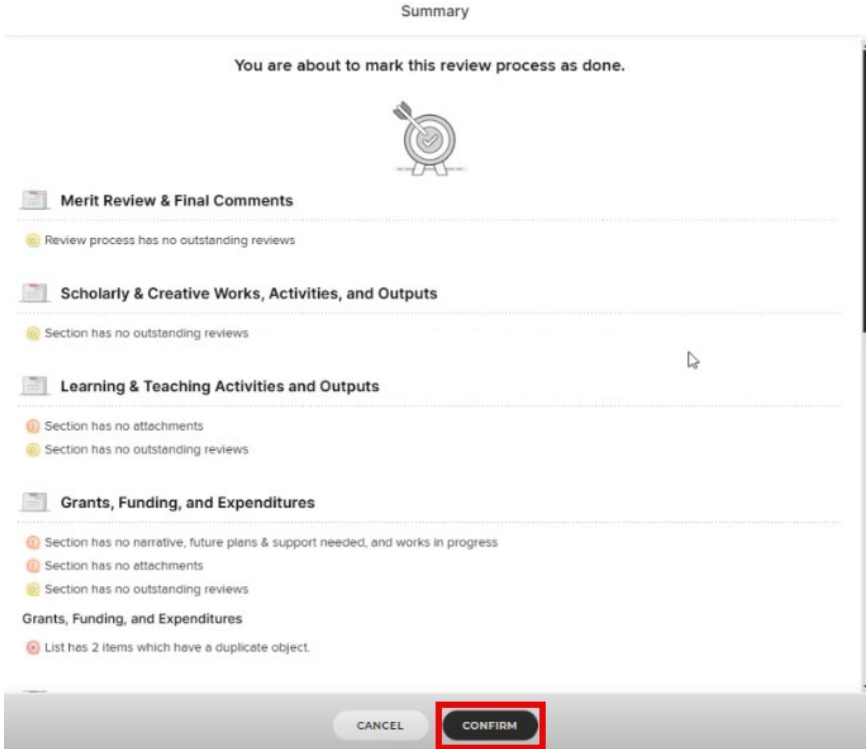
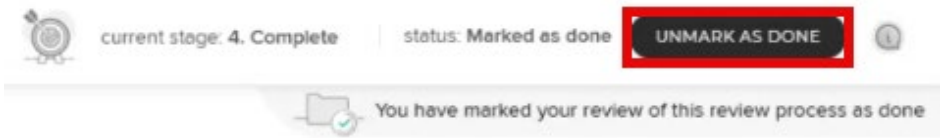
Navigate to the **"Merit Review & Final Comment"** section, the only area in Stage 4 where information can be entered. Here you can include any final comments in the review box. Once you have added your comments, **click "Save"**.



A confirmation pop-up will appear, indicating that your comment has been submitted.



<p>You may edit your comments by clicking the "Edit" button just like in the previous stages.</p>	
<p>Navigate to the "Attachments" section. To add an attachment, click the "plus sign".</p>	
<p>A pop-up window will appear, allowing you to either drag and drop the document or browse your computer to select a file.</p>	
<p>After selecting a file, you can add a description if you have any additional comments about the document. Then click "Save".</p>	

<p>A confirmation pop-up will appear, verifying that your attachment has been added.</p>	
<p>To manage attachments, use the icons on the right side of the attachment box to view, download, edit, or delete a file.</p> <p>You may also click the "plus sign" to add additional attachments.</p>	
<p>Completing Stage 4</p>	
<p>Navigate to the top right of the screen and click the "Mark As Done" button to complete Stage 4.</p>	
<p>Since this is the final stage, there is no acknowledgement checkbox. Simply click "Confirm" at the bottom of the pop-up.</p>	
<p>Once confirmed, the button in the upper right corner will change to "Unmark As Done". If you need to make changes after finalizing the review, click "Unmark As Done" to reopen Stage 4.</p>	

If you have already exited the exercise and need to make a change to Stage 4 you may do so by navigating to the review page either using the **"My Actions Tiles"** or the **"hamburger menu"** as outlined in the **"Accessing Stage 4: Complete"** section of the QRG.

Once in the reviews section navigate to the filters located at the bottom right of the screen.

Filters

Last name:

First name:

Member of group:

Current stage:

Reviewer status:

☐ Include inactive users

[Clear filters](#)

Change the "Reviewer Status" filter to "Marked done".

Reviewer status:

All reviews
 Needs attention
 In progress
Marked done
 Not done

You will then see all reviews that you have completed. Navigate to the review you wish to edit and click **"View review"** to open the review.

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PETE, Purdue
 College of Engineering
 Stage: 4. Complete

[View review](#)

You last modified your review 50 seconds ago.

Then click **"Unmark As Done"** in the upper right of the screen

current stage: 4. Complete status: Marked as done **UNMARK AS DONE**

You have marked your review of this review process as done

Follow the steps previously outlined to complete Stage 4 of the exercise. After making all necessary changes, be sure to click **"Mark As Done"** again to finalize your review.