

 Symplectic

 Elements

# Elements Annual Report Guide: Faculty

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George Washington University

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## 1. Sign into Elements

Access Symplectic Elements by selecting the following link: [elements.gwu.edu](https://elements.gwu.edu)

- You will sign in through Single-Sign-On (SSO) using your GW credentials.
- For the 2024 Annual Report (AR), only GWSB, SEAS, SON, and SPH will complete their AR through Elements.
- All other schools, CCAS, CPS, ESIA, GSEHD, LAW, SMHS, will still use [Lyterati](#) to complete their AR.

## 2. Review and Edit your Faculty Profile

### Guide to Reviewing and Editing Your Faculty Profile during Implementation phase

- The transition to Elements involved a detailed process of importing and integrating faculty data from various sources to ensure accurate and comprehensive profiles. Faculty members are responsible for reviewing their profiles, updating records, and ensuring completeness. This portion of the guide provides an overview of how different types of data were brought into Elements, what faculty need to review, and actions to take.
- Some information is still being imported or refined in Elements. Faculty members are encouraged to check their profiles periodically for updates and ensure any newly added data is accurate and complete.

### How Data Was Imported

#### 1. Publications

- **Source:** Publications were imported from prior systems (Lyterati) and through the Elements automated harvesting processes from databases such as Dimensions and Scopus.
- **What to Check:**
  - Review your pending publications and unique identifiers.
  - Verify the accuracy of titles, authorship, publication years, and journal details.
  - Add missing publications manually using the "Add" option.
  - Remove any irrelevant or duplicate publications to maintain a clean record.

#### 2. Grants

- **Source:** Grants data was brought into Elements via automated harvesting from **Dimensions** and additional information provided by the **Office of the Vice President for Research (OVPR)**.
- **What to Check:**
  - Review the accuracy of grant titles, funding sources, and award periods.
  - Manually add any grants not included in the automated data.
  - Contact Elements support if grants data appears incomplete or incorrect.

### 3. Teaching Activities

- **Source:** Course data was imported from **Banner**, while other teaching-related activities (e.g., mentoring, course-based supervision) must be added manually by faculty.
- **What to Check:**
  - Verify all courses taught are listed correctly, including course titles and terms.
  - Ensure any additional teaching contributions, such as advising or supervision, are included. **Note: This data has still not been completely migrated.**
  - Use the "Add" feature to input teaching activities not automatically imported.

### 4. Professional Activities

- **Source:** Professional activities, such as committee memberships, awards, and memberships in organizations, were transferred during the migration process.
- **What to Check:**
  - Confirm all committee memberships are listed, and add start and end dates where applicable. Records without end dates appear as ongoing and may need updating.
  - Review awards, honors, and memberships for accuracy and relevance.
  - Remove outdated or irrelevant professional activities.

### 5. Legacy (Lyterati) Data in Additional Information

- **Source:** Data that could not be directly mapped into Elements fields was placed in the **Additional Information** section of individual records.
- **What to Check:**
  - Examine legacy data for relevance and completeness.
  - Incorporate relevant information into the appropriate standard fields.
  - Remove any irrelevant legacy data from your profile.

## Steps for Reviewing and Editing Your Profile

1. **Access Your Profile:**
    - Log in to Elements and navigate to the appropriate sections of your profile, such as Publications, Grants, Teaching Activities, or Professional Activities.
  2. **Review Records:**
    - Carefully review all data for accuracy and completeness.
    - Pay special attention to fields that may have been auto-populated or migrated from other systems.
  3. **Edit Records:**
    - Click the **Edit** button to update or add missing details.
    - For legacy data, transfer relevant information from the **Additional Information** section to the appropriate standard fields.
  4. **Add New Information:**
    - Use the **Add** feature to manually include any missing records that were not imported during the transition.
  5. **Remove Irrelevant Records:**
    - Use the **Remove** option to delete outdated or irrelevant records that no longer reflect your activities.
  6. **Check Periodically:**
    - Revisit your profile regularly as new data is added or updated by the automated harvesting processes and institutional imports.
- 

## Guidelines for Action for the Annual Report (AR)

- Navigate to the relevant sections within the Annual Report dashboard in Elements.
- Use the **Edit** feature to add missing details, such as end dates, or correct inaccuracies.
- Within the AR, utilize the **Remove** option for records that no longer apply.
  - For example, committees did not contain end dates in Lyterati, therefore all committees will be brought in automatically for your professional activities into your AR because it is assumed from the lack of end date that they are still ongoing.

### 3. Access Your Annual Report (AR) Dashboard

1. On the homepage, press the left or right arrow until you reach the prompt labeled *Annual Report* on the homepage.

The screenshot displays a web dashboard for George Washington at The George Washington University. The page is titled "Homepage" and features a navigation sidebar on the left with icons for home, search, and a dashboard. The main content area is divided into several sections:

- MY ACTIONS (1 of 5):** A large card titled "Continue your Demo Faculty Annual Report - 2024". It includes an illustration of a checklist and a pencil. The text states: "Your 'Demo Faculty Annual Report - 2024' exercise is in progress. Please continue with your submission." Below this is a prominent orange "CONTINUE" button.
- Profile Card:** Located on the right, it features a circular profile picture of George Washington, his name "George Washington", and his title "System Administrator". Below the profile is the email address "Elements@gwu.edu" and a link to "EDIT MY PROFILE".
- Publications:** A card titled "Publications" with a sub-section "Claimed" listing "2 journal articles" and "1 book". It includes "+ ADD NEW" and "VIEW ALL" links.
- Grants:** A card titled "Grants" with a sub-section "Claimed" listing "2 grants". It includes "+ ADD NEW" and "VIEW ALL" links.
- Professional activities:** A card titled "Professional activities" listing "1 committee membership" and "1 community service". It includes "+ ADD NEW" and "VIEW ALL" links.
- Teaching activities:** A card titled "Teaching activities" listing "2 courses taught". It includes "+ ADD NEW" and "VIEW ALL" links.

The browser's address bar shows "George Washington" and the page is identified as "THE GEORGE WASHINGTON UNIVERSITY WASHINGTON, DC".

2. Click *Start* or *Continue* Annual Report.

The screenshot shows a web dashboard for George Washington University. At the top, the browser address bar shows 'George Washington' and the user is identified as 'Jack Hatcher'. The main heading is 'Homepage'. A large central card titled 'MY ACTIONS (1 of 5)' features an illustration of a checklist and a pencil, with the text 'Continue your Demo Faculty Annual Report - 2024'. Below this, it states 'Your "Demo Faculty Annual Report - 2024" exercise is in progress. Please continue with your submission.' and includes a prominent orange 'CONTINUE' button. To the right is a user profile for 'George Washington, System Administrator' with the email 'Elemenb@gwu.edu' and an 'EDIT MY PROFILE' link. Below the main card are four columns representing different activity categories: 'Publications' (2 journal articles, 1 book), 'Grants' (2 grants), 'Professional activities' (1 committee membership, 1 community service), and 'Teaching activities' (2 courses taught). Each column has '+ ADD NEW' and 'VIEW ALL' options.

3. Read through the *introduction* and *confidentiality* statement. Click the *Next* button to start the Annual Report.

The screenshot displays the 'Demo Faculty Annual Report - 2024' interface. At the top right, it indicates the 'current stage: Faculty Review' and a 'SUBMIT' button. A navigation menu on the left lists sections: Introduction, Overview, Research and Scholarly Works, Teaching Activities, University Service and Professional Activities, General Questions, and Academic Leadership. The 'Introduction' section is currently selected. The main content area contains the following text: 'All merit-eligible faculty members (unless otherwise arranged with their dean and subject to Provost approval, these are full-time faculty excluding visitors) are required to file annual reports. In certain circumstances schools may require other categories of faculty to periodically submit annual reports, e.g., as part of a re-accreditation review. For all schools, the reporting period for this year will be January 1, 2024 through December 31, 2024.' Below this is a 'Confidentiality' section stating: 'The University is committed to maintaining the levels of confidentiality that are expected within a prized academic community. Access to confidential personnel and financial information is limited to authorized entities at GW. To prevent your academic data from being searched by other faculty, you will need to go to the items on your profile and change the privacy settings to your desired choice. The chosen setting will determine who will be able to view your activities.' A note follows: 'Note: Do not include personally sensitive data such as date of birth, SSN, or credit card information in your profile or annual report.' A 'Download' button is located at the bottom left. A large orange circle highlights the 'NEXT >' button in the top right corner.



4. You will be directed to the page below titled *Overview*. This page will serve as your guide to filling out your AR. There are five different sections that will be required to complete your report. These sections/sub-headers are:

- Research and Scholarly Works
- Teaching Activities
- University Service and Professional Activities
- General Questions
- Academic Leadership



< EXIT EXERCISE



## Overview

Introduction

Overview

Research and Scholarly Works

Teaching Activities

University Service and Professional Activities

General Questions

Academic Leadership



Download

Download the exercise report

< PREVIOUS

NEXT >

There is 1 error and 1 warning [show](#)

### Research and Scholarly Works

This section of your annual report will focus on your research and scholarly activities during the 2024 calendar year. Please review the various sections to ensure that your research and scholarly activities are accurate.



Publications

1 item



Other Scholarly Works

0 items



Grants

0 items



Research and Scholarly Works Reflection Questions

0 research and scholarly works assessment items



There are 2 warnings [show](#)





### Teaching Activities

This section of your annual report will focus on your teaching activities and courses taught during the 2024 calendar year. Please review the various sections to ensure that your teaching activities are accurate.

5. Under each sub header is a list of items (i.e., *Publications, Grants, Questions*), next to the title of these items is a number indicating how many objects are in them. This will indicate which parts of your report need the most attention.

### Research and Scholarly Works



This section of your annual report will focus on your research and scholarly activities during the 2024 calendar year. Please review the various sections to ensure that your research and scholarly activities are accurate.



-  **Publications**  
1 item >
-  **Other Scholarly Works**  
0 items >
-  **Grants**  
0 items >
-  **Research and Scholarly Works Reflection Questions**  
0 research and scholarly works assessment items >

6. Each section will offer you warnings, such as: section has \_ list(s) which has too few items selected. or Section has \_ list(s) which have no items selected which will indicate to you that additional information is required for your annual report in these sections.

< PREVIOUS

NEXT >

  There is 1 error and 1 warning [hide ^](#)

-  Section has 1 list which has too few items selected.
-  Section has 2 lists which have no items selected.

### Research and Scholarly Works

This section of your annual report will focus on your research and scholarly activities during the 2024 calendar year. Please review the various sections to ensure that your research and scholarly activities are accurate.

7. Click on the *Show Summary* Button in the top right corner for more information on what your AR is missing and to keep track of your progress.

The screenshot displays the 'Demo Faculty Annual Report - 2024' interface. At the top, the browser shows 'THE GEORGE WASHINGTON UNIVERSITY WASHINGTON, DC' and the user 'Jack Hatfield'. The current stage is 'Faculty Review'. A 'Show summary' button is circled in orange in the top right corner. The left sidebar contains a navigation menu with 'Academic Leadership' highlighted. The main content area is titled 'Academic Leadership' and includes a 'Download' button. The 'Information' section contains two fields for professional accreditation details and administrative goals.

**Academic Leadership**

2 Information fields

Please describe professional accreditation details for programs in your department.

Answer

Please describe your administrative goals and (and objectives to achieve these goals).

Answer

**Download**  
Download the exercise report

**SYMPLECTIC**  
Part of DIGITAL SCIENCE

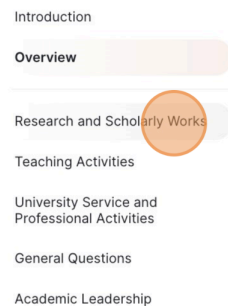
## 4. Respond to AR Questions

Once you have accessed the overview screen, you'll be able to select one of the five separate sections of the report:

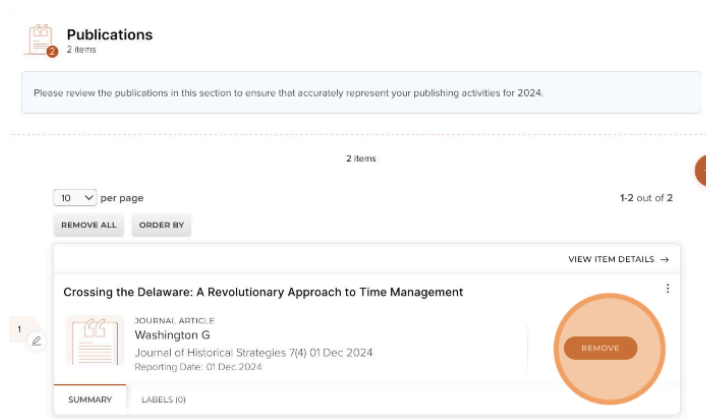
- Research and Scholarly Works
- Teaching Activities
- University Service and Professional Activities
- General Questions
- Academic Leadership

### a. Research and Scholarly Works

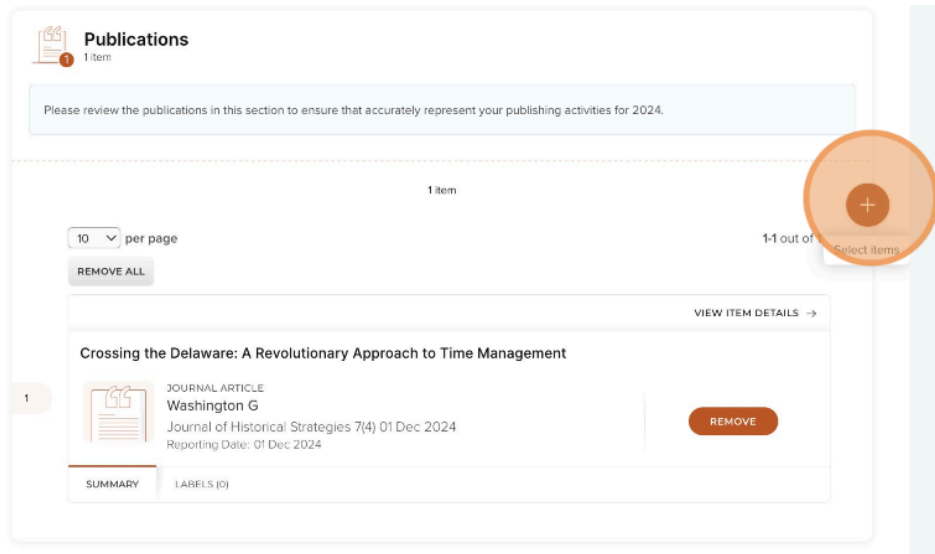
1. **Access Research and Scholarly Works:** Select *Research and Scholarly Works* on the navigation bar on the left side of the screen. **This section of your annual report will focus on your research and scholarly activities during the previous calendar year (January 1st - December 31st).**



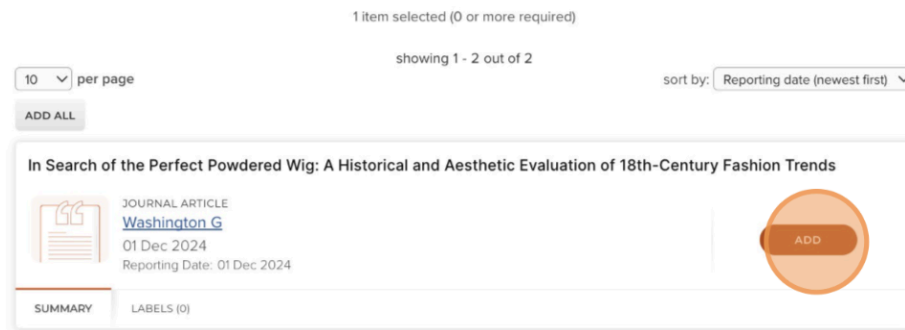
2. **Remove Auto Generated Publications:** Any research and scholarly work from the year of your AR that was added to or claimed to your profile prior to starting your review will automatically be pulled into your AR as seen below. If you wish to remove specific items, select *Remove*:



3. **Add a publication:** Select the *Plus* button in the top right corner:



Either, select *Add* on the items you wish to include if they have already been added to your profile:



Or, click on *+ Add New Publication* to create a completely new publication from your AR.



4. **Add All Items:** If you are interested in adding every item to your AR, select *Add All* in the add menu the specific type of work you're interested in:

10 per page showing 1 - 2 out of 2 sort by: Reporting date (newest first)

**ADD ALL**

**The Wooden Teeth Research Grant: Investigating Early American Dental Care and Its Impact on Presidential Leadership**

GRANT  
Title: The Wooden Teeth Research Grant: Investigating Early American Dental Care and Its Impact on Presidential Leadership  
Description: A study funded to analyze Washington's legendary wooden teeth, their durability, and the broader cultural implications of 18th-century dental health  
Reporting Dates: 31 Oct 2024 -

**ADD**

SUMMARY LABELS (0)

**The Electoral College Grant: A Field Study on How to Hold an Election and Still Have Everyone Mad at You**

GRANT  
Title: The Electoral College Grant: A Field Study on How to Hold an Election and Still Have Everyone Mad at You  
Description: A grant designed to research the intricacies of the Electoral College system, with a special focus on its ability to generate both enthusiasm and confusion  
Reporting Dates: 01 Feb 2024 -

**ADD**

SUMMARY LABELS (0)

5. **Research and Scholarly Work Questions:** Answer all of the research and scholarly work questions relevant to you. First to access these questions click on the *Add Item* button:

There is 1 error show

Research and Scholarly Works Reflection Questions NEEDS 3 MORE ITEMS

0 items

Please use the "Add Item" option on the right hand side of the page and respond to the prompts accordingly.

This list has no items Add...

**+**  
Add Item

< PREVIOUS NEXT >

For each question, select the *Question Mark* symbol for a description of the required information.

Research and Scholarly Works Reflection Questions

Add Item Cancel Save Save and exit

Essential Information

▲ Briefly describe the impact of your recent research, scholarship, or creative activities.

**?**

Once all questions are answered, the boxes are green, and you're ready to continue. Press the *Save and Exit* button in the top right corner:

### Research and Scholarly Works Reflection Questions

Add Item Cancel Save Save and exit

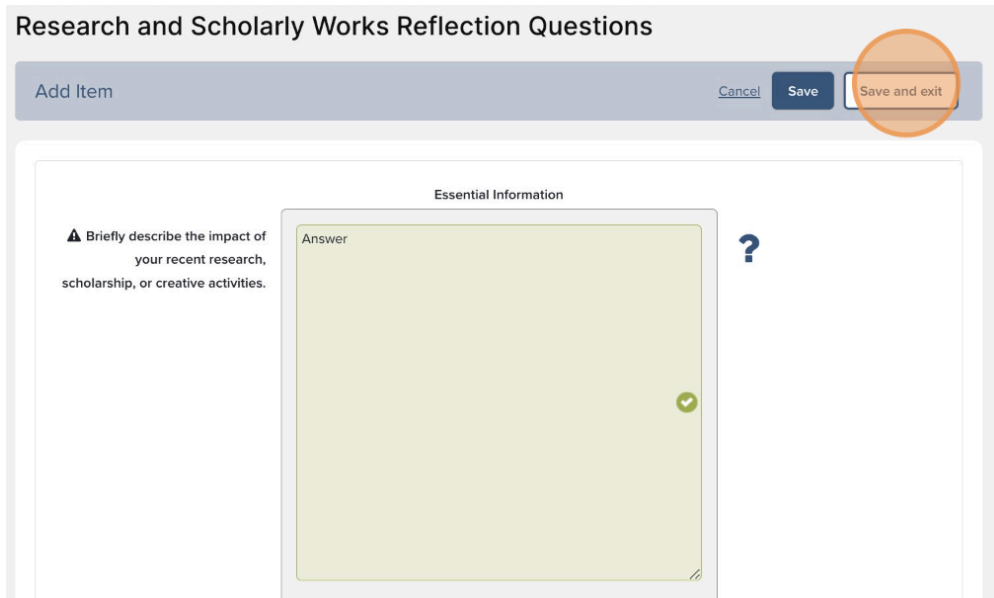
**Essential Information**

**▲** Briefly describe the impact of your recent research, scholarship, or creative activities.

Answer

?

✓



## b. Teaching Activities

1. **Continue to Teaching Activities:** Select the *Next* button in the lower right corner of your screen:

Demo Faculty Annual Report - 2024

current stage: Faculty Review SUBMIT

Reporting Dates: 01 Feb 2024 -

Introduction

Overview

Research and Scholarly Works

Teaching Activities

University Service and Professional Activities

General Questions

Academic Leadership

Download  
Download the exercise report

There is 1 error show

Research and Scholarly Works Reflection Questions NEEDS 2 MORE ITEMS

1 item

Please use the 'Add Item' option on the right hand side of the page and respond to the prompts accordingly.

1 item

10 per page 1-1 out of 1

REMOVE ALL

VIEW ITEM DETAILS →

Research and Scholarly Works Assessment (Summary fields)

Briefly describe the impact of your recent research, scholarship, or creative activities.

Answer

Please describe your areas of scholarly interest.

Answer

Please enter a short research biography that summarizes your key achievements in research.

Answer

PREVIOUS

NEXT

SYMPL ECTIC

2. **Courses Taught:** All of your courses have been duplicated from Banner and should be auto populated. You are responsible for including your *Course Taught Assessment*:

Demo Faculty Annual Report - 2024

REPORTING DATES  
26 Aug 2024 - 20 Dec 2024

This page displays information about the teaching activity that has been selected for this list. You can view the full teaching activity details by clicking the 'View course taught details' button. Additional information relating to the item can be added if required.

Fields of Research (2008) 0 labels VIEW

MeSH 0 labels VIEW

Science-Metric 0 labels VIEW

Unclassified 0 labels VIEW

Courses Taught Assessment

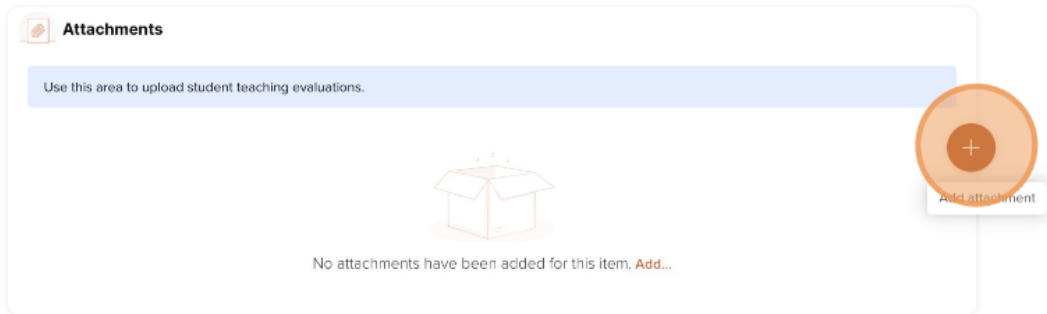
Add Courses Taught assessment

No courses taught assessment fields have been added for this item. Add...

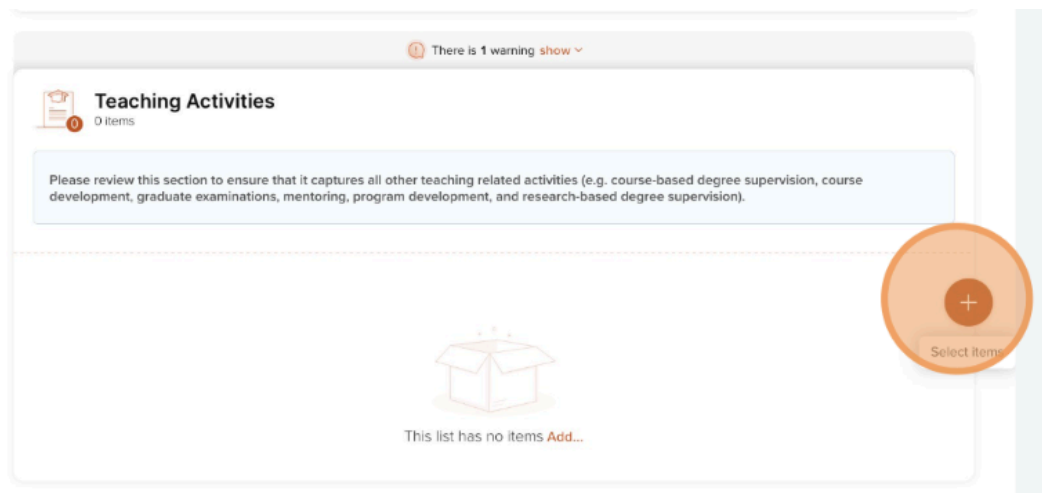
SYMPL ECTIC



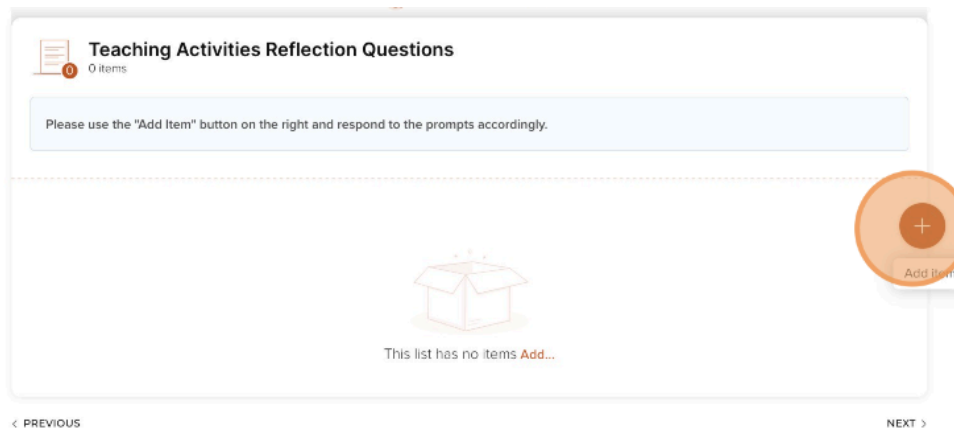
In addition to your *Student Teaching Evaluation* as indicated below:



- 3. Teaching Activities:** You are responsible for adding all of your teaching activities (eg. course-based degree supervision, mentoring, etc). Ensure that all of your teaching activities besides *Courses Taught* are all included in this section from the previous year.



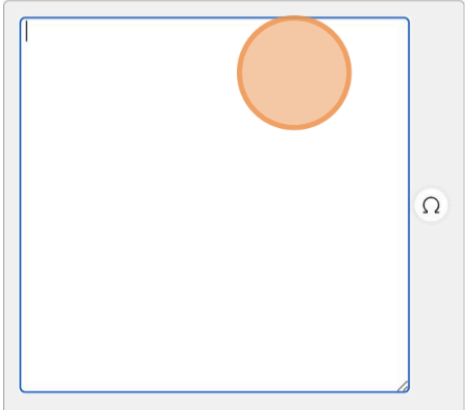
- 4. Teaching Activity Questions:** Answer all of the *Teaching Activities Reflection* Questions by selecting the *Add Item* button.



Then writing your answers in the all the respective text boxes: (Make sure to select the question mark to receive the complete question)

Essential Information

⚠ Please provide evidence demonstrating teaching excellence.



Ω

❓ Provide evidence demonstrating teaching excellence (e.g. teaching awards, peer review reports, other types of recognition).

## c. University Service and Professional Activities

1. **Access Next Page:** Click *Next* in the bottom right corner to continue to the University Service and Professional Activities page.

Demo Faculty Annual Report - 2024

current stage: Faculty Review **SUBMIT**

Introduction

Overview

Research and Scholarly Works

**Teaching Activities**

University Service and Professional Activities

General Questions

Academic Leadership

**Download**  
Download the exercise report

This list has no items **Add...**

### Teaching Activities Reflection Questions

1 item

Please use the "Add Item" button on the right and respond to the prompts accordingly.

1 item

10 per page 1-1 out of 1

**REMOVE ALL**

**VIEW ITEM DETAILS** →

**Teaching Assessment (Summary fields)**

**Please provide evidence demonstrating teaching excellence.** Ⓞ  
Answer

**Please describe any teaching related professional development.** Ⓞ  
Answer

**Please describe any contributions to the professional development of your colleagues.** Ⓞ  
Answer

**Please describe any new teaching techniques you introduced.** Ⓞ  
Answer

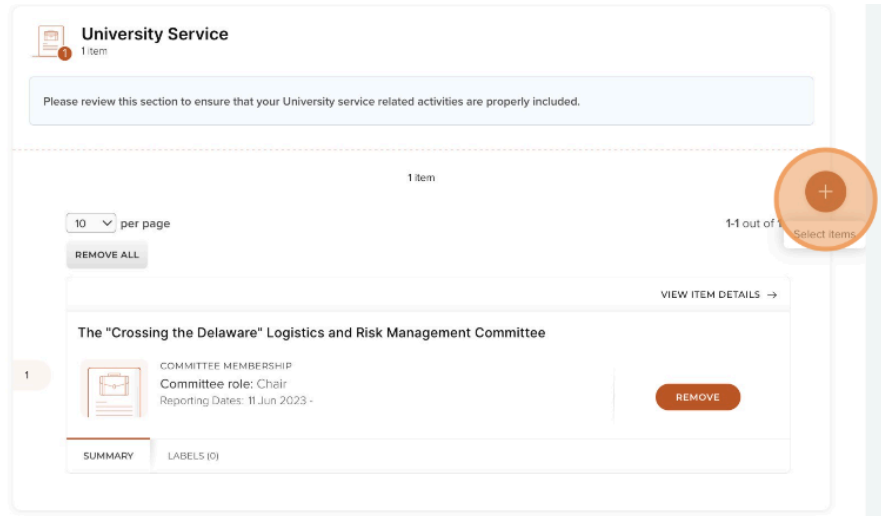
**Please describe any contributions you have made to the development of GW's educational mission.** Ⓞ  
Answer

< PREVIOUS

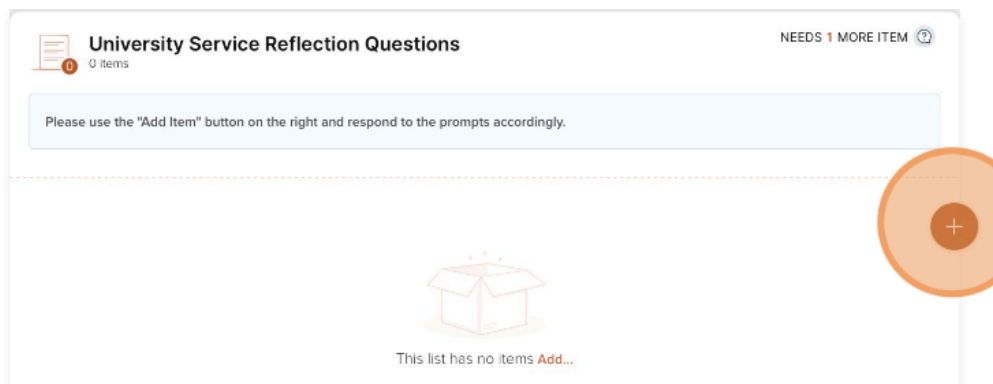
**NEXT** >

**SYMPLECTIC**  
www.digitalscience.com

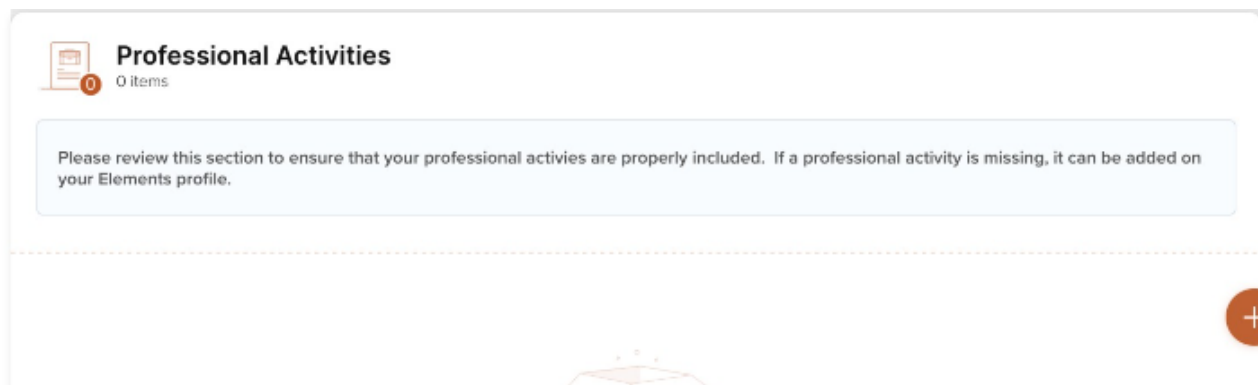
2. **Remove or Add University Services:** Select the *Add Item* button to include additional University Services (eg. committees, employee supervision, promotion, etc). Or select *Remove* to delete any services you do not wish to include in your AR.



3. **Answer University Service Questions:** Using the *Add Item* button, answer the attached questions regarding your University Service.



4. **Remove or Add Professional Activities:** Select the *Add Item* button to include additional Professional Activities (eg. community Service, Membership, Awards and Honors, etc). Or select *Remove* to delete any activities you do not wish to include in your AR.



5. **Answer All Professional Activity Questions Relevant:** Using the *Add Item* button, answer the attached questions regarding your University Service: **(Answer all questions that are relevant to you)**

**Professional Activities Reflection Questions** NEEDS 1 MORE ITEM ⓘ  
0 items

Please use the "Add Item" button and respond to the prompts accordingly.

This list has no items [Add...](#)

< PREVIOUS NEXT >

#### d. General Questions

1. **Continue to General Questions:** Select the *Next* button in the lower right corner of your screen.

**Demo Faculty Annual Report - 2024** current stage: Faculty Review SUBMIT ⓘ

Introduction  
Overview  
Research and Scholarly Works  
Teaching Activities  
**University Service and Professional Activities**  
General Questions  
Academic Leadership

Download  
Download the exercise report

**Professional Activities Reflection Questions** ⓘ  
1 item

Please use the "Add Item" button and respond to the prompts accordingly.

10 per page 1-1 out of 1

REMOVE ALL VIEW ITEM DETAILS →

Information (Summary fields)

1 If relevant, please describe any other international professional service. ⓘ  
Answer

If relevant, please describe any service activities to the greater D.C. community. ⓘ  
Answer

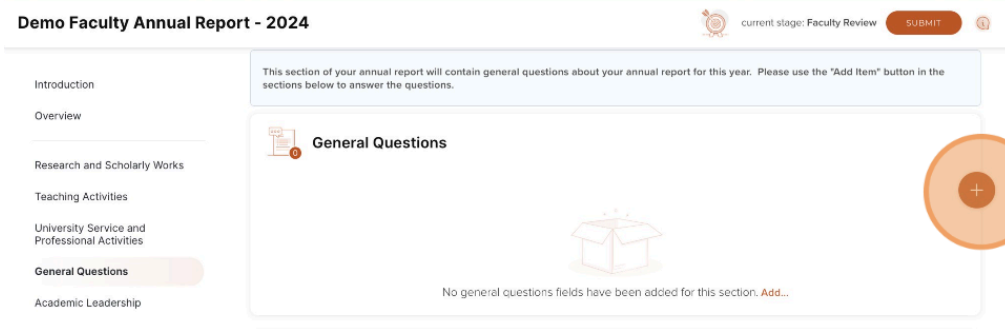
If relevant, please describe any non-academic, national or international service activities. ⓘ  
Answer

If relevant, please describe additional details relating to any external activities/partnerships ⓘ  
Answer

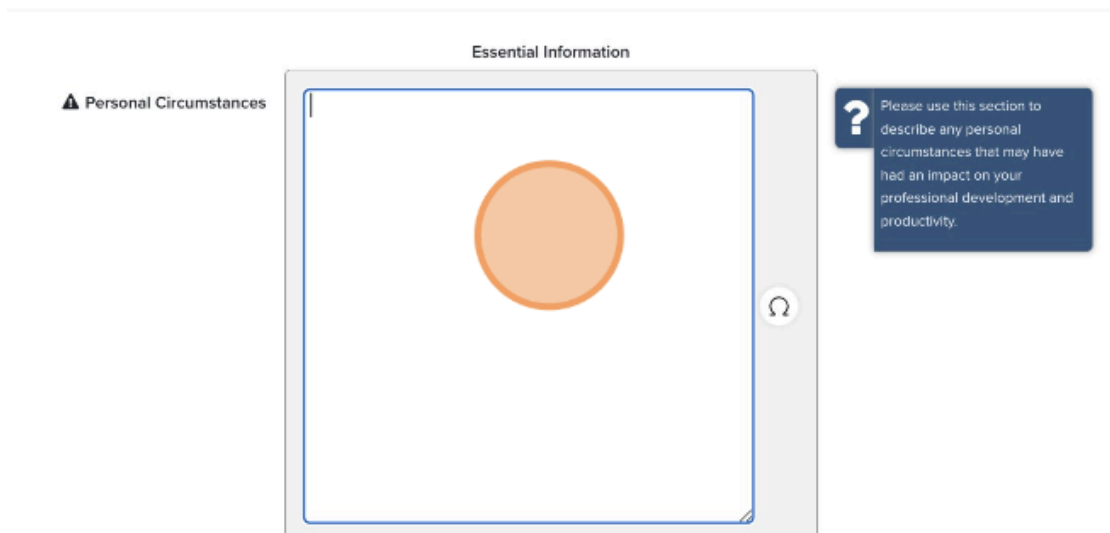
< PREVIOUS NEXT >

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FOR HUMAN SCIENCE

**2. Answer General Questions:** Select the *Add Item* button to begin to answer general questions.



Include any personal circumstances which may have had an impact on your professional development. Click on the *Question Mark* for more information.

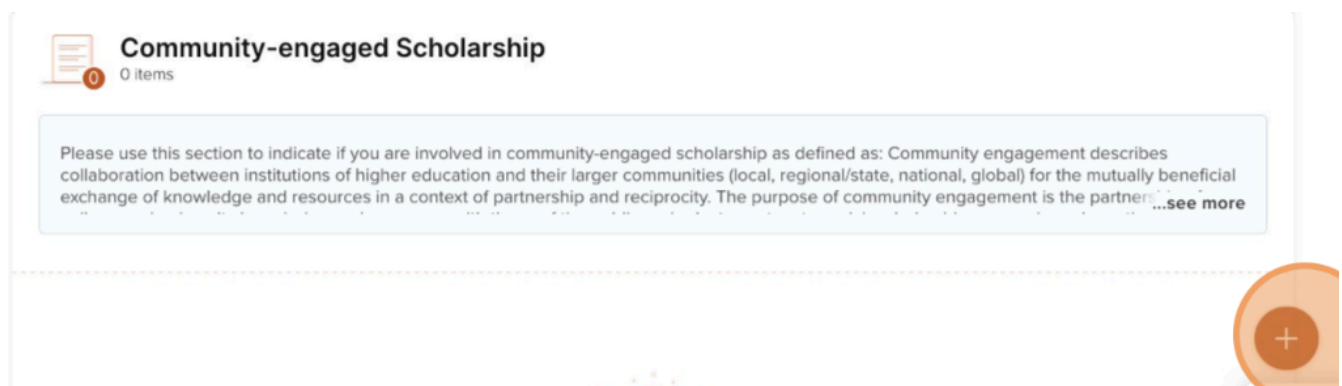


Answer all questions regarding your training status (**Note: You must have completed your Title IX, Conflict of Interest, and Bayh Dole Research Compliance Trainings to submit your AR**) These trainings can be located at [Talent@GW](#):

<b>⚠</b> Have you completed your Title IX Training?	<input type="radio"/> Yes <input type="radio"/> No	?
<b>⚠</b> Have you completed your Conflict of Interest training?	<input type="radio"/> Yes <input type="radio"/> No	?
<b>⚠</b> Have you completed the Bayh Dole Research Compliance Training?	<input type="radio"/> Yes <input type="radio"/> No	?

**3. Community Engagement Scholarship Questions:** Please use this section to indicate if you are involved in community-engaged scholarship which is defined as: Community engagement describes collaboration between institutions of higher education and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity. The purpose of community engagement is the partnership of college and university knowledge and resources with those of the public and private sectors to enrich scholarship, research, and creative activity; enhance curriculum, teaching, and learning; prepare educated, engaged citizens; strengthen democratic values and civic responsibility; address critical societal issues; and contribute to the public good.

Click on the *Add Item* button to access questions.



**Community-engaged Scholarship**  
0 items

Please use this section to indicate if you are involved in community-engaged scholarship as defined as: Community engagement describes collaboration between institutions of higher education and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity. The purpose of community engagement is the partner...see more

Then proceed to answer the related questions regarding the community-engaged scholarship, when completed make sure to select *Save and Exit*.

## e. Academic Leadership

This section of your annual report will focus on your role as a faculty administrator during the 2024 calendar year. If you do not serve in a faculty administrative position, please skip this section and go to **Review Answers**

- 1. Continue to Academic Leadership:** Select the *Next* button in the lower right corner of your screen.
- 2. Answer Academic Leadership Questions:** Select the *Add Item* button to begin to answer questions.

Demo Faculty Annual Report - 2024 current stage: Faculty Review SUBMIT

formation Cancel Save Save and exit

Essential Information

**⚠** Please describe professional accreditation details for programs in your department.

Answer

?

✓ Ω

Review questions, click on the *Question Mark* for the entire question. Type your answer in the text box, make sure to answer all questions and select *Save and Exit*. You may return to edit all your answers prior to submitting.

 **Information**

 Add information

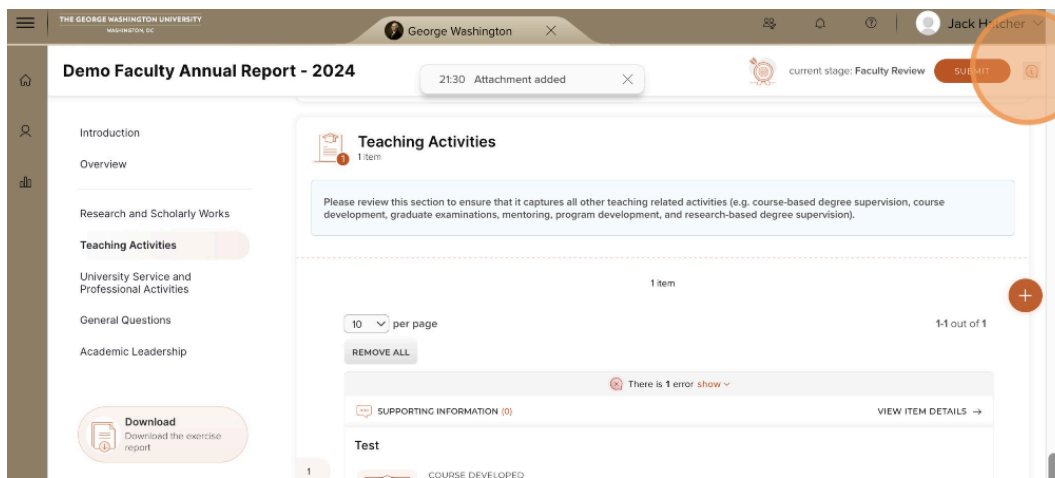


No information fields have been added for this section. [Add...](#)

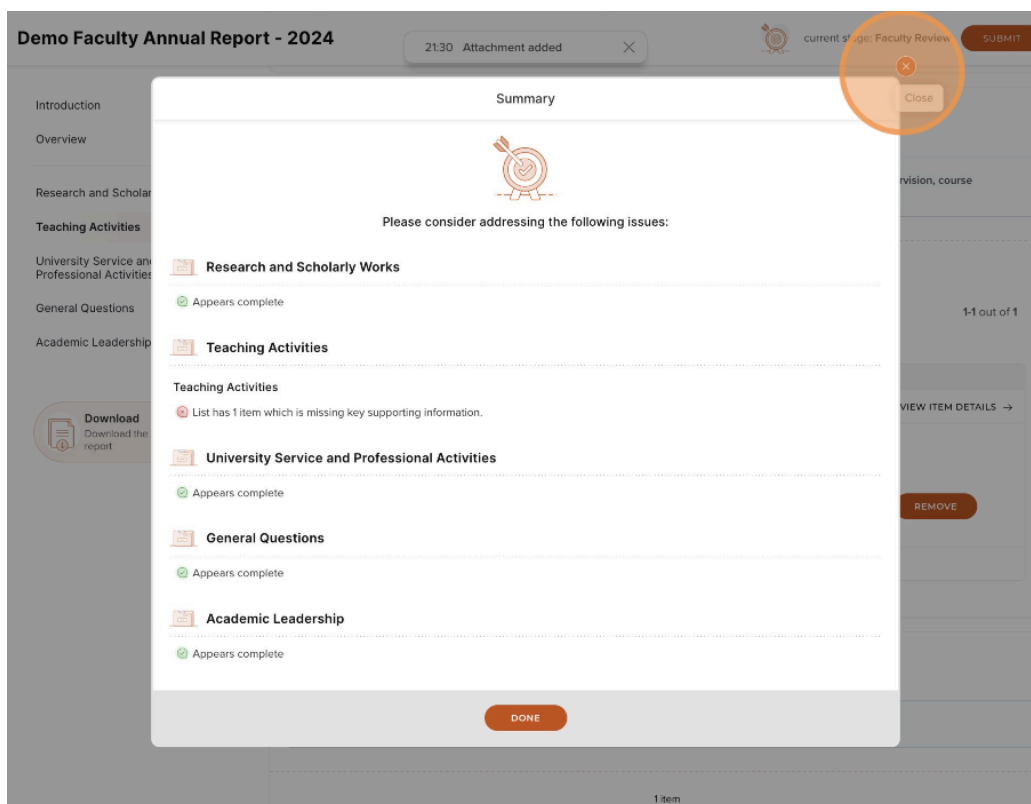
## 5. Review Answers and Print AR

Please make sure to thoroughly review the information you provided for your AR as well as all of your questions prior to submission. You will be unable to submit your AR without answering the required questions.

1. **Check Status of AR:** Select the icon in the top right corner called *Show Summary* to ensure that all sections have been completed and there are no outstanding items.

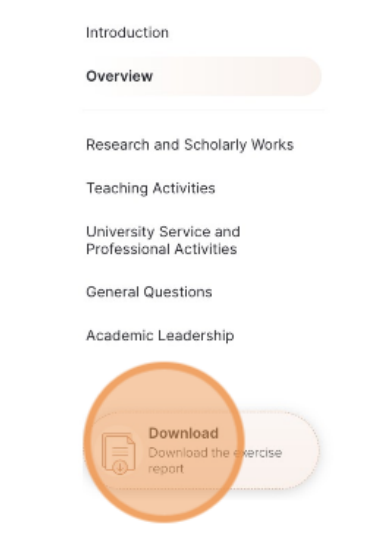


Ensure that there are no errors or warnings present underneath the sections. If there are errors, please select them on the screen and you will be redirected to the proper page for correction.

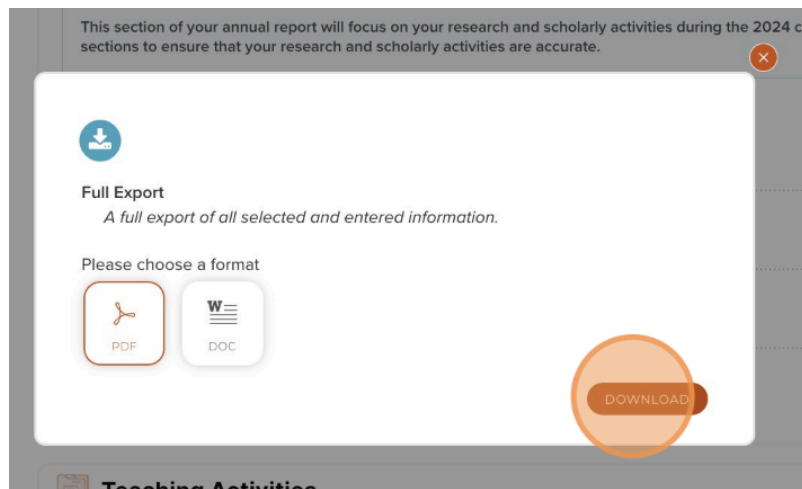




2. **Print AR:** You have the option to print and review your AR as a PDF. To do so, select the *Download* button at the bottom of the AR navigation menu.



Select whether you would like to download your AR as a *PDF* or as a *Word document*. Finally, select *download* to access your complete AR. (Note: You can do this either before or after submitting your AR)



## 6. Submit Annual Report

When you are satisfied with your responses and are ready to submit, select the *Submit* button in the top right corner:

The screenshot displays the 'Demo Faculty Annual Report - 2024' interface. At the top right, it indicates the 'current stage: Faculty Review' and a 'SUBMIT' button. A navigation menu on the left includes 'Introduction', 'Overview' (highlighted), 'Research and Scholarly Works', 'Teaching Activities', 'University Service and Professional Activities', 'General Questions', and 'Academic Leadership'. Below the menu is a 'Download' button. The main content area is titled 'Overview' and features a 'Research and Scholarly Works' section with a summary box: 'This section of your annual report will focus on your research and scholarly activities during the 2024 calendar year. Please review the various sections to ensure that your research and scholarly activities are accurate.' Below this are four items: 'Publications' (1 item), 'Other Scholarly Works' (1 item), 'Grants' (2 items), and 'Research and Scholarly Works Reflection Questions' (3 items). A 'PREVIOUS' and 'NEXT' navigation bar is visible above the main content.

You will then be met by a summary screen where you can review your AR one last time to ensure that all requirements are met. If you are prompted by an error or warning then you will be unable to submit your AR until you resolve these outstanding issues.

Verify that your annual report is complete before submitting to your department chair or program director for review by selecting the check box:

The screenshot shows the 'Summary' screen. At the top, it says 'Summary'. Below that, a message reads: 'You are about to move this assessment to Chair/Director Review.' A text prompt asks: 'Please check the following box to proceed:' followed by a checkbox and the text: 'Please verify that your annual report is complete before submitting to your department chair or program director for review.' A target icon is visible below the text. At the bottom, the 'Research and Scholarly Works' section is partially visible.


Once you are satisfied with your AR, please select the *Confirm* button indicated below:


Summary

You are about to move this assessment to Chair/Director Review.


Please check the following box to proceed:

Please verify that your annual report is complete before submitting to your department chair or program director for review.




 **Research and Scholarly Works**


Appears complete

 **Teaching Activities**


Appears complete

 **University Service and Professional Activities**

Appears complete

 **General Questions**

Appears complete

 **Academic Leadership**

Appears complete

Course Evaluation  
3 course evaluations (none), 1 attachment

Your AR will then be sent to the next step of the routing process, where your department Chair, and then the Dean will review and comment on your responses.

## 7. Support

For technical assistance or questions about your Annual Report, please contact:

- **Elements Support Team:** [elements@gwu.edu](mailto:elements@gwu.edu)