## HOW TO REVIEW A SABBATICAL APPLICATION VIA ELEMENTS

This guide outlines the process of reviewing your faculty sabbatical leave applications at the department head or dean level. Should you have any questions about this process, please contact the Office of Academic Affairs Elements support at elements@lsu.edu or 578-1519.

1. Go to the Elements website by entering the following URL into your internet browser https://lsu.elements.symplectic.org/ and login using your LSU credentials. *For faculty, you can also access your Elements account under instructional support in your MyLSU.*

2. Locate your sabbatical applications for review in your **MY ACTIONS** box on your Elements homepage. *Note that the MY ACTIONS box has two view options, list view or carousel view.*

   a. List view will look like the following screen shot and you will need to scroll down until you see "**Reviews to complete**". Click **View** to see the list of sabbaticals needing your review.
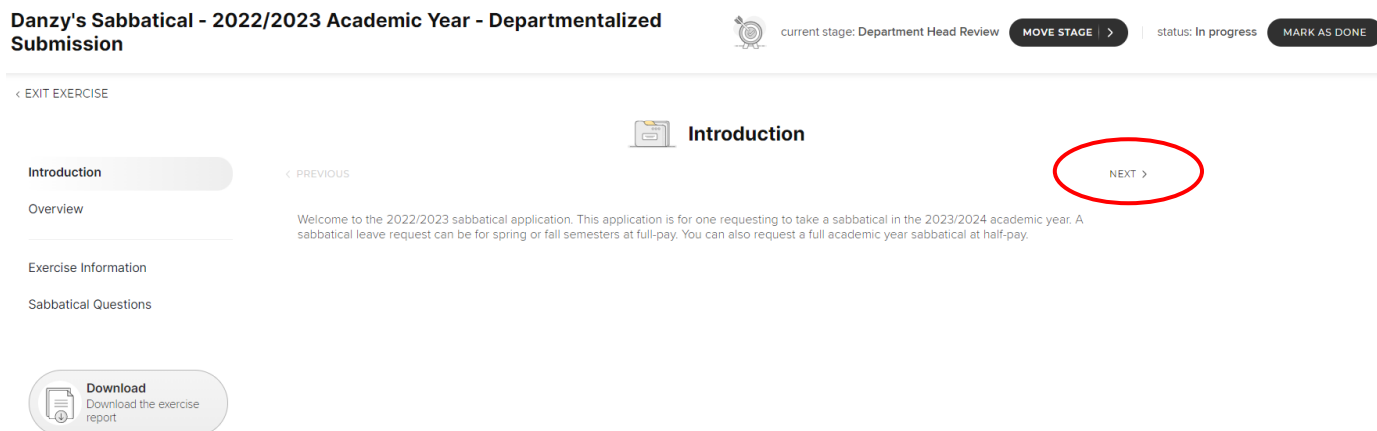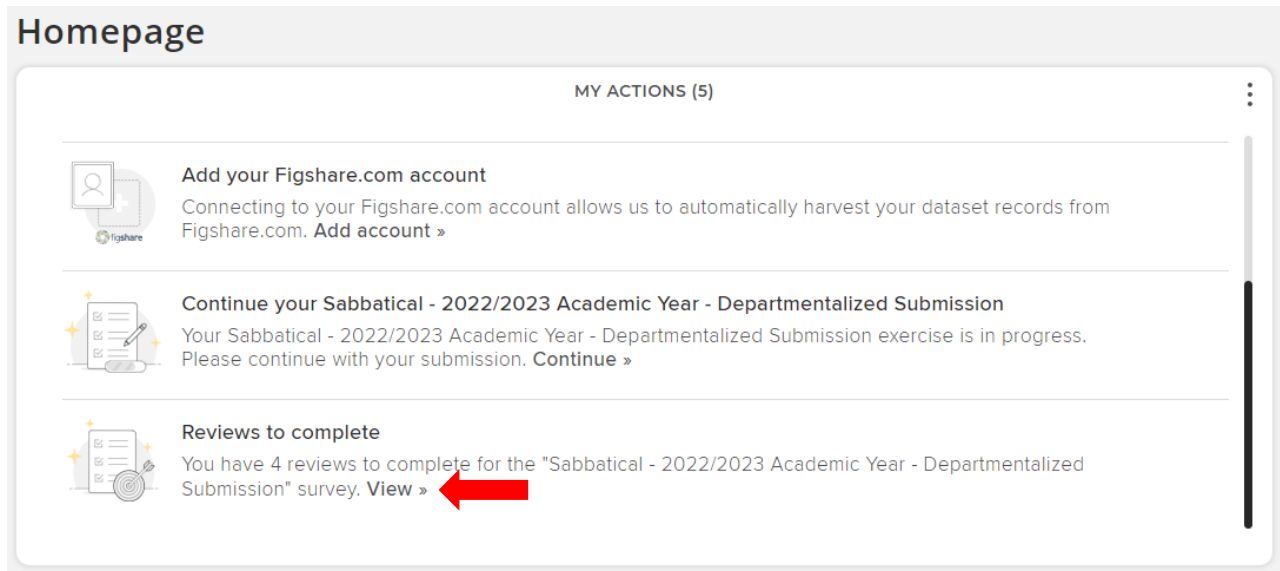

   b. Carousel view will look like the following screen shot and you will need to click the arrow button to scroll to the right until you see "**Reviews to complete**". Click **View** to see the list of sabbaticals needing your review.
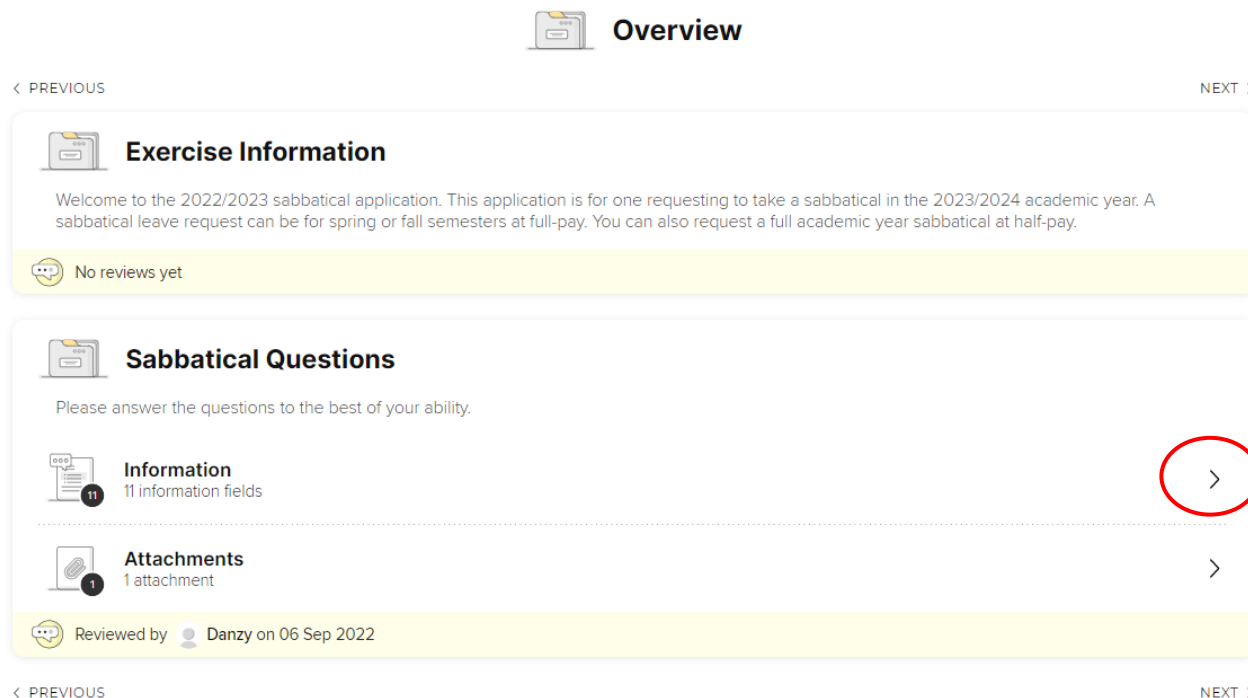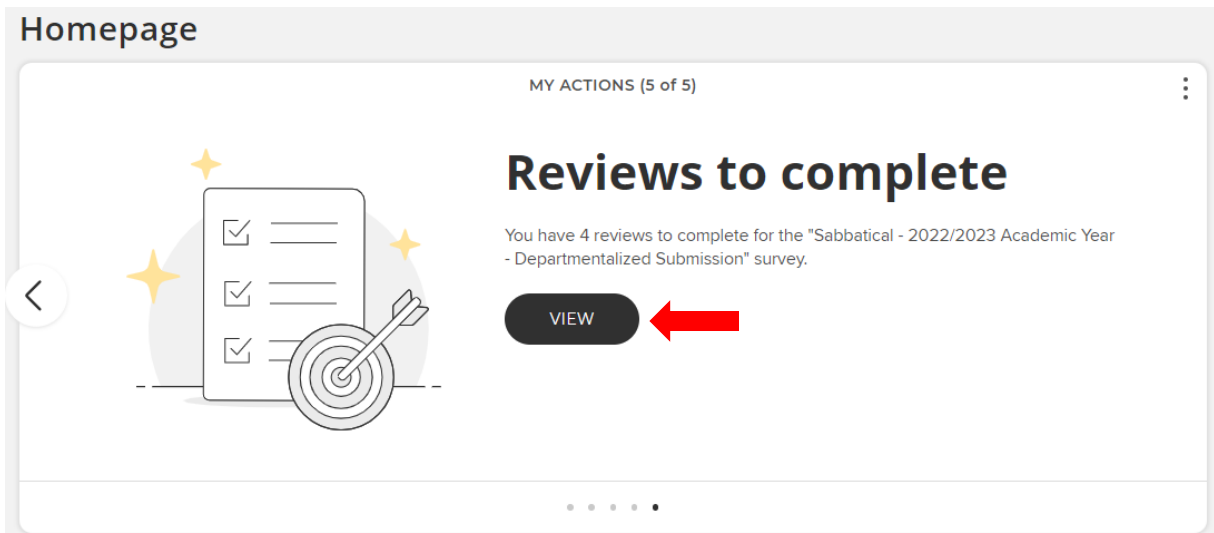
3. Select a faculty application from the list to review and click "**Start Review.**"

4. The **Introduction** page of the application will appear. Click the **NEXT** button.

5. Once on the **Overview** screen, click the **>** in the Information section to view the answered sabbatical questions.

6. The **Sabbatical Questions** screen will appear. You will need to select the **see more** button to view guidance for the reviewer.

7. Reviewer questions will appear for the department head review and dean review. Within your review, you should answer the questions that coincide with your review level. *In step 9, you will need to copy and paste the review questions into the Reviews textbox at the bottom of the screen.*

8. Scroll down to view attachments which should include the applicants CV and supporting documents. You will need to select the download button to download the attachments in order to open and view the attachment.

9. Scroll down to the **Reviews** text box. Copy and paste the questions provided for the reviewer at the top of the screen into the Reviews text box.

10. Once you have answered all of the reviewer questions, click **SAVE**.

11. If you are satisfied with your review and recommendation, mark the review as done by scrolling to the top of the screen and selecting the **MARK AS DONE** button.

12. Select **CONFIRM**.

13. Move the review to the next review stage by clicking the **MOVE STAGE** button and selecting the appropriate stage.

14. For this example, the review is at the department head review stage and should be moved forward to the **Dean Review** stage. *Note, if an applicant needs to make changes to their application, you can select Faculty Submission to move the application back to the faculty stage.*

15. Click **CONFIRM** to move the review forward.

HELPFUL TIPS AND TOOLS

1. Faculty responses can be downloaded by clicking the Download button in the left-hand menu of the screen. P*lease note that reviewer recommendations are not included in the downloaded document.*