



## Elements: Adding and Understanding Private Contributions

Contributions, or Annotations, provide the ability for Elements' users to enter contextual information about their contribution to a specific activity. Contributions are specific to an individual and are not available to other contributors connected with the activity.

If a user enters a Contribution on an activity, that information is only visible to that user and any Reviewer assigned to a workflow exercise the activity is submitted. The Reviewer will only be able to view that information through the "View item details" screen.

### How to Enter a Contribution

To enter a Contribution, navigate to the activity details page for the activity. Locate the section titled "Contribution" and select the plus sign to the right.

The screenshot displays the 'Service & leadership details' page for 'Contribution Testing'. The page includes a 'Data sources' section with a table of manual contributions, a 'REPORTING DATES' section, a 'RELATIONSHIPS' section, and a 'HISTORY' section. The 'Contribution' section is highlighted with a yellow box, and a plus sign icon is also highlighted with a yellow box.

ID	Manual	Contribution Testing
ID: 1DFA967D-9875-46D1-A9B7-957FD14B119B		
Committee name:		Contribution Testing
Committee Role:		Chair
Start date:		02 Feb 2023
End date:		08 Aug 2026
Approximate Hours Spent Per 25 Year:		
Additional Information/ Explanation:		This committee works to...
Labels:		Department (DEP)
Ex-officio:		false

Use the “Add contribution” screen to enter the relevant information. This section provides both a text box and an opportunity to include a URL.

### Edit contribution record

Information entered on this form is private and will not be visible to most other users of Elements @ IU. Other linked users will not be able to view this information.

#### Essential Information

Description

Private URL

CANCEL SAVE

Once you save the Contribution, you will be returned to the activity details page. You should see the Contribution you entered.

Additional Information/  
Explanation: This committee works to...

Labels: Department (DEP)

Ex-officio: false

### Contribution

Description  
This is my personal contribution...

Private URL  
<http://google.com/>

delete

### Labels

CREATE NEW

### HISTORY

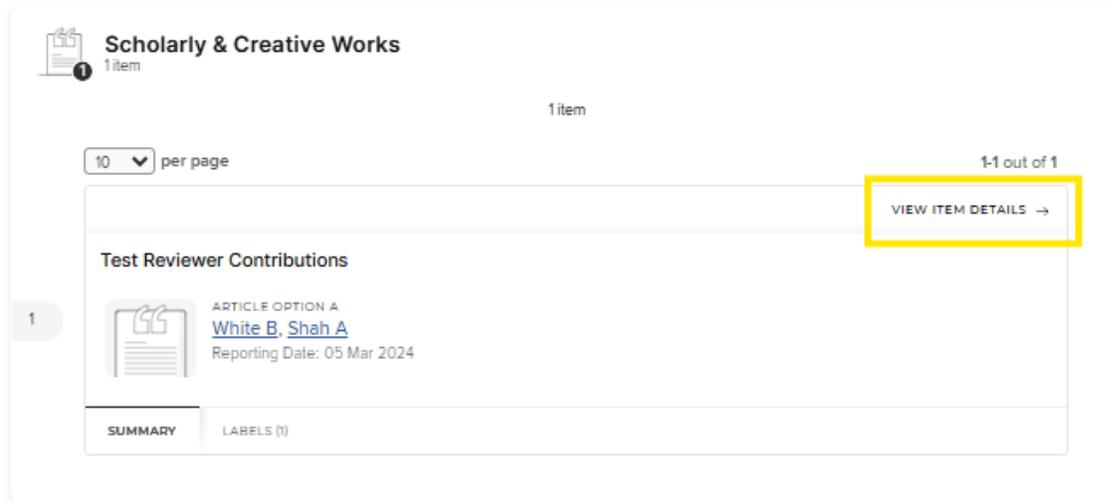
20 Mar 2025 11:18 Manual service & leadership created.  
 Brandalynn White

ADD NOTE

## How Do Contributions Appear in Review Exercises

Contributions allow users to convey their individual contributions to reviewers directly on a specific activity. A Reviewer can access the Contribution when the activity has been submitted as part of a workflow exercise and that workflow is at their assigned review level.

For a Reviewer to see a Contribution, they should select the “View Item Details” button on the right side of the activity in a workflow list.



They will then see a more detailed screen for the item, including the Contribution section. They can then select the “View” button to pop open the Contribution.

