UGA Elements
UNIVERSITY OF GEORGIA

UPDATE for 2022

for Faculty and Support Staff

For questions or assistance, please contact
Sunshine Jordan at suni@uga.edu
or call 706-542-8837

elements.uga.edu

Tips
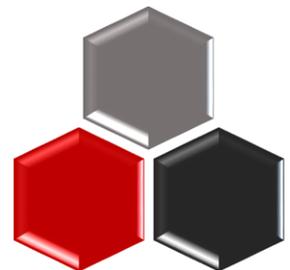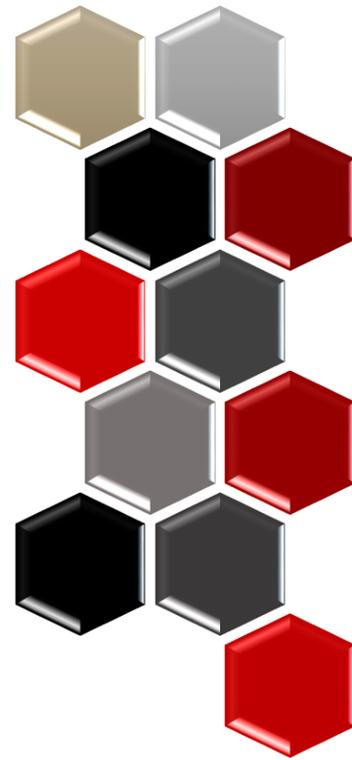
Check the CAES Elements Help Page for common questions/issues faculty encounter.

- Use this year's Quick Reference Guide

FAQs

- How should I start my annual reporting?
  It is recommended that you run your current year's Elements Activity Summary (EAS) before you begin entering data. You may find a collaborator has entered an activity and tagged you, or there was something you entered last year in preparation for the upcoming year. This will help you avoid duplicate entries and find things that need to be modified for the current year. Instructions for pulling an EAS are **here**.

- How do I correct data that I am unable to edit in Elements?
  Vist the **correcting data help page** for instruction on the different types of data correction.

- How do I mark something as peer reviewed in Elements?
  Instructions for adding a peer reviewed label can be found **here**.

- How do I record YouTube videos or blogs?
  section: *Scholarly & Creative Works* > type: *Internet Publication*

- How do I record PowerPoints, research guides, evaluation tools, etc?
  section: *Scholarly & Creative Works* > type: *Instructional Material*

- How do I record a numbered Extension Bulletin?
  section: *Scholarly & Creative Works* > type: *Report* > report type: *Extension Bulletin*

Help Documents

- **Quick Reference Guide for Reporting in Elements (pdf)** (12/2022) **Has updates about changes and additions for the 2022 reporting year
- **Duplicate a Record (pdf)** (5/2022)
- **Mark a publication as peer reviewed (pdf)** (1/2022)
- **One Pager for Extension Specialists (pdf)** (8/2021)
- **Entering an Educational Outreach Presentation (pdf)** (11/2021)
- **Entering Social Media (pdf)** (11/2021)
- **Entering Technical Assistance (pdf)** (11/2021)
- **How to pull an Element Activity Summary (EAS) (pdf)** (4/2022)
- **Admin Support - How to pull an EAS for a faculty member (pdf)** (4/2022)
- **Student Supervision/Advisement in Elements (pdf)** (11/2021)
- **For Department Heads - Run a Unit Report (pdf)** (11/2021)

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Tips

Pull your Elements Activity Summary (EAS) **<u>BEFORE</u>** you start entering data for this year.

- Collaborator/co-author may have entered

- Prevent duplicate entries and wasted efforts

- Identify entries that need to be cleaned up
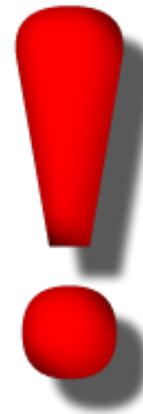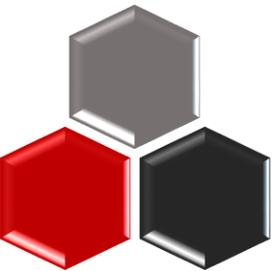
Tips

Why is THAT showing up on my EAS?!?

Why ISN'T this showing up on my EAS?!?

UGA Elements
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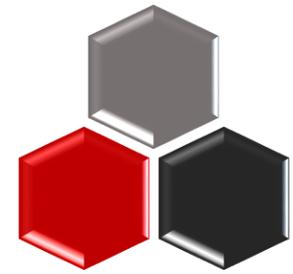
Tips – Reporting Dates

It's could be your ***Reporting Dates***

Elements has a set of fields that determine when to display a record on a report. These are the **Reporting Date** fields. There is a start **Reporting Date** and an end **Reporting Date**.

Understanding how these fields get populated is critical to making your *Elements Activity Summary (EAS)* display the information you want for a particular period of time.

You can see the ***Reporting Dates*** for an individual record on the record's card.

If the ***Reporting Dates*** for that record fall within the date parameters of your report, the record will be included.

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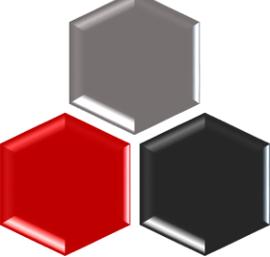
Tips – Reporting Dates

By default, **Reporting Dates** are set to update automatically, which lets Elements use its built-in logic to determine the **Reporting Dates** for the record. You can tell if a record is set to automatically manage dates by looking for the circle arrows icon ⟳ by the **Reporting Dates**.

However, Elements gives users the option of overriding the automatic dates and manually entering what dates they want to use for **Reporting Dates** on a record. If you see a gear icon ⚙ by the **Reporting Dates** for your record, it means the record is set to manually manage **Reporting Dates**.
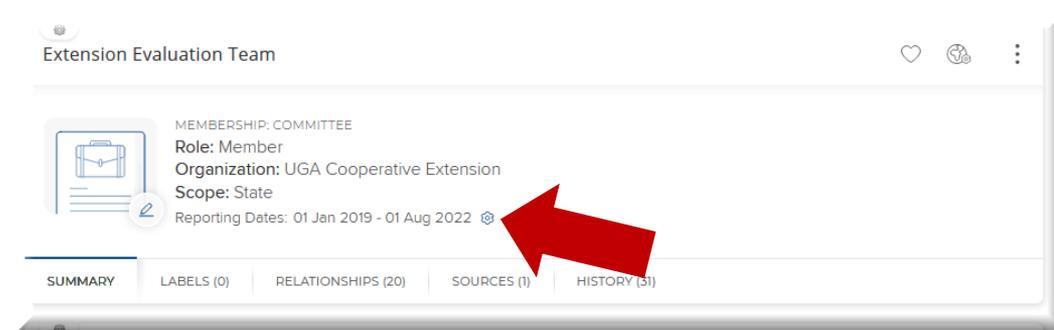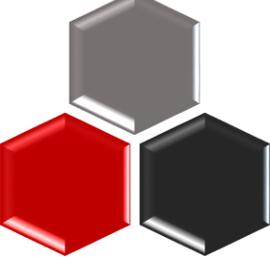
Tips – Reporting Dates

You can change the date settings by clicking the icon beside the **Reporting Dates**.

Elements use its built-in logic to determine the **Reporting Dates** for the record.
Some activities are assumed to be one day long, if no end date is entered.
Like a presentation or a publication date.
Some activities are assumed to be ongoing, if no end date is entered.
Like serving on a board or committee.
This is by design and keeps you from having to re-enter the activity each year.

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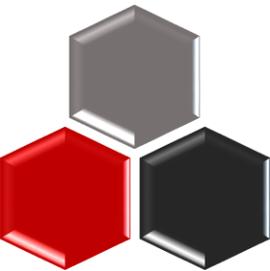
Tips - Advising

You may see what appear to be duplicate records on the EAS in the sections **Student/Postdoc supervision** and **Graduate/Professional student advising**.

Student/Postdoc Supervision
Instruction section
- Editable - manual entries
- Formerly used to capture advisory committees

To correct:
Remove relationship or change ***Reporting Dates***.

advisory committee chair

STUDENT/POSTDOC SUPERVISION
Name of student/postdoc: Widyawan H
Level of student: Doctoral
Reporting Dates: 09 Aug 2021 -

View details
Add to workspace
Remove relationship

LABELS (0)   RELATIONSHIPS (1)   SOURCES (1)   HISTORY (1)

Graduate/Professional Student Advising
Professional Activities section
- **NOT** editable - auto-feed
- From Banner, based on info from The Graduate School (student filed)
- Must be corrected at the source

To correct:
Send email elements@uga.edu
Include student name, faculty name, and role on advisory committee (member, major professor).

Also, ask student to check with their Graduate Coordinator Assistant that an advisory committee form was submitted to the Graduate School.

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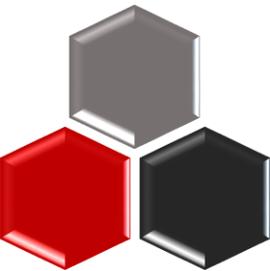
Tips

Correcting Other Data from Authoritative Sources

Visit the [Correcting Data](#) page on the Support Site

Section/Field	Who to Contact	Procedure if applicable
User Profile		
Name	OneUSG Employee Self Service	Official name changes can be requested using Employee Self Service in OneSource. Please see the SOP for details: https://onesource.uga.edu/protected/pdf/request_name_change_012.pdf. Note, Elements displays your first and last name as they appear in OneUSG. If you would like a different **first name** displayed, contact the EITS Help Desk. You request should be to change your DisplayNamePrintable.
UGA Faculty Appointments and Rank Home	Survey	Faculty institutional rank and rank home will be fed from OneUSG. For corrections please complete the following survey: https://ugeorgia.ca1.qualtrics.com/jfe/form/SV_exlVulV2XjAoYVT
Joint Appointments	Survey	Faculty joint academic appointments will be fed from OneUSG. For corrections please complete the following survey: https://ugeorgia.ca1.qualtrics.com/jfe/form/SV_exlVulV2XjAoYVT
Current e-mail address	Enterprise Information Technology Services EITS Help Desk	Email EITS Helpdesk with the request to correct your email address in IdM.
Current phone number, office address	HR support in your unit	Each unit has its own HR representative, usually the business manager, who can work with you to have this information corrected.
Faculty Degrees	OneUSG Employee Self Service	Degree updates can be requested using Employee Self Service in OneUSG Connect. Please see the SOP for details: https://onesource.uga.edu/protected/pdf/sopmfe008_updatefacultycredentials.pdf.
Additional Posts (Courtesy Faculty, Graduate Program Faculty, Graduate Program Coordinator)	Faculty Affairs Liaison in your school/college	This information is fed from OneUSG. Additional posts are managed in the school/college. Each unit has a Contact the Faculty Affairs Liaison in your school/college to request corrections.
Special Titles	Survey	Special titles will be fed from OneUSG. For corrections please complete the following survey: https://ugeorgia.ca1.qualtrics.com/jfe/form/SV_exlVulV2XjAoYVT
Workload	TBD	At this time, the feed for workload is under construction and data for FY 2019 and FY 2020 is incomplete. This information will eventually be fed from OneUSG.
Graduate/Professional student advising	Elements team	If data are missing or incorrect, send an email to elements@uga.edu with the name of the Student, name of the faculty member, and role on advisory committee (member, major professor). In parallel, ask the student to check with their Graduate Coordinator Assistant that an advisory committee form was submitted to the Graduate School, as this is most often the cause.

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Tips – Peer Reviewed

When you see this

Add a *Peer-Reviewed* label

Published: Peer-reviewed/refereed

Haralson, J. C., Brannen, P. M., & Scherm, H. (202

Published: Unspecified review/referee status

Bailey, J. B., Breeden, S., Sanders, W., Rios, T., Ch

1 Delayed weaning improves the growth of lambs grazing chicory (Cichorium intybus) pastures

JOURNAL ARTICLE
Campbell BJ, McCutcheon JS, Marsh AE, Fluharty FL, Parker AJ
Small Ruminant Research 204:106517 ...517 Article number 106517 Nov 2021
Reporting Date: 01 Nov 2021

SUMMARY | METRICS (5) | LABELS (13) | ...ATIONSHIPS (2) | SOURCES (2) | HISTORY (2)

2 Delayed weaning improves the growth of lambs grazing chicory (Cichorium intybus) pastures

Fields of Research (2008)	Science-Metrix	Unclassified	Experiential Learning	...eSH
1 label	1 label	11 labels	0 labels	0

SUMMARY | METRICS (5) | LABELS (13) | RELATIONSHIPS (2) | SOURCES (2) | HISTORY (2)

3 Edit Labels

EXPERIENTIAL LEARNING | FIELDS OF RESEARCH (2008) | MESH | PEER-REVIEWED? | ...EARCH, CONDITION AND DISEASE CATEGORIZATION

Peer-reviewed? Labels

There is a restricted vocabulary for this ontology; search the controlled vocabulary to add the required label.

🔍 Peer-reviewed/refereed   ✕   Add

About
Peer-reviewed?

This label indicates that the publication was selected through a peer-reviewed or refereed process.

CANCEL   SAVE CHANGES

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4 Edit Labels

EXPERIENTIAL LEARNING | FIELDS OF RESEARCH (2008) | MESH | PEER-REVIEWED? | RESEARCH, CONDITION A

Peer-reviewed? Labels

There is a restricted vocabulary for this ontology; search the controlled vocabulary to add the required label.

🔍 Search for a label name   Add

There should be at most one label from this ontology applied at a time.

Peer-reviewed/refereed ✕

CANCEL   SAVE CHANGES
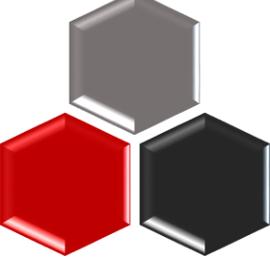
Tips – Removing an Activity

Elements doesn't really delete a record. It breaks the relationship between the user and the activity record. Records that have been rejected/removed are still in the system and available for recovery, if needed.

User Record	Relationship	Activity Record

advisory committee chair

STUDENT/POSTDOC SUPERVISION
Name of student/postdoc: Widyawan H
Level of student: Doctoral
Reporting Dates: 09 Aug 2021 -

View details
Add to workspace
Remove relationship

Remove a record from your profile

LABELS (0)   RELATIONSHIPS (1)   SOURCES (1)   HISTORY (1)

MY WORK
My scholarly & creative works

CLAIMED (1)   PENDING (1)   REJECTED (1239)

showing 1 - 1 out of 1

view: 10 v per page

EXPORT   REJECT

Recover rejected records

Estimation of economic value of recreational private and charter boat fishing in

Tips – Navigating Records

The *My Work* page is where your activity records are displayed in list form.

Tips – Navigating Records

Filter are different for the different Elements sections

Scholarly & Creative Works

Filters

Scholarly & creative work type
- [ ] Abstract
- [ ] Book
- [ ] Book review
- [ ] Catalog
- [ ] Chapter

Relationship type
- [ ] Author of
- [ ] Editor of
- [ ] Translator of
- [ ] Contributor to

Title

Reporting date

From | To

Label

Favourite status

Any

Relationship privacy   clear
- [ ] Public
- [ ] Internal
- [ ] Private

Publication status

Any

Verification status

Any

Journal

Acceptance date
- (•) No Filter
- ( ) Null dates only
- ( ) Exclude null dates
- ( ) Choose date range

Publication date
- (•) No Filter
- ( ) Null dates only
- ( ) Exclude null dates
- ( ) Choose date range

Author count

Any

Sponsored Projects

Filters

Sponsored project type
- [ ] Sponsored project award
- [ ] Sponsored project proposal
- [ ] Other funding
- [ ] Foundation/Endowment gift/income

Relationship type
- [ ] Funded by
- [ ] Senior/key personnel of
- [ ] Principal investigator
- [ ] Co-investigator of
- [ ] Sponsor of

Title

Reporting date

From | To

Label

Favourite status

Any

Relationship privacy   clear
- [ ] Public
- [ ] Internal
- [ ] Private

Funder name

Funder reference

Professional Activities

Filters

Activity type
- [ ] Administrative effort
- [ ] Broadcast interview
- [ ] Clinical/Diagnostic service
- [ ] Congressional testimony
- [ ] Consulting

Title

Reporting date

From | To

Label

Favourite status

Any

Relationship privacy   clear
- [ ] Public
- [ ] Internal
- [ ] Private

Instruction

Filters

Activity type
- [ ] Course developed
- [ ] Guest teaching
- [ ] Non-UGA course taught
- [ ] Program developed
- [ ] Student academic advising

Title

Reporting date

From | To

Label

Favourite status

Any

Relationship privacy   clear
- [ ] Public
- [ ] Internal
- [ ] Private

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Tips – Navigating Records

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Homepage

MY ACTIONS (3)

Set up your search settings
Add extra name variants and information about your past affiliations to help us more accurately find your past works across the web. View »

Add your ORCID iD
Adding your ORCID iD can help us find your scholarly & creative works across the web. You can also to your ORCID account. Add »

tures this information ready for

Sunshine Jordan
Staff

✉ suni@uga.edu

EDIT MY PROFILE

Clicking here takes you to the **MY WORK** page for *Professional Activities* with that activity type filter.

Clicking here takes you to the **MY WORK** page for all *Scholarly & Creative Works* activities.

Scholarly & creative works

laimed
u have no claimed sponsored rojects.

+ ADD NEW   VIEW ALL

Sponsored projects

+ ADD NEW   VIEW ALL

Professional activities
- 1 administrative effort
- 7 educational/outreach presentations
- 3 memberships: committee
- 1 project (e.g., applied research/instr...

+ ADD NEW   VIEW ALL

Instruction
- 1 student academic advising

+ ADD NEW   VIEW ALL

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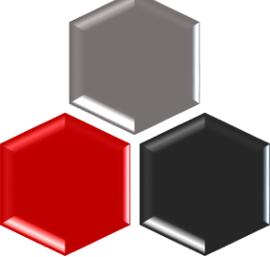
Tips – Navigating Records

If you click on a record, you will not return to your filtered results.

To keep from losing your filtered list, hold down the **Ctrl** key on your keyboard while you click the record's title. This will open the record in a new tab in your browser.
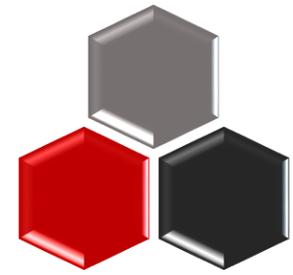
Changes

Clean Up

In previous years, you may have seen a long list of old records under the section for **Foundation/Endowment gift/income** on your EAS. Many of these were old Various Accounts that did not have an end date. This should no longer be an issue, as the report only searches for records that have a start date within the reporting period.

Newly Added Activity Types

Professional Activities:
- Social Media
- Clinical/Diagnostic Services

Scholarly & Creative Works:
- Intellectual Property

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Social Media

Title for your report

Brief **description**

Select social media **platform** (For *multiple* platforms, select "Other" and list them in the "Description of Other" field.)
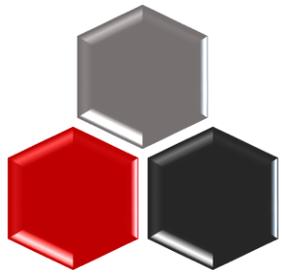
Reach – This is the number of people that saw your post(s) at least once. Social media platforms offer tools like *Insights* to see your content's viewer information.

Engagement – This is the number of people that *interacted* with your post, through likes, comments, shares, etc.

Essential Information

* Title

Description Ω

* Platform
- FaceBook
- Instagram
- Twitter
- TikTok
- WhatsApp
- Reddit
- LinkedIn
- YouTube
- blog
- vlog
- Other

Description of "Other"

* Number of posts

Reach

Engagement

* Start date

End date

URL

Total **number of post**

Date range

URL to your social media profile/page or a specific post. (Optional)

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1785
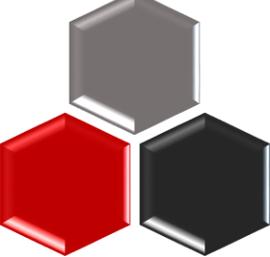
Intellectual Property

Intellectual Property from Innovation Gateway (SOPHIA database) **CANNOT** be edited. May duplicate previous manual entries in Patents.

Patents manually entered by faculty. **CAN** be edited.

'TifEagle' - Bermudagrass International Licenses (Post U.S. Patent Expiration- No USDA distribution, but GSDC receives their share)

Intellectual property

Case number: 2018-030; Case status: Nonexclusively Licensed; Activation date: 24 Jul 2017; First patent issued date: [not entered]; Issued patent number: [not entered]; Archival date: [not entered]

Labels
There are no labels on this scholarly & creative work. Add labels

Citation Metrics
RCR   Dimensions   EPMC   WoS
-          -   -   -

Data sources

This scholarly & creative work cannot be modified, as it has been fed from an external system. If you find any incorrect data, please contact your system administrator.

Local Source 1
ID: IP-2018-030

Case title   'TifEagle' - Bermudagrass International Licenses (Post U.S. Patent Expiration- No USDA distribution, but GSDC receives their share)
Case number   2018-030
Case status   Nonexclusively Licensed
Case status change date   13 Sep 2017
Non-confidential summary   https://uga.flintbox.com/#technologies/70b29c03-49cd-4d55-9e43-3d25009bd82e
UGA inventors   Hanna, Wayne
Disclosure date   24 Jul 2017
Activation date   24 Jul 2017

RETURN TO THE PREVIOUS PAGE
Abutilon 'RutAbut1' Southern Charm™ Plant Patent 27,782

Patent ✎

Ruter JM, Zhang D, Armitage A, Knauft D, Tate S, Preslar K
Patent number: PP 27,782. Filed date: 06 Apr 2015. Awarded date: 14 Mar 2017

Labels
Abutilon • plant breeding • Malvaceae   Manage labels

Citation Metrics
RCR   Dimensions   EPMC   WoS
-          -   -   -

Data sources

Manual   Edit record
ID: C5FCC4AC-BA73-49E0-9C1C-A2CB34DCE99C More source info

Title   Abutilon 'RutAbut1' Southern Charm™ Plant Patent 27,782
Authors   Ruter, J. M.; Zhang, D.; Armitage, A.; Knauft, D.; Tate, S.; Preslar, K.
Filed date   06 Apr 2015
Awarded date 14 Mar 2017
Patent number PP 27,782
Author addresses John Ruter, University of Georgia, Athens, Horticulture, Athens, United States
Keywords   Abutilon, plant breeding, Malvaceae
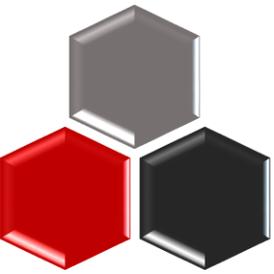
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Navigating

Configurations & Settings

Support Site

UGA Elements
UNIVERSITY OF GEORGIA

Homepage

MY A...

Sunshine Jordan

Set up your search settings
Add extra name variants and information about
your past works across the web. **View »**

Add your ORCID iD
Adding your ORCID iD can help us find your sch...
choose to send your scholarly & creative works

Link your scholarly & creative works to fundi...
Linking your scholarly & creative works to the a...
reporting activities. **Link »**

...ne Jordan
...taff

EDIT MY PROFILE

Scholarly & creative works ⋮	Sponsored p...
Claimed	**Claimed**
• 1 internet publication	You have no cla...
• 1 professional/scholarly presentation...	projects.

...ic advising

+ ADD NEW   VIEW ALL   + ADD NEW

UGA Elements
UNIVERSITY OF GEORGIA
1785

EW ALL   + ADD NEW   VIEW ALL

The Four Elements

Profiles

Elements Profile *(Internal)*
vs
Experts Profile *(External)* experts.uga.edu

Elements Profile *(Internal)*

Elements Profile *(Internal)*

Jennifer Waldeck

✏ Edit Profile   ⬇ CV and Reports → Run *EAS*

Switch to **Edit Mode**

Jennifer Waldeck

👤 **Primary group:** College of Agricultural and Environmental Sciences
🌐 **Position:** Professor & Dept. Head, ALEC
📋 **Department:** Department of Agricultural Leadership, Education and Communication
✉ **Institutional email:** jwaldeck@uga.edu
📞 **Phone numbers**
• Work   706-542-8913

🌐 View my public profile >

Experts Profile *(External)*

⇄ **Links**
View all links

🔍 **Find a colleague**
Last name (e.g. Smith)

| ABOUT | SCHOLARLY & CREATIVE WORKS | PROFESSIONAL ACTIVITIES | INSTRUCTION | SPONSORED PROJECTS |

Experience

UGA appointments

• Professor & Dept. Head, ALEC, Department of Agricultural Leadership, Education and Communication, College of Agricultural and Environmental Sciences, Jul 2024 - present

Elements Profile *(Internal)* **Edit Mode**

Jennifer Waldeck (Edit mode)

⬤ View Profile   ⬇ CV and Reports

Switch to **Edit Mode**

Run *EAS*

Jennifer Waldeck's profile privacy level is 🌐 public   Learn more

✏ Upload a photo

Jennifer Waldeck

👤 **Primary group:** College of Agricultural and Environmental Sciences
🌐 **Position:** Professor & Dept. Head, ALEC
📋 **Department:** Department of Agricultural Leadership, Education and Communication

✉ **Institutional email:** jwaldeck@uga.edu ⑦   Marked as 🌐 public   Learn more

📞 Phone numbers (Locked)

🌐 View my public profile >

Experts Profile *(External)*

✏ Change privacy

⬍ **Other profiles** ⑦

Certain types of personal website and claimed identifier will appear here.

You can add a personal website on this page, or go to the Publishing Identities page to claim an identifier.

⇄ **Links**
View all links

🔍 **Find a colleague**
Last name (e.g. Smith)

ℹ **Privacy management**

On this page, you can manage privacy levels for Jennifer Waldeck's profile

| ABOUT | SCHOLARLY & CREATIVE WORKS | PROFESSIONAL ACTIVITIES | INSTRUCTION | SPONSORED PROJECTS |

About

Overview:

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# Experts Profile *(External)*

Visit the Elements Support Site to learn….

- What do I need to do to prepare my profile for Experts@UGA?
- What Activity Types are displayed on Experts profile?

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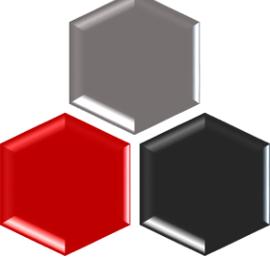
Privacy for Activity Entries

Hide items from your profile by clicking the eye button in the activity list.

Extension Specialists

Use the [One-Pager for Extension Specialists](#) help document

Difference between these Professional Activity Types:

- Educational/Outreach Presentations

- Educational Events

- Technical Assistance

Most Used Activities for Extension Specialists

Updated 8/11/2021

Log in to UGA Elements at https://elements.uga.edu/

On the *Home* tab, find the desired section, and click the *+ add* link.

For more detailed instructions, see our help documents on the UGA Elements Support Site.

Activity	Area	Entry Type	Sub-Type
Public Presentation (Includes Virtual or Face-to-Face)	Professional Activities	Educational/Outreach Presentation	Continuing Education
In-service Training	Professional Activities	Educational Event	In-service
On-site technical assistance	Professional Activities	Technical Assistance	
Popular Press	Scholarly & creative works	Popular Press	
Abstract	Scholarly & creative works	Abstract	
Extension Bulletin	Scholarly & creative works	Report	Extension Bulletin
Scholarly Presentation	Scholarly & creative works	Professional/Scholarly Presentation (unpublished) **OR** Proceedings of Conference (published)	

For questions or assistance, please contact Sunshine Jordan at suni@uga.edu or call 706-542-8837

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UGA Elements
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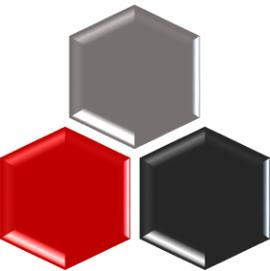
Presentation Details

Please be sure to enter the *Number of Participants* and the number of *Contact Hours*. If you presented more than one session, total up the number of participants and contact hours.

Number of participants:

Number of sessions:

Contact hours:

Reported to GaCounts?:
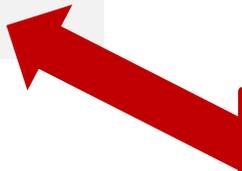
If the presentation is led or coordinated by a county agent, check this box. This prevents duplication by agents' numbers reports in GaCounts.

UGA Elements
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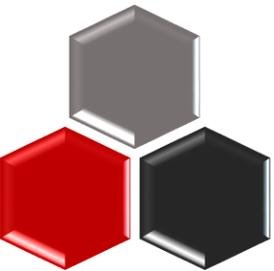
Technical Assistance

Fees received USD · ▽ [   ]

✱ Scope [Select an option] ▽

County [None] ▽

Number of clients [   ]
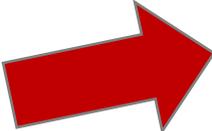
Number of hours [   ]

Face to Face / Live Virtual
Client Interactions

Additional Information 5 additional fields ▽

Number of phone contacts [   ]

Number of email contacts [   ]

Number of site visits [   ]

Number of diagnoses [   ]

Community funds generated USD · ▽ [   ]

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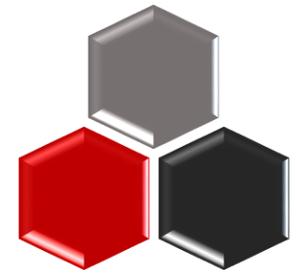
Questions

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UPDATE for 2022

for Faculty and Support Staff

For questions or assistance, please contact
Sunshine Jordan at suni@uga.edu
or call 706-542-8837