UGA Elements
UNIVERSITY OF GEORGIA

Intro to Elements
for New Faculty and Support Staff

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

Elements – What and Why
elements.uga.edu

Elements is a third-party…

Some data fed from other sources.
Some entered by faculty.

YOUR DATA

- your annual summary (EAS)
- government compliance reports
- website, infographics, marketing material
- stakeholder reports
- performance metrics dashboards

UGA Elements
UNIVERSITY OF GEORGIA
1785

UGA Elements Support Site

https://ugaelements.atlassian.net

Most helpful pages

- Activity Types Defined page

- I did this...where does it go?

- Correcting data

Use search feature to find your answers!

UGA Elements
UNIVERSITY OF GEORGIA

Support Site – Correcting Data

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_exIVulV2XjAoYVT
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_exIVulV2XjAoYVT
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_exIVulV2XjAoYVT
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.

UGA Elements
UNIVERSITY OF GEORGIA
1785

CAES Support Site

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)

Navigating

System Settings & Searches

★ HOME

Elements Profile *(Internal)*

Reports

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 sc
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 ⋮

Claimed
• 1 internet publication
• 1 professional/scholarly presentation...

Sponsored p

Claimed
You have no cla
projects.

+ ADD NEW   VIEW ALL

+ ADD NEW

ic advising

UGA Elements
UNIVERSITY OF GEORGIA

EW ALL   + ADD NEW   VIEW ALL

The *Four Elements*

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 choose to send your scholarly & creative works from UGA Elements to your ORCID account. **Add »**

Link your scholarly & creative works to funding
Linking your scholarly & creative works to the associated funding captures this information ready for reporting activities. **Link »**

Sunshine Jordan
Staff

✉ suni@uga.edu

PROFILE

Things you produce

Grants

Everything else!

Teaching Activity

Scholarly & creative works

Claimed
- 1 internet publication
- 1 professional/scholarly presentation...

FIRE

+ ADD NEW   VIEW ALL

Sponsored projects

Claimed
You have no claimed sponsored projects.

WATER

+ ADD NEW   VIEW ALL

Professional activities

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

AIR

+ ADD NEW   VIEW ALL

Instruction

- 1 student academic advising

EARTH

+ ADD NEW   VIEW ALL

UGA Elements
UNIVERSITY OF GEORGIA

UGA Elements
UNIVERSITY OF GEORGIA
1785

The Four Elements

Clicking +ADD NEW creates a new activity record in that "*Element*"

UGA Elements
UNIVERSITY OF GEORGIA

Homepage
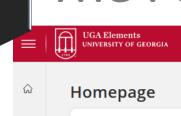
MY ACTIONS (3)

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 choose to send your scholarly & creative works from UGA Elements to your ORCID account. **Add »**

your scholarly & creative works to funding
ing your scholarly & creative works to the associated funding captures this information ready for orting activities. **Link »**

Sunshine Jordan
Staff

✉ suni@uga.edu

EDIT MY PROFILE

Scholarly & creative works ⋮	Sponsored projects ⋮	Professional activities	Instruction
Claimed	**Claimed**	• 1 administrative effort	• 1 student academic advising
• 1 internet publication	You have no claimed sponsored projects.	• 7 educational/outreach presentations	
• 1 professional/scholarly presentation...		• 3 memberships: committee	
		• 1 project (e.g., applied research/instr...	
+ ADD NEW VIEW ALL	+ ADD NEW VIEW ALL	+ ADD NEW VIEW ALL	+ ADD NEW VIEW ALL

UGA Elements
UNIVERSITY OF GEORGIA
1785

Navigating the *Four Elements*

UGA Elements
UNIVERSITY OF GEORGIA

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
ou 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
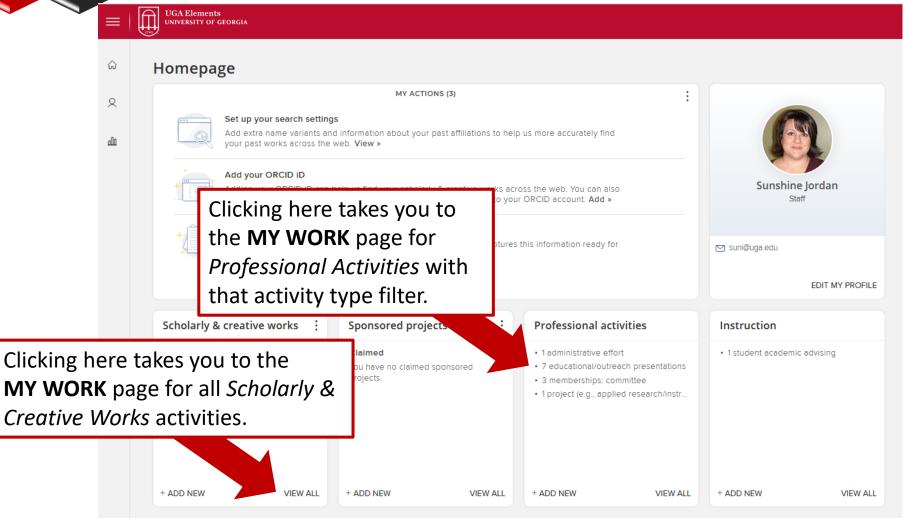
Instruction
- 1 student academic advising

+ ADD NEW   VIEW ALL

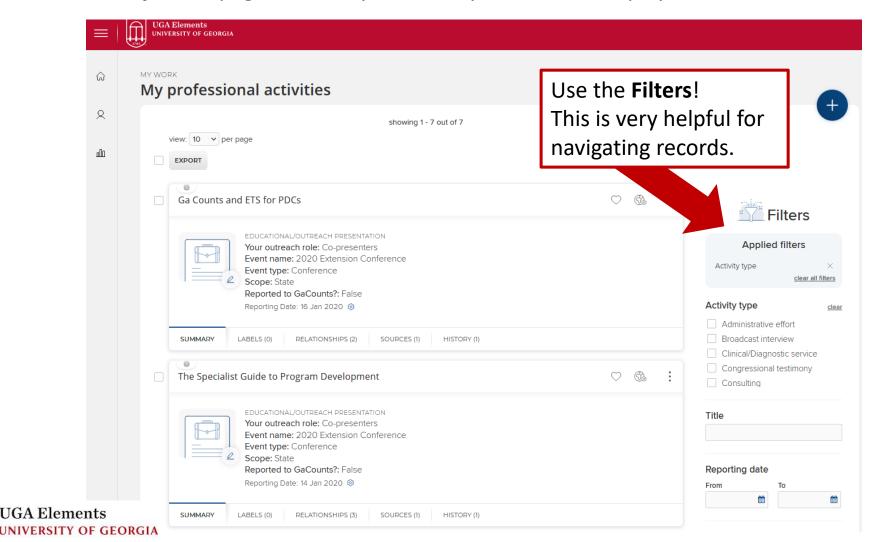**UGA Elements**
UNIVERSITY OF GEORGIA

My Work – Navigating Records

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

Use the **Filters**!
This is very helpful for navigating records.

Scholarly & Creative Works

Abstract

Artefact

Book

Book review

Catalog

Chapter

Composition

Dance

Dataset

Design

Encyclopedia article

Exhibited art

Exhibition

FAR export

Figure

Fileset

Film/Video/Media

Instructional material

Intellectual property

Intellectual property

Internet publication

Journal article

Media

Monograph

Music

Patent

Performance

Performance art

Popular press

Poster

Preprint

Presentation

Proceedings of conference (published)

Professional/Scholarly presentation (unpublished)

Recognition/Reproduction of my work

Report

Review of my work

Scholarly edition

Software/Code

Theatre

Thesis/Dissertation

Visual design

Working paper

Several types of publications are brought in automatically from online databases for faculty to claim.

UGA Elements
UNIVERSITY OF GEORGIA

Synchronizer / Publication Search

To optimize automatic searches and claiming

- Click the "hamburger menu" button in the upper left corner
- In the *Settings* section
    - *Name-based Search* – add variations of your name and addresses to improve search results
    - *Automatic Claiming* – adjust settings to allow search results to be claimed automatically, based on email address, ResearcherID, ORCiD, etc
    - *ORCiD Settings* – allow data to flow to and/or from ORCID account

Settings

> Automatic Claiming

> Name-based Search

> ORCID Settings

> Account Settings

> Configure Homepage

> Manage Delegates

UGA Elements
UNIVERSITY OF GEORGIA

Syncing and Importing

ORCID

ORCID provides you with an ID and profile that you can maintain throughout your professional life. Publications, degrees, certifications, biographical information, affiliations, etc., can all be maintained in a single place that is always accessible from anywhere.
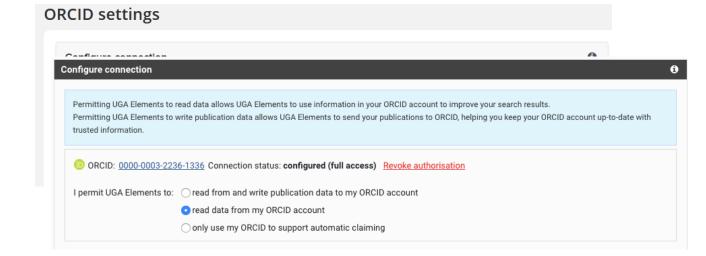
Visit the **UGA ORCID portal** for more info

Settings

> Automatic Claiming
> Name-based Search
> ORCID Settings
> Account Settings
> Configure Homepage
> Manage Delegates

Link to your ORCID profile to Elements

- Click the "hamburger menu" button in the upper left corner
- In the *Settings* section, select *ORCID Settings*
- Click on the *Register or Connect your ORCID iD*

ORCID settings

Configure connection

Configure connection

Permitting UGA Elements to read data allows UGA Elements to use information in your ORCID account to improve your search results.
Permitting UGA Elements to write publication data allows UGA Elements to send your publications to ORCID, helping you keep your ORCID account up-to-date with trusted information.

ⓘ ORCID: 0000-0003-2236-1336 Connection status: **configured (full access)** Revoke authorisation

I permit UGA Elements to: ○ read from and write publication data to my ORCID account
　　　　　　　　　　　　　　● read data from my ORCID account
　　　　　　　　　　　　　　○ only use my ORCID to support automatic claiming

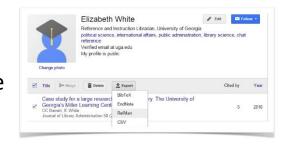**UGA Elements**
UNIVERSITY OF GEORGIA

Syncing and Importing

Export your publications from Google Scholar

- Log-in to your Google Scholar profile (you must be logged in to download)
- Go to the *My Citations* tab
- Check the publications you want
- Click the *Export* button
- Choose *RefMan* as the exported file type
- Save the file on your device

Other options

Export from Endnote

Export from Mendeley

Export from RefWorks

Export from Zotero

Export from EBSCO/Multi Search

Export from SciFinder Scholar

Export from WorldCat
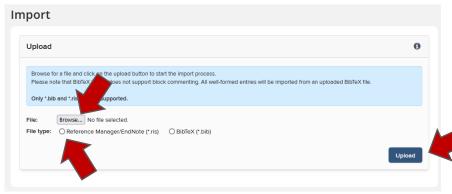
Use the UGA Libraries Multi Search to download citations

UGA Elements
UNIVERSITY OF GEORGIA

Syncing and Importing

Import your publications into Elements
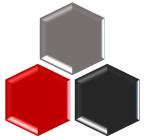- Click the "hamburger menu" button in the upper left corner
- In the *Tools* section, select *Import Scholarly & Creative Works*

Tools

> Import Scholarly & Creative Works

> Create Links

> Workspace

Import

Upload ⓘ

Browse for a file and click on the upload button to start the import process.
Please note that BibTeX does not support block commenting. All well-formed entries will be imported from an uploaded BibTeX file.

Only *.bib and *.ris are supported.

File: [Browse...] No file selected.
File type: ○ Reference Manager/EndNote (*.ris)   ○ BibTeX (*.bib)

[Upload]

- Click the *Browse* button to locate and select the file to import from your device
- Select file type
- Then click the *Upload* button

Sponsored Projects

Sponsored project award auto-feed from SPA

Sponsored project proposal   auto-feed from SPA

Other funding

Foundation/Endowment gift/income

Professional Activities

Administrative effort
Broadcast interview
Clinical/Diagnostic service
Congressional testimony
Consulting
Distinction/Award
Editorship
Educational event
Educational/Outreach presentation
Employee supervision
Event administration
Event judging
Event participation
Expert witness
External organization/program review
Extracurricular advising/mentoring
Gift & fund development
Graduate assistantship
Graduate/Professional student advising auto-feed from Banner
Intellectual property auto-feed from UGA Innovation Gateway
Legal brief
Library/Archive/Museum services
Marketing/Public relations

Media distribution
Membership: Association/Society/Club
Membership: Board
Membership: Committee
Print interview
Professional development
Professional mentoring (non-student)
Proficiency/Skill
Project (e.g., applied research/instructional initiative)
Promotion/Tenure assessment
Recruitment
Reviewing/Refereeing: Conference
Reviewing/Refereeing: Curriculum
Reviewing/Refereeing: Grant proposal
Reviewing/Refereeing: Journal
Reviewing/Refereeing: Manuscript (other than journal)
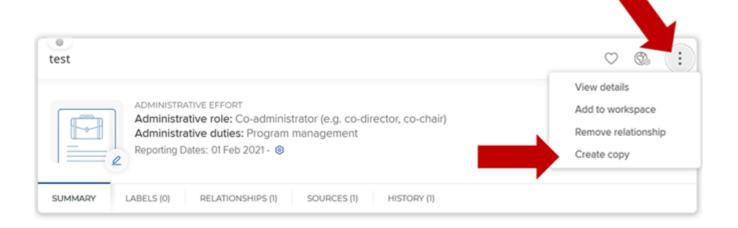Social media impact/outreach
Technical assistance
UGA program/unit review

Duplicate Record

To save time entering like items, you can make a copy of an existing record.
This feature is **ONLY** available in items in the ***Professional Activities*** section
and the ***Instruction*** section.

Click the three dots in the right corner of a record. Then click ***Create Copy***.
Once the copy is made, you will need to add/change at least one part of the new record,
before it will allow you to save.

Instruction

Course taught   auto-feed from Banner

Course developed

Program developed

Student/Postdoc supervision

Guest teaching

Non-UGA course taught
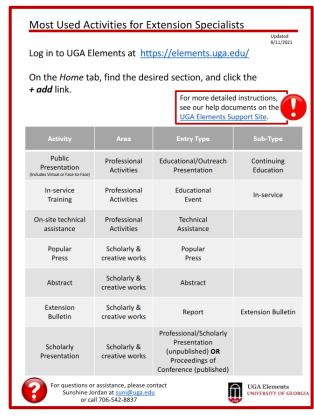
Student academic advising

Tutoring

Extension Specialists

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

Difference between these Professional Activity Types:

- Educational/Outreach Presentations
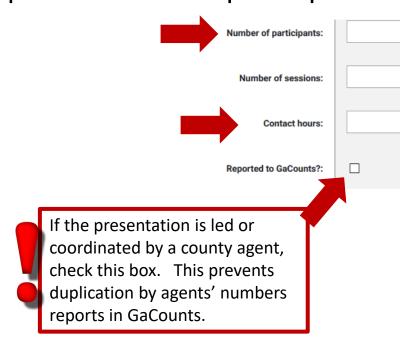
- Educational Events

- 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

UGA Elements
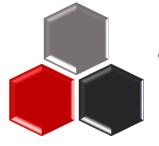UNIVERSITY OF GEORGIA

UGA Elements
UNIVERSITY OF GEORGIA

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.
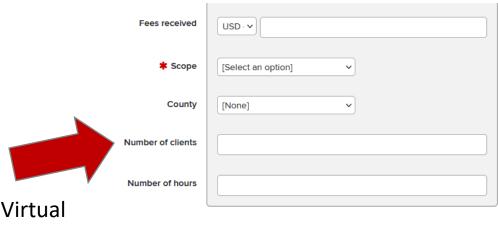
Number of participants:

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.

Expand the *Additional Information* section by clicking on the plus sign.

Additional Information   8 additional fields ⊞

UGA Elements
UNIVERSITY OF GEORGIA
1785

Technical Assistance

Fees received [USD · ▼] [   ]

✱ Scope [[Select an option] ▼]

County [[None] ▼]

Number of clients [   ]

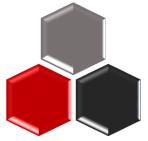Number of hours [   ]

Face to Face / Live Virtual
Client Interactions

Additional Information   5 additional fields ▼

Number of phone contacts [   ]

Number of email contacts [   ]

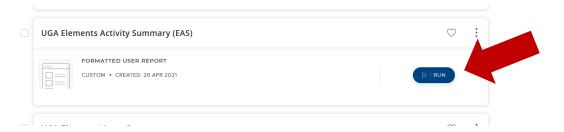Number of site visits [   ]

Number of diagnoses [   ]

Community funds generated [USD · ▼] [   ]

UGA Elements
UNIVERSITY OF GEORGIA

Elements Activity Summary (EAS)

The *EAS* is the report used in Faculty Annual evaluations.

UGA Elements
UNIVERSITY OF GEORGIA

Homepage

Reporting Hub

Set up yo
Add extra
your past

Add your
Adding vo

Scroll down to the *UGA Elements Activity Summary (EAS)* report and click the **Run** button

☐ **UGA Elements Activity Summary (EAS)**   ♡   ⋮

FORMATTED USER REPORT

CUSTOM • CREATED: 26 APR 2021   ▷ | RUN

Enter the **Start Date** as DD/*MM/YYYY* and **End Date** as DD/MM/YYYY
Then click the blue **Run** button

! **Note the date format is day first.**

Dates

If supplied, the export will only contain data relevant to the specified date range.

Start date	End date
01/07/2016 ✓ 🗓	30/06/2021 ✓ 🗓

Format

[W≡ DOC]

CANCEL   RUN

UGA Elements
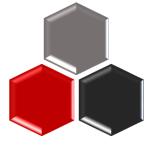**UNIVERSITY OF GEORGIA**
1785

Tip

Pull your Elements Activity Summary (EAS) **BEFORE** 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

Reporting Dates

Elements has a set of fields that determine when to display a record on a report. These are the **Reporting Date** fields.

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**.
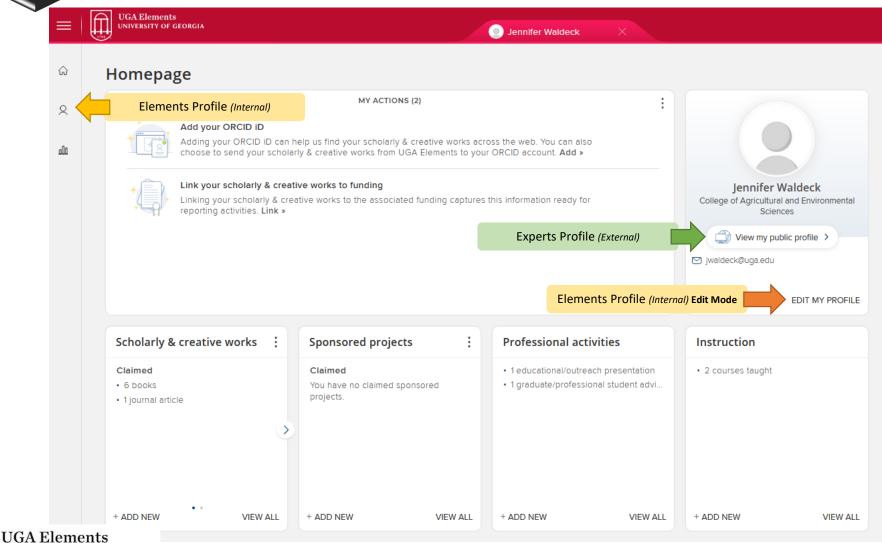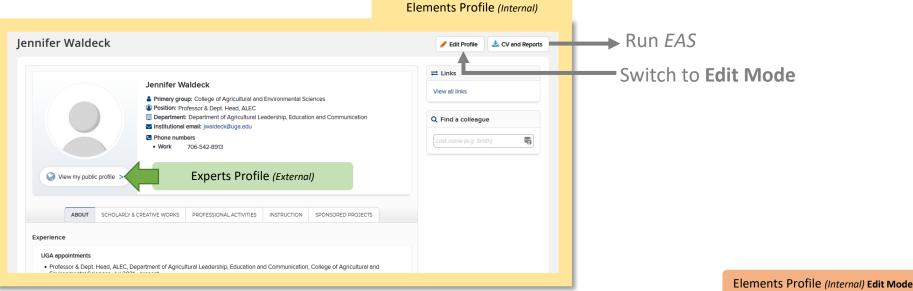

UGA Elements
UNIVERSITY OF GEORGIA

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**

⇄ Links
View all links

Q Find a colleague
Last name (e.g. Smith)

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)*

| 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 2021 - present

---

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

Jennifer Waldeck **(Edit mode)**

👁 View Profile   CV and Reports

Switch to **Edit Mode**

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

Run *EAS*

⇗ Other profiles ⓘ

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.

✏ 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 ⓘ   Marked as 🌐 public   Learn more

📱 Phone numbers (Locked)

🌐 View my public profile >   ← Experts Profile *(External)*   ✏ Change privacy

⇄ Links
View all links

Q Find a colleague
Last name (e.g. Smith)

ⓘ 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:

UGA Elements
UNIVERSITY OF GEORGIA
1785

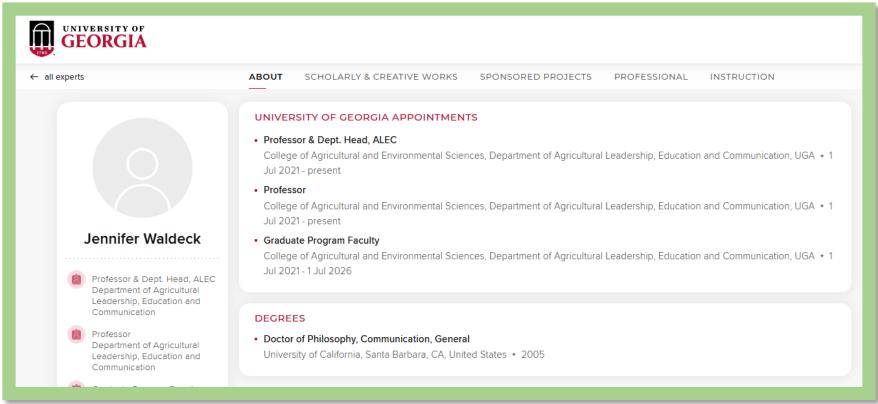# Experts Profile *(External)*
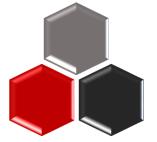
Visit the Elements Support Site to learn….

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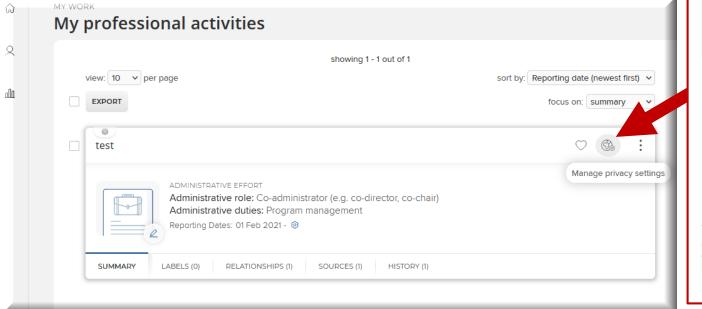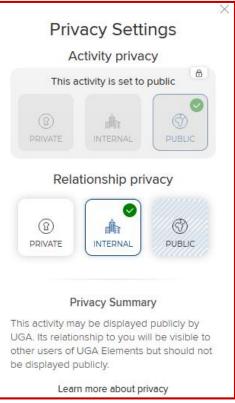- What Activity Types are displayed on Experts profile?

Privacy for Activity Entries

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

UGA Elements
UNIVERSITY OF GEORGIA

Intro to Elements
for New Faculty and Support Staff

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