1. **Finding Help**
   - The CAES Elements page (Help docs specific to CAES, CFACS, and Extension)

   - The UGA Elements Support Site (MyID log-in required)

2. **Changes to Elements**
   - If you have not logged into *Elements* in a while, you will notice things look a little different. The application was upgraded in April. There is a video introduction to help you navigate the new interface.

3. **Pull your EAS FIRST!**
   - How to pull an Element Activity Summary (EAS) (pdf) Pull your EAS before you start entering anything. You may find things that are already entered or are incorrect.

4. **Correcting Data & Things to Look Out for**
   - The help page titled Correcting Data to get corrections made to things like name, title, degrees, etc.

   - Student Supervision/Advisement in Elements (pdf) This document explains the different ways working with graduate students has been recorded and how to sort out the different types of entries.

   - In previous years, you may have seen a long list of old records under the section for ***Foundation/Endowment gift/income*** from *Sponsored Projects* 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 now.

   - For Grants feed issues, contact Ryan at ryanann1@uga.edu
     Note: Grants won't show in *Elements* if you aren't on the transmittal or the transmittal hasn't been approved, so check your To-Do list in the Grants Portal to make sure you don't have any pending approvals.

5. **Entering New Activities**
   - Quick Reference Guide for Reporting in Elements (pdf) **Has updates about changes and additions for the 2021 reporting year

   - One Pager for Extension Specialists

6. **Other Helpful Tips**
   - Entering Social Media (pdf) New *Professional Activity* type called ***Social media Impact/Outreach***

   - Entering Technical Assistance (pdf) You can now break out your technical assistance by site visits, phone, and written contacts. You can also record informal diagnoses. Note: There is a *Professional Activity* type called ***Clinical/Diagnostic Services*** for recording formal diagnostic services provided.

   - To record an online presentation, enter it into *Elements* as you would a face-to-face presentation, see the help document for Entering an Educational/Outreach Presentation. Notice on Page 7, you can choose the *Mode of Delivery* {fully at a distance, partially at a distance (>50%), hybrid (<=50%), face-to-face}.

7. **Preparing for Experts@UGA**
   - UGA will soon be rolling out the public profile module *Experts@UGA*, which will display select *Elements* data in your public profile. For help getting your profile ready, visit the help section, prepare your UGA Elements data for Experts@UGA.

   - You can also find a list there of what *Elements* components will and will not be displayed on *Experts@UGA*. Individual objects in *Elements* can be hidden from your public profile.

     Credentials for Experts@UGA (Please do not share these credentials with anyone outside of our college.)
     https://experts.uga.edu/
     Username   prod
     Password   UgaProd06