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

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.

From the *Homepage*, Click in the section that contains the records you wish to duplicate.

Scholarly & creative works	Sponsored projects	:	Professional activitie		action	
Claimed Internet publication T professional/scholarly presentation	Claimed You have no claimed sponsored projects.		1 administrative effort 7 educational/outreach prese 3 memberships: committee 1 project (e.g., applied resean	nibe 15 ch/instr	1 student academic	advising
+ ADD NEW VIEW ALL	+ ADD NEW VIEW	ALL	+ ADD NEW	VIEW ALL	+ ADD NEW	VIEW ALL

You will see the option by clicking the three dots in the right corner of a record. 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.



