


Entering Other Media Types

A **Publication** is used for many created works in Elements.

- YouTube Videos
- Blogs
- Popular Press
- Instructional Materials
- And many more...



For written other written publication types, see out Entering Extension Publication help document.



For questions or assistance, please contact
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or call 706-542-8837



UGA Elements
UNIVERSITY OF GEORGIA

Entering Other Media Types

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

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

Welcome, Sunshine Jordan

Staff
suni@uga.edu

Edit your profile

My Summary

0 publications [+ add](#)

Claimed publications:
You have no publications yet.

Pending publications:
You have no pending publications.

2 professional activities [+ add](#)

[1 membership: committee](#)
[1 project \(e.g., applied research/instructional initiative\)](#)

0 teaching activities [+ add](#)

You have no teaching activities yet.

0 grants [+ add](#)

You have no grants yet.

Entering Other Media Types

A list of publication types will appear. Select **internet publications** for YouTube videos, blogs, websites, mobile apps, etc.


Select **popular press** for newsletters, magazine articles, newspaper articles, trade publication articles, etc.

Select **instructional materials** for PowerPoints, manuals, research guides, evaluation tools, curricula, etc.



Entering Other Media Types

To see if this publication is already in Elements, type in the title or keywords, and click **Search**.


 Enter your report title

Your report may already exist in **UGA Elements**, so to save time you can search for it here and claim it. Titles returned may contain **any** of your search words.

Title

Sample Title

[Skip](#)



If you see your publication, click **Claim**.


In UGA Elements - Showing top 10 results [Explain these results](#)

Breeding and cultural practices for the Caribbean • 1987 Kvien C, Holbrook C, Csinos A, Branch WD, Cooper B, et al.	<input type="button" value="Claim"/>
Breeding and cultural practices for the Caribbean • 1986 Branch WD, Kvien CS	<input type="button" value="Claim"/>
Breeding cultivars and germplasm with enhanced yield and quality, 2012 • Jul 2013 Lubbers EL, Chee PW	<input type="button" value="Claim"/>
Herd Bull Management: Pre-Breeding Period • 2015 Duggin J, Segers JR	<input type="button" value="Claim"/>



If not, click **Skip**.

[Skip](#)



Entering Other Media Types

Enter details in the *Essential Information* section.

Note – Fields with asterisks are required.

*What is your relationship with this instructional material?

- | | |
|--|---|
| <input type="checkbox"/> Author of | <input type="checkbox"/> Editor of |
| <input type="checkbox"/> Translator of | <input type="checkbox"/> Contributor to |

Essential Information

* Title:

* Authors:

No Authors - please add...

Add a person:

Last name (required)

Initials

+ Add

Published in:

* Status:

[Select an option] 

* Publication/Status date:



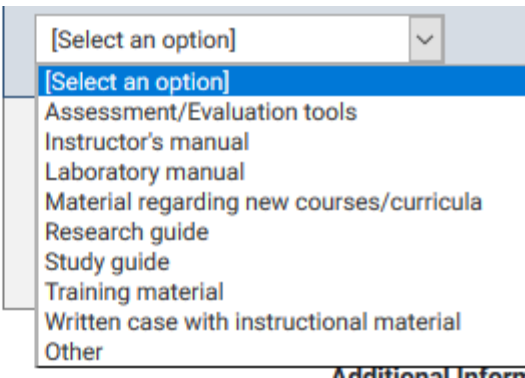
Entering Other Media Types

Choose the media type

For ***instructional materials***:

* Instructional material type:

Description of "Other" Instructional Material type:

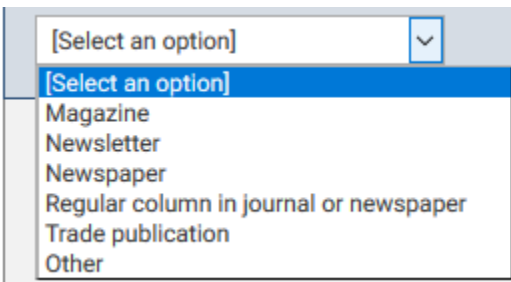


Additional Inform

For ***popular press***:

* Contribution type:

Description of "Other" Contribution type:



For ***internet publications***: enter text (eg. - YouTube video)

Medium:

Entering Other Media Types

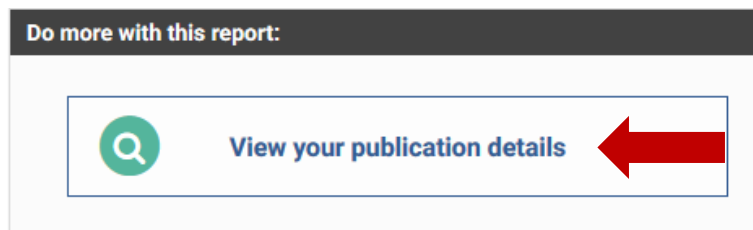
For additional fields, such as *URL*, *Keywords*, and *Abstract*, click the **plus sign** next to *Additional Information*.



Once you have finished entering all of your information, click the **Save & Continue** button.



If this is a peer reviewed publication, click **View your publication details**.



Click the **Add labels** button.

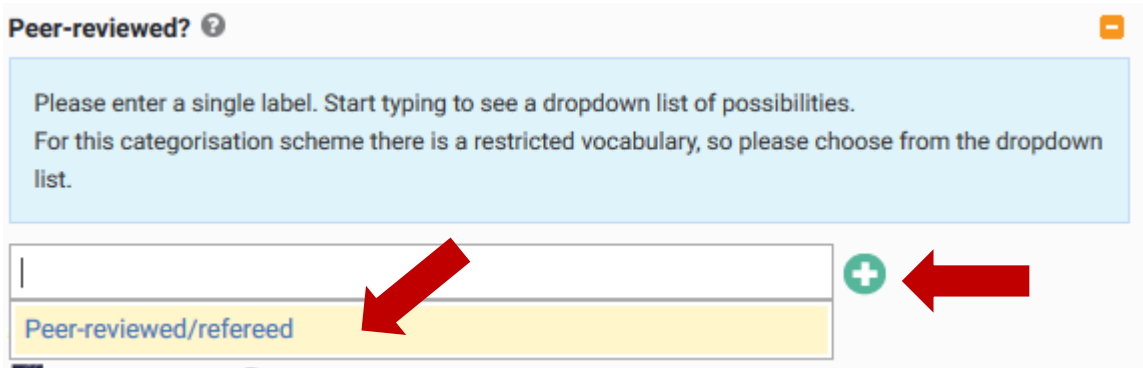


The click the **plus sign** beside *Peer-reviewed?* to open the Labels menu.



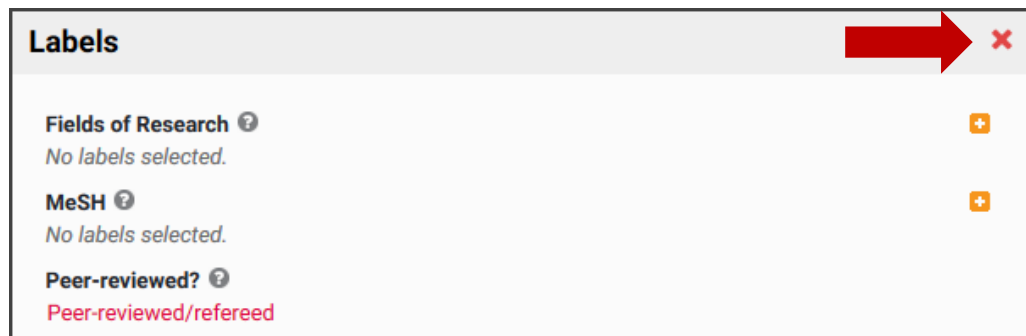
Entering Other Media Types

Select *Peer-reviewed/refereed*, then click the **plus sign**.



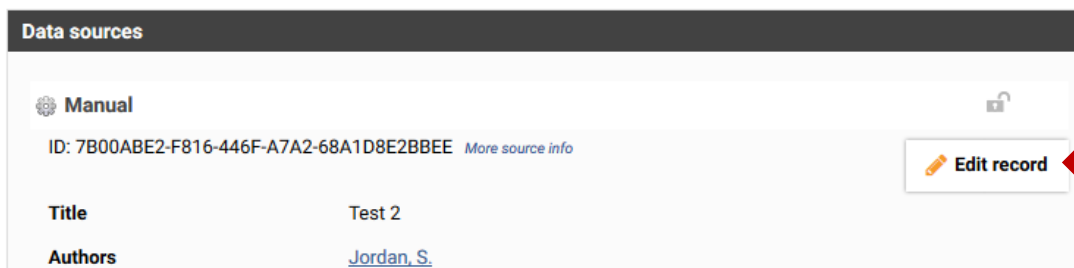
The screenshot shows a form titled "Peer-reviewed?" with a help icon. A light blue instruction box reads: "Please enter a single label. Start typing to see a dropdown list of possibilities. For this categorisation scheme there is a restricted vocabulary, so please choose from the dropdown list." Below the instruction is a text input field. A dropdown menu is open, showing "Peer-reviewed/refereed" as the selected option. A red arrow points to this option. To the right of the dropdown is a green plus sign button, also indicated by a red arrow.

Once the label has been added, click the **X sign** to close the Label menu.



The screenshot shows a "Labels" menu with a red arrow pointing to a red 'X' close button in the top right corner. The menu lists three categories: "Fields of Research" (No labels selected), "MeSH" (No labels selected), and "Peer-reviewed?" (Peer-reviewed/refereed). Each category has a plus sign button to its right.

To make changes to your record, click the **Edit record** button.



The screenshot shows a "Data sources" section for a "Manual" record. The record ID is 7B00ABE2-F816-446F-A7A2-68A1D8E2BBEE. The title is "Test 2" and the author is "Jordan, S.". A red arrow points to the "Edit record" button, which has a pencil icon.