

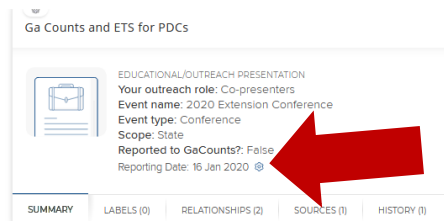
Quick Reference Guide for CAES

Updated 11/16/2021

2021 Notes

A best practice is to pull your Elements Activity Summary (EAS) **BEFORE** you start entering data for this year. You may find information you entered last year or that a collaborator has entered. This will prevent duplicate entries and wasted efforts. You will also see if there are things in your report that need to be cleaned up.

Most everything on your EAS is there because of the *Reporting Dates* for that record. You can quickly change the *Reporting Dates* on a record by clicking the little gear icon beside this field.



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.

You may see what appear to be duplicate records on the EAS in the sections **Student/Postdoc supervision** and **Graduate/Professional student advising**. For more detail about this, please see [this help document](#).

We added some fields to the *Professional Activity* type **Technical Assistance** to allow you to capture phone calls, emails, diagnostics, as well as site visits where you are sharing your expertise. For more information see, [this help document](#).

We are in the process of getting a new *Professional Activity* type for recording social media, called **Social media impact/outreach**. It will be available this reporting period. For more information, see [this help document](#).




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



UGA Elements
UNIVERSITY OF GEORGIA

Quick Reference Guide for CAES

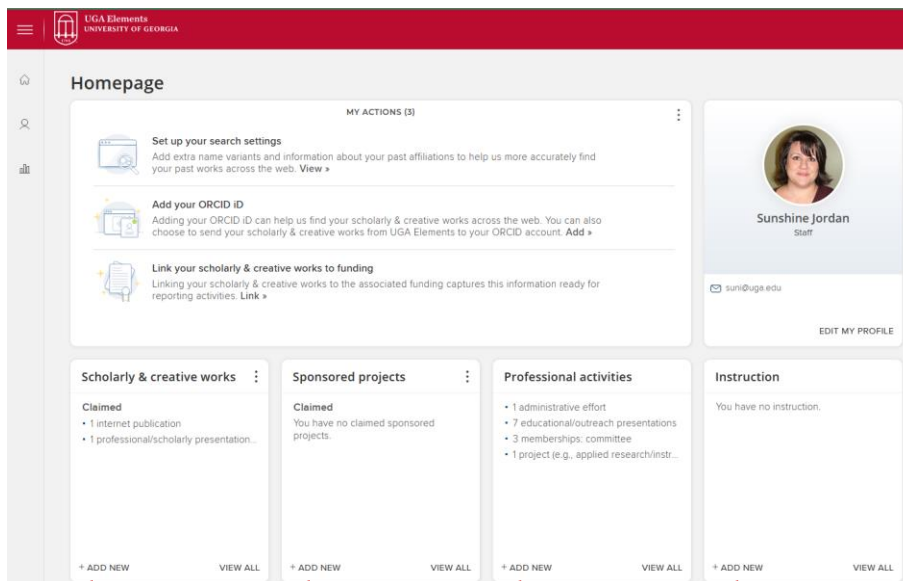
- There are many options for entering information into the UGA Elements system. This guide is meant to be a quick way of identifying how to enter frequently used by CAES types of work.
- Use the search feature in this PDF to find keywords or phrases.
- For more information, log-in to the [Elements help page](#).



For more detailed instructions, see our help documents on the [CAES Elements webpage](#).

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

On the *Homepage*, find the desired section, and click the **+ ADD NEW** link.



The screenshot shows the UGA Elements homepage for a user named Sunshine Jordan. The page is divided into several sections:

- MY ACTIONS (3)**: Contains three tasks: "Set up your search settings", "Add your ORCID ID", and "Link your scholarly & creative works to funding".
- Profile Card**: Shows the user's name "Sunshine Jordan" and email "sun@uga.edu".
- Scholarly & creative works**: Lists 1 internet publication and 1 professional/scholarly presentation. A red arrow points to the "+ ADD NEW" link.
- Sponsored projects**: Lists 0 claimed projects. A red arrow points to the "+ ADD NEW" link.
- Professional activities**: Lists 1 administrative effort, 7 educational/outreach presentations, 3 memberships/committees, and 1 project. A red arrow points to the "+ ADD NEW" link.
- Instruction**: Shows "You have no instruction." A red arrow points to the "+ ADD NEW" link.

Quick Reference Guide for CAES

Activities that Support Professional Development

- **Attended a Seminar/Conference**
Section: Professional Activity
Type: Professional development
- **Attended an Expo**
Section: Professional Activity
Type: Educational Event
- **Member of Professional Association**
Section: Professional Activity
Type: Membership:
Association/Society/Club
- **Awarded Distinguished Title**
Section: Professional Activity
Type: Distinction/Award

Activities that Support the Institution

- **Formal Mentor to a Faculty Member**
Section: Professional Activity
Type: Professional Mentoring
- **Informal Mentor a Faculty Member**
Section: Professional Activity
Type: Extracurricular advising/mentoring
- **Chaired a Committee**
Section: Professional Activity
Type: Membership: Committee
- **Presented in an In-Service Training**
Section: Professional Activity
Type: Educational event

Activities that Support Students and Instruction

- **Guest Lecturer in a Formal Course**
Section: Teaching Activity
Type: Guest teaching
- **Advised Undergrad on Course and Degree**
Section: Teaching Activity
Type: Student Academic Advising
- **Served on an Undergrad Thesis Committee**
Section: Teaching Activity
Type: Student/Postdoc Supervision
- **Provided Tutoring**
Section: Teaching Activity
Type: Tutoring
- **Serve as a Faculty Advisor for a Student Club**
Section: Professional Activity
Type: Extracurricular advising/mentoring
- **Peer Reviewed a Curriculum**
Section: Professional Activity
Type: Reviewing/Refereeing: Curriculum
- **Serve as a Major Professor**
Section: Professional Activity
Type: Graduate/Professional student advising
*NOTE – this data comes from the Grad School in a direct feed to Elements. It cannot be edited. For more info on this topic, see the [help doc](#) on student supervision/advisement.

Quick Reference Guide for CAES

Activities that Support Research & Scholarship

- **Attended a Research Conference**
Section: Professional Activity
Type: Event participation
- **Led an Applied Research Project**
Section: Professional Activity
Type: Project
- **Peer Reviewed Conference Presentations**
Section: Professional Activity
Type: Reviewing/Refereeing: Conference
- **Peer Reviewed a Journal Article**
Section: Professional Activity
Type: Reviewing/Refereeing: Journal
- **Journal Articles**
Section: Scholarly & Creative Works
Type: Journal Article
- **Submitted a Patent**
Section: Scholarly & Creative Works
Type: Patents
- **Manuals**
Section: Scholarly & Creative Works
Type: Report
- **Supervise a Research Assistant**
Section: Teaching Activity
Type: Student/Postdoc Supervision
- **Edited an Article**
Section: Professional Activity
Type: Editorship
- **Peer Reviewed a Curriculum**
Section: Professional Activity
Type: Reviewing/Refereeing: Curriculum
- **Presented a Poster at a Conference**
Section: Scholarly & Creative Works
Type: Poster
- **Presented at Conference with Published Proceedings**
Section: Scholarly & Creative Works
Type: Proceedings of Conference (published)
- **Presented at Conference without Published Proceedings**
Section: Scholarly & Creative Works
Type: Professional/Scholarly Presentation (unpublished)

Quick Reference Guide for CAES

Activities that Support Extension and Public Awareness

- **Event Judging**
Section: Professional Activity
Type: Event Judging
- **Exhibitor at an Expo**
Section: Professional Activity
Type: Event participation
- **TV/Radio Interview**
Section: Professional Activity
Type: Broadcast Interview
- **Extension Presentation**
Section: Professional Activity
Type: Educational/Outreach Presentation
- **Hosted a Public Exhibition**
Section: Professional Activity
Type: Event Administration
- **Ran a 4-H Club Meeting**
Section: Professional Activity
Type: Event Administration
- **Event Judge**
Section: Professional Activity
Type: Event Judging
- **Interviewed for Print Publication**
Section: Professional Activity
Type: Print interview
- **Visited a Farm for Technical Advice**
Section: Professional Activity
Type: Technical assistance
- **Created a PowerPoint**
Section: Scholarly & Creative Works
Type: Instructional Materials
- **YouTube Video**
Section: Scholarly & Creative Works
Type: Internet Publication
- **Posted to a Professional Blog**
Section: Scholarly & Creative Works
Type: Internet Publication
- **Wrote a Magazine Article**
Section: Scholarly & Creative Works
Type: Popular Press
- **Wrote a Newsletter**
Section: Scholarly & Creative Works
Type: Popular Press
- **Developed a Workshop**
Section: Scholarly & Creative Works
Type: Instructional Material
- **Extension Numbered Bulletin**
Section: Scholarly & Creative Works
Type: Report
- **Designed an Instructional Film**
Section: Scholarly & Creative Works
Type: Film/Video/Media