Clarification about Student/Postdoc Supervision

In the **Professional Activity** section, you will find the activity type ***Graduate/Professional student advising***.

Important things to know…

#1 Auto-feed

- These entries are created and updated using a feed from Banner, based on information from The Graduate School on official advisory committees. (Roles: Major prof, co-major prof, committee member)

#2 Not editable

- These entries are not editable by users, they must be corrected in the source data. To get these entries corrected, 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). Please use the subject line: Student Advising Correction. Note - These corrections may take some time.

#3 Reporting Dates

- However, you can control the *Reporting Dates* for these items. Those dates determine when the entries are displayed on your Elements Activity Summary (EAS). To use manual *Reporting Dates*, click on the gear icon of the entry to want to modify and chose *Manually manage dates* and entering the date range you want this entry to be displayed on your EAS.
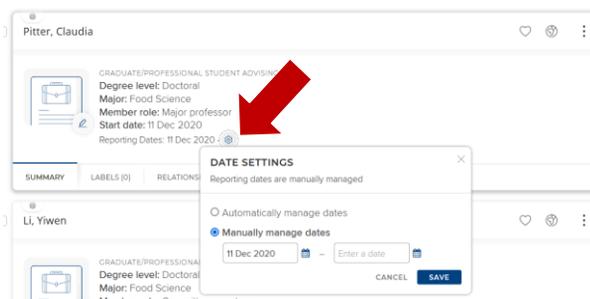
#4 Other Entries

- When you run your EAS, you may also see entries under ***Student/Postdoc Supervision***. This activity type is under the **Instruction** section. Now we use this section to capture non-UGA graduate student advisement, such as international students. However, users used this activity type for UGA graduate students before the feed was set up from Banner, so you may have old entries in Elements.

If you have questions, please contact Sunshine Jordan at suni@uga.edu or 706-542-8837
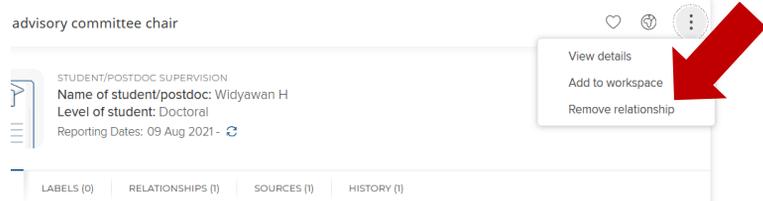
UGA Elements
UNIVERSITY OF GEORGIA

Clarification about Student/Postdoc Supervision

- To correct **Student/Postdoc Supervision** entries, open the entry in Elements and change the *Completion Date* or any other field you wish to correct.

  If you just want to delete an entry to prevent a duplicate record, click the three dots at the edge of the record and select *Remove Relationship*. This will break the link between that record and your profile.

  advisory committee chair

  STUDENT/POSTDOC SUPERVISION
  Name of student/postdoc: Widyawan H
  Level of student: Doctoral
  Reporting Dates: 09 Aug 2021 -

  View details
  Add to workspace
  Remove relationship

  LABELS (0)   RELATIONSHIPS (1)   SOURCES (1)   HISTORY (1)

- It should be noted, there is also an entry type under the **Instruction** section called **Student Academic Advising**. This is where you record undergraduate student advising, honors student advising, or professional student advising.

  Course developed   Guest teaching

  Student academic advising   Student/Postdoc supervision

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