

ELEMENTS FACULTY INFORMATION SYSTEM

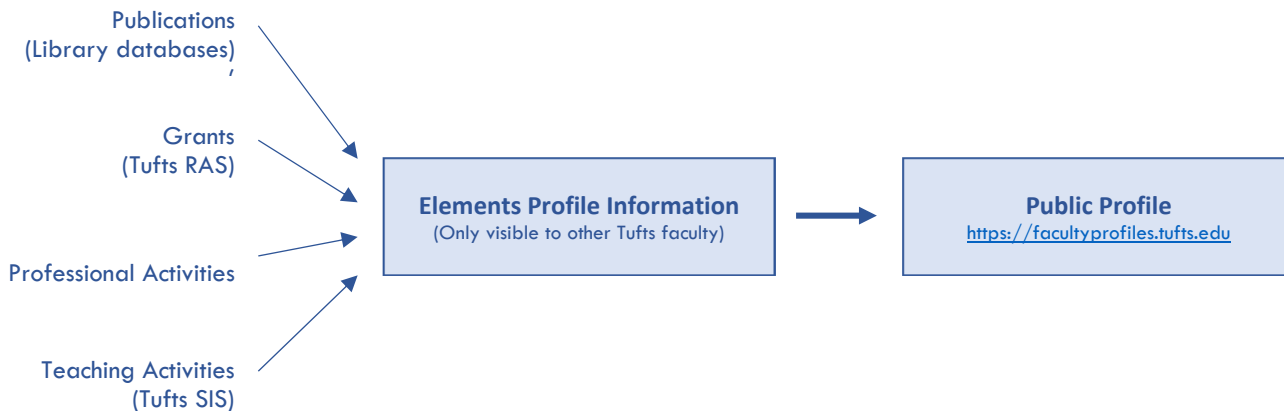
Getting Started

What is Elements?

Elements is a service used by Tufts to collect, organize, and showcase information about its faculty. Tufts student workers have already populated a great deal of your information directly from your CV. You will be asked only once to review their work, amend it as needed, and spend no more than an hour each year thereafter to keep it up-to-date.

How Does It Work?

The system harvests as much data as possible from various sources and organizes it into your Elements profile. You can then edit your Elements profile by confirming/denying that items belong to you and filling in the missing pieces! Changes that you make to your Elements profile automatically appear in your Discovery public profile, which is visible to people outside of Tufts.



Accessing Your Elements Profile

- Go to <https://faculty.tufts.edu> and log in with your **Tufts username** (e.g. jjumbo01) and **password**.
- Click the **Go to your profile** button located underneath the profile image. You will be brought to your profile page in Edit Mode.

The About Section

The About section of your profile provides a brief overview of you and your work.

- Review the information in your About section.
- Add/Edit items as needed.

NOTE

The Tufts Appointments section is locked. If changes need to be made, contact your school's Office of Faculty Affairs.

The Publications Section

The Publication section contains items such as books, scholarly articles, media, and more.

- Scroll to the top of the page and click the **Menu** tab.
- Under the **Manage** menu, select **Publications**.
- Under the **Mine** tab, review the list of your claimed publications. If something doesn't belong to you, remove it from your profile.
- Click the **Pending** tab.
- Review the pending database IDs and publications. Claim or reject them as appropriate.
- To add a missing ID, click **Menu**, then select **Automatic claiming** from the My Account section.
- To manually add a publication, click **Add a new publication** toward the top right of the Publications page.

TIP!

Start by claiming/rejecting your pending IDs first, then move on to individual publications.

The Grants Section

The Grants section contains information about awards and other funding.

- Scroll to the top of the page and click the **Menu** tab.
- Under the **Manage** menu, select **Grants**.
- Under the **Mine** tab, review the list of your claimed grants. If something doesn't belong to you, remove it from your profile.
- Click the **Pending** tab. Claim/reject the pending grants as appropriate.
- To manually add a grant, click **Add a new grant** toward the top right of the page.

NOTE

If you see an error in one of your grants, contact your school's research administrator.

The Teaching and Professional Activities Sections

The Teaching Activities section contains items related to courses/programs that you have directed, developed, or taught, as well as other teaching activities. The Professional Activities section contains work items that do not involve the classroom.

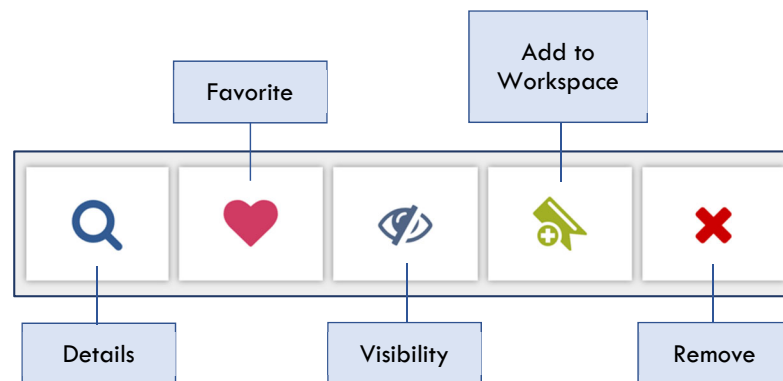
- Scroll to the top of the page and click the **Menu** tab.
- Under the **Manage** menu, select **Teaching Activities**.
- Review your teaching activities for accuracy.
- To manually add an activity, click **Add a new teaching activity** toward the top right of the page.
- Repeat with **Professional Activities**.

NOTE

If you see an error in one of your teaching activities, contact your school's registrar office.

The Elements Interface

Items in the Publications, Grants, and Teaching/Professional Activities sections of your profile can be managed on an individual basis using the item toolbar.



Contact Information

- For general questions regarding the Elements system or your profile, email: elements-support@tufts.edu
- If you have questions about publication sources, contact your school's library.
 - Tisch Library – Visit <https://tischlibrary.tufts.edu/about-us/contact-us>
 - Hirsh Health Sciences Library – Email hsl@tufts.edu
 - Ginn Library – Email ginnlibrary@tufts.edu
 - Webster Family Library - Email webvet@tufts.edu

Useful Links

Simplectic Elements Resource Site – <https://sites.tufts.edu/elements/>

What Goes Where? Guide - <https://tufts.app.box.com/s/suzmt4xbvq6q5l4dws5wzt5fke3hfau>