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.

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.

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

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.

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.

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 hhsl@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/