

# College of Ag's Brief Overview of the Elements Reporting System

August 22, 2024

Here are **3 steps** that faculty and specialists can do now to ensure their Elements account is ready for the upcoming 2024 Faculty Annual Review process.

A bit of context first...

- Using Elements for Annual Faculty Reviews for Purdue University West Lafayette Campus is led by the Provost's office and managed by Institutional Data Analytics + Assessment (IDA+A). Information and instructions are available: [Purdue Elements Training - Office of the Provost - Purdue University](#)
- The CoA College Success Managers (CSMs) are Julie Huetteman, Brad Joyce, and Cheyenne Kleist, and they are available to assist faculty and specialists. Please email [COAelements@purdue.edu](mailto:COAelements@purdue.edu).
- Data management includes harvesting, data feeds, and manual entry as shown in these images:

Purdue Elements: Data Sources		
Ongoing Feeds		
Type of Data	Data Source	Timing
Teaching	Banner	Term end freeze
Grants	SPS	Month end close
Course Evaluation	Watermark	Term end freeze
Human Resource	SAP	Nightly
Scholarly Works	See table below	Every 14 days

Scholarly Works Data Sources by College												
Primary Group Name in Elements	CiNii				Dimensions							Web of Science (Lite)
	arXiv	EN	CiNii JP	DBLP	Dimensions	Grants	MLA	PubMed	RePEc	Scopus	SSRN	
College of Agriculture	N	Y	Y	N	Y	Y	N	Y	N	Y	Y	Y

"Y" indicates the databases where scholarly activity is harvested.

## ELEMENTS Homepage = 4 Data Tiles

<p>Scholarly &amp; creative works</p> <p>Claimed</p> <ul style="list-style-type: none"> <li>• 1 conference</li> <li>• 1 journal article</li> <li>• 1 newsletter</li> <li>• 1 poster</li> </ul> <p>+ ADD NEW      VIEW ALL</p>	<p>Grants</p> <p>Claimed</p> <ul style="list-style-type: none"> <li>• 3 institutional grants</li> </ul> <p>+ ADD NEW      VIEW ALL</p>	<p>Service</p> <ul style="list-style-type: none"> <li>• 12 awards/honors</li> <li>• 9 committee memberships</li> <li>• 3 offices held</li> <li>• 4 extension learning events</li> <li>• 22 extension impact statements</li> </ul> <p>+ ADD NEW      VIEW ALL</p>	<p>Learning &amp; teaching</p> <ul style="list-style-type: none"> <li>• 1 directed student learning</li> <li>• 1 program developed</li> <li>• 4 other instruction</li> </ul> <p>+ ADD NEW      VIEW ALL</p>
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Data Harvests

SPS Data Feeds

Manual Entry

Banner/Watermark Data Feeds

## CoA's ELEMENTS Website

Faculty and specialists navigate to this CoA site to locate the link to the Provost's site, to review information and instructions for entering data and running reports, and to log in to Elements:

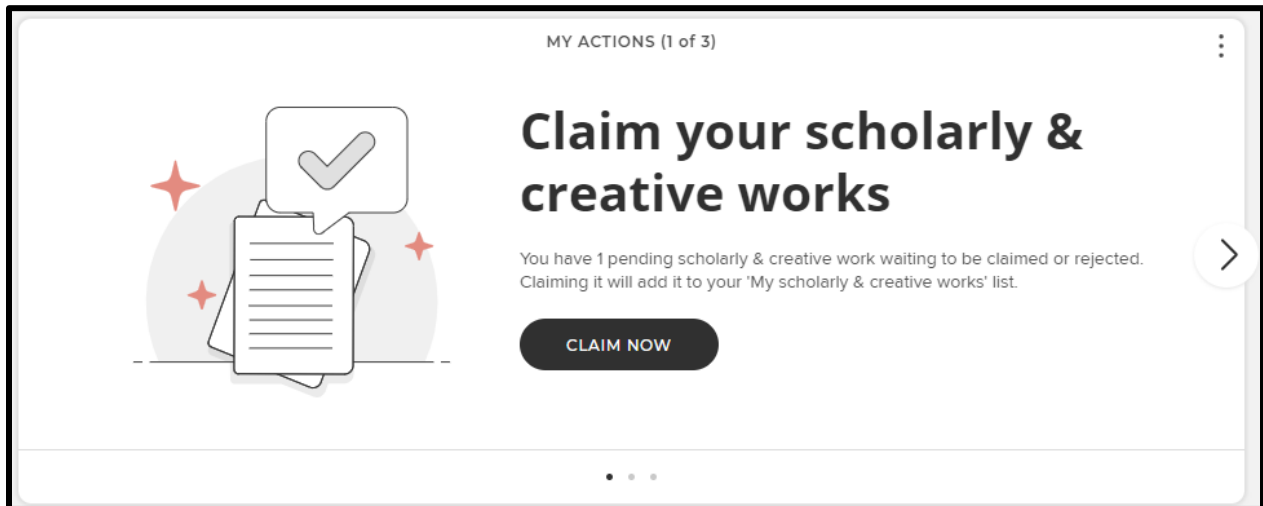
<https://ag.purdue.edu/department/arge/elements/index.html>

Login with BoilerKey to Elements, then complete these **3 steps**.

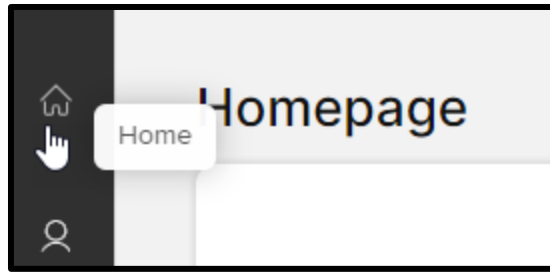
### STEP 1 — In the TOP PANEL, click to add your ORCID ID



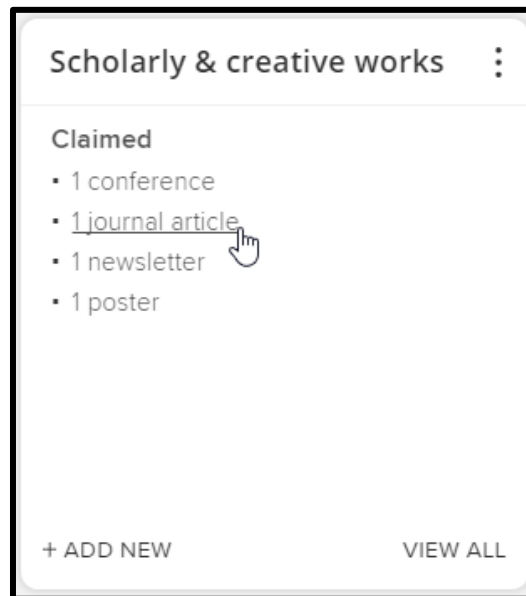
### STEP 2 — In the TOP PANEL, claim harvested “Scholarly and creative works”



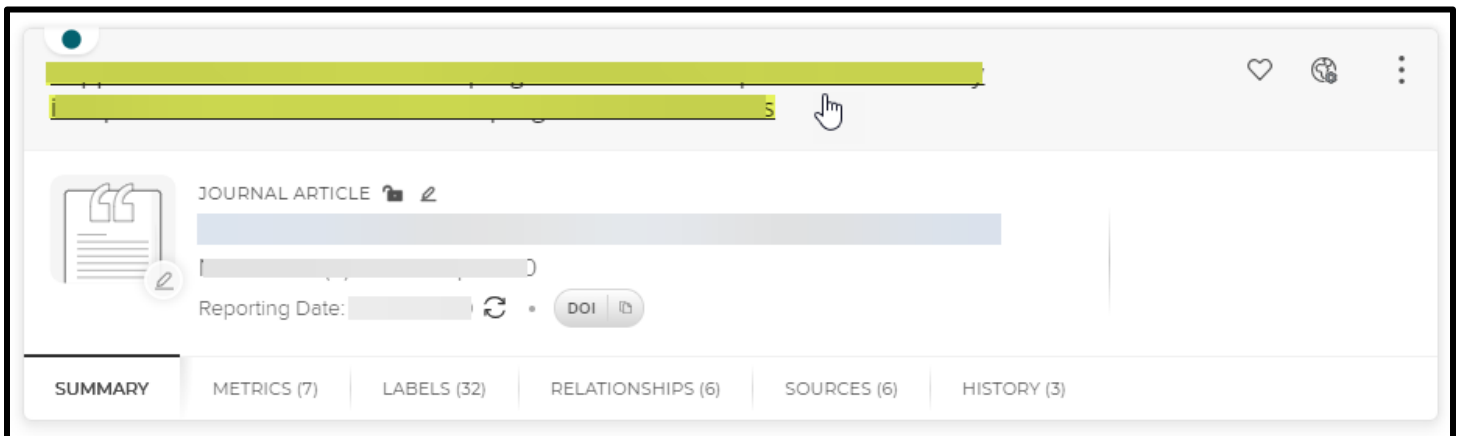
- CLAIM or REJECT each item
- Click the Home icon to return to the homepage.



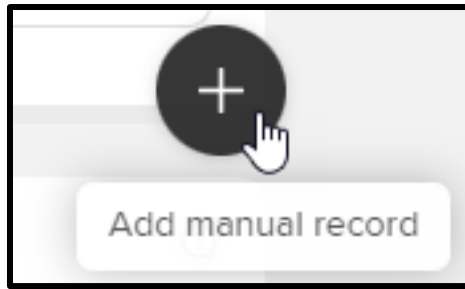
- For each CLAIMED item, complete:
  - ✓ Status
  - ✓ Peer Reviewed/Refereed
  - ✓ Primary & Secondary Scholarship Types
- Select the type of Claimed work



- Click on title



- Scroll to the bottom and click the + icon “Add manual record”



- This opens a manual record – better known as “edit” mode:

A screenshot of a web form titled "Add journal article record". The form has a header "Essential Information". On the left, under "Sub Types", there is a list of checkboxes: Article, Letter, Review, Corrigendum, Addendum, Rapid Communication, and Editorial Comment. Below this is a text input field labeled with a red asterisk and "Title". To the right of the text field is a refresh icon (a circular arrow).

- Scroll down and complete
  - ✓ Status
  - ✓ Peer Reviewed/Refereed
  - ✓ Primary & Secondary Scholarship Types

A close-up of a dropdown menu for the "Status" field. The label "Status" is followed by a red asterisk. The dropdown is open, showing a list of options: "[Select an option]", "Unpublished", "Submitted", "Accepted", "In preparation", "Published", and "Published online". The first option is highlighted in blue.A close-up of a dropdown menu for the "Peer Reviewed/Refereed" field. The label "Peer Reviewed/Refereed" is followed by a red asterisk. The dropdown is open, showing a list of options: "[Select an option]", "Yes", and "No". The first option is highlighted in blue.

Primary Scholarship Type [None] ▾

Secondary Scholarship Type

- Engagement
- Extension
- Diversity and Inclusion
- Mentoring
- International/Global
- Interdisciplinary/Multidisciplinary
- PK-12
- Commercialization
- Multi-state

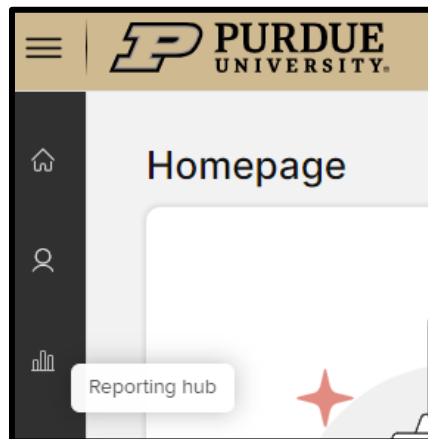
- Click “SAVE” at bottom



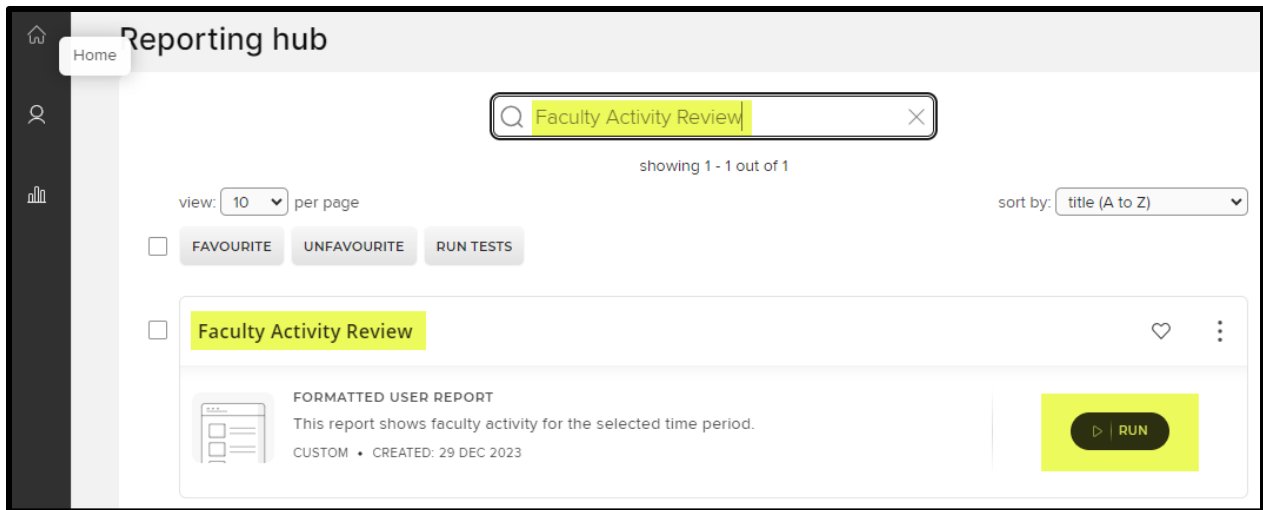
- Repeat this process for each “Claimed” item

### 3 — Run a “Faculty Activity Review” report to check on your data

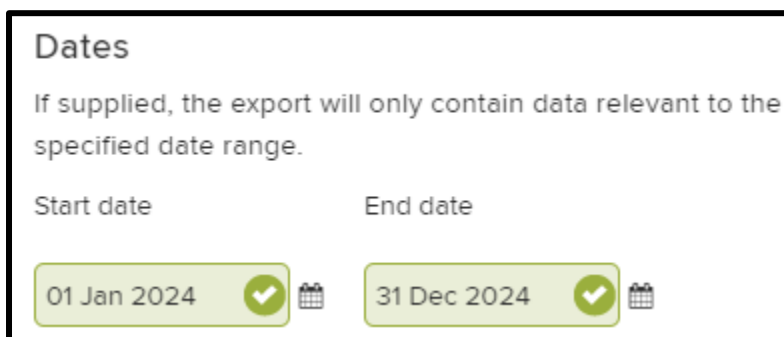
On the homepage, on the left navigation, click the bar graph icon for the “Reporting hub”.



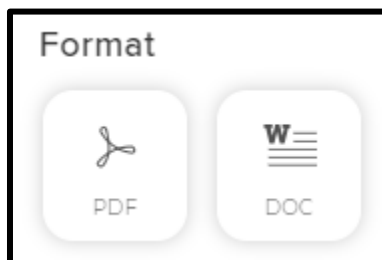
In the “Search reports” box at the top, type “Faculty Activity Review”, locate the report, and click “RUN”.



Select dates: 1 Jan 2024 - 31 Dec 2024



Choose a "Format" – PDF or WORD



Click "RUN", then check your downloads for the report.

- Check for accuracy of items and for anything that is missing. Return to Elements and correct or add items as needed.
- If anything is not showing up OR might be "in process", those items may need to be manually entered (or you could wait for future data feeds or harvesting for them to appear).
- If anything is showing, but is not a 2024 item, the date or end date may need to be entered. This is a common issue for "Service" items.

**Need Help? Email [COAelements@purdue.edu](mailto:COAelements@purdue.edu)**

The CoA CSMs are available to answer your questions and to assist in getting your items entered/corrected. You may email your 2024 Faculty Activity Review report (WORD format) and your current CV. We will compare your CV to your Elements account and update/enter data for you. We will focus on 2024 first to ensure that data are ready for the annual review. We can return to your account later, and enter items for previous years if you would like.