

# *HHS ELEMENTS IMPLEMENTATION SEPTEMBER 2024*

Curate data from 2024



College of Health and  
Human Sciences

9/5/2024

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# Why

## Short term

- Will be used university-wide for annual merit reviews in Spring 2025
- All faculty have a profile in Elements
  - This profile contains information imported from a variety of sources
  - In faculty's best interest to curate that profile to ensure reliable data are included for merit review

# Resources

## Training Resources

- Elements website in the Office of the Provost
  - Training Guides
- HHS Elements Resources: “Elements Faculty Reporting Tool” folder on the HHS Data Reports SharePoint site
- HHSElements@purdue.edu
  - Email address monitored by Emily Green, Casey Marks and Susie Swithers for specific questions from HHS faculty/staff

# Overview

## Curate content from January 1, 2024 to the present

1. Fill out the “About” section on “My profile”
2. Set your Preferred Name and Delegates
3. Generate a Faculty Activity Review for January 1, 2024 to the present to provide a guide for checking your information
4. Verify and add content in the Scholarly and Creative Work section
5. Verify Grants and Learning and Teaching sections
6. Verify and add content in the Service section

# 1. Fill out the “About” section on “My profile”

See [Training Guide 1: My Profile User Guide](#)

- Biographical and background information
- Overview, Research interests, Teaching summary
- Labels (optional)
  - Availability: What kind of opportunities can people contact you about? Will be more relevant once Discovery module is implemented and profiles are publicly visible.
  - Fields of Research (2020): Fixed ontology of fields of research. Choose any that apply. Can be used for searching in the Discovery module.
  - UN Sustainable Development Goals: Utilize this field if relevant to your funding and/or research interests

## 2. Set your Preferred Name and Delegates

### See Training Guide 1: My Profile User Guide and Training Guide 7: Managing Delegates

- Preferred Name:
  - Names in Elements are populated from Human Resources data
  - Due to marriage, etc., some faculty's last name in the HR system, and thus in Elements, is different from their professional last name
  - These faculty should change their last name in the Preferred Name section
- Delegates
  - Manual tasks involved in curating content can be delegated to administrative support personnel. See Training Guide 7: Managing Delegates.
  - **Faculty still have the final responsibility for all information in their profile.** Be sure to check/verify the results of any delegate's work.

## ***3. Generate a Faculty Activity Review***

### **See HHS Supplement – Generating Reports**

- Generate a Faculty Activity Review for January 1, 2024 to the present
  - This form is only for use as a reference in curating your content
  - It is not the form that will be used for merit review
  
- Review the Faculty Activity Review and note the items that need to be edited
  - Any records that do not have a date associated with them will appear on the report
  - Such records can be edited to add the appropriate date – be sure to verify all other information in the record to ensure it is accurate
  - Records without dates can be deleted if the information is not needed

## ***4. Verify and add content in the Scholarly and Creative Work section***

See **Training Guide 5: Adding and Editing Records – Scholarly & Creative Works**

- Data in this section will have been scraped and imported from a variety of sources
- Because we are focusing on 2024, the most important thing is that you have set up an ORCID as this is used to identify individuals when information is scraped
- Verify the information on the Faculty Activity Review, paying close attention to records that do not have a date
- Edit records as necessary



## ***5. Verify content in Grants and Learning and Teaching***

See **Training Guide 6: Adding and Editing Records – Grants, Service and Learning & Teaching**

- Grants data comes from COEUS
- Teaching data comes from Banner. Course evaluation data comes from Watermark.
- Verify the information on the Faculty Activity Review
- Edit records as necessary

## ***6. Verify and add content in Service***

See **HHS Supplement – Curating Service Activities** and **Training Guide 6: Adding and Editing Records – Grants, Service and Learning & Teaching**

- Some Service records may have been pre-loaded from Digital Measures
  - These records may be missing dates and Primary Scholarship Type (i.e. Discovery, Teaching and Learning, or Engagement)
  - Edit other fields as necessary
  - Delete records if necessary
- Add remaining Service activities
  - Include Dates and Primary Scholarship Type

# *THANK YOU*

For further help regarding Elements, please contact:

[HHSElements@purdue.edu](mailto:HHSElements@purdue.edu)