Symplectic
Elements

Elements Annual Report Guide: Faculty

George Washington University

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1. Sign into Elements

Access Symplectic Elements by selecting the following link: elements.gwu.edu

- You will sign in through Single-Sign-On (SSO) using your GW credentials.

- For the 2024 Annual Report (AR), only GWSB, SEAS, SON, and SPH will complete their AR though Elements.

- All other schools, CCAS, CPS, ESIA. GSEHD, LAW, SMHS, will still use Lyterati to complete their AR.

2. Review and Edit your Faculty Profile

Guide to Reviewing and Editing Your Faculty Profile during Implementation phase

- The transition to Elements involved a detailed process of importing and integrating faculty data from various sources to ensure accurate and comprehensive profiles. Faculty members are responsible for reviewing their profiles, updating records, and ensuring completeness. This portion of the guide provides an overview of how different types of data were brought into Elements, what faculty need to review, and actions to take.

- Some information is still being imported or refined in Elements. Faculty members are encouraged to check their profiles periodically for updates and ensure any newly added data is accurate and complete.

How Data Was Imported

1. **Publications**
   - **Source**: Publications were imported from prior systems (Lyterati) and through the Elements automated harvesting processes from databases such as Dimensions and Scopus.
   - **What to Check**:
     - Review your pending publications and unique identifiers.
     - Verify the accuracy of titles, authorship, publication years, and journal details.
     - Add missing publications manually using the "Add" option.
     - Remove any irrelevant or duplicate publications to maintain a clean record.
2. **Grants**
   - **Source**: Grants data was brought into Elements via automated harvesting from **Dimensions** and additional information provided by the **Office of the Vice President for Research (OVPR)**.
   - **What to Check**:
     - Review the accuracy of grant titles, funding sources, and award periods.
     - Manually add any grants not included in the automated data.
     - Contact Elements support if grants data appears incomplete or incorrect.
3. **Teaching Activities**
   - **Source**: Course data was imported from **Banner**, while other teaching-related activities (e.g., mentoring, course-based supervision) must be added manually by faculty.
   - **What to Check**:
     - Verify all courses taught are listed correctly, including course titles and

terms.

- ■ Ensure any additional teaching contributions, such as advising or supervision, are included. **Note: This data has still not been completely migrated.**
- ■ Use the "Add" feature to input teaching activities not automatically imported.

4. **Professional Activities**
   - ○ **Source**: Professional activities, such as committee memberships, awards, and memberships in organizations, were transferred during the migration process.
   - ○ **What to Check**:
     - ■ Confirm all committee memberships are listed, and add start and end dates where applicable. Records without end dates appear as ongoing and may need updating.
     - ■ Review awards, honors, and memberships for accuracy and relevance.
     - ■ Remove outdated or irrelevant professional activities.

5. **Legacy (Lyterati) Data in Additional Information**
   - ○ **Source**: Data that could not be directly mapped into Elements fields was placed in the **Additional Information** section of individual records.
   - ○ **What to Check**:
     - ■ Examine legacy data for relevance and completeness.
     - ■ Incorporate relevant information into the appropriate standard fields.
     - ■ Remove any irrelevant legacy data from your profile.

Steps for Reviewing and Editing Your Profile

1. **Access Your Profile**:
   - ○ Log in to Elements and navigate to the appropriate sections of your profile, such as Publications, Grants, Teaching Activities, or Professional Activities.
2. **Review Records**:
   - ○ Carefully review all data for accuracy and completeness.
   - ○ Pay special attention to fields that may have been auto-populated or migrated from other systems.
3. **Edit Records**:
   - ○ Click the **Edit** button to update or add missing details.
   - ○ For legacy data, transfer relevant information from the **Additional Information** section to the appropriate standard fields.
4. **Add New Information**:
   - ○ Use the **Add** feature to manually include any missing records that were not imported during the transition.
5. **Remove Irrelevant Records**:
   - ○ Use the **Remove** option to delete outdated or irrelevant records that no longer reflect your activities.
6. **Check Periodically**:

- Revisit your profile regularly as new data is added or updated by the automated harvesting processes and institutional imports.

Guidelines for Action for the Annual Report (AR)

- Navigate to the relevant sections within the Annual Report dashboard in Elements.

- Use the **Edit** feature to add missing details, such as end dates, or correct inaccuracies.

- Within the AR, utilize the **Remove** option for records that no longer apply.

  - For example, committees did not contain end dates in Lyterati, therefore all committees will be brought in automatically for your professional activities into your AR because it is assumed from the lack of end date that they are still ongoing.

3. Access Your Annual Report (AR) Dashboard

1. On the homepage, press the left or right arrow until you reach the prompt labeled *Annual Report* on the homepage.

2. Click *Start* or *Continue* Annual Report.

3. Read through the *introduction* and *confidentiality* statement. Click the *Next* button to start the Annual Report.

4. You will be directed to the page below titled *Overview*. This page will serve as your guide to filling out your AR. There are five different sections that will be required to complete your report. These sections/sub-headers are:

- Research and Scholarly Works
- Teaching Activities
- University Service and Professional Activities
- General Questions
- Academic Leadership

5. Under each sub header is a list of items (i.e., *Publications, Grants, Questions)*, next to the title of these items is a number indicating how many objects are in them. This will indicate which parts of your report need the most attention.

6. Each section will offer you warnings, such as: section has _ list(s) which has too few items selected. or Section has _ list(s) which have no items selected which will indicate to you that additional information is required for your annual report in these sections.

7. Click on the *Show Summary* Button in the top right corner for more information on what your AR is missing and to keep track of your progress.

George Washington

Jack Hatcher

Demo Faculty Annual Report - 2024

current stage: **Faculty Review**   SUBMIT

Show summary

‹ EXIT EXERCISE

Academic Leadership

‹ PREVIOUS   NEXT ›

This section of your annual report will focus on your role as a faculty administrator during the **2024** calendar year. If you do not serve in a faculty adminsitrative position, you can skip this section.

...see more

Introduction

Overview

Research and Scholarly Works

Teaching Activities

University Service and Professional Activities

General Questions

Academic Leadership

Download
Download the exercise report

Information

2 information fields

Please describe professional accreditation details for programs in your department.
Answer

Please describe your administrative goals and (and objectives to achieve these goals).
Answer

‹ PREVIOUS   NEXT ›

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4. Respond to AR Questions

Once you have accessed the overview screen, you'll be able to select one of the five separate sections of the report:

- Research and Scholarly Works
- Teaching Activities
- University Service and Professional Activities
- General Questions
- Academic Leadership

a. Research and Scholarly Works

1. **Access Research and Scholarly Works:** Select *Research and Scholarly Works* on the navigation bar on the left side of the screen. **This section of your annual report will focus on your research and scholarly activities during the previous calendar year (January 1st - December 31st).**
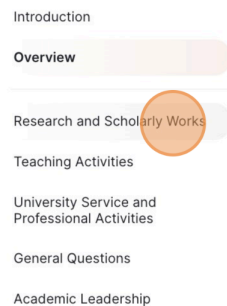
2. **Remove Auto Generated Publications:** Any research and scholarly work from the year of your AR that was added to or claimed to your profile prior to starting your review will automatically be pulled into your AR as seen below. If you wish to remove specific items, select *Remove*:

3. **Add a publication:** Select the *Plus* button in the top right corner:

Either, select *Add* on the items you wish to include if they have already been added to your profile:

Or, click on *+ Add New Publication* to create a completely new publication from your AR.

4. **Add All Items:** If you are interested in adding every item to your AR, select *Add All* in the add menu the specific type of work you're interested in:
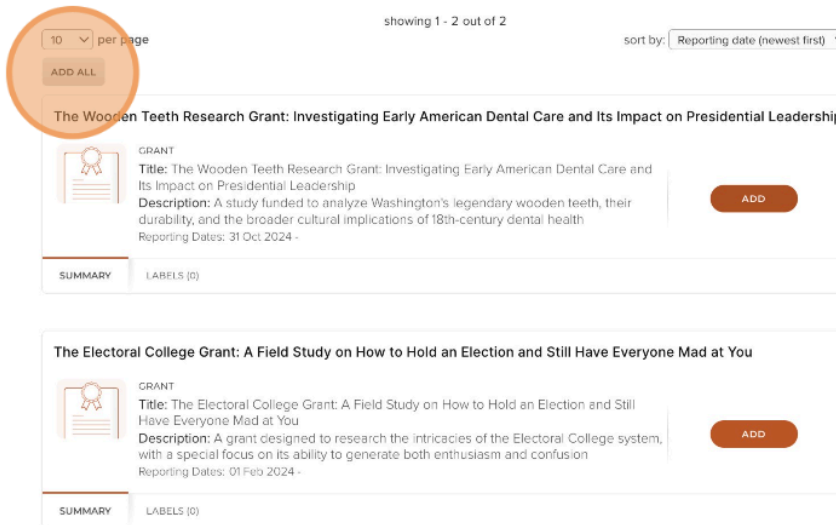
5. **Research and Scholarly Work Questions:** Answer all of the research and scholarly work questions relevant to you. First to access these questions click on the *Add Item* button:
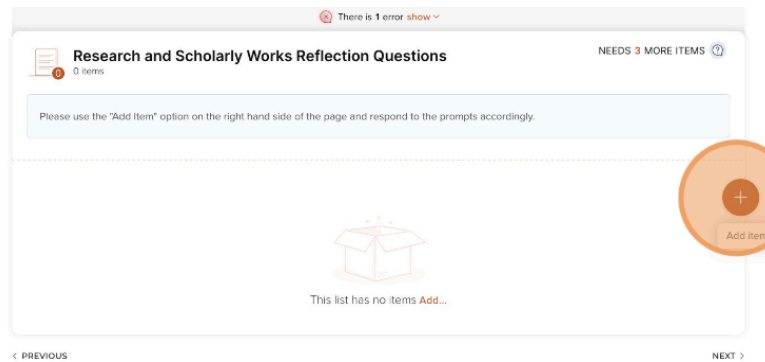
For each question, select the *Question Mark* symbol for a description of the required information.

Once all questions are answered, the boxes are green, and you're ready to continue. Press the *Save and Exit* button in the top right corner:

b. Teaching Activities

1. **Continue to Teaching Activities:** Select the *Next* button in the lower right corner of your screen:

2. **Courses Taught:** All of your courses have been duplicated from Banner and should be auto populated. You are responsible for including your *Course Taught Assessment:*

In addition to your *Student Teaching Evaluation* as indicated below:
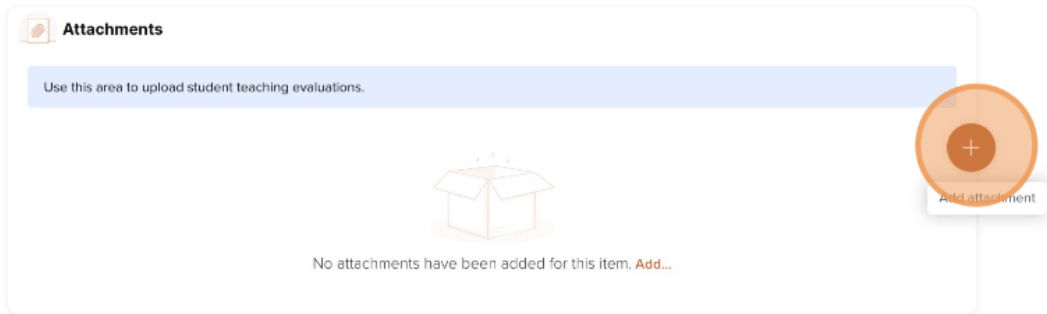
3. **Teaching Activities:** You are responsible for adding all of your teaching activities (i.g. course-based degree supervision, mentoring, etc). Ensure that all of your teaching activities besides *Courses Taught* are all included in this section from the previous year.
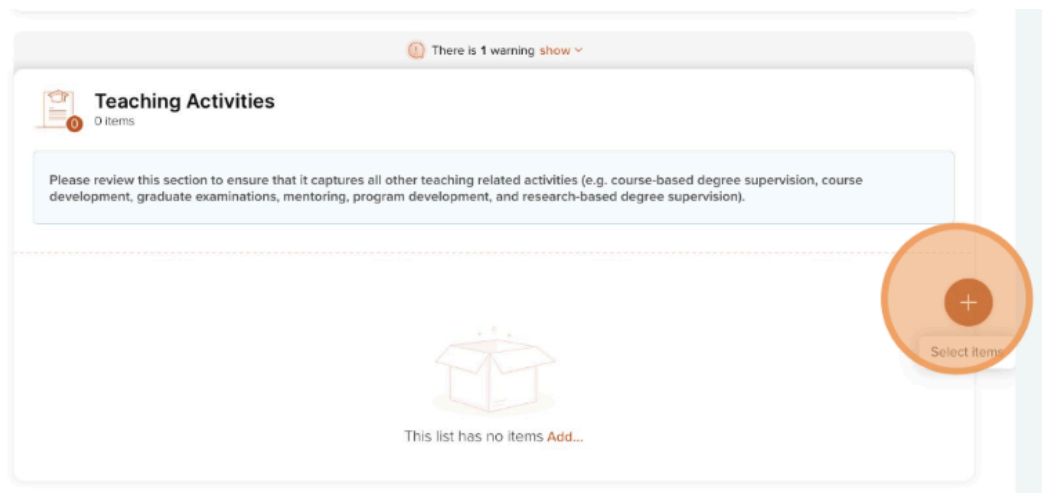
4. **Teaching Activity Questions:** Answer all of the *Teaching Activities Reflection* Questions by selecting the *Add Item* button:

< PREVIOUS   NEXT >
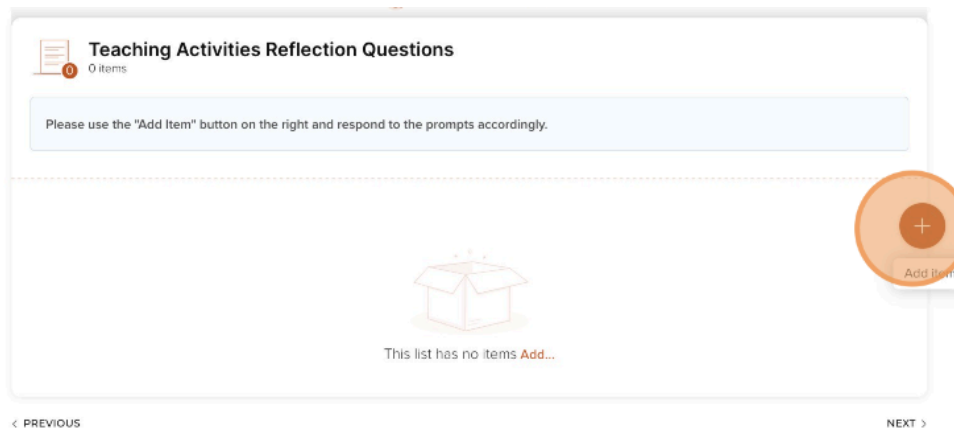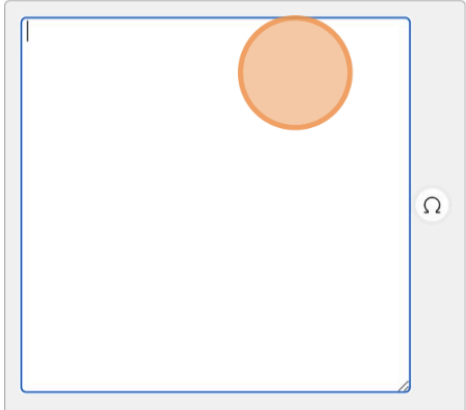
Then writing your answers in the all the respective text boxes: (Make sure to select the question mark to receive the complete question)

c. University Service and Professional Activities

1. **Access Next Page:** Click *Next* in the bottom right corner to continue to the University Service and Professional Activities page.

2. **Remove or Add University Services:** Select the *Add Item* button to include additional University Services (i.g. committees, employee supervision, promotion, etc). Or select *Remove* to un add any services you do not wish to include in your AR:
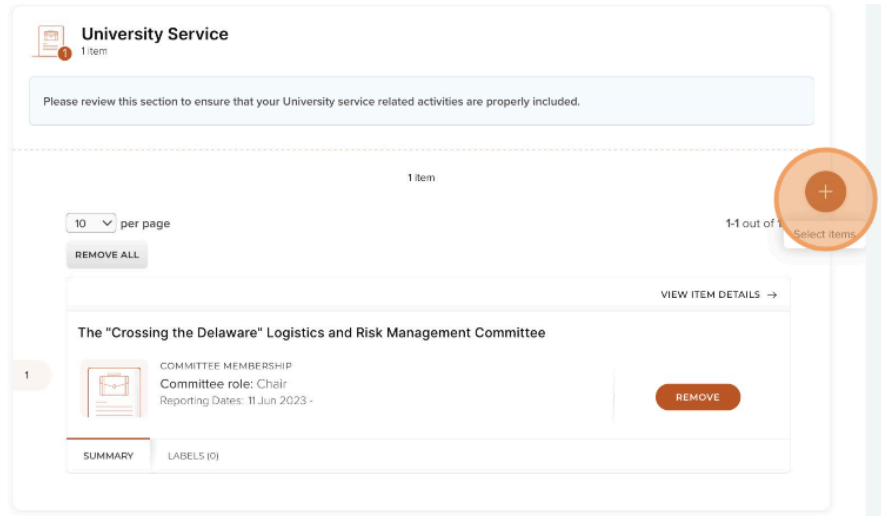
3. **Answer University Service Questions:** Using the *Add Item* button, answer the attached questions regarding your University Service:
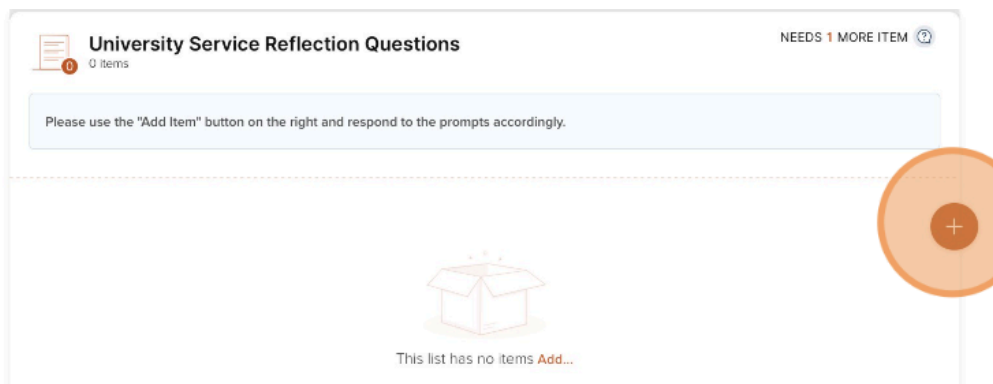
4. **Remove or Add Professional Activities:** Select the *Add Item* button to include additional Professional Activities (i.g. community Service, Membership, Awards and Honors, etc). Or select *Remove* to un add any activities you do not wish to include in your AR:
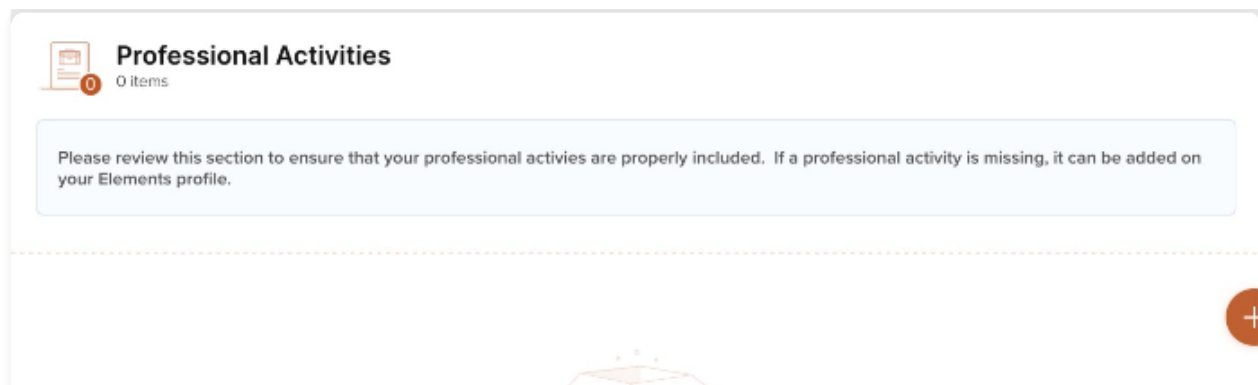
5. **Answer All Professional Activity Questions Relevant:** Using the *Add Item* button, answer the attached questions regarding your University Service: **(All questions relevant to you must be answered)**

      d.   **General Questions**

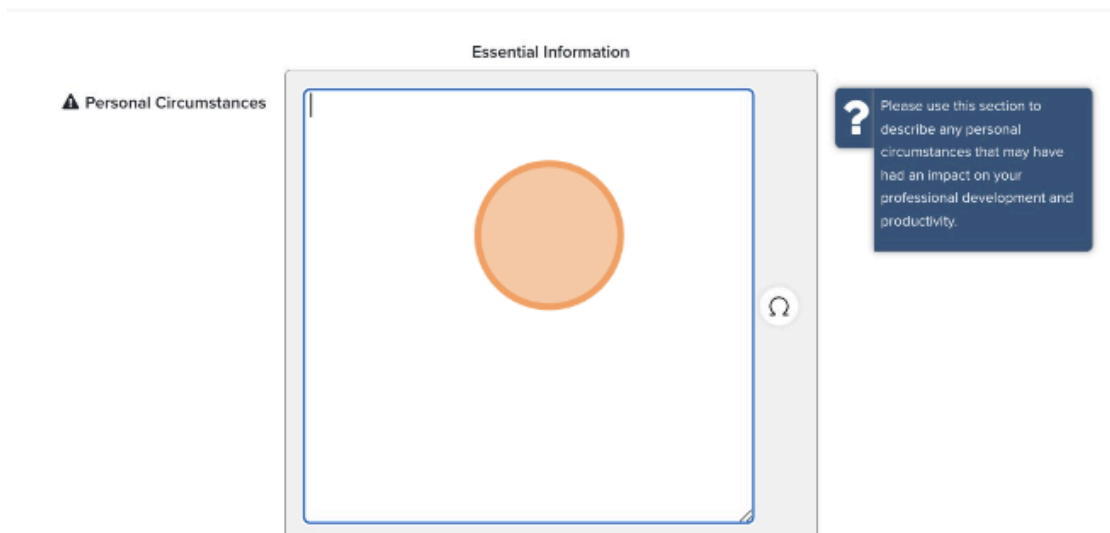**1. Continue to General Questions:** Select the *Next* button in the lower right corner of your screen:

2. Answer General Questions: Select the *Add Item* button to begin to answer general questions:

Include any personal circumstances which may have had an impact on your professional development. Click on the *Question Mark* for more information:
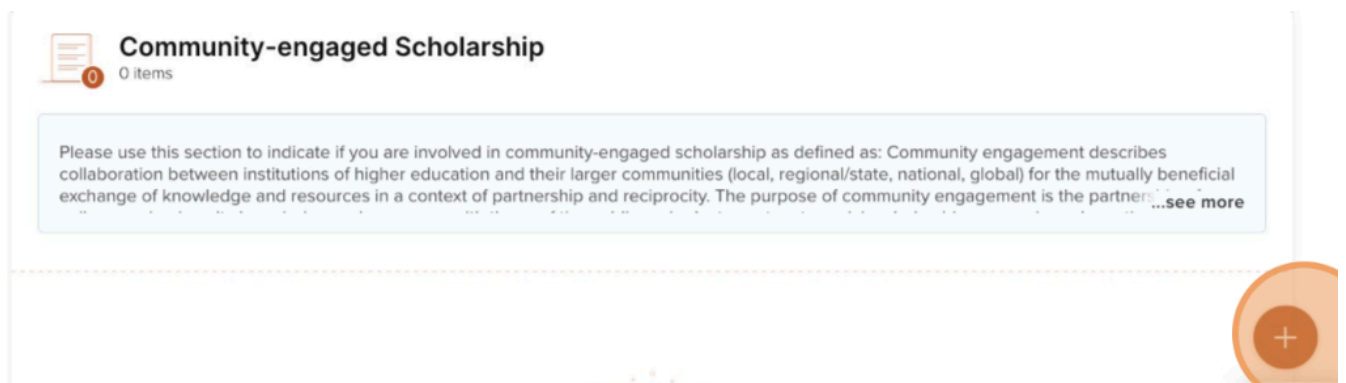

Answer all questions regarding your training status (**Note: You must have completed your Title IX, Conflict of Interest, and Bayh Dole Research Compliance Trainings to submit your AR)These trainings can be located at** Talent@GW**:**

3. **Community Engagement Scholarship Courses:** Please use this section to indicate if you are involved in community-engaged scholarship as defined as: Community engagement describes collaboration between institutions of higher education and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity. The purpose of community engagement is the partnership of college and university knowledge and resources with those of the public and private sectors to enrich scholarship, research, and creative activity; enhance curriculum, teaching, and learning; prepare educated, engaged citizens; strengthen democratic values and civic responsibility; address critical societal issues; and contribute to the public good.

   Click on the *Add Item* button to access questions:

   Then proceed to answer the related questions regarding the community-engaged scholarship, when done make sure to select *Save and Exit*:

e. Academic Leadership

This section of your annual report will focus on your role as a faculty administrator during the 2024 calendar year. If you do not serve in a faculty administrative position, you can skip this section and go to **Review Answers**

1. **Continue to Academic Leadership:** Select the *Next* button in the lower right corner of your screen:
2. **Answer Academic Leadership Questions:** Select the *Add Item* button to begin to answer questions:

Review questions, click on the *Question Mark* for the entire question. Type your answer in the text box, Make sure to answer all questions and select *Save and Exit*: (You may return to edit all your answers prior to submitting:

5. Review Answers and Print AR

Please make sure to thoroughly review the information you provided for your AR as well as all of your questions prior to submission. You will be unable to submit your AR without answering the required questions.

1. **Check Status of AR:** Select the icon in the the top right corner called *Show Summary* to insure that all sections have been completed and their are no outstanding items:
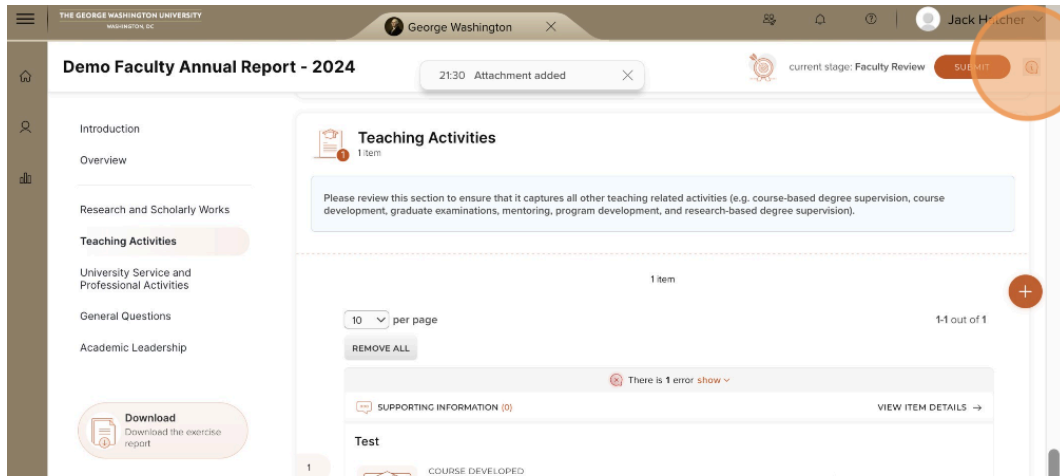

Ensure that there are no errors or warnings present underneath the sections. If there are errors, please select them on the screen and you will be redirected to the proper page for correction:
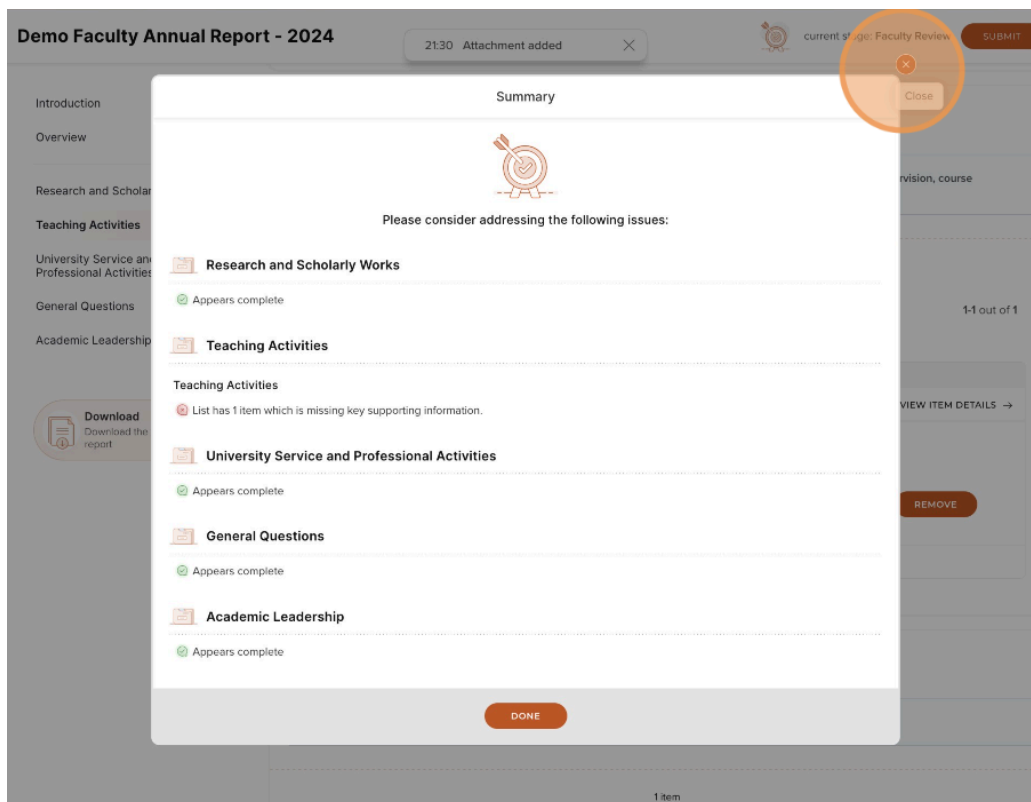
2. **<u>Print AR:</u>** You have the option to print and review your AR as a PDF. To do so, select the *Download* button in at the bottom of the AR navigation menu:
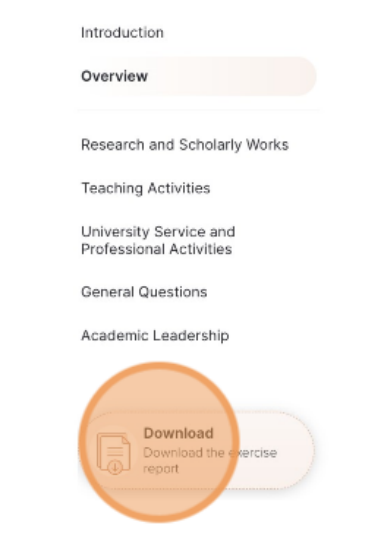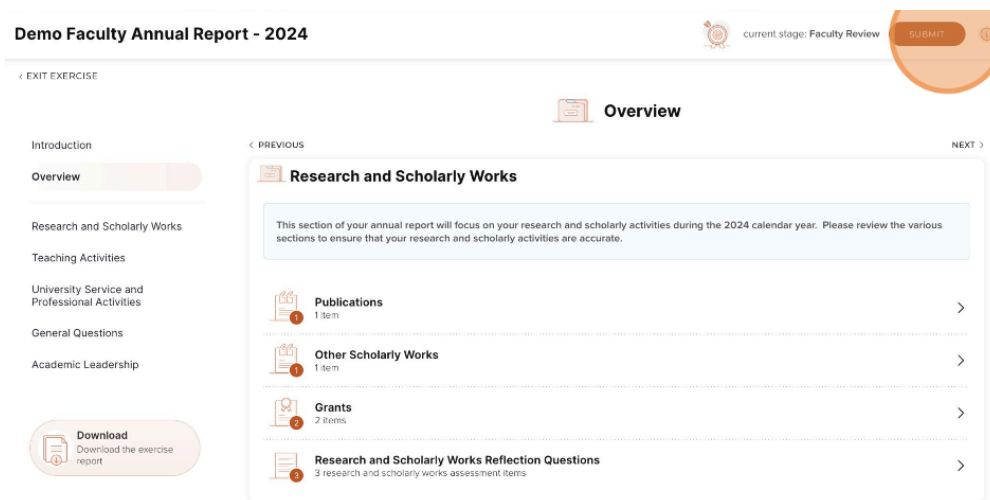

Select whether you would like to download your AR as a *PDF* or as a *Word document*. Finally, select *download* to access your complete AR. (Note: You can do this either before or after submitting your AR)
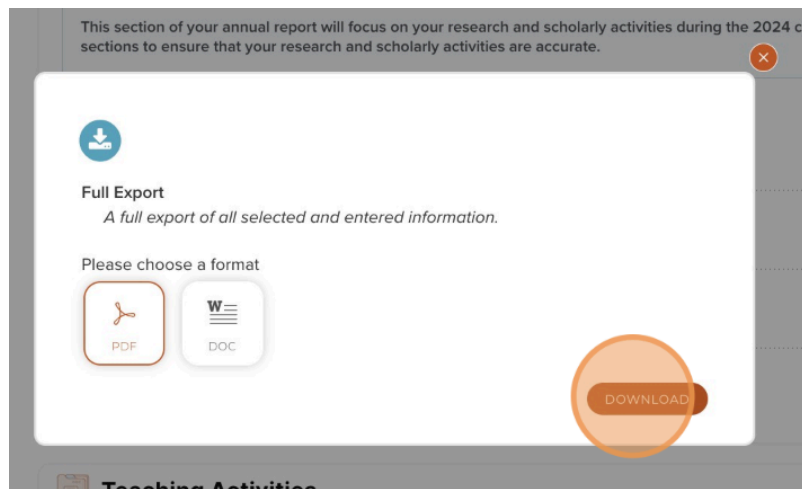
6. Submit Annual Report

When you are satisfied with your responses and are ready to submit, select the *Submit* button in the top right corner:

You will then be met by a summary screen where you can review your AR one last time to ensure that all requirements are met. If you are prompted by an error or warning then you will be unable to submit your AR until you resolve these outstanding issues.

Verify that your annual report is complete before submitting to your department chair or program director for review by selecting the check box:
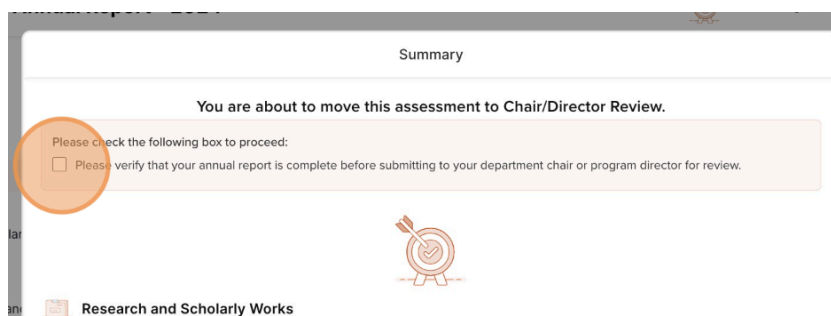
Once you are satisfied with your AR, please select the *Confirm* button indicated below:

Your AR will then be sent to the next step of the routing process, where your department chair will and Dean will examine and comment on your responses.

7. Support

For technical assistance or questions about your Annual Report, please contact:

- **Elements Support Team**: elements@gwu.edu