THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

Introductory Guide to Building an Elements profile

For Faculty of the George Washington University

Created April 2025

What is Elements?

Elements is a faculty information system that provides a platform for the Annual Reporting process. It also links to a module called Discovery, which showcases public-facing faculty profiles featuring research interests, publications, teaching and more.

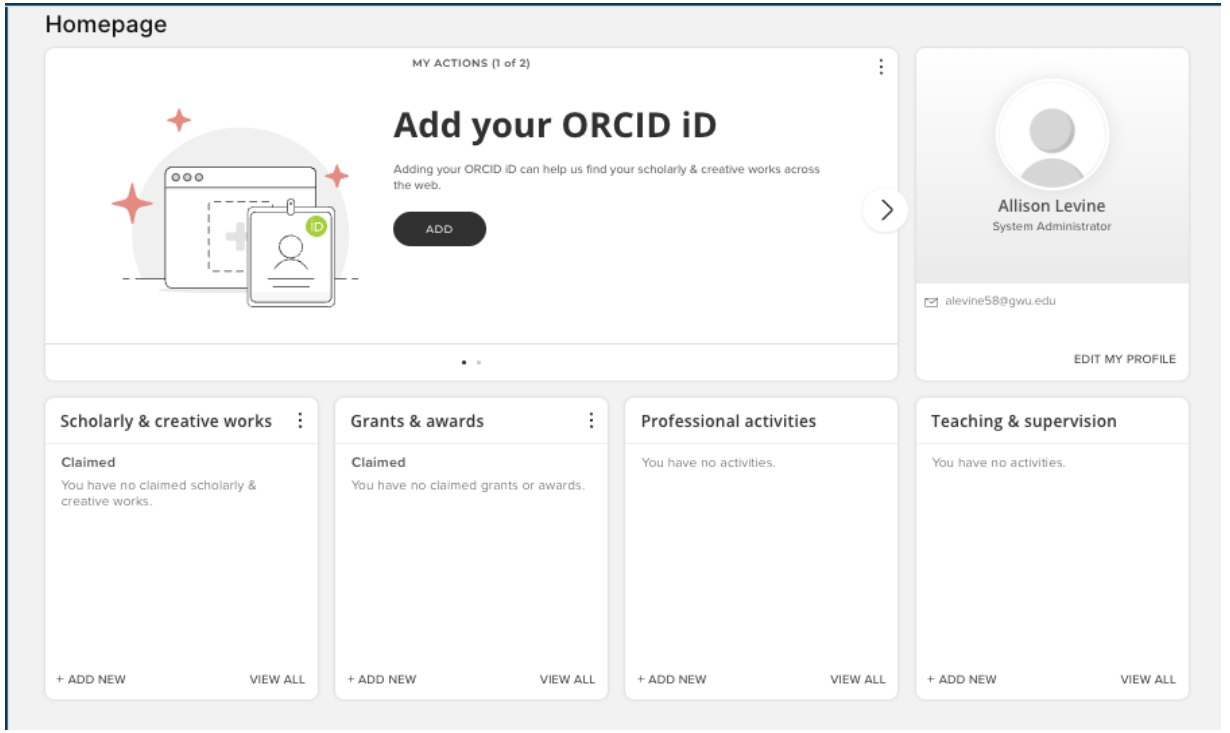
Symplectic Elements is a part of Digital Science.

What is Elements?

Elements is now available for GW full-time faculty. The Discovery public profile module will go live for GW faculty during the Fall 2025 semester. The profile you build in Elements will provide the content for your public Discovery profile.

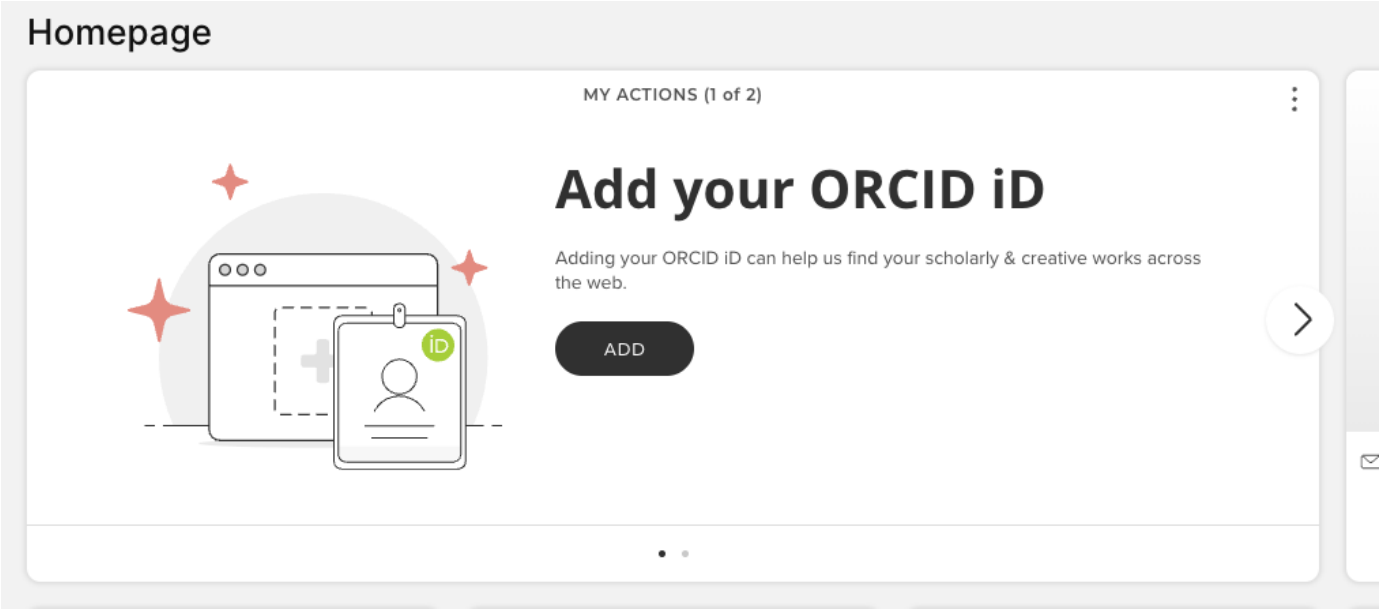
Getting Started

- Sign in to Elements through Single-Sign-On (SSO) using your GW credentials.
- The **Homepage** is where you land after logging into Elements. It is different from your **Profile** page, which we will discuss later in this guide.
- Your homepage will look something like this (right).



Homepage

On the homepage, you will find a box labeled **My Actions** (right) which contains action items you can view using the arrows at the sides of the box.



My Actions

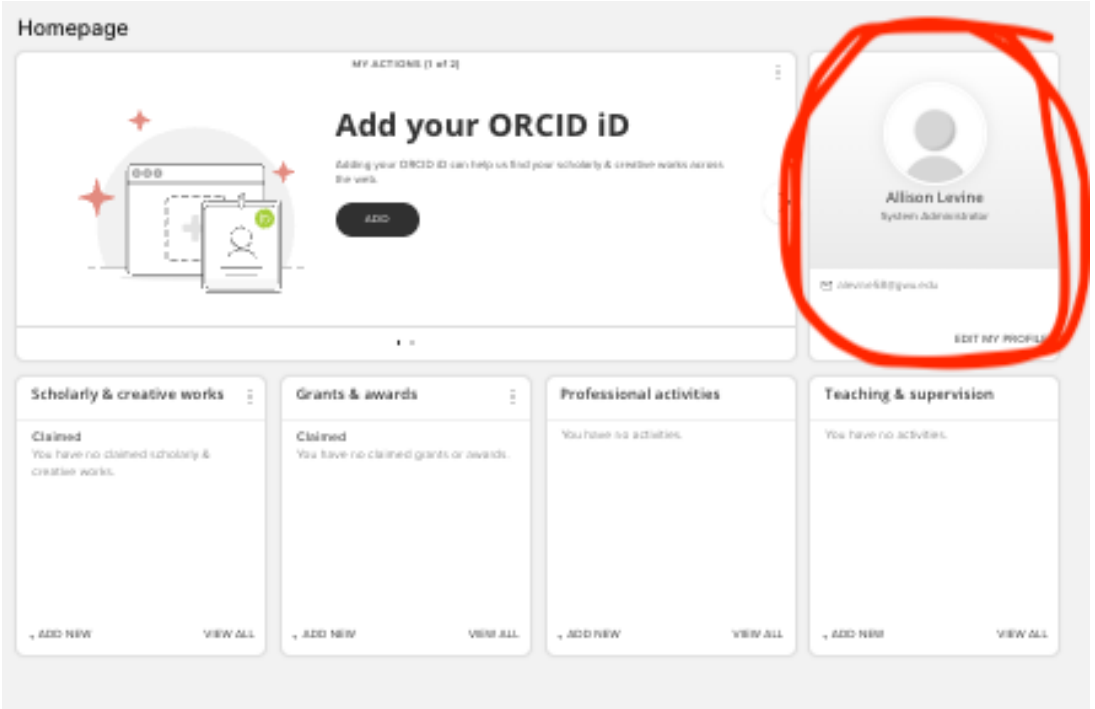
As you scroll through **My Actions**, you will see prompts such as:

- Claim or reject author identifiers
- Claim or reject Scholarly and Creative Works
- Add your ORCID iD
- Set up your search settings

This guide includes instructions for the first three items listed above.

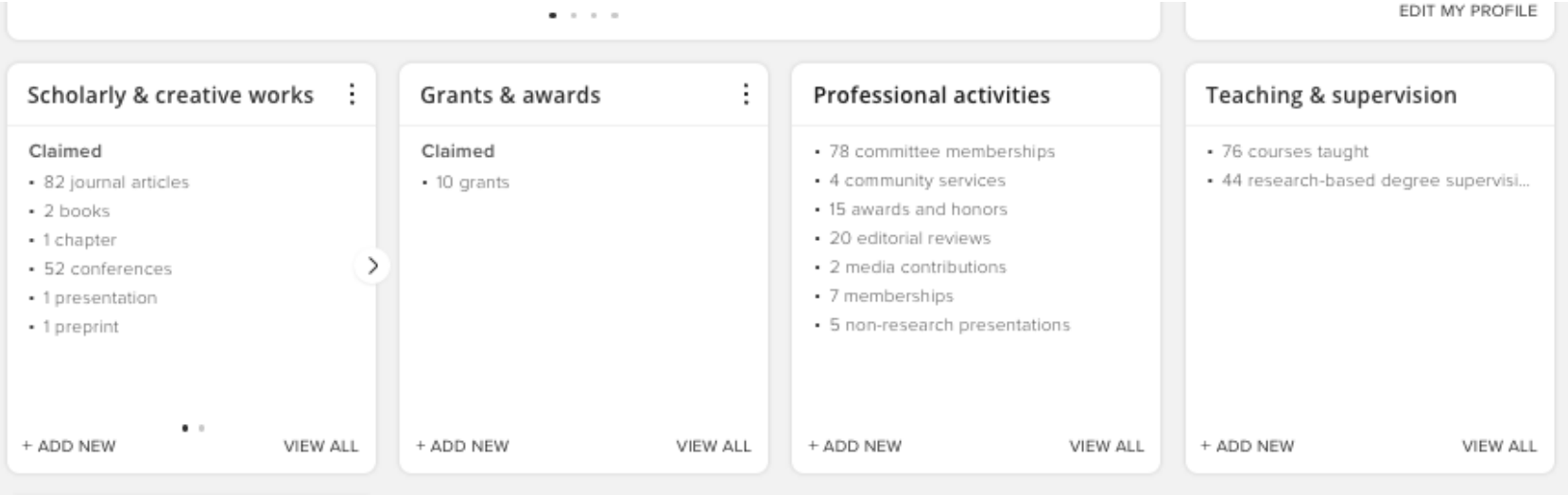
Homepage

To the right of the My Actions box on the homepage, you will find a box showing a preview of and link to your profile (circled at right).



Homepage

Below the My Actions and Profile preview boxes are four boxes labeled **Scholarly & creative works**, **Grants & awards**, **Professional activities**, and **Teaching & supervision** (below), which link to those pages respectively.



Homepage

Even the first time you log into Elements, you might have pending items listed in your Scholarly & creative works and Grants & awards lists, as well as items in your Professional activities and Teaching & supervision lists. Where does Elements source this information?

Where does Elements source this information?

Scholarly & creative works

- External, public databases including Dimensions, PubMed, Scopus, and more.
- Manual entry

Grants & awards

- GW's institutional system of record (EAS)
- Dimensions
- Manual entry

Professional activities

- Data from previous Annual Reporting system, Lyterati
- Manual entry

Teaching & supervision

- GW's institutional system of record (Banner)
- Manual entry

Where does Elements source this information?

As noted above, you can manually enter items in your lists of scholarly & creative works and grants & awards, but Elements' automatic claiming function, described in the next section of this guide, decreases the need for manually entering items in these categories.

Claiming Author Identifiers

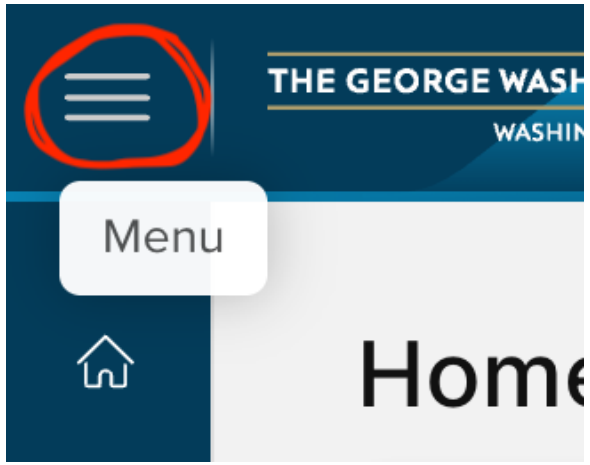
Initially, Elements can identify your work in the aforementioned external, public databases (such as Dimensions, PubMed, and Scopus) using your name and GW email address.

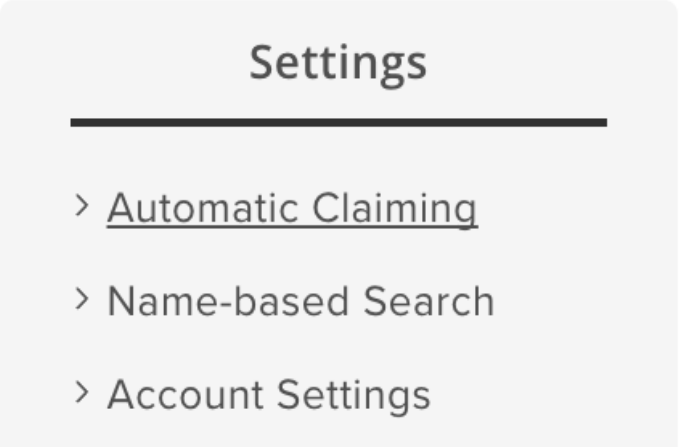
You can help Elements to more accurately identify your work by claiming **Author identifiers**. On the Automatic Claiming page, you will have the opportunity to add external profiles, as well as any non-GW email addresses that serve as author identifiers.

Claiming Author Identifiers

To claim **Author Identifiers**, click on the menu button at the top left of the homepage.

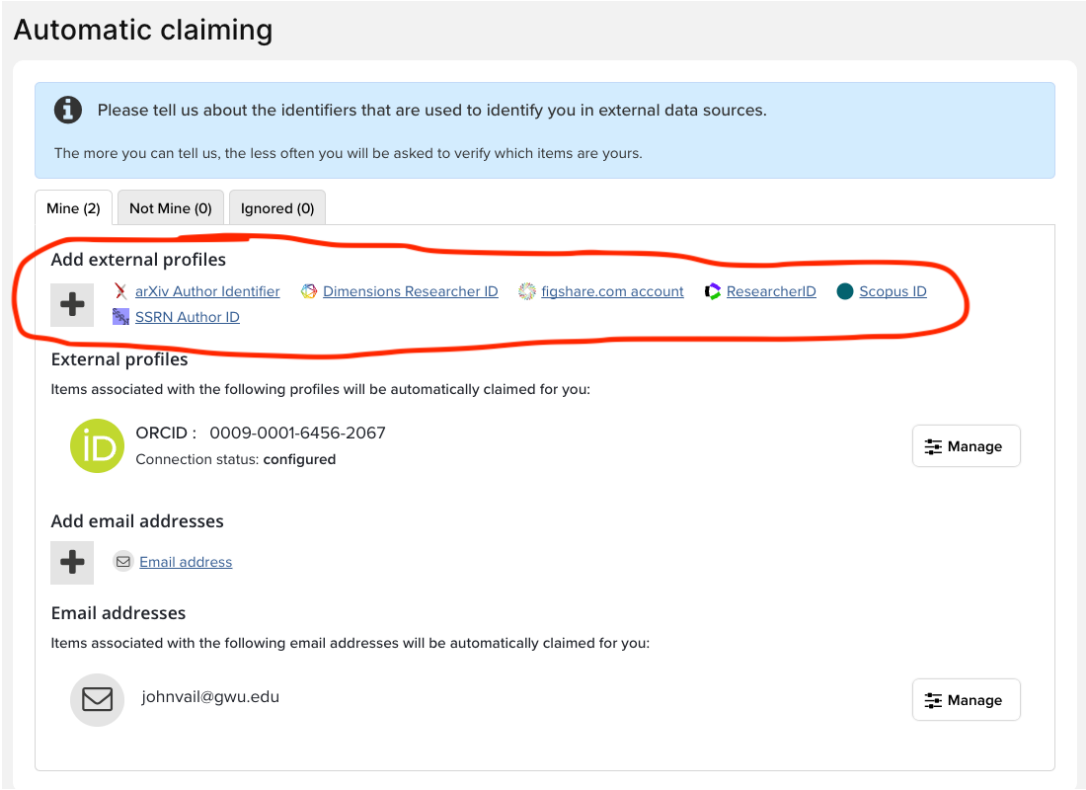
Several tabs will appear. On the **My Profile** tab, under the **Settings** heading, click on the **Automatic Claiming** link.





Claiming Author Identifiers

On this page, you can add a variety of author identifiers such as your ORCID iD, arXiv Author Identifier, and more, in the **Add external profiles** section (circled in red, right).



Claiming Author Identifiers

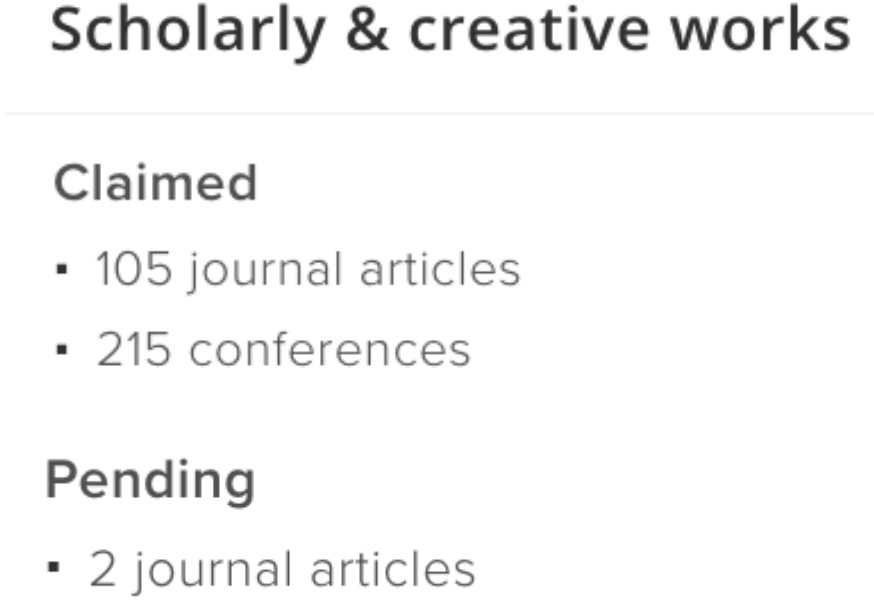
If you add an external profile, such as your ORCID iD, all publications associated with that iD will be automatically connected to your Elements profile. They will then appear in the list of "Pending" **Scholarly & creative works** on your homepage.

You can go through your list of pending works and claim those that are yours through the following process.

Claiming Scholarly and creative works

Return to the Homepage by clicking the Home icon in the left sidebar menu (right, circled in red).

On the Homepage, you will see partial lists of your **Claimed** and **Pending** Scholarly and creative works.

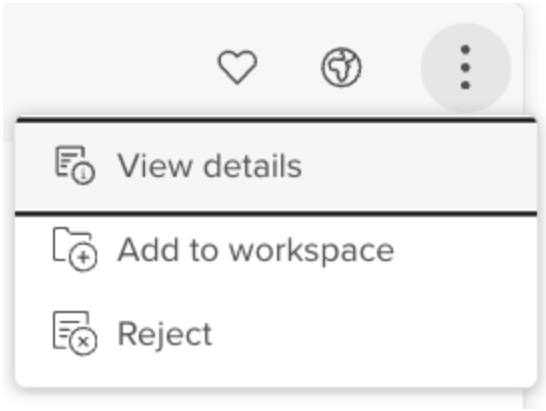


Claiming Scholarly and creative works

You can click on **Claimed** and **Pending** to review these lists in detail.

When you click on **Pending**, you can click the Reject or Claim buttons for each pending item.

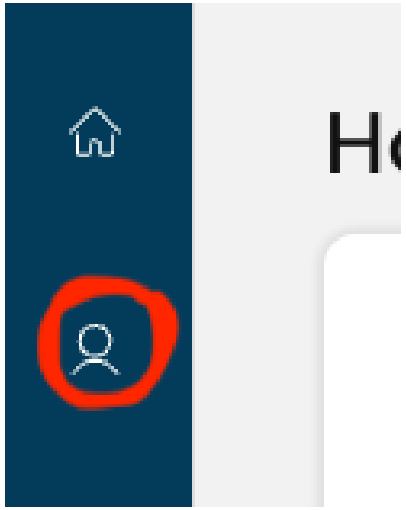
If you accidentally claim an item you meant to reject, you can find it in the **Claimed** list, and click the three dots in the top left corner to reject it.



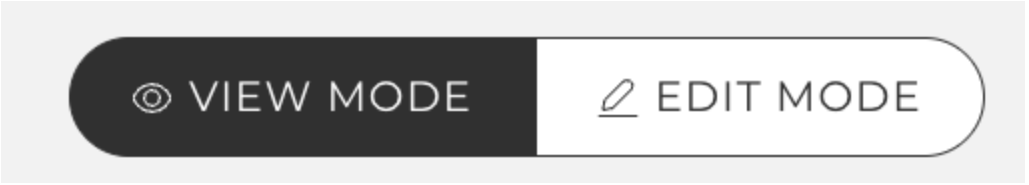
Your Profile

So far, we have primarily discussed the Elements Homepage and its features. Another key page in Elements is your profile page.

To navigate to your profile, click on the **Profile** icon (circled in red at right) in the sidebar menu on the left side of the Homepage.



You can go back and forth between **View Mode** and **Edit Mode** on your profile.



Your Profile

The information on your Elements profile page will provide the content for your public-facing Discovery profile.

Initially, you will find your name, job title, and GW email address on your profile. Your profile will also display your Scholarly & creative works, Grants & awards, Professional activities, and Teaching & supervision lists.

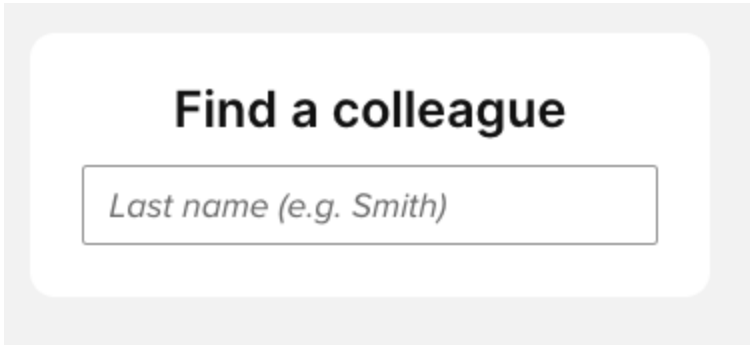
Editing Your Profile

Additionally, you can do the following on your profile:

- Upload a profile photo
- Add phone numbers and non-GW email addresses
- Fill in the **Overview**, **Research Interests**, and **Teaching Summary** text fields
- Populate the **Experience**, **Education**, **Language Competencies**, **Addresses**, and **Media** fields

Your Profile: Find a Colleague

Another feature on your profile is the **Find a colleague** box in the bottom right. You can use this to find and view the profiles of other GW faculty members. You will only be able to view the items on their profiles that have privacy settings of **Internal** or **Public**. The next part of this guide will provide information on Elements' privacy settings.



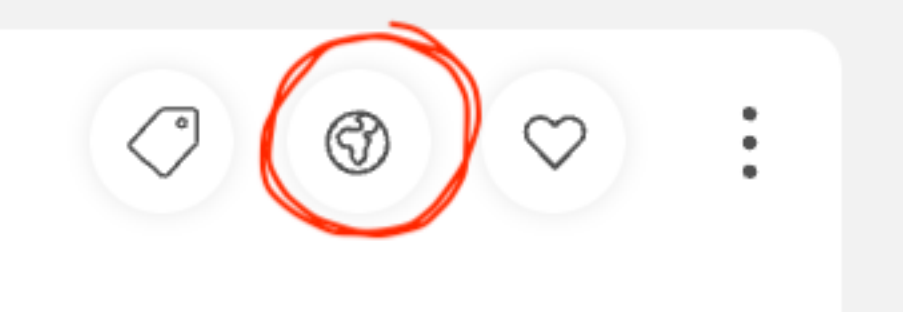
Privacy Settings in Elements: Objects

You can change the privacy settings for each individual object (scholarly & creative work, grant, etc.) within your profile to any of the following:

- **Public**, meaning it is visible in Elements to other GW users, and will be visible to anyone once the Discovery module is enabled.
- **Internal**, meaning visible in Elements to other GW users, and will not appear in your profile in the Discovery module
- **Private**, meaning visible only to you and select Elements users (such as system administrators)

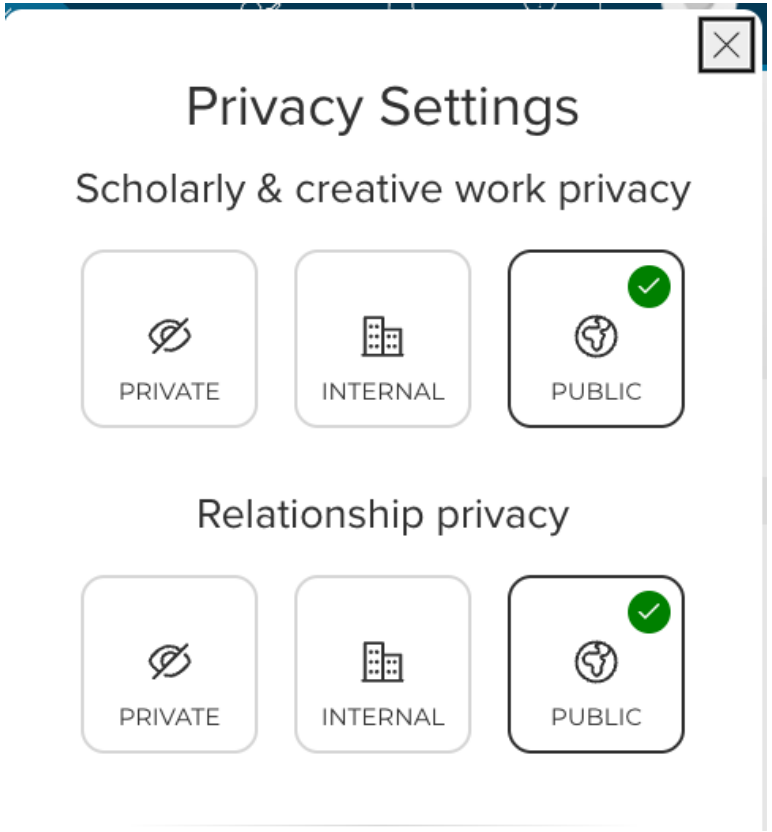
Privacy Settings in Elements: Objects

To change the privacy settings on an individual object, click on the object title and find the globe symbol at the top right of the page.



Privacy Settings in Elements: Objects

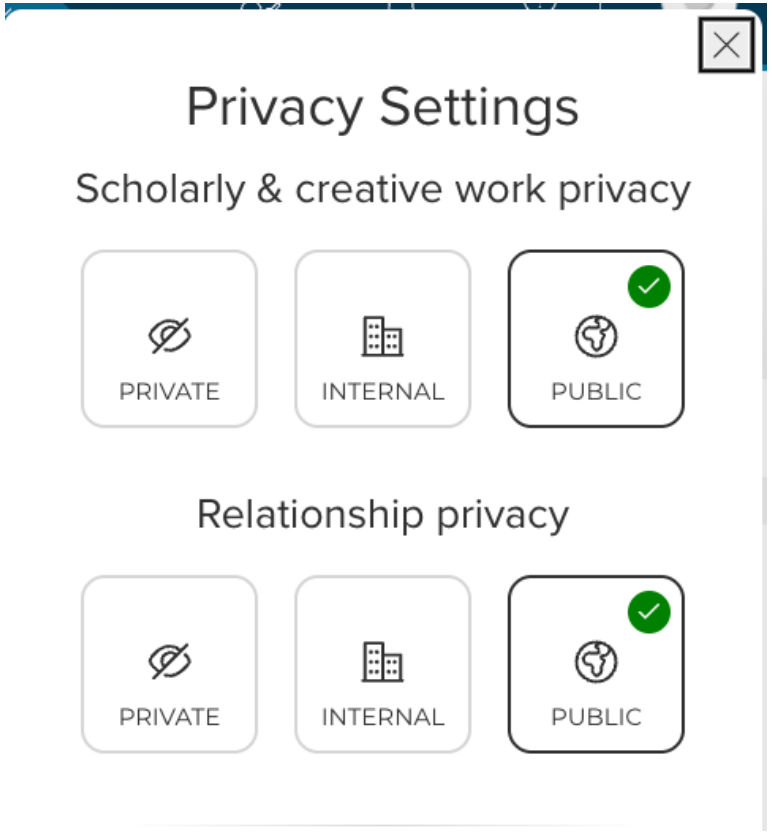
When you click on the globe icon, you will be able to edit the privacy settings for both the object itself - in this case, **Scholarly & creative work privacy** - and your relationship to the item, **Relationship privacy**.



Privacy Settings in Elements: Objects

If you do not want an object to be visible to anyone except yourself and system administrators, you can mark it as Private.

Below the object privacy setting, you can change the Relationship privacy setting.



Privacy Settings in Elements: Objects

If you change your **Relationship privacy** on an item, such as a journal article, to Private, the item will not appear on your profile, even if the journal article's privacy setting is set to Public.

If the article has other GW co-authors, they would still be able to include the article publicly on their Elements profiles, but you would not appear as a co-author due to the Relationship privacy setting you selected.

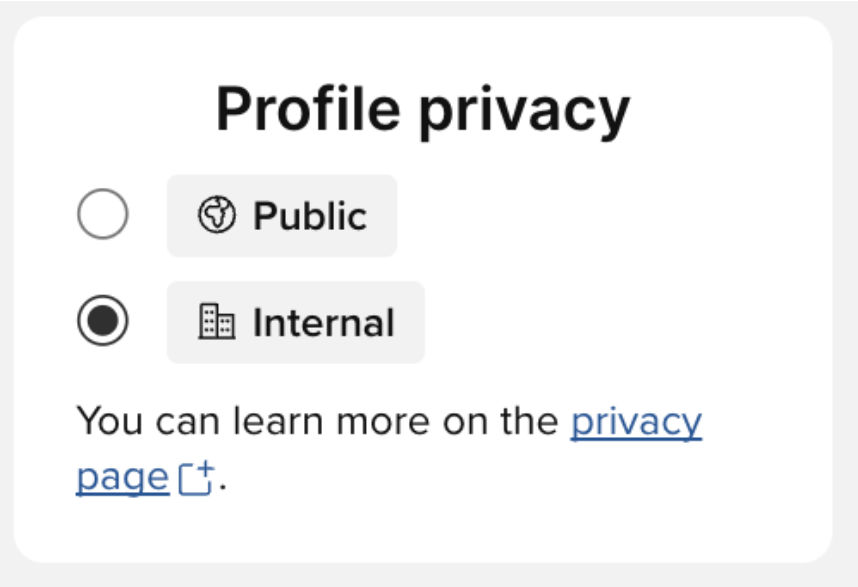
Privacy Settings in Elements: Your Profile

In addition to editing the privacy settings for individual objects, you can change the privacy settings for your entire profile. You can set your profile to Public or Internal.

As with object privacy, **Public** means your profile is visible in Elements to other GW users, and will be visible to anyone once the Discovery module is enabled. Even in Public mode, your profile will not display any objects you have marked as Private. When set to **Internal**, your profile is visible in Elements to other GW users, and will not appear as a public profile in the Discovery module.

Privacy Settings in Elements: Your Profile

To edit your profile privacy, go to your profile page and click on the Edit Mode button. The profile privacy box will be at the top right with the Public and Internal options available.



Privacy Settings in Elements

For more details on privacy in Elements, please visit https://elements.gwu.edu/privacy.html

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Learn more about Elements

- Download the Elements Quick Start Guide to Publication Claiming (PDF)
- Contact GW Elements Support at elements@gwu.edu

Log in to GW Elements using SSO: https://elements.gwu.edu/