

OVERVIEW

Although LSU Elements pulls publications and grants from various repositories, there will be activities that need to be manually entered on your profile. This is especially true for professional activities.

MANUALLY ADD AN ACTIVITY

• While on your LSU Elements homepage, scroll down to your activity buckets. For publications, grants, professional activities, and teaching activities, you will see the **ADD NEW** button. For this example, add a new professional activity by clicking on the **ADD NEW** button under Professional activities.

Publications	:	Grants	:	Professional activities		Teaching activities	
Claimed • 2 books • 11 chapters • 12 conference proceedings • 101 journal articles	>	 Claimed 5 geauxgrants 7 other grants or contracts 		 1 awards & honors 3 collaborative research 4 college/school services 4 department service 73 presentations 4 professional memberships 66 professional services 3 public service 25 university services 		 120 courses taught & stude 37 directed student learning 	
+ ADD NEW	VIEW ALL	+ ADD NEW	VIEW ALL	+ ADD NEW	VIEW ALL	+ ADD NEW	VIEW ALL

• The Add a new professional activity screen will appear. Select the appropriate activity type (University Service has been selected for this example).

	Select profess	ional activity type	
Artistic Performances & Exhibits	Awards & Honors	College/School Service	Consulting Activity
Department Service	Expert witness	Goal & Accomplishment	Intellectual Property
Media Interview	Presentation	Professional Development	Professional Membership
Professional Service	Public Service	University Service	

FACULTY ACTIVITY REPORTING Manually Adding Activities

The information form related to the chosen activity type will appear with various fillable fields. Fields marked with an * are required. For university service, both the Start Date and the Committee Name are required fields.

4	dd university servio	ce
	Information entered on this form is discoveral	ole by other users of the professional activities module.
		Essential Information
	✤ Start Date	01 Apr 2022 🕜 🛍 🗙
	End Date	10 Jun 2022 📀 ⊞ ≭
	* Committee Name	College of HSS Dean Search Committee

• Once you have provided information for the required fields and any other information you would like to appear on the activity, click the **SAVE** button.

Position/Role	Chairperson	-
Number of Weekly Hours	2	
		CANCEL

• If you need to edit information manually added for the activity, you can click the **Edit record** button on the activity's detail screen.

niversity Service 🔌		
<u>abels</u> There are no labels on this profession	onal activity. <u>Add labels</u>	
ata sources		
Appus		🥒 Edit re
Manual		
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-	01 Apr 2022	

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