



Quick start guide

Home page

The Home page is where you land after logging into Elements.

Click on **EDIT MY PROFILE** to go to your Profile page. Scroll through the **MY ACTIONS** prompts. Every item has a link that takes you to the section in Elements where tasks can be completed, including:

- Set up your search settings
- Add author identifiers
- Claim scholarly and creative works
- Deposit publications
- Add records of impact

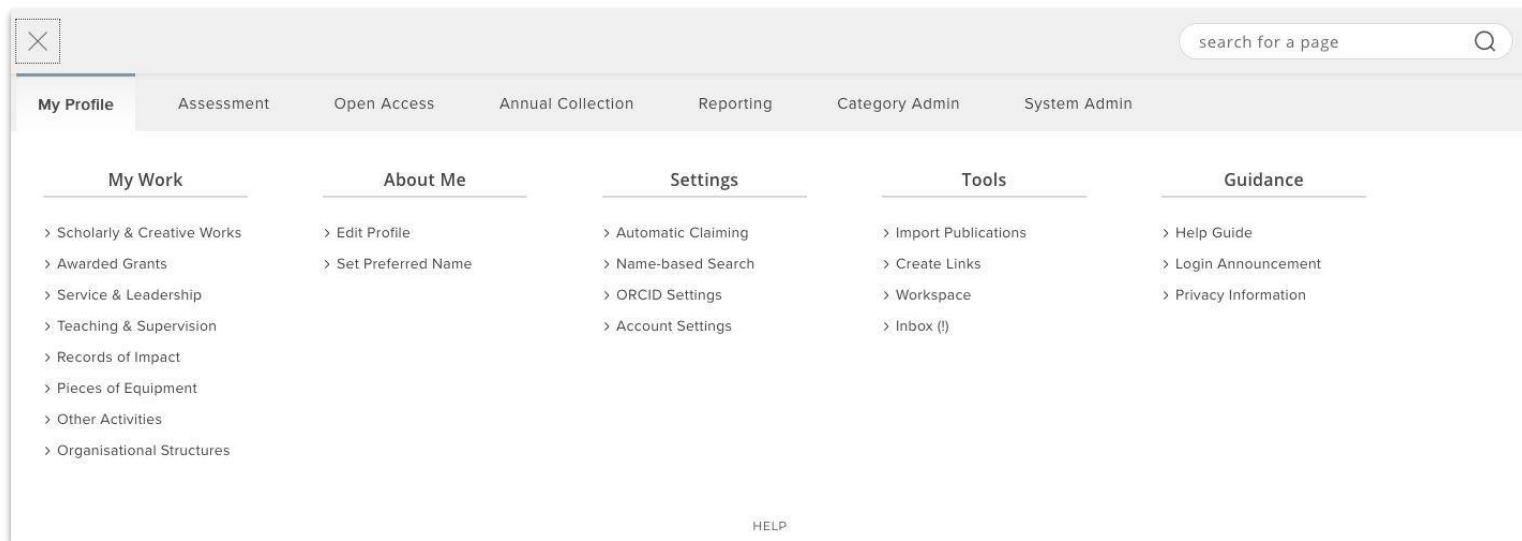
Data types in each activity section are active links. Click on any one to go to that activity type or add manual records by selecting **+ ADD NEW**.

The screenshot shows the Virginia Tech Elements homepage for user Barbara Lockee. The interface is divided into several sections:

- Header:** Virginia Tech logo and user name "Barbara Lockee".
- Homepage Title:** "Homepage".
- MY ACTIONS (3):** A list of three prompts:
 - Deposit scholarly & creative works:** "You have 5 scholarly & creative works awaiting deposit to the repository. View »"
 - Record evidence of the impact of your work:** "You can create narrative statements to describe the impact of your work and attach files as supporting evidence. This allows you to collect, store and find evidence of impact. Add »"
 - Request a waiver:** "If required by your publisher, you can request a waiver from the Virginia Tech open access policy by completing this workflow. Request waiver »"
- User Profile:** A circular profile picture of Barbara Lockee, her name "Dr. Barbara Lockee", her department "Liberal Arts and Human Sciences", a "View my public profile" button, and contact information (phone: 0000-0001-708-4529, email: lockeebb@vt.edu). Below the profile is an "EDIT MY PROFILE" link.
- Activity Sections:** Four columns of activity types, each with a "Claimed" list and a "VIEW ALL" link:
 - Scholarly & creative works:** Claimed items include 10 books, 35 book chapters or sections, 52 refereed journal articles, 39 journal articles, 104 conference papers or presentations, and 3 presentations (not at a conference) and 39 more scholarly & creative works.
 - Grants:** Claimed items include 4 proposals, 19 external funding, and 2 internal funding.
 - Professional activities:** Claimed items include 5 awards, honors, and recognitions, 41 committee service, 1 office held, 5 editorial/curatorial, 8 manuscript reviewing / refereeing, 1 grant proposal review, 20 promotion / tenure assessments, 1 program or institutional review, and 41 more professional activities.
 - Teaching activities:** Claimed items include 77 Virginia Tech courses taught, 1 other teaching, 1 course developed, and 86 graduate student supervisions.

Getting to know the Menu

Click on the Menu icon in the top left-hand corner to navigate around Elements.



The **My Profile** section contains various areas specific to you. You can either **browse** through the tabs or use the **Search** box in the upper right-hand corner to find pages. *Please note: The menu items available will depend on the configuration and licence at your organisation and your roles within the system.*

Managing your Profile

Your **Profile** can be viewed by any other user in the system.

Using **Edit Profile**, you can add additional items, such as your photo, an overview statement, your social media sites, and other categories included in the profile.

When you make your profile **Public**, information from it will be shared with [Virginia Tech Experts](https://guides.lib.vt.edu/VirginiaTechExperts), the university's public profile system. You can edit your profile and add new information as you prefer, then share it publicly by switching from Internal to Public. Once you have switched it to public access, you can hide any part of it that you do not wish to appear in the public profile system.

For more guidance on Virginia Tech Experts, see <https://guides.lib.vt.edu/VirginiaTechExperts>

The screenshot shows the 'Elements' profile page for Professor Daniel Hook. The page has a dark blue header with the 'Elements' logo and a user profile for 'Daniel Hook'. Below the header, the main content area is titled 'Professor Daniel Hook' and includes a photo of the professor, his title 'Visiting Professor', and his fields of interest: 'Digital Science' and 'Theoretical physics'. It also lists his ORCID ID, email, and work phone number. The page is divided into several tabs: 'About', 'Scholarly & creative works', 'Professional activities', 'Teaching activities', and 'Grants'. The 'About' tab is currently selected, showing an 'Overview' section with a text description of his academic roles and a 'Fields of Research' section with tags for 'Mathematical Aspects of Classical Mechanics', 'Quantum Mechanics and Quantum Information Theory', and 'Quantum Physics'. The 'Experience' section lists his academic appointments, including roles at Washington University at St. Louis and Imperial College London. The 'Non-academic employment' section is also visible. On the right side of the page, there are sections for 'Other profiles' (Google Scholar, arXiv, ORCID, ResearcherID), 'Co-authors' (a pie chart showing contributions by Carl Bender, Dorje Brody, and Lane Hughston), 'Links' (a button to view all links), and a 'Find a colleague' search bar.

Claiming author identifiers

Elements will suggest **author identifiers** based on your name-based search settings, including identifiers from ORCID, Dimensions, Scopus, ResearcherID, arXiv, figshare and SSRN.

Approve or reject the identifiers using the Yes and No buttons. Elements will automatically retrieve publications in databases using these identifiers and place them in the 'Mine' or 'Not Mine' folders.

If the system does not find all of your identifiers, you can enter them by clicking on the "Add..." link.

The system will automatically import the address associated with your organization but you can add additional email addresses you may have published with previously.

Automatic claiming



Please tell us about the identifiers that are used to identify you in external data sources.

The more you can tell us, the less often you will be asked to verify which items are yours.

Do these identify you?

We'd like to use these to help clear your pending list, and possibly find more of your items online.



[ur:01123321343_51](#) Dimensions Researcher ID

Seen in [2 pending](#), [26 claimed](#), [0 rejected](#), and [0 other](#) publications.

YES NO IGNORE



[8973030600](#) Scopus ID

Seen in [0 pending](#), [27 claimed](#), [0 rejected](#), and [0 other](#) publications.

YES NO IGNORE

Mine (5)

Not Mine (0)

Ignored (1)

Add external profiles



[Dimensions Researcher ID](#)

[Scopus ID](#)

External profiles

Items associated with the following profiles will be automatically claimed for you:



http://arxiv.org/a/hook_d_1 arXiv Author Identifier

Manage

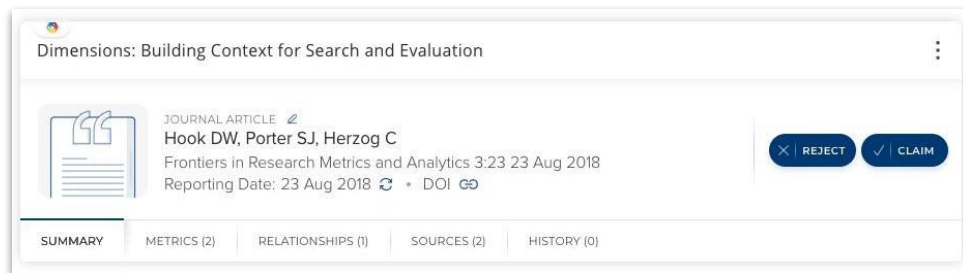


dwf figshare for Institutions account

Your figshare for Institutions account is controlled by system-wide settings and cannot be removed.

Manage

Claiming or rejecting publications



Elements will indicate when it finds new publications in the online databases that match your profile. These will be placed in the **Pending** list of your records to await your approval. One of the actions in your **My Actions** list will take you to the pending publications.

Claim or reject individual publications using the **check** or **"x"** buttons. Or you can select a number of publications using the checkboxes, then **claim** or **reject** the marked publications with the large buttons at the top of the list.

Claimed publications will move to the **Claimed** list and rejected to the **Rejected** list.

If you have lots of items that do not belong to you, work with your System Administrator to clear the Pending list, modify your search settings to improve the accuracy of the searches, and re-run your search.

My Publications

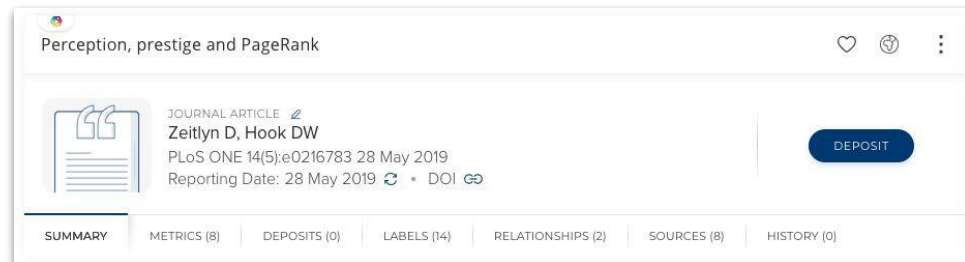
Your My Publications page, you can view various forms of data about your articles by clicking on the tabs at the bottom of the record.

To **change** the publication type select the **pen icon**, once selected you have a drop down menu of available types, **save** the new type.



This change will be recorded in history notes. If you **change your mind** you can always change it back without any loss of data.

Summary shows the basic bibliographic data, while **Metrics** displays the Times Cited and Altmetric data. **Labels** presents all of the ontologies available to be associated with the publication, while **Relationships** lists all of the other Elements users who are linked to the record.

Finally, **Sources** shows a list of the data sources that comprise the publication object and **History** is the log of all activities performed against the record.




Perception, prestige and PageRank

JOURNAL ARTICLE 
Zeitlyn D, Hook DW
PLoS ONE 14(5):e0216783 28 May 2019
Reporting Date: 28 May 2019  • DOI 



DEPOSIT

SUMMARY METRICS (8) DEPOSITS (0) LABELS (14) RELATIONSHIPS (2) SOURCES (8) HISTORY (0)

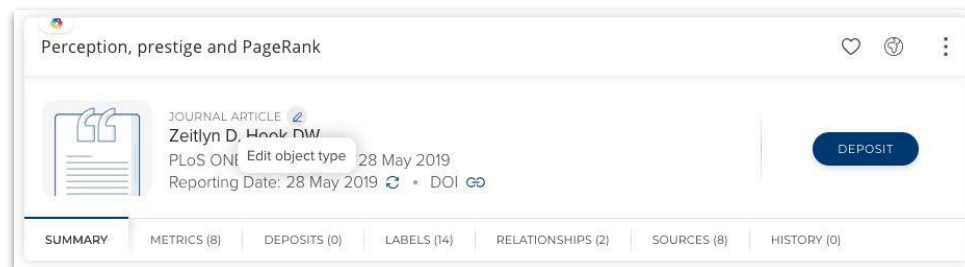


International collaboration clusters in Africa





ARTICLE METRICS (4) JOURNAL METRICS (3)

Altmetric  3 Dimensions  47 Scopus  26 WoS  43

SUMMARY METRICS (7) DEPOSITS (0) LABELS (19) RELATIONSHIPS (2) SOURCES (6) HISTORY (0)



Perception, prestige and PageRank

JOURNAL ARTICLE 
Zeitlyn D, Hook DW
PLoS ONE  Edit object type 28 May 2019
Reporting Date: 28 May 2019  • DOI 

DEPOSIT

SUMMARY METRICS (8) DEPOSITS (0) LABELS (14) RELATIONSHIPS (2) SOURCES (8) HISTORY (0)

Depositing publications to VTechWorks

After claiming or adding a publication, you can choose to **upload** it into VTechWorks, Virginia Tech's open access repository housed in the University Library. If you need to **set an exception** for your article (embargo or other access restrictions), choose an item from the pre-configured exception list and add a comment.

If your article is already available somewhere in Open Access form, you can simply enter the OA location URL.

The screenshot displays the VTechWorks web interface for depositing a publication. The header features the Virginia Tech logo and navigation links. The main content area is titled 'Deposit scholarly & creative work: One year later...and counting: Reflections on emergency remote teaching and online learning'. Below the title, a message states 'You are about to deposit this journal article to VTechWorks'. The interface is divided into two main sections: 'Deposit advice' and 'Upload a file'. The 'Deposit advice' section includes tabs for 'Institutional advice' and 'SHERPA RoMEO advice'. The 'Institutional advice' tab is active, showing text about depositing the accepted version of a scholarly article under the new open access section of Policy 13000 (PDF), regardless of your copyright transfer agreement. It also mentions that the accepted version includes changes made during the peer review process and should be deposited within 30 days of the publication date. Below this, it states that articles deposited in VTechWorks will be openly available online, widely indexed, and receive thousands of downloads per day from around the world, providing a permanent link, download statistics, and ensuring article preservation. PDF is the preferred format, but files of almost any type will be accepted. At the bottom of this section, it provides the email address vtchworks@vt.edu for questions. The 'Upload a file' section is titled '1. Prepare deposit (step 1 of 3)' and contains a 'Choose a file from your local machine:' prompt. It has a 'Choose file:' button and a 'File version:' dropdown menu set to 'Published version'. A 'Use this file' button is located at the bottom right of this section. A link 'Leave without depositing' is also visible at the bottom right of the page.

Adjusting your Search Settings

Your search settings are preloaded with your name (usually in the form of LASTNAME, IN and LASTNAME, FIRSTNAME), but you can improve these settings by adding **Name variants** or **Address** terms.

Tip: Use the smallest meaningful word or term in an address. For example, enter “Oxford” and not “Oxford University.”

Tip: Additional search terms are restrictive. If you add **Keywords** or **Journals**, then Elements will only retrieve articles that include those keywords or published in those journals.

Don't forget to click **Save** when you're finished editing your search settings!

The screenshot shows the 'Name-based searches' settings page. At the top, there's a title 'Name-based searches' and an information icon. Below this, a blue box explains that these settings influence how the system performs 'name-based searches' for the user, both at online databases and within existing data in the system. It also mentions that this kind of search will result in items being placed in the user's Pending list(s), for them to claim or reject. A link to the 'Automatic Claiming page' is provided. A yellow box below states that Daniel Hook's settings were last modified on 13 May 2019 at 12:06 by Mr Andrew Sowerby. The main section is titled 'Name-based search terms'. It has a label 'Name variants: *' and a sub-label '(last name first)'. There is a text input field with a green plus icon to its right. Below the input field, the text 'Hook, D. W.' is shown with a red X icon to its right. A blue box provides instructions: 'When adding name variants, please use the format "Lastname, Firstname/initials" — for example "Smith, A. G." or "Smith, Alex".' It also states: 'Add all combinations of your last name and initials under which you publish. The system will then convert the supplied name to the exact formats best required when searching each data source. Please do not use the format "Andrew Smith" or "AG Smith". Always write your last name first, followed by a comma.' Another blue box says: 'If a name variant is only used by one online database, you can customise this setting in the relevant section of this page.' Below this, there's a section for 'Addresses:'. It has a text input field with a green plus icon to its right. Below the input field, the text 'imperial' and 'washington' are shown, each with a red X icon to its right. A link 'Switch to advanced view' is present. A blue box below states: 'Add keywords associated with previous institutions, or those with which you collaborate.' At the bottom, there's a section for 'Additional search terms'. A blue box explains: 'This section allows you to exactly specify additional supplementary information to narrow the results returned by name-based searches. Providing information in this section will cause you to only receive results published after the provided start date, which have the supplied keywords and which were published in one of the provided journals.' There is a 'Start date:' label and an empty text input field.

Name-based searches

These settings let you influence how the system performs 'name-based searches' for you, both at online databases and within existing data in the system. This kind of search will result in items being placed in your Pending list(s), for you to claim or reject.

Separate Identifier-based searches can be managed on the [Automatic Claiming page](#).

Daniel Hook's settings were last modified on 13 May 2019 at 12:06 by Mr Andrew Sowerby.

Name-based search terms

Name variants: *
(last name first)

Hook, D. W.

When adding name variants, please use the format "Lastname, Firstname/initials" — for example "Smith, A. G." or "Smith, Alex".

Add all combinations of your last name and initials under which you publish. The system will then convert the supplied name to the exact formats best required when searching each data source. Please do not use the format "Andrew Smith" or "AG Smith". Always write your last name first, followed by a comma.

If a name variant is only used by one online database, you can customise this setting in the relevant section of this page.

Addresses:

imperial

washington

Switch to advanced view

Add keywords associated with previous institutions, or those with which you collaborate.

Additional search terms

This section allows you to exactly specify additional supplementary information to narrow the results returned by name-based searches. Providing information in this section will cause you to only receive results published after the provided start date, which have the supplied keywords and which were published in one of the provided journals.

Start date:

Manage delegates and Preferred Name

You can grant a delegate (or delegates) editing rights to your account under **Set Preferred Name**.

Your delegate(s) will receive copies of your email alerts and will be able to log in (using their own credentials) and 'impersonate' you to manage and edit your records.

You can also add a preferred first and/or surname here. These settings will override the name that was imported into Elements from your HR system and will be displayed throughout Elements. It will not, however, modify your Search settings.

Manage Delegates

Add delegate

Type the surname of your delegate and a drop-down list will appear.
Choose your delegate then click on the 'Add delegate' button to complete the process.

Name (surname first):

Delegates
Daniel Hook has no delegates.

Preferred Name

Changes will not affect name based publication search settings. A review of [search settings](#) is recommended after any change.

Adding a preferred first name and/or surname will override the name that was imported into Elements for you (e.g. from your HR systems). If a preferred name is added, this will be displayed throughout Elements.

First name:

Surname:

Update preferred name

Manually adding a publication

You can always add publications manually if they are not found in the online databases. New items can be added from within your listing of records for a given section. Just select **+ ADD NEW** on the home page.

New items can also be added directly from the Home Page. Click the ADD NEW text in the bottom left corner of the section in which you would like to add the new activity.

There is automatic checking to confirm you do not create a duplicate. Just **enter** the title and search.

You can **claim or skip** to continue to the next step.

MY WORK

My scholarly & creative works

CLAIMED (5) PENDING (0) REJECTED (0)

showing 1 - 5 out of 5

view: 10 per page

sort by: Reporting date (newest first)

Scholarly & creative works

Claimed

- 10 books
- 35 book chapters or sections
- 52 refereed journal articles
- 39 journal articles
- 104 conference papers or presentati...
- 3 presentations (not at a conference)
- and 39 more scholarly & creative wor...

+ADD NEW VIEW ALL

Manual Entry Form

A new record can be generated for any activity in the system by adding information into the manual entry form. Required fields are marked with an * and essential fields displayed by default. All other fields are optional.

Guidance is provided for types at the top of the page in the blue information box and for fields where you see a large ?

Don't forget to **Save and continue**, and follow the prompts to view your publication.

Add journal article

Let's get started Tell us more Link to funding

Information entered on this form is discoverable by other users of the publications module.

* What is your relationship with this journal article?

☒ Author of ☐ Editor of
☐ Translator of ☐ Contributor to

Essential Information

* Status [Select an option] ?

Date of acceptance [] ?

Publication date [] ?

Online publication date [] ?

* Title [] ?

* Authors [Byrne, Kate] edit ?

Editing A Record

Reporting requirements and processes vary by college. Some colleges utilize custom reports available through the University Data Commons. These reports can be accessed directly at <https://udc.vt.edu> or via the Help page within Elements (customized by college).

To run your report in the UDC, go to the "Faculty Activity Reports" menu tab in the upper right corner of the screen. When you click on that, you'll have the option to choose an "Individual" or "Group" report. (Most individual users will only see "Individual" as an option). After selecting which report type you'd like to run, you'll see fields requesting the following information:

1. In the **College** field, select your college
2. In the **Report** field, select the report you'd like to generate.
3. In the **Faculty** field, your name should appear, given that you are logged into the system. (Two-factor authentication is required).
4. Select the **Start Date** (Month/Day/Year) and **End Date** (Month/Day/Year)
5. Click "**Download Report**"

A mapping for each report template can be accessed at the bottom of the UDC interface once a specific report is selected.



Editing A Record

You may wish to update or change records within the Elements system. Records that are manually created can be edited by going to the record, making any desired changes, and saving the record to update it in the system.

Records that are automatically imported cannot be edited. However, if such a record contains information that needs to be changed, you can create a manual version of that record and make any necessary adjustments, and save the changes. That record will become the preferred record and will be referenced in reports, reflecting a corrected version.

The screenshot displays the Virginia Tech Elements system interface. The header features the Virginia Tech logo and navigation icons. The main content area is titled "Urban myths about learning and education" and includes a "Journal article" section with citation information and metrics. Below this is a "Full text" section with a "Deposit" button. The "Waiver requests" section shows no requests. The "Data sources" section, highlighted with a blue arrow, shows a Crossref entry with the ID "10.1007/s11528-015-0905-3" and a "Set as preferred record" button.

Journal article

Lockee BB, De Bruyckere P, Kirschner PA, Hulshof CD
TechTrends 59(6): 53-56 Nov 2015 DOI

Labels
1303 Specialist Studies in Education + Education [Manage labels](#)

Altmetrics
3

Citation Metrics

RCR	Dimensions	EPMC	Scopus	WoS
-	7	-	-	-

Journal Rankings

TechTrends SNIP	SJR	Impact Factor
0.99	0.44	-

Full text

VTechWorks Virginia Tech Data Repository data.lib.vt.edu

There are no files for this item in the repository. [Deposit](#)

Waiver requests

No waiver requests have been made for this publication. Do you need to [request a waiver](#)?

Data sources [Add manual record](#)

Crossref

ID: 10.1007/s11528-015-0905-3 [More source info](#)

[Set as preferred record](#)

Title Urban myths about learning and education